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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 manual in addition to all other college policies and procedures.

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/> and in the College’s procedure manual.

STUDENT ACTIVITIES

Purpose

The Office of Student Activities develops, plans, and promotes extracurricular activities that enhance students’ educational, social, recreational, and personal development. The Assistant Director of Student Activities (ADSA) 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 ADSA 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 ADSA and SGA have a responsibility to see that these funds are allocated fairly and with consideration of cost-effectiveness,

student-to-dollar ratio, and quality of programs.

The 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 ADSA, 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 having 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 within the New Club/Recharter Packet are required to charter/recharter a club:

- **Club Advisor Approval Agreement**

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

- **Student Organization Request for Recognition and Charter/Recharter**

Chartering/Rechartering requires eight (8) currently enrolled, credit-level CFK students and a club advisor or

co-advisors to be considered a club. Club Rush events are held at the beginning of each semester to recruit club members.

- **Club Constitution**

Chartered clubs are identified by the club's name, the club's constitution, and the key purpose. All student clubs 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.

Only after the completion and approval of the listed steps will the group be formally recognized as a CFK student club. Requests for Student Club Travel, Activity or Funds will not be considered until the New Club/Recharter Packet is complete and approved by the ADSA, AVP-CCE, and Vice President of Advancement (VPA).

- **Notification of Club Officers form**

Club officers shall be elected according to the club's constitution. Executive board members (i.e., Club President, Vice President, Treasurer) will be identified as a working club entity and will receive recognition thereof. This form should be submitted after the club's first meeting following its (re)charter.

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 and enforcing the Student Activities Handbook and College policies and procedures. Club advisors are expected to maintain the responsibilities of their primary position and should consult their supervisor about club activities that may conflict with their regular work schedule.

- **Club Meetings Agendas and Minutes**

Club advisors must attend all club meetings. If they are not available, they must assign a chaperone or request the ADSA 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 ADSA 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.
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- 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. Development may include leading group discussions, building consensus, networking, and decision-making.
- **Facilitate Club Activities**
Advisors shall complete or oversee 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 at least two weeks in advance to ensure proper planning time and assistance in securing dates and accommodation for events. It is recommended that requests that include travel be submitted three weeks prior to the activity or event. Club advisors must accompany students or assign a chaperone to attend all on-campus and off-campus activities and events.
- **Policies and Procedures**
Advisors shall ensure the club constitution aligns with the College's policies and procedures, the Student Handbook, the CFK Mission and Vision, and the Student Activities Handbook. Advisors ensure that club members adhere to the Student Handbook and the College's policies and procedures during club activities. All members of the club, the club advisor(s), and chaperone(s) share these responsibilities.
- **Manage Club Account Finances**
The club advisor is responsible for the club's financial matters and works with the club treasurer to monitor the club account and according to the College's policies and procedures.

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, and the chaperone is responsible for the club during the club advisor's absence.

- Chaperones ensure that club members adhere to the Student Handbook and the College's policies and procedures during club activities. All club members, advisors, and chaperones attending events share these responsibilities.
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- Chaperones shall 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 including 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 and Vice President Responsibilities:

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

Secretary Responsibilities:

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

Treasurer Responsibilities:

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

Parliamentarian Responsibilities:

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

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 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 CLUB TRAVEL AND ACTIVITIES

Clubs must follow College 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 ADSA at the beginning of each semester to receive sufficient support with planning or scheduling the events. This process will allow time for activities to be properly planned, promoted, and supported by the College with little to no conflict. Club Advisors or club officers are encouraged to discuss proposals with the ADSA before to initiating a formal request. The following general rules apply to all club activities, fundraisers, events, and travel:

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

Steps for requesting or scheduling an on-campus event:

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

Steps for requesting or scheduling an off-campus event:

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

1. The club advisor completes the Request for Student Club Travel, Activity or Funds form at least two weeks prior to the trip and submits it to the ADSA for review. In unusual circumstances, the ADSA or AVP-CCE may accept requests submitted with less than two weeks' notice.
 2. The following requests must accompany the Request for Student Club Travel, Activity, or Funds, if appropriate:
 - Request for Use of Marine Vessel (36.0 A)
 - Request for Use of College Vehicle (33.1 1-3)
 - Travel Request and Reconciliation Form for Pre-Travel (29.1A)
 - Chaperone form
 - Event Supplies and Materials Request form
 - Solicitation Memorandum and a copy of the proposed solicitation letter
 3. If approved by the ADSA, AVP-CCE, and VPA, the club advisor will be notified in writing by the ADSA. The club activity is not approved, and not considered to be a College sanctioned event, until the request is approved by the VPA.
 4. If the event requires purchasing, the club advisor may work with the DSA to submit requisitions and procure supplies according to College procedure.
 5. Students are encouraged to travel with the club advisor or chaperone in a College vehicle, driven by a College
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employee, or vehicle rented by a College employee and driven by a College employee. If students elect to travel in their own transportation, the following guidelines shall apply:

