



THE  
COLLEGE  
OF THE  
FLORIDA KEYS

# STUDENT ACTIVITIES HANDBOOK



2020 - 2021



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## **INTRODUCTION**

The College of the Florida Keys (CFK) encourages student and faculty participation in extracurricular activities and organizations. CFK recognizes student clubs/organizations, which exist to promote the growth and overall well-being of its students. Clubs/organizations are formed and recognized by the college when students and faculty have shown an interest in and dedication to specific goals and activities. Goals must be consistent with the philosophy and purpose of the college. All such clubs/organizations are recognized and chartered, in sequence, by the Director of Student Activities and the College President.

It is the responsibility of each club, its members, and its advisor, to comply with regulations by which the organization was chartered. Actions of individual members and activities of a club organization reflect on the total image of the college both on-campus and off-campus. Every club is expected to be aware of, and responsible for, the image of the college that it presents to the public.

### **I. STUDENT ACTIVITIES**

#### **A. Purpose**

Student Activities is designed to plan and promote extracurricular activities that enhance the total developmental processes of each student. Student Activities is charged with assessing the social, mental, physical, educational, and cultural needs of a wide variety of students, and planning a well-rounded program to meet those needs. Student Activities must plan a yearly program considering the ages, cultural variations, economic levels, and interests of a diverse student body.

#### **B. Student Activities Budget Committee**

It is the responsibility of the Director of Student Activities and Student Government Association to propose a tentative budget for the year, estimating the costs for the various programs. This includes allocations to chartered clubs, activity expenses, student publications, equipment, and professional services. Once voted on and approved by the Student Activities Budget Committee, this becomes the working budget for the year. Once approved, it is forwarded to the Business Office controller for the new fiscal year.

Students on the Student Government Association have a serious responsibility to see that these funds are allocated fairly and wisely. Consideration has to be given to cost effectiveness, student to dollar ratio, and quality of programs.

The Student Activities Budget Committee is appointed by the President of the College and is comprised of both students and faculty/staff. Council members include a minimum of one Student Government Association representative (student), three student representatives, Director of Student Activities, Student Government Association Advisor, and Business Office representative.

### **II. CLUBS AND ORGANIZATIONS**

The College of the Florida Keys recognizes and supports the need for students with special interests to form clubs or groups for the purpose of combining their skills, talents, and energies into an organized unit. The goals of such clubs may be educational, cultural, recreational, social, or developmental. Their objectives may be to improve certain skills, to raise funds for special projects, to provide civic and/or campus services, or to educate the community about certain topics or issues. Club goals must be in line with the philosophy and mission of CFK.

By joining a club, students enhance their opportunities to meet other students and faculty and to make lasting friendships. There also exists greater opportunities to develop leadership and human relations skills. Clubs

provide an outlet for student energies in an organized, faculty-supervised format.

The following pages provide information regarding club chartering, membership, and appropriate college procedures and policies:

A. Chartering/Re-Chartering A Club At CFK

***All student clubs (those being chartered or re-chartered) must include “The College of the Florida Keys” in the name of the club (i.e. Chess Club at The College of the Florida Keys).***

1. A club or organization is considered to be on active status when it is chartered and conducting regular activities, using college property, and scheduling events and meetings within the community.
2. Establish the student club name and determine a club philosophy for the organization.  
*A club can only be charted by college credit students.*
3. Identify a CFK faculty or professional staff member who is interested in serving as an advisor to the club. The prospective club advisor must be approved by his/her supervisor, Director of Student Activities, and Executive Director of Public Relations & Marketing via the **\*Club Advisor Approval Form (p.14)**. The Advisor must be a member of the college’s faculty/professional/career staff.
4. The Director of Student Activities will hold a Club Advisor Workshop to review the Student Activities Handbook, review rules and procedures governing club activities, purpose and objectives of the club, and club activity forms. Club Advisors will sign and submit **\*Club Advisor Agreement Form (p.14)**.
5. Complete and submit the following forms to the Director of Student Activities:
  - **\*Student Organization Request for Recognition and Charter/Re-charter (p.15)**, signed by a minimum of 8 currently enrolled student members and the club advisor
  - **\*Club/Organization Constitution (p.16-17)** that states the club’s name, purpose, membership requirements, officers’ duties, election process, meeting requirements, and amendment methods. If re-chartering, review/revise the constitution as needed.
  - **\*Notification of Club Officers Form (p.18)**
6. After completion of the above steps, the student organization will be formally recognized and will be eligible for the support that comes with such recognition.
7. Remember that no CFK student club may discriminate in its membership on any basis.

B. Hazing

(This is a state law, FS 1006.63(1-10). A copy of the state statute is located in the College’s Student Handbook, which is available online. No hazing activities will be permitted in conjunction with any CFK organization. CFK is a state college that does not tolerate hazing 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.”

