



THE
COLLEGE
OF THE
FLORIDA KEYS

STUDENT ACTIVITIES HANDBOOK

2023-2024



STUDENT ACTIVITIES HANDBOOK

2023-2024

CONTENTS

STUDENT ACTIVITIES PROCEDURES	3-14
Introduction	3
Student Activities	4
Clubs	5
Chartering/Rechartering A Club at CFK.....	5-6
Club Advisor Roles and Responsibilities	6-8
Non-Advisor Chaperone Responsibilities	8
Club Officers Responsibilities	8
Impeachment and Removal of Officers	9
Club Meetings and Minutes	9
Club Participation.....	9
Requesting and Scheduling Events	9-10
Club Travel	10-11
Club Accounts	11-12
Fundraising and Solicitation Guidelines	12
Requesting Funds from Student Activities	13
Promotions.....	14-15
POLICIES	19
Drug Free Policy	14
Tobacco Free Policy	14
Alcohol Free Policy	15
Student Discrimination	15
CLUB FORMS	16-34
Club Advisor Approval Agreement (SA-1)	17-18
Student Organization Request for Recognition and Charter/Recharter (SA-2).....	19
Club Constitution (SA-3).....	20-21
Notification of Club Officers (SA-4)	22
Chaperone Form (SA-5).....	23
Request for Student Club Travel, Activity or Funds (SA-6)	24-25
Event Supplies and Material Request (SA-7).....	26
Student Travel Reflection (SA-8)	27
Student Travel Agreement (SA-9)	28-31
Notice of Class Absence Due to Student Activities (SA-10)	32
Individual Transportation Release (SA-11).....	33
Solicitation Memorandum (SA-12).....	34

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. 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. 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 organizations 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 Handbook.

The Student Activities Handbook can also be found on the College’s website at www.cfk.edu/forms/StudentActivitiesHandbook2023-24.pdf. Student Activities Forms are also available on the website at <https://www.cfk.edu/studentlife/student-organizations/student-activities-forms/>.

STUDENT ACTIVITIES

Purpose

The Office of Student Activities develops, plans, and promotes extracurricular activities that enhance students’ educational, social, recreational, and personal development. The Director of Student Activities (DSA) plans yearly programs that consider various academic interests, ages, cultures, economic levels, locations, and the overall interests of a diverse student population.

Student Activities Budget

Students are charged a Student Activities fee to support a robust array of student activities. The DSA and the Student Government Association (SGA) are responsible for proposing an annual budget that responsibly uses these funds. The budgeting process includes exploring, discussing, and determining funding priorities. Costs must be estimated for various programs, activities, events, equipment, and professional services. The DSA 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 Student Activities budget is developed in February and March of each year in conjunction with the College's annual budget process. SGA must approve a proposed budget by March 30. The proposed budget must be approved by the Student Activities Budget Committee (SABC) and then submitted to the College President for final approval. The approved Student Activities budget will start at the beginning of the new fiscal year on July 1.

The SABC is comprised of both students and employees. SABC members must include a minimum of one (1) SGA representative, three (3) student representatives, the DSA, the SGA advisor or co-advisor, and one (1) representative from the College's business office.

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, and raise awareness and funds for special projects. 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-level CFK students and advised or co-advised by CFK employee(s). New or existing clubs may be chartered during the fall and spring semesters and must stay in active status. Active status is defined by regular meetings, events, and activities on campus or within the community. Club advisors are responsible for (1) chartering/rechartering a club or clubs, (2) club constitution establishment and amendments, and (3) notification of club officers. The following steps and forms are required to charter/recharter a club:

- **Club Advisor Approval Agreement form (SA-1)**

CFK employees interested in serving as an advisor or co-advisor must be approved by (1) their supervisor, (2) the DSA, (3) and the Associate Vice President, College & Community Engagement (AVP-CCE).

- **Student Organization Request for Recognition and Charter/Recharter form (SA-2)**

Chartering/Rechartering requires eight (8) currently enrolled, credit-level CFK students and a club advisor or co-advisors to be considered a club. Club Rush events are held at the beginning of each semester to recruit club members.

- **Club Constitution form (SA-3)**

Chartered clubs are identified by the club's name, the club's constitution, and the key purpose. All student clubs, chartered or rechartered, must include "The College of the Florida Keys" in the club's name (e.g., Chess Club at The College of the Florida Keys). 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.