- 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.
6. Should the activity be approved, the club advisor must have all students, regardless of their mode of transportation, complete the Student Travel Acknowledgement (60.2B) prior to travel. The club advisor must turn in completed student travel forms in to the DSA.
7. For travel requests that include per diem, rental car expenses, flights, hotels etc., each club advisor or chaperone must follow procedure 29.1 and submit a portfolio containing items below. A club advisor may include all expenses for the advisor and students on one Travel Request and Reconciliation Form (29.1A) by providing all travel expenses in the appropriate column and row and a list of the per diem amount per student in the Purpose of Trip or Brief Description of Training/Meeting section.
- Travel Request and Reconciliation Form (29.1A)
 - Hotel credit card authorization
 - Conference agenda (if applicable)
 - Travel expense back-up (i.e., screenshots of estimates for hotel, car, uber, airfare)
 - Leave Form, approved by supervisor (52.20A)

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

- Travel Request and Reconciliation Form CFK Form 29.1A
 - This form is required for each traveler, including students, if they claim per diem. If they do not claim per diem, the advisor may submit one post-travel reconciliation form in the portfolio.
 - Travel receipt(s) (hotel, airfare, Uber, car rental, fuel etc.)
 - Conference or registration receipt(s)
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- Copy of the agenda
- Approved Leave form for employees (52.20A)
- Student Travel Acknowledgement for students (60.2B)

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 ADSA. A unique organization and fund number will be assigned for the club account through the CFK business office.
- Club advisors or officers must deposit all funds into the club account via the Business Office immediately after receiving the funds. If cash cannot be turned in to the Business Office on the same day, it must be stowed in a secure fire-proof safe that bolted to the ground or building on campus until the next business day when it can be submitted for deposit.
- It is the club advisor's responsibility to provide a copy of the deposit receipt to the ADSA within two (2) days after a deposit has been made to a club account.
- To purchase goods or services, the club advisor, or ADSA, must submit a requisition through CFK's Finance Self Service and must follow CFK's purchasing procedures.

FUNDRAISING AND SOLICITATION GUIDELINES

Active student clubs are encouraged to raise funds to support their desired club activities. However, fundraising and solicitation requires approval from the ADSA, AVP-CCE, and VPA. Student clubs are not authorized to fundraise or solicit donations without prior approval. Student clubs may participate in approved fundraising activities (e.g., bake sales, hosting an event, competitions, raffles, auctions, car washes, or direct solicitation) on or off campus, according to the Requesting and Scheduling Club Travel and Activities section in this document. Club advisors or club officers are encouraged to discuss proposals with the ADSA prior to initiating a formal request. For club activities that involve fundraising, clubs must:

- Submit a Solicitation Memorandum for review with an attached copy of the proposed solicitation letter(s).
 - Ensure that no club member or club advisor profits from the sale or fundraiser.
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- Seek approval for potential donations. If any individual or a club accepts a donation that is deemed unworthy, that individual/club will be responsible for the cost of its return or disposal.

When the solicited merchandise, services, or money has been received, the club will provide the ADSA with a list of all items received along with the dollar/ value amount noted. This list will be forwarded to the VPA.

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 ADSA before initiating a formal request. Alternative plans should be in place in the event the request is denied.

All requests must be submitted to the ADSA at least three (3) weeks in advance.

- 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 ADSA will process a purchase requisition to satisfy the request.

INSURANCE

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

PROMOTIONS

There are various ways to promote student club events.

- Flyers – Flyers are allowed on campus for each event. All flyers must be submitted to the ADSA 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 ADSA at least two (2) weeks before the event.
 - Local Public Relations (PR) and Advertising – If a club is hosting an event for the public, the club may receive PR or advertising assistance from the College. Consult with the ADSA four (4) weeks prior to the
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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 ADSA 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 ADSA at least one (1) week in advance to add your submission.
- CFK Website – Student clubs are encouraged to submit club activity descriptions to the ADSA to post on the events page on the CFK website.
- CFK Social Media - Clubs may submit activity information to the ADSA to post on CFK’s social media accounts.

STUDENT PUBLICATIONS

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

POLICIES

To maintain a safe and healthy environment, students must adhere to policies stated in the Student Handbook, which 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 CFK, including but not limited to classrooms, laboratories, shops, studios, offices, water fountain areas, stairwells, conference rooms, theater, bookstore, library, dining areas, elevators, entryways, restrooms, hallways, corridors, covered and uncovered outdoor areas such as hallways, stairwells, patios, and common areas. Smoking and tobacco use is also prohibited in all vehicles owned, leased, or operated by the College.

Alcohol Free Events

Following the CFK Drug-Free Workplace Policy, alcohol is not permitted at College functions on or off campus. If a

club plans an activity, no alcohol is permitted. Exceptions to this policy must be requested by appeal to the CFK President.

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 Mendez, 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