### C. Notice of Non Discrimination

The College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, 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: Kathleen Daniel, Director, Human Resources
  - (305) 809-3248 or [kathleen.daniel@CFK.edu](mailto:kathleen.daniel@CFK.edu)
- Title IX Coordinator: Naomi Walsh, Assistant to the Vice President of Advancement
  - (305) 809-3198 or [naomi.walsh@CFK.edu](mailto:naomi.walsh@CFK.edu)
- Disability Services: Katie Norland, Assistant Director of Student Success Services
  - (305) 809-3181 or [katie.norland@CFK.edu](mailto:katie.norland@CFK.edu)

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

### D. Previously Chartered Clubs

Club advisors are reminded that all clubs must apply for re-charter at the start of the academic year. The club re-chartering process requires a list of at least eight student members and a roster of the new club officers. Refer to Page 15, *Chartering or Re-chartering a Club at CFK*.

### E. Advisor Responsibilities

All campus organizations must have an advisor who is a full-time faculty, full-time professional staff, or full-time Career staff member at the College. The role of an advisor is to serve as the College's liaison with the student organization, take an active role in the organization, act as a resource person and referral agent, and see that college policies and procedures are followed. Advisors will not be paid a stipend if the following duties are not met. Advisors' number one role at CFK is maintaining their responsibilities as employees of the college. Students are expected to be responsible for the success of the organization with input from the advisors/co-advisors.

More specifically, an advisor/co-advisor is responsible for the following:

- Attend all club-sponsored functions, including meetings, Student Activities club travel, and conferences, or make arrangements for another faculty/professional/career staff member to attend. Director of Student Activities must be notified if other arrangements need to be made.
- Assist club officers to become better leaders through training and informal discussions on the use of the parliamentary procedures, how to lead group discussion, consensus seeking and decision-making.
- See that the club treasurer has a good understanding of accounting procedures. The advisor oversees the financial matters of the club on a regular basis.
- Keep abreast of the work and progress of the club, and be a mediator when a problem arises that hinders the club's progress.
- Ensure that with the help of club officers, the organization adheres to all College rules and regulations regarding on-campus and off-campus events, travel, the drug-free and substance policies, hazing policy, and Students' Rights and Responsibilities as outlined in the Student Handbook. All members of the club, the advisor, and chaperones attending events share these responsibilities.
- See that the organization's activities and events, including travel, are approved and coordinated in advance to ensure proper planning time, and assist in securing chaperons for event as needed.
- Must keep open contact with Director of Student Activities by email or phone.
- Ensure that minutes are taken at club meetings and that the Director of Student Activities receives copies of the minutes following the meeting from Advisor or club Secretary. Mandatory for each club meeting.
- Mandatory club participation at the semester Club Rush events. Must have club representative or club advisor present.
- The advisor must work with the students to help them plan programs that are beneficial to the students and consistent with the educational objectives of the college.

#### F. Membership and Officers

All chartered clubs at CFK must be open to all currently enrolled students without regard to race, religion, age, sex, sexual orientation, or physical/ handicap or disability.

Each club must elect a slate of officers according to the procedures outlined in the constitution of that particular club. The names, addresses, phone numbers and e-mail addresses of all officers must be submitted to the Director of Student Activities at the time of chartering or re-chartering. If a change occurs in the slate of officers or advisors during the year, a new form should be submitted. **\*Notification of Club Officers form (p.18)**

Each club is required to elect a member to serve as a Club Representative to the Student Government Association (SGA). These members act as liaisons between the SGA and chartered campus clubs. Club Representatives are required to attend the at least one SGA meeting per month.

#### G. Club Officers' Responsibilities

Officers of student clubs are expected to maintain acceptable standards of academic progress, and to adhere to the College policies and procedures outlined in the College Catalog, Student Activities Handbook and Student Handbook.

- President's and/or Vice President's Responsibilities:  
To represent the student organization and/or the College, preside over the organization's meetings, assure that all requirements for the organization are met, coordinate, and lead the organization in its business and activities.
- Secretary's Responsibilities:  
To keep minutes of all meetings, prepare agendas, and handle correspondence to members.
- Treasurer's Responsibilities:  
To provide financial accountability for the organization and maintain/ balance club bank accounts.
- Parliamentarian's Responsibilities:  
Keep order of meetings and to act as a median when needed. The Parliamentarian may also use a 3 minute time limit for comments and input from inside and outside members.

#### H. Removal of Club Officers

1. All officers can be removed from office by two-thirds vote of the Executive Board and club members, with the approval of the Advisor.
2. The Advisor shall preside over all impeachment proceedings.
3. All officers and members of the College Clubs are expected to act in a lawful manner and with high moral standards of behavior at all times.
4. In the event an elected officer or member 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 situation to the Advisor and be removed from office immediately pending completion of an appeal through the court system.