- **Notification of Club Officers form (SA-4)**

Club officers shall be elected according to the club's constitution. Executive board members (i.e., Club President, Vice President, Treasurer) will be identified as a working club entity and will receive recognition thereof.

Only after the completion and approval of the listed steps will the group be formally recognized as a CFK student club.

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 employees of the College. Club advisor responsibilities include guiding the organization according to its constitution, acting as a resource and referral agent, and following 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 Agendas and Minutes**

Club advisors must attend all club meetings. If they are not available, they must assign a chaperone or request the DSA to fill in. Club advisors must ensure that club officers create an agenda and take minutes at each meeting. The club advisor or secretary must email copies of the minutes to the DSA within two (2) business days of the meeting.

- **Mandatory Events for Club Advisors**

- Leadership Training
- Attend and ensure student participation in the fall and spring Club Rush events.
- Student Awards Banquet
- Promote participation in at least one fundraising event per semester.
- Promote participation in at least one community service event per semester.

- **Leadership Development**

Club advisors shall assist students with leadership development, training, service-learning initiatives, and club procedures, focusing on leading group discussions, building consensus, networking, and decision-making.

- **Facilitate Club Activities**

Complete appropriate tasks on behalf of the club promptly, including forms, work orders, room reservations, information technology requests, travel and support documentation, marketing and printing requests, and fund requests. Club activities and events, including travel, must be: (1) approved and (2) coordinated three weeks in advance to ensure proper planning time and assistance in securing dates and accommodation for events. Club advisors must accompany students or assign a chaperone to attend all travel on and off-campus events.

- **Policies and Procedures**

Ensure the club constitution aligns with policies and procedures in the Student Handbook (i.e., Student Code of Conduct), the CFK Mission and Vision, and the Student Activities Handbook (this document).
Ensure that club members follow appropriate procedures and adhere to all rules. All members of the club, the club advisors, and chaperones 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 follow College financial procedures.

NON-ADVISOR CHAPERONE RESPONSIBILITIES:

If a club advisor cannot attend a club function, including but not limited to meetings, events, and travel, another CFK employee must be assigned as a chaperone. Club advisors are responsible for assigning and completing the chaperone form (SA-5), and the chaperone is responsible for the club during the club advisor's absence.

- Ensure club officers and members adhere to all College policies and procedures, on-campus, and off-campus, follow the smoke-free and substance policies, and Students' Rights and Responsibilities as outlined in the Student Handbook. All club members, advisors, and chaperones attending events share these responsibilities.
- Maintain communication with the DSA by email or telephone, as needed.

CLUB OFFICERS

Student club officers must maintain a 2.5 Grade Point Average (GPA) or higher and adhere to the College policies and procedures outlined in the College Catalog, Student Activities Handbook, and Student Handbook.

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 make fund requests on behalf of the club. Club representatives can vote and must attend at least one SGA meeting per month.

President's and Vice President's Responsibilities:

- Serves as the chief representative of the student club
- Presides over the organization's meetings
- Assures all requirements for the clubs have been met
- Leads the club in its business and activities

Secretary's Responsibilities:

- Responsible for creating the agenda, recording, and submitting club minutes
- Maintain correspondence with club members

Treasurer's Responsibilities:

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

Parliamentarian's Responsibilities:

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

Impeachment and Removal of Officers

All officers and members of student clubs must act lawfully and with high moral standards of behavior while enrolled at CFK. 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 DSA if a club officer violates of the Student Code of Conduct. The DSA 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 DSA prior to moving forward with any removal action.

CLUB MEETINGS, AGENDAS, AND MINUTES

Student clubs must conduct meetings throughout the fall and spring semesters and maintain minutes as the official record 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 a club's active status, each club is required to organize and participate in the following:

- Fall and Spring Club Rush
- Student Awards Banquet
- At least one fundraising event per academic year
- At least one community service event per academic year

Failure to attend or participate in required events may result in the suspension of the club.

REQUESTING AND SCHEDULING EVENTS

Clubs must follow internal procedures for scheduling activities, which may include fundraisers, campus events,

community service projects, or other organized activities on or off campus. Clubs must submit their calendar of events to the DSA 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 DSA before to initiating a formal request.