#### I. Club Meetings and Minutes

1. Clubs are required to keep official minutes of regularly scheduled meetings as public record per Florida Public Records Law, Chapter 119. Minutes need to be taken carefully & **must include sign-in sheet. Minutes and sign in sheets must be forwarded to the Director of Student Activities within 48 hours of meeting.** This will help to keep the Director of Student Activities apprised of club activities. Clubs are encouraged to follow Roberts Rules of Order. Advisors can request a copy of the Roberts Rules of order from Director of Student Activities.
2. It is mandatory for all clubs to turn in dates and times of meetings 2-3 weeks prior to the Director of Student Activities for posting on the Student Activities event calendar.
3. All clubs must inform the Director of Student Activities if a meeting is cancelled.

#### J. Required Events

**\*\* Failure to attend and/or participate in required events will result in the suspension of the club\*\***

1. All clubs must participate in Club Rush each semester.
2. Each club must participate in at least one fundraising event per academic school year.
3. Each club must participate in at least one student body event per academic school year.



4. Each club must participate in at least one community service event per academic school year.

#### K. Request for Activities

Any club that plans to hold fundraising events, campus events, community service projects or other organized activities on campus and off campus must follow internal procedures for scheduling the event. This process will ensure that activities are not planned at the same time or place as other scheduled activities. It will also serve to inform the Director of College and Public Relations of such events so that they may be properly advertised. Club activities should be scheduled outside regular class times.

#### **Steps for Requesting and Scheduling Events/Activities:**

1. Fill out the:
  - **Request for Student Club Travel, Activity or Fundraising form (p.19)**
  - **Chaperone Form (p. 20)**
  - **Event Supplies and Materials Request (p. 21)** (when applicable)
  - **Student Activities Funds Request form (p. 22)** (when applicable)
2. Submit the required documents to the Director of Student Activities as early as possible prior to the event (at least 3-4 weeks). The Director of Student Activities will either approve or deny the request. The original form is filed with the Director of Student Activities.
3. Once approved, if special equipment is needed (projector, TV, tables/chairs, coolers, etc.), the Club Advisor will work with the Director of Student Activities to request such items from the appropriate department.
4. If the event being planned requires early preparations for decorating, club members should work with the Director of Student Activities to arrange for doors to be unlocked as necessary.
5. Once the activity is completed submit the **Activity Evaluation Form (p.24)** to the Director of Student Activities within two weeks of the event or travel.

#### L. Student Activities Club Travel

Student Activities Club Travel within the United States fall under the supervision of the Director of Student Activities. All requests and documentation for student travel funds **must be submitted at least 4-6 weeks in advance** of the planned trip.

Please note that no travel funding is guaranteed. It is strongly advised that clubs that are associated with an academic program, fund advisor travel from the academic department.

Students who are not traveling overnight or out of district must submit the following completed Student Activities Club Travel Forms to the Director of Student Activities:

- **Student Travel Agreement (p. 25)**
- **Personal or Parent Statement and Photo Media Release (p. 28)**
- **Code of Conduct Contract (p. 29)**
- **Notice of Class Absence Due to Student Activities (p. 30)** when needed
- **Individual Transportation Release (p. 31)** when needed

If active members of a chartered college club plan to travel overnight to a conference or seminar out of district, the club advisor must submit the following completed Student Activities Club Travel Forms to the Director of Student Activities:

1. \* **Request for Student Club Travel, Activity or Fundraising Form (p.19)**, a list of student names who are requesting to travel and the **\*Chaperone Form (p.20)**.
2. \* **Event Supplies and Materials Request (p.21)** when needed
3. Completed **\*Student Activities Funds Request form (p. 22)** when needed
4. Once travel has been approved submit the completed **\*Student Activities Travel Forms (p. 25-31)** to the Director of Student Activities.
5. Within 30 days of the completion of student travel, each student must submit a **\*Student Travel Reflection form (p. 32)** to the Director of Student Activities. Failure to submit the form may disqualify student from future travel at both the discretion of the club Advisor and the Director of Student Activities.

M. Requesting Funds From Student Activities

Each year the Student Activities Budget Committee expenditures for all college-sponsored activities, student-sponsored publications, equipment, and professional services. Requests for funding may be submitted by individual clubs for specific functions, and will be considered on an individual basis by the Student Government Association (SGA). SGA then recommends approval of the expenditure through the Director of Student Activities.

It is the club's responsibility to maintain a record of expenditures and remain within the budget. Clubs may assess dues from their members or hold fundraisers to earn additional monies. These monies may be deposited in a special club account. All expenditures must follow the procedures listed. When a student organization is in need of funds for a planned activity or for the purchase of a product or service, the following steps should be followed:

**Clubs must use the money in their own accounts for club specific events or travel before requesting additional funds from the Student Government Association. A club may appeal by providing a written explanation of how funds in the account will be used in the future.**

1. Fill out the
  - **Request for Student Club Travel, Activity or Fundraising form (p.19)**
  - **Chaperone Form (p. 20)**
  - **Event Supplies and Materials Request (p. 21)** (when applicable)
  - **Student Activities Funds Request form (p.22)**.
2. Once approved by the Club Advisor submit the completed Funds Request form and other required forms to the Director of Student Activities **3-4 weeks in advance**.
3. The Funds Request will be reviewed by the Student Government Association. Student organization officers, members and Advisor may discuss the request with the Director of Student Activities or attend the meeting at which the request is considered to describe the plans or purchase to justify the cost.

4. After consideration by the Student Government Association and the Director of Student Activities, the Advisor and/or club president will be notified as to the outcome of the funds request via email.
5. Club advisors that turn in receipts must make sure all the vendor information is provided and what event the purchases were for. If not, the receipts will be sent back to the club advisor. All receipts must be submitted within 30 days of purchase.
6. The Director of Student Activities will then process a purchase requisition through the Business Office and obtain either a purchase order or a check, depending on the specific situation.

N. Fund-Raising/Solicitation Guidelines

1. Prior to any fund raising activity sponsored by any student organization the following forms must be submitted for approval:
  - **Request for Student Club Travel, Activity or Fundraising form (p.19)**
  - **Chaperone Form (p. 20)**
  - **Event Supplies and Materials Request (p. 21)** (where applicable)
2. If a club is soliciting outside organizations for donations, a **\*Solicitation Memorandum form (p.23)** stating for what purpose the proposed solicitation is to be made and a list of who is to be contacted must be submitted with the Request for Student, Club, Fundraising Activity form. The memorandum should include what the donor will be asked to contribute in merchandise and/or services and the dollar amount or dollar range of the contribution. **A copy of any proposed solicitation letter must also accompany this memorandum.** These should be submitted to the Director of Student Activities 3-4 weeks prior to event.
3. Upon receipt of this form and memorandum, the Director of Student Activities will submit a recommendation to the President or his/her designee through the Vice President of Advancement regarding the granting or denial of permission. The Director of Student Activities will inform the student organization of the decision.
4. Approved club activities will be recorded by the Director of Student Activities in the CFK Approved Club Events folder. Fundraising Events, once approved, will be scanned and added to the “Approved Student Fundraising” folder.
5. Once the solicited merchandise, services, or money has been received, the club will provide the Director of Student Activities with a listing of all merchandise received along with the dollar amount noted. This listing will then be forwarded to the President’s Designee (Vice President of Advancement) and then deposited in the appropriate club account by the Business Office. A receipt will be provided for each transaction and filed with the Director of Student Activities.
6. Clubs must deposit all funds into the Club Bank Account within 7 working business days of receiving funds.

O. Club Bank Accounts

Clubs may open an account with the CFK Business Office. Guidelines for opening and accessing accounts are listed below.

### **CFK Business Office Accounts:**

1. Meet with the Director of Student Activities and Business Office representative to obtain a unique organization and fund number for the club's operating account.
2. Funds may be deposited with the Business Office during normal working hours Monday through Friday.
3. For funds to be dispersed, a purchase requisition must be completed and submitted with club account information. Please have the club advisor see Director of Student Activities to process.
4. Checks are issued from the Business Office once a week, normally on Thursdays. A purchase requisition must be completed and approved 3-4 weeks prior for proper check disbursement.
5. The Business Office does not charge service fees for club accounts, and does not pay interest on funds in the accounts.
6. Each month the Business Office provides the Director of Student Activities with a statement of the current fund balance for each club account.
7. For the purpose of checks and balances, it is important that the club treasurer maintain records for the clubs account. Periodically, the records should be reconciled to the fund balance per the Business Office statement.
8. It is the club advisors responsibility to provide a copy of the deposit receipt to the Director of Student Activities.

#### **P. Publicity and Promotions**

There are various forms of publicity available for promoting sponsored events. Following these basic guidelines, clubs may use whichever is most appropriate.

1. Flyers – Flyers will be allowed on campus for each event. These must be submitted to the Director of Student Activities for approval. It is the club's responsibility to remove posters once an event/activity has ended.
2. Banners – Consult with the Director of Student Activities for available space and supplies.
3. Faculty/staff memos & invitations – If the faculty and/or other college staff members are invited to a club-sponsored event, they may be informed by special memos or invitations sent directly to their campus mailboxes or emailed. A typed announcement must be submitted to the Director of Student Activities **at least 2-3 weeks prior** to the event.
4. Off-campus media – If a club is sponsoring an event for the general public, special arrangements can be made to utilize local media, i.e., television, radio, or newspaper. Consult with the Director of Student Activities **1 month prior** to the event for such promotions. **All such promotions must first be cleared with the college's Director of College and Public Relations.**
5. CFK Website- clubs may submit activity information to the Director of Student Activities to post on the CFK website under the Student Activities calendar.

6. CFK Facebook- clubs may submit activity information to the Director of Student Activities to post on the CFK Facebook.

Q. Student Publications

The College of the Florida Keys regards student-sponsored publications as a student activity. The students responsible for the publication are regarded as a club. Therefore, any students who wish to publish any type of publication, be it a yearbook, newspaper, literary magazine, or bulletin, must follow the procedures for chartering a club, as outlined in this handbook. It will be at the discretion of the Director of Student Activities to approve funding for a student publication.