Steps for requesting or scheduling an event:

1. Complete required forms:
 - Request for Student Club Travel, Activity or Funds form **(SA-6)**
 - Chaperone form **(SA-5)**
 - Event Supplies and Materials Request form **(SA-7)**
2. Club advisors must submit the required documents to the DSA at least three (3) weeks prior to the event. The DSA will approve or deny the request.
3. If the event requires physical preparations (i.e., decorating), the club advisor will work with the DSA to arrange to access the space.

CLUB TRAVEL

CFK supports student club travel to attend conferences, retreats, competitions, award ceremonies, and other unique learning experiences. All student clubs interested in an event or trip that takes place off campus, overnight and/ or involves travel are required to submit a travel request. Travel requests and the following supporting documentation (if applicable) must be submitted to the DSA at least three (3) weeks before the trip:

- Employee Leave form **(52.2(A))**- club advisor(s) and chaperones must submit an approved leave form
 - Chaperone form **(SA-5)** (if applicable)
 - Student Travel Agreement **(SA-9)**
 - Notice of Class Absence Due to Student Activities **(SA-10)** (if applicable)
 - Individual Transportation Release **(SA-11)** (if applicable)
 - Complete and submit a pre-travel portfolio including:
 - a. Travel Request and Reconciliation Form CFK Form 29.1A
 - b. Airfare
-

- c. Hotel credit card authorization
- d. Hotel receipt
- e. Conference and registration form(s)
- f. Car rental receipt
- g. Leave form (TDE Temporary Duty Elsewhere)

After the traveling, post-travel reconciliation must be submitted according to the deadlines established in CFK procedure 29.1. If students do not claim per-diem they do not need to complete form 29.1A. However, all other expenses must be included in the portfolio.

- Complete and submit a post travel portfolio including:
 - a. Travel Request and Reconciliation Form CFK Form 29.1A
 - i. This form is required for each traveler if they claim per diem. If they do not claim per diem, the advisor may submit one post-travel reconciliation form in the portfolio.
 - b. Airfare receipt
 - c. Hotel receipt
 - d. Conference or registration receipt
 - e. Car rental receipt
 - f. Employee Leave form (TDE Temporary Duty Elsewhere)
 - g. Student Travel Reflection (SA-8)
 - h. Student Travel Agreement (SA-9)

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 visiting the College's Business Office, emailing business.services@cfk.edu, or calling 305-809-3186.
 - To open an account, club advisors must submit a copy of the student club's constitution to the DSA. A unique organization and fund number will be assigned for the club account through the CFK business office.
 - All funds raised on behalf of a club must be deposited immediately into the club's account. If funds are collected outside of normal business hours, the club advisor shall secure the funds until the next business day when they can be submitted for deposit.
-

- It is the club advisor's responsibility to provide a copy of the deposit receipt to the DSA within two (2) days after a deposit has been made to a club account.
- To purchase goods or services, the club advisor must submit a requisition through CFK's Finance Self Service.

FUNDRAISING AND SOLICITATION GUIDELINES

Student clubs are encouraged to raise funds to support their desired club activities. Student clubs may conduct sales and fundraising activities (e.g., bake sales, hosting an event, competitions, raffles, auctions, car washes or direct solicitation) on or off campus. Club advisors or club officers are encouraged to discuss proposals with the DSA prior to initiating a formal request. All student clubs must follow the following fundraising guidelines:

- Assign staffing for the entire duration of the event.
- Assign a club advisor or chaperone to any sales exchanges made during the event.
- Retain all receipts for expenses incurred from the sale or fundraiser and a deposit slip of the amount received from the sale or fundraiser and tax exemption status when applicable.
- No club member or club advisor may profit from the sale or fundraiser.
- Follow the Student Code of Conduct as stated in the Student Handbook.

To solicit organizations for donations, club advisors must obtain approvals by submitting the following to the DSA:

- Solicitation Memorandum **(SA-12)**
- A copy of a proposed solicitation letter
- **Request for Student Club Travel, Activity or Funds (SA-6)** (if applicable)
- Chaperone form **(SA-5)** (If applicable)
- Event Supplies and Materials Request **(SA-7)** (If applicable)

Once the solicited merchandise, services, or money has been received, the club will provide the DSA with a list of all items received along with the dollar/ value amount noted. This list will be forwarded to the Vice President of Advancement (VPA). Club advisors or officers must deposit all funds into the club account via the Business Office the following business day after receiving the funds. The club advisor or officer must submit a receipt for each transaction to the DSA within two business days.

REQUESTING STUDENT ACTIVITIES FUNDS

Student clubs may request Student Activities funds through SGA to support activities, initiatives, or travel.

However, clubs should limit Student Activities funds request to extraordinary situations and unexpected opportunities. Clubs should use the funds in their club account **before** requesting Student Activities funds. Clubs may request funds through SGA by providing a written request, 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 DSA 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 DSA at least three (3) weeks in advance.

- The SGA will review the funds request at their next 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 DSA will process a purchase requisition to satisfy the request.

PROMOTIONS

There are various ways to promote student club events.

- Flyers – Flyers are allowed on campus for each event. All flyers must be submitted to the DSA for approval and distribution.
 - Mass Emails – Mass emails can be sent from the Student Activities email. The email and email list must be provided to the DSA 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 DSA four (4) weeks prior to the event 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 DSA two (2) weeks before the event.
-

- Student Activities Weekly Email – “What’s Happening This Week” is a weekly email blast that notifies CFK students of upcoming events. Notify the DSA at least one (1) week in advance to add your submission.
- CFK Website – Student clubs are encouraged to submit club activity descriptions to the DSA to post on the events page on the CFK website.
- CFK Social Media - Clubs may submit activity information to the DSA 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, as outlined in this handbook.

POLICIES

To maintain a safe and healthy environment, students must adhere to policies stated in the Student Handbook, which including but 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 The College of the Florida Keys, 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.

STUDENT DISCRIMINATION

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

Equity Officer

Dr. Jenee Marquis, Manager, Talent Acquisition, Development, and Accountability
305-809-3118 or jenee.marquis@cfk.edu

Title IX Coordinator

Jessica Losardo, Director of Advancement
305-809-3198 or jessica.losardo@cfk.edu

Student Accessibility Services

Nicole Gerrard, Associate Dean, Student Success Services
305-809-3262 or nicole.gerrard@cfk.edu

Student Activities Forms

Club Advisor Approval Agreement (SA-1)

Student Organization Request for Recognition and Charter/Recharter (SA-2)

Club Constitution (SA-3)

Notification of Club Officers (SA-4)

Chaperone Form (SA-5)

Request for Student Club Travel, Activity or Fund (SA-6)

Event Supplies and Material Request (SA-7)

Student Travel Reflection (SA-8)

Student Travel Agreement (SA-9)

Notice of Class Absence Due to Student Activities (SA-10)

Individual Transportation Release (SA-11)

Solicitation Memorandum (SA-12)

Student Activities forms can be found on the College's website at <https://www.cfk.edu/studentlife/student-organizations/student-activities-forms/>



THE
COLLEGE
OF THE
FLORIDA KEYS

CLUB ADVISOR APPROVAL AND AGREEMENT (SA-1)

Memorandum

TO: Director of Student Activities

FROM: _____

Club Name

DATE: _____

SUBJECT: Student Activities Club Advisor Request Form

The staff member listed below is recommended to serve as an advisor for the Student Activities sanctioned club listed above:

Name of Requested Club Advisor _____

Supervisor Signature and Date _____

Name of Requested Co-Advisor (Optional) _____

Supervisor Signature and Date _____

Club Advisor Agreement

Student club advisors must be employed at the College. The club advisor is responsible for facilitating and assisting students in the effective operations of their clubs or organizations. The role of the club advisor is integral to the club's success. Being a club advisor requires a time commitment on the part of the staff member that may include time outside of normal college hours. It is important that the club advisor communicates with their students and provides important information about programs to the Director Student Activities (DSA). The DSA is a resource for all student clubs and is available to attend club meetings if a conflict or if problems arise.

Commitment to the Club:

- Assist students with goals and objectives each academic year
- Participate in community volunteer events
- Stay well-informed about all the plans and activities of the group

- Be knowledgeable of College policies and ensure compliance
- Encourage club members to pursue and accept responsibility for specific officer positions and help them recognize the importance of their roles in relationship to the club
- Work with students to help them plan programs that are beneficial and consistent with the educational objectives of the college
- Attend all club meetings
- Attend all on-campus and off-campus events and travel

Mandatory Club Events:

- Leadership training
- Fall and Spring Club Rush events
- Student Awards Banquet
- Each club must participate in at least one fundraising event per academic year
- Each club must participate in at least one community service event per academic year.