### III. DRUG-FREE POLICY

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

A. No Alcohol On Campus

In accordance with the CFK Drug-Free Workplace Policy, alcohol is not permitted at college functions held both on and off campus. If a club or department is planning a celebration, no alcohol will be permitted both on or off campus. **Exceptions to this policy must be requested by special appeal to the President of CFK.**





#### IV. STUDENT ORGANIZATION FORMS

##### A. Club Advisor Approval Form

##### Memorandum

---

TO: Director of Student Activities

FROM: \_\_\_\_\_ at The College of the Florida Keys.  
Club Name

DATE:

SUBJECT: Student Activities Club Advisor Request Form

---

The faculty/professional staff member listed below is being recommended to serve as advisor for the following Student Activities sponsored college club:

\_\_\_\_\_  
Name of Requested Club Advisor

_____Approved	_____Not Approved	_____ Supervisor of recommended club advisor
_____Approved	_____Not Approved	_____ Director of Student Activities
_____Approved	_____Not Approved	_____ Associate Dean of Enrollment



## B. Club Advisor Agreement Form

Student club and organization advisors must be a faculty, professional or staff member of the college. It is the responsibility of the advisor to facilitate and assist students in the effective operations of their clubs or organizations. The role of the advisor is an important function of a club/organizations' success. Being an advisor requires a time commitment on the part of the faculty or staff member that may include time outside of normal college hours. It is important that the advisor communicates with their students and provides important information about programs to the Student Activities Director. The Student Activities Director is a resource for all student clubs/organizations and is willing to attend club/organization meeting and to work within their group to resolve a problem.

### Commitment to the Club/Organization:

- Attend Advisor training and informational sessions
- Assist the students in setting realistic goals and objectives each academic year.
- Participate in community volunteer events.
- Be well informed about all of the plans and activities of the group.
- Be aware of college policies and should ensure compliance with the policies.
- Encourage members to accept responsibility for specific officer positions and help them recognize the importance of their roles in relationship to the club/organization.
- Work with students to help them plan programs that are beneficial and consistent with educational objectives of the college.
- Attend all club/organization meetings.
- Attend all on-campus and off-campus events and travel.
- Meets deadlines for requests and approvals.

### Mandatory Club/Organization Events:

- Attend Fall and Spring Club Rush events
- Phi Theta Kappa, Psi Beta, Sigma Alpha Pi, SGA and must participate in the Student Awards Banquet.
- Each club must participate in at least one fundraising event per semester.
- Each club must participate in at least one Student Activities event per semester.
- Each club must participate in at least one community service event per semester.

*I have read the Advisor's Expectations and agree to do what is expected of an advisor. Advisors will not receive stipend pay unless all mandatory event/meetings/minutes have been met.*

---

Club/Organization

---

Advisor's Signature

---

Date

---

Club/Organization

---

Co-Advisor's Signature

---

Date

*I have read and understand the importance of the advisor's role and I am supportive of the faculty/staff members' commitment to this position.*

---

Director of Student Activities

---

Date



C. Student Organization Request for Recognition And Charter/Re-Charter

I. Name of the Club/Organization: \_\_\_\_\_ at The College of the Florida Keys.

II. \_\_\_\_\_ Charter \_\_\_\_\_ Re-Charter Academic Year \_\_\_\_\_

III. Purpose of the Organization (attach new or updated constitution):  
\_\_\_\_\_  
\_\_\_\_\_

IV. Proposed meeting days/times:  
\_\_\_\_\_

V. Dues (if any): \_\_\_\_\_

VI. Required copy of constitution attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

VII. Name and signature of approved CFK faculty/professional/staff advisor:

_____	_____	_____
Print Name	Signature	Date

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

_____	_____
_____	_____
_____	_____
_____	_____

IX. This request submitted by (student):

_____	_____	_____
Print Name	Signature	Date

**Charter and Re-Charter Paperwork deadline: One week following Club Rush**

_____	_____	_____	_____
Director of Student Activities	Date	Approved	Denied



D. Club/Organization Constitution

Constitution of \_\_\_\_\_ (Club/organization name)

**ARTICLE I**

The name of this club/organization will be \_\_\_\_\_ at The College of the Florida Keys.

**ARTICLE II**  
**Purpose**

The purpose of this club/organization is to provide an opportunity for students of 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)

**ARTICLE III**  
**Membership**

The club is open to all currently enrolled students of The College.

The club shall not discriminate against any student on the basis of race, color, religion, sexual orientation, national origin, creed, age, disability, marital status, political affiliations, or veteran status.

Membership dues (if applicable)

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

Membership will be renewed by registration and dues (if applicable) at the beginning of each school year (fall term).

**ARTICLE IV**  
**Election of Officers**

Elections shall be held each year at the beginning of Term I-Fall. Each club member shall be entitled to vote. A simple majority will prevail for each position. Term of office will be for one year commencing at the beginning of Term I or upon establishment of the organization.