I have read the club advisors' expectations and agree to do what is expected of a club advisor. I understand the importance of the club advisor's role. Club advisors may not receive stipend pay if requirement have not been met.

This form must be completed by the club advisor(s) and supervisor(s) and then submitted to the DSA no later than two (2) weeks after Club Rush.

Club Name	Advisor's Signature	Date
-----------	---------------------	------

Club Name	Co-Advisor's Signature	Date
-----------	------------------------	------

Approved	Denied
Approved	Denied

Director of Student Activities

Approved	Denied
----------	--------

Associate Vice President of College and Community Engagement

Approved	Denied
----------	--------

Vice President, Advancement



THE
COLLEGE
OF THE
FLORIDA KEYS

STUDENT ORGANIZATION REQUEST FOR RECOGNITION AND CHARTER/RECHARTER (SA-2)

Name of the Club: _____ of The College of the Florida Keys

Academic Year _____

Charter Recharter

Proposed meeting days/times: _____

Dues (if any): _____

Required copy of constitution attached (SA-3)? Yes No

Names of student members and Student ID # (minimum of eight (8) students required):

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Student Signature

Date

Club Advisor

Date

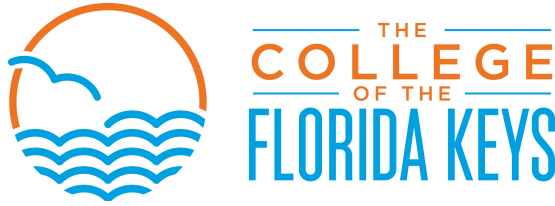
Club Co-Advisor

Date

Charter and Rechartering must be completed two (2) weeks following Club Rush.

Director of Student Activities

Approved Disapproved



CLUB CONSTITUTION (SA-3)

Each club must establish the fundamental principles on which the club is to operate and define its primary club objectives. To be considered a club at CFK, the club's constitution and its bylaws must be presented as follows:

Constitution of _____ of The College of the Florida Keys
(Club Name)

Purpose

The purpose of this club is to provide an opportunity for students at The College of the Florida Keys:

(Reason for existence, goals of the organization, examples may include provide a sense of community; maintain academic freedom; promote leadership skills)

Membership

The club is open to all currently enrolled students at The College of the Florida Keys. The club shall not discriminate against any student based on race, color, religion, sexual orientation, national origin, creed, age, disability, marital status, political affiliations, or veteran status. Club members are entitled to one vote.

Membership dues (if applicable)

Membership renewals (if applicable) will begin in the Fall term of each year.

1. The amount of \$ _____ will be charged each semester/year for membership dues.
2. The dues will be paid the first month of the semester the student becomes a member.

Election of Officers

Elections must be established at the initial chartered term and each term after that. Once club officers have been confirmed, each shall be entitled to vote and shall hold one (1) term or two (2) consecutive terms for the total of one academic year of office.

Club officers must be enrolled and maintain at least (6) credit hours each semester and have a cumulative GPA of 2.5 or above during the term of office. Incoming students (those who have not previously attended a postsecondary institution or have no existing CFK grade point average) shall be exempt from the qualification requirements during the first academic semester in office or until a cumulative CFK GPA has been established.

Vacancy of Office

If the President position becomes vacant, such vacancy shall be filled by the succession of the Vice-President.

If the positions of the Vice-President, Secretary, or Treasurer become vacant:

- A. The members elect the new officer, or
- B. The President appoints the officer, and the members must approve

Meetings

All meetings of the club may be governed by Robert's Rules of Order (recommended, not required). Meetings shall be held on a weekly, monthly, or as needed basis.

Amending Constitution

After deliberation of a proposed amendment, it shall be tabled until the next meeting, when it will be brought up for a vote. A 2/3 majority will be required to pass an amendment. The club advisor or an officer will submit a revised constitution to the DSA.

Rules

The club rules shall comply with the Student Activities Handbook and all other College policies and procedures (e.g., Student Handbook and College Catalog). Those rules and guidelines are hereby incorporated in total. No drugs, tobacco, or alcohol on-campus or promoted by any club off-campus.



THE
COLLEGE
OF THE
FLORIDA KEYS

NOTIFICATION OF CLUB OFFICERS (SA-4)

Name of Club: _____ of The College of the Florida Keys

Club Advisor's Name: _____

CLUB OFFICER	PRINT NAME	CFK EMAIL	ALTERNATE EMAIL	PHONE NUMBER
PRESIDENT				
VICE PRESIDENT				
TREASURER				
SECRETARY				
Other				

This form must be completed by the club advisor or co-advisor and then submitted to the Director of Student Activities no later than two (2) weeks after Club Rush.

Director of Student Activities

Approved

Disapproved

Comments:



THE
COLLEGE
OF THE
FLORIDA KEYS

CHAPERONE FORM (SA-5)

Key West

Middle Keys

Upper Keys

Name:

Event

Date(s):

Location

Chaperone must have an approved leave form. Please attach with this request.

Club advisor or Co-advisor

Date

<i>Chaperone Name</i>	<i>TDE attached?</i>

This form **MUST** be completed by the Club Advisor or Co-Advisor and then submitted to the Director of Student Activities as soon as possible to ensure any necessary changes can be made prior to the event.

Student Activities Director

Date

Approved

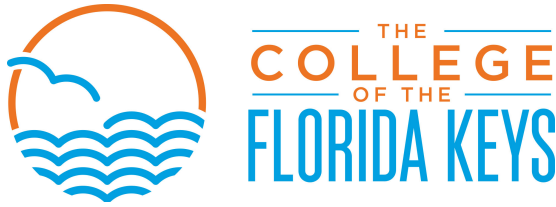
Denied

Date: _____

Approved

Denied

Date: _____



REQUEST FOR STUDENT CLUB TRAVEL, ACTIVITY OR FUNDS (SA-6)

All student club activities, on or off campus, must be approved by the Director of Student Activities, SGA and CFK's President Designee(s) for approval.

Club Name:

Key West

Middle Keys

Upper Keys

Event:

Date(s):

Time:

Location:

Type of Activity:

(Ex. Art show, solicitation, bake sale, raffles, car wash, yard sale, photo contest, other)

On Campus Event

Request type:

Off Campus Event

Club Event

Club Travel

Activity/event/travel description:

How will this activity/event or purchase benefit the students? The College?

Event contact or organizer:

Expected Number of persons to attend:

Will there an admission charge, if so, provide the charge for the following:

Yes

No

per CFK student

per non-student

Is this a request for funding? Yes No

If yes, select the funding source(s):

Club Account Student Activities Fundraising

Provide an estimated cost or expense?

OR

If purchasing a product or a service, provide a description:

If requesting multiple vendors, attach an additional page with the vendor information.

- ☐ Vendor's name:
- ☐ Vendor's address:
- ☐ Vendor's phone:

Actual amount being requested: \$

Date requested:

Student Submitting Form (signature and date required):

Club Advisor Approval (signature and date required):

Approved Denied

Director of Student Activities

Approved Denied

Associate Vice President of College and Community Engagement

Approved Denied

Vice President, Advancement

Amount Approved:

Comments if Not Approved:



THE
COLLEGE
OF THE
FLORIDA KEYS

EVENT SUPPLIES AND MATERIALS REQUEST FORM (SA-7)

Approved events may submit a request for additional materials and supplies.

Key West

Middle Keys

Upper Keys

Name:

Event:

Date(s):

Location:

Work Order request: Please list how many are needed for the event.

Table(s)

Chair(s)

Tent(s)

Cooler(s)

Other:

IT Request (Projector, laptop, speakers or etc.):

Food order request:

Additional items or supplies: Please provide event details for the

Plates

Tablecloths

Cutlery

Stationary (Award Paper, cardstock)

Serving utensils

Décor

Napkins

Other:

This form must be completed by the club advisor or co-advisor and then submitted to the Director of Student Activities three (3) weeks before the event. All requests will be subject to approval and availability.

Student Club Advisor

Approved

Denied

Director of Student Activities

Approved

Denied



STUDENT TRAVEL REFLECTION (SA-8)

In the event of student travel, **within 30 days** of the completion of student travel, a Student Travel Reflection form must be submitted by each traveling student to the Director of Student Activities

Student Name:

Student ID:

Club/Organization:

Travel Dates:

Conference Name/Travel Purpose:

1. What did you learn from this travel experience? Please be specific and reference all workshops and activities you have attended and explain in detail (150 words or more).
2. How did the travel contribute to your experiences and development as a student, professional or person (150 words or more)?
3. How did your travel experiences contribute to your college and/or student body (150 words or more)?