All officers must be enrolled and maintain at least (6) credit hours each semester they serve and must have a GPA of 2.0 or above during the term of office. Incoming students (those who have not previously attended a post-secondary institution or have no existing CFK grade point average) shall be exempt from the following qualifications requirements during the first academic semester in office or until a cumulative CFK grade point average has been established.

## **ARTICLE V**

### **Vacancy of Office**

In the event that the president position becomes vacant, such vacancy shall be filled by the succession of the Vice-President. In the event that the positions of the Vice-President, Secretary, or Treasurer become vacant (choose A or B):

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

## **ARTICLE VI**

### **Meetings**

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

## **ARTICLE VII**

### **Amending Constitution**

After deliberation of a proposed amendment it shall be tabled until the next meeting, at which time it will be brought up for vote. A 2/3 majority will be required to pass an amendment. Any amendments will be added following Article IX. If there is a change of earlier articles, they will supersede the previous conditions. There is no need to continually change the document.

## **ARTICLE VIII**

### **Rules**

The club rules shall comply with the Student Activities Handbook. Those rules and guidelines are hereby incorporated in total. No drugs or alcohol on-campus or promoted by any club off-campus.





E. Notification of Club Officers

**The information below is to be provided at such time as the club/organization has been chartered or re-chartered**

The following officers were elected at the clubs meeting:

Name of Organization/Club: \_\_\_\_\_ at The College of the Florida Keys.

Club Advisor's Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Academic Year: \_\_\_\_\_

President: _____	_____	_____
	Print Name	Signature E-mail

Vice President: _____	_____	_____
	Print Name	Signature E-mail

Treasurer: _____	_____	_____
	Print Name	Signature E-mail

Secretary: _____	_____	_____
	Print Name	Signature E-mail

Parliamentarian: _____	_____	_____
	Print Name	Signature E-mail

***Submit completed form to the Director of Student Activities after first club meeting or at the time of club charter!***



**F. Request for Student Club Travel, Activity or Fundraising Activity**

All student club activities, whether held on-campus or in the community must be scheduled and approved by the Director of Student Activities. Scheduling activities in this manner prevents overlap between club functions. This completed form should be submitted to the Director of Student Activities accompanied by Chaperone Form, Approved TDE forms and Event Supplies and Materials Form, for **approval 3-4 weeks prior to the event date.**

Name of Club Sponsoring Activity: \_\_\_\_\_ at The College of the Florida Keys. Type of Activity: (i.e. club event, off campus events, travel, etc.)

Type of Fundraising Activity: (i.e. fundraising, solicitation, bake sale, raffles, etc.) **\*Must be approved prior to event by CFK Presidents Designee.**

Date of Activity/Event: \_\_\_\_\_ Begin and End Time: \_\_\_\_\_

Location/Room Requested \_\_\_\_\_

Admission Charge: \_\_\_\_\_ per CFK student \_\_\_\_\_ per non-college person

Number of Persons Expected to Attend: \_\_\_\_\_

A faculty member/professional staff chaperone must be present at all college-sanctioned activities/events. The individual(s) listed has agreed to chaperone this activity/event. No club can hold an activity unless they have a chaperone. Please be sure that the chaperones are available for the entire event and include Chaperone Form along with approved TDE forms (if required) with this request.

Faculty Member/Professional Staff in Charge: \_\_\_\_\_

Student Submitting Form (required): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Club Advisor Approval (required): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

1. _____	_____ Approved _____ Denied	Date: _____
Director of Student Activities		
2. _____	_____ Approved _____ Denied	Date: _____
Associate Dean of Enrollment		
3. . _____	_____ Approved _____ Denied	Date: _____
CFK President's Designee-VP of Advancement		

**3. Return to Rebekah Hill, Director of Student Activities with all final signatures**



G. Chaperone Form

☐

Key West

☐

Middle Keys

☐

Upper Keys

Organization Name: \_\_\_\_\_

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

Date(s): \_\_\_\_\_ Location \_\_\_\_\_

Chaperones (Please attach approved TDE form for each employee listed):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_  
Club Advisor or Lead Faculty/Staff Chaperone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student Activities

\_\_\_\_\_  
Date



## H. Event Supplies and Material Request

Please complete and submit **3-4 weeks in advance** to the Director of Student Activities.

### Club Event

**Event Location/Room Request** \_\_\_\_\_

### Using Club funds

Club Approval \_\_\_\_\_ Yes \_\_\_\_\_ No

### Maintenance Work Order Requesting the Following:

( ) Tables ( ) Ice chests ( ) Tents

Other: \_\_\_\_\_

### IT Request

☐ Projector cart

☐ Speakers

☐ Laptop

☐ Other \_\_\_\_\_

### Food for the event

Club selected food item(s)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Additional items supplied by Student Activities:

( ) Plates ( ) Napkins ( ) Table clothes ( ) Silverware/person

( ) Specialty Paper (i.e. parchment, construction...etc)

( ) Other \_\_\_\_\_

**Once approved, Club Advisor work with Director of Student Activities to confirm and attach the following:**

Room/Located Request Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Work order completed by: \_\_\_\_\_ Date: \_\_\_\_\_

IT Request Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Food Order Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This form must be submitted to the Director of Student Activities.**

1. \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Director of Student Activities



## I. Student Activities Funds Request

Please complete and submit **3-4 weeks in advance** to the Director of Student Activities. Approval from the Student Government Association and the Director of Student Activities is required when funds are being requested for a planned activity/event, club travel or for purchase of a product or service.

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

Name of Club: \_\_\_\_\_ at The College of the Florida Keys

Description of planned activity/event/travel: \_\_\_\_\_

**OR**

Description of product or service: \_\_\_\_\_

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

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

If planned activity/event, what is the estimated total expense? \_\_\_\_\_

If purchasing a product or a service, what is the estimated cost? \_\_\_\_\_

☐ Vendor's name: \_\_\_\_\_

☐ Vendor's address: \_\_\_\_\_

☐ Vendor's phone: \_\_\_\_\_ Vendor's fax: \_\_\_\_\_

Actual amount being requested: \$ \_\_\_\_\_ Date Needed: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

President's or Treasurer's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Please submit this form to the Director of Student Activities

1. \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Student Government Representative

Amount Approved: \_\_\_\_\_ Reason if Not Approved: \_\_\_\_\_

2. \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Director of Student Activities

Amount Approved: \_\_\_\_\_ Reason if Not Approved: \_\_\_\_\_





J. Solicitation Memorandum

**Memorandum**

TO: Director of Student Activities

FROM: \_\_\_\_\_ at The College of the Florida Keys  
Club Name

SUBJECT: Student Activities Request for Solicitation      DATE: \_\_\_\_\_

This memorandum is for club solicitation/fundraising within the community. Please complete the following below for club solicitation/fundraising:

Business/Contact Name	Phone	E-mail Address

**NOTE: A copy of the solicitation letter must be attached to this form for each business.**

1. \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Director of Student Activities

2. \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Associate Dean of Enrollment

3. . \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

CFK President's Designee-VP of Advancement



**K. Activity Evaluation Form**

Please complete this evaluation form after the completion of your event/travel and return it within two weeks to the Director of Student Activities. If your event/travel had a sign in sheet, please attach a copy to this form.

**Student Organization:**\_\_\_\_\_

**Event/Travel Name:**\_\_\_\_\_

**Type of Event (i.e. fundraiser, community service, social, etc)**\_\_\_\_\_

**Date of Event:**\_\_\_\_\_ **Time of Event:**\_\_\_\_\_

**Please rate the event/travel using the below scale (1= Strong Disagree to 5 = Strongly Agree):**

	1	2	3	4	5	N/A
<b>Event accomplished its proposed goals</b>						
<b>Attendees were satisfied with the event</b>						
<b>Organizers were satisfied with the event</b>						
<b>Event was well advertised</b>						
<b>Organizers were happy with the turnout</b>						

**List 3 strengths of the program/event:**

1.

2.

3.

**List 3 areas of improvement:**

1.

2.

3.

**How was the event advertised?**



## V. STUDENT ACTIVITIES CLUB TRAVEL FORMS

### A. Student Travel Agreement

**Conference Name:** \_\_\_\_\_

**Student Organization:** \_\_\_\_\_

#### I. DISCLOSURE:

The College of the Florida Keys Student Activities involves a variety of activities that often include warm-ups, games, group initiative problems, low and high challenge course elements and other rigorous physical activities. The level of participation in all programs and activities is at all times completely up to the individual. Yet there are risks which must be assumed by each participant, that he or she may suffer an emotional or physical injury and disability. Certain health/medical information must be known to the instructor(s) conducting programs so that they are prepared to respond appropriately if the need arises. This information will be held in confidence. Please complete the form and return it to The College of the Florida Keys's Director of Student Activities.

#### II. WAIVER OF HEALTH INSURANCE:

The College of the Florida Keys Student Activities strongly encourages students who participate in Student Travel events to provide proof of health and accident insurance. If you have insurance, please provide a copy a photocopy of your health insurance card with this packet. If you do not have health insurance, you may purchase coverage through "Insurance for Students" at a discounted rate.

I understand that The College of the Florida Keys encourages students to provide their own health care coverage. I also understand that the cost of treatment for any injuries while on this college sponsored trip will be my responsibility.

\_\_\_\_\_  
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



**B. Personal Health And Medical Information (Please Print)**

**1. IDENTIFICATION**

Name: \_\_\_\_\_ Sex: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City, St: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**2. EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**3. PERMISSION FOR EMERGENCY TREATMENT**

I / We hereby authorize the appointed representatives of The College of the Florida Keys to obtain and authorize medical treatment as is necessary to protect the well-being of my child including authorization for emergency treatment, anesthesia, and/or surgery as deemed necessary. Further, I/ We do hereby release and agree to hold harmless The College of the Florida Keys and its representatives from any and all claims which may arise from said medical treatment.