Student Signature

Date



STUDENT TRAVEL AGREEMENT (SA-9)

Event Name:

Student Club:

DISCLOSURE:

The student acknowledges that they are at least eighteen (18) years of age and able to sign this document. If the student is a minor under the age of eighteen (18) years of age, the parent and/or guardian must sign this document on behalf of the student.

The student agrees to always exercise respect to the Code of Conduct according to the CFK Student Handbook.

Student's Name – Print

Date

Student's Signature

(Parent must sign if participant is under the age of 18)

Parent/ Guardian's Name – Print

Date

Parent/ Guardian's Signature

PERSONAL OR PARENT STATEMENT

To the best of my knowledge, the information on this form is true and accurate and I give my permission for full participation during this student travel event.

Student's Name – Print

Date

Student's Signature

(Parent must sign if participant is under the age of 18)

Parent/Guardian's Name – Print

Date

Parent/ Guardian's Signature

PHOTO MEDIA REALEASE

I, the undersigned, grant The College of the Florida Keys, Student Activities, and persons acting through them, the right to use, reproduce, assign, and/or distribute photographs, films, videotapes, and sound recordings of myself for use in materials they may create.

Student's Name – Print

Date

Student's Signature

(Parent must sign if participant is under the age of 18)

Parent/Guardian's Name – Print

Date

Parent Signature /Guardian's Signature

CODE OF CONDUCT CONTRACT

The College of the Florida Keys established regulations governing student conduct which are considered necessary to:

- preserve and maintain an environment conducive to learning,
- to ensure the safety and welfare of members of the College Community,
- to encourage students in the development and practice of good citizenship and self-discipline,
- and to protect the property and equipment of the College.

Jurisdiction of the College Student Code of Conduct

The Student Code of Conduct is in effect on:

- College premises
- On property owned by the College and
- At functions sponsored by or participated in by the College regardless of the locations.

Students participating in events, must read and initial the following, prior to the event:

1. As a representative of The College of the Florida Keys, I agree to follow the Student Code of Conduct according to Board Rule 7.510. **(initials)**
2. Each student assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct. **(initials)**
3. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. **(initials)**

Infractions and Misconduct

Any student found to have committed or have attempted to commit the following will be subject to disciplinary sanctions according to Section IV in the Student Handbook:

1. Academic Integrity Violation or Cheating
 2. Alcohol or Drugs
 3. Arson or Bomb threats or False Fire Alarm
 4. Bullying
 5. Burglary
 6. Computer Fraud or Cyber Attacks
 7. Discarding and cleaning carcasses in the College Lagoon
 8. Disorderly or Disruptive Conduct
 9. Extortion, or Harassment
 10. False or Misleading Information, Gross Insubordination or Open Defiance
 11. Felony Transfer
 12. Fighting
 13. Inciting, Leading or Participation in Major student Disorder
 14. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
 15. I will attend **all** aspects of the conference/trip (including pre-conference/trip, on-site, and post- conference/trip meetings) unless excused by the club advisor.
 16. Transportation must be by the college vehicle, when applicable, and there is no smoking inside the vehicle.
-

17. As a representative of The College of the Florida Keys, I will engage in behaviors that are responsible and mature. The consumption of alcoholic beverages (regardless of age), intoxication, use of illegal substances, and abusive and/or inappropriate behavior is in violation of CFK's Student Code of Conduct and may result in dismissal from the delegation and the conference/trip. If I am asked to leave, I understand that I must reimburse the organization and/or The College of the Florida Keys for any expenses they incurred for my participation at the conference.

I understand that by signing this agreement I agree to abide by the terms listed above and by the policies as stated in the Student Handbook. I will be subject to discipline by the Vice President of Advancement on my campus and exclusion from future CFK Student Activities sponsored trips.

Name of trip:

Date(s) of trip:

Student Name:

Student ID #:

Signature:

Date:



NOTICE OF CLASS ABSENCE DUE TO STUDENT ACTIVITIES (SA-10)

Student Name:

Student ID:

Reason for Absence (25 words or less):

Dates of Absence:

Permission to make up class work missed during absence.