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of Parent or Guardian Date

NOTE: On rare occasions an emergency requiring hospitalization, surgery, and/or other medical treatment develops. Since in some countries/ states students under the age of 21 years of age might not be administered an anesthetic or operated without the written consent of a parent or guardian, we request that the parent or guardian sign this document in order to prevent a dangerous delay in the administration of emergency medical attention.

**4. DATE OF LAST MEDICAL EXAM** \_\_\_\_\_  
Month Year

*Personal Health And Medical Information (con't)*

**5. IS THERE ANY HISTORY OF DISEASE (PAST OR PRESENT)? Y/N**

**EXPLAIN:** \_\_\_\_\_  
\_\_\_\_\_

**6. Please circle if you have/had the following:**

Serious Injury	No	Yes	Low Blood Sugar	No	Yes
Serious Illness	No	Yes	Infection	No	Yes
Deformity	No	Yes	Menstrual Problems	No	Yes
Surgery	No	Yes	Hernia	No	Yes
Skin, gland	No	Yes	Back or Limb Injury	No	Yes
Ears, Eyes	No	Yes	Sleepwalking	No	Yes
Nose, sinus	No	Yes	Nervous condition	No	Yes
Chest, Lung	No	Yes	Bleeding Disorder	No	Yes
Heart Trouble	No	Yes	Fainting	No	Yes
Rheumatic Fever	No	Yes	Convulsions	No	Yes
Stomach, Bowels	No	Yes	Asthma	No	Yes
Appendicitis	No	Yes	Diabetes	No	Yes
Albumin	No	Yes	Kidneys, urine	No	Yes

**EXPLAIN:** \_\_\_\_\_  
\_\_\_\_\_

**7. Do you have any allergies to medicine, food, plant, animal or insect toxin? If Yes, please explain:**

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

**8. Is there any other medical information that we should be aware of? If Yes, please explain:**

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

**9. Has it ever been necessary to restrict applicant's activities for medical reasons?**

☐ Yes ☐ No

**10. Does applicant take any regular medicine or have special care?**

☐ Yes ☐ No

**List medications currently taken:**

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



C. Personal or Parent Statement

To the best of my knowledge, the information on this form is true and accurate. I give my permission for full participation in the retreat, subject to the limitations noted herein. In the event of illness or accident in the course of such activity, I request that measures be instituted without delay as judgment of medical personnel dictates.

\_\_\_\_\_  
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

D. Photo Media Release:

I, the undersigned, grant The College of the Florida Keys, Student Activities, and persons acting through them, the right to use reproduces, 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



E. Code of Conduct Contract-Ground Rules

You are representing The College of the Florida Keys and in order to participate in this event, every participant is expected to adhere to the following guidelines. Please sign below to acknowledge that you have read these rules and agree to abide by them.

1. I understand that, as a representative of The College of the Florida Keys, I will not leave the hotel or property that we are registered in unless given permission from the advisor.
2. I understand that the host facility is a non-smoking facility. I have been told that I must follow the State law and the rules of the facility.
3. I will attend **all** aspects of the conference/trip (including pre-conference/trip, on-site, and post-conference/trip meetings) unless excused by the advisor.
4. Transportation must be by the college vehicle, when applicable, and there is no smoking inside the vehicle.
5. I realize that I am a representative of The College of the Florida Keys, and that I have been chosen by my organization to represent it and its interests. As such a representative, I understand that any actions I take at the conference/trip will positively or negatively affect opinions of others about our organization and The College of the Florida Keys, and will conduct myself in an appropriate, professional manner. This also includes following appropriate dress code and wearing business casual attire when attending events unless otherwise informed.
6. 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 am agreeing to abide by the terms listed above and by the policies as stated in the Student Handbook. I respect the rules of the host facility and will abide by them. If I do not follow the host facility and College rules 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: \_\_\_\_\_





F. Notice of Class Absence Due to Student Activities

**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>

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 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 or Faculty/ Staff Chaperone Date



G. Individual Transportation Release

If approved by the Vice President of Advancement, a student may be allowed to travel in his/her personal vehicle within Monroe County or outside Monroe County. **This request must be completed at least 4 weeks (Business Days) prior to the trip.**

Legal Name: \_\_\_\_\_

Club/Organization: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Guidelines:

- They will receive no reimbursement for a rental car, mileage, gas or meals during transportation.
- They (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
- ☐ Documentation (doctor's note, employer's letter, etc)
- ☐ 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

☐ Approved ☐ Disapproved

\_\_\_\_\_  
Director of Student Activities

\_\_\_\_\_  
Date



#### H. Student Travel Reflection

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. Failure to submit the Student Travel Reflection form may disqualify student from future travel at the both the discretion of the club advisor and 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

\_\_\_\_\_  
Club Advisor or Faculty/ Staff Chaperone Date