<i>Course Name</i>	<i>Instructor</i>	<i>Approved</i>	<i>Denied</i>	<i>Signature of Instructor</i>	<i>Deadline for missed work</i>

Instructions to Students:

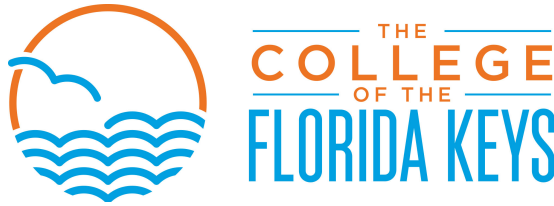
1. List the classes by name and instructor that you will miss during your absence.
2. Contact your instructor(s) for class assignments and to secure permission to make up class work missed. Note: Instructor must provide a deadline for when missed work shall be completed by and include this with their approval of absence.
3. Obtain the signature of your Club Advisor or Faculty/Staff Chaperone for the event.
4. Return the completed form to the Director of Student Activities no later than **three weeks** prior to the date of absence.

Student Signature

Date

Club Advisor /Chaperone

Date



INDIVIDUAL TRANSPORTATION RELEASE (SA-11)

If approved by the Vice President of Advancement, a student may be allowed to travel in their personal vehicle within Monroe County or outside Monroe County. **This request must be completed at least 3 weeks (15 business days) prior to the trip.**

Legal Name:

Club/Organization:

Type of Activity:

Date of Activity:

Location:

Guidelines:

- Students will receive no reimbursement for a rental car, mileage, gas or meals during transportation.
- 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.

Documentation required:

Letter of request
Supportive Documentation
Copy of driver's license
Copy of insurance

I, the individual, have each chosen of my own free will to provide my own transportation to and from _____ (*destination*) on _____ (*dates*). I understand that I am individually responsible for all aspects of this transportation including any personal injury or loss that may occur. I further acknowledge that The College of the Florida Keys and its board members, and employees, are not responsible, either monetarily or legally, for any aspects of said transportation.

Student Signature

Date

Director of Student Activities

Approved

Denied

Vice President of Advancement



THE
COLLEGE
OF THE
FLORIDA KEYS

SOLICITATION MEMORANDUM (SA-12)

This memorandum is for club solicitation or fundraising within the community. Solicitation requests must be submitted with a signed solicitation letter and submitted three (3) weeks prior to the solicitation request date.

TO: Director of Student Activities
FROM: , Club Advisor or Club Officer of (Club Name)
SUBJECT: Student Activities Request for Solicitation Requested solicitation date:

The following individual(s) and/or business(es) will be contacted for solicitation:

Business or Individual	Name of contact	Amount or item requested	E-mail
Business or Individual	Name of contact	Amount or item requested	E-mail
Business or Individual	Name of contact	Amount or item requested	E-mail
Business or Individual	Name of contact	Amount or item requested	E-mail

Solicitation Letter

A copy of each solicitation letter must be provided for each participating individual(s) and/or business(es).

I, , have attached a signed solicitation letter to this request on .
(Club Advisor or Officer) (Date)

Director of Student Activities

Approved

Denied

Associate Vice President of College and Community Engagement

Approved

Denied

Vice President, Advancement

Approved

Denied

MISSION:

The College of the Florida Keys is an open access, educational institution dedicated to serving the intellectual, diverse, cultural, and occupational needs of the Florida Keys as well as the global community.

The College is committed to student-centric academic programs and services, workforce development, continuing education, diverse partnerships, electronically delivered instruction, and sustainable practices that prepare students for personal success and responsible citizenship.

**PRESIDENT/CEO:
DR. JONATHAN GUEVERRA**

**BOARD OF TRUSTEES:
KEVIN MADOK, CHAIR
SHELDON SUGA, VICE-CHAIR
DANIEL LEBEN, TRUSTEE
MICHELLE MAXWELL, TRUSTEE
MIKE PUTO, TRUSTEE
ALEXANDRIA SUAREZ, TRUSTEE
RICHARD WEINSTEIN, TRUSTEE**

STATEMENT OF ACCREDITATION:

The College of the Florida Keys is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Questions about the accreditation of The College of the Florida Keys may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

NOTICE OF NON-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 following persons have been designated to handle inquiries and grievances regarding the nondiscrimination policies:

Equity Officer: Dr. Jenée Marquis, Asst. Director, Talent Acquisition, Development and Accountability
(305) 809-3118 or jeneemarquis@cfk.edu

Title IX Coordinator: Jessica Losardo, Director of Advancement
(305) 809-3198 or jessica.losardo@cfk.edu

Disability Services: Nicole Gerrard, Associate Dean, 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