All registered student organizations at Amarillo College are required to have an advisor who is AC Faculty or Administrator. The Student Activities Office appreciates the time and energy that advisors volunteer to the student organizations. The Student Activities staff is available to assist you in your advisorship. Please call if we can help you.

A student organization advisor’s primary concern should be to assist in the development of our students at the group and individual levels. Not only will an advisor be asked to meet the College’s expectations, but also serve as friends, counselors, allies, liaison, etc. It is a very influential position with our students. It is a chance to put the knowledge they are obtaining in class to work -- an opportunity for them to develop leadership skills, ethical decision-making skills, and creativity.

The scope of an organization is determined in part by the advisor. He/she must decide the level of priority the organization will be given. Family commitments, time constraints, teaching load, research, community work, etc. are all considerations. Remember, not all years will be good ones with the organization. There may be a conflict among members, officers and/or advisor. The organization may have some other type of crisis. An advisor should feel that the rewards are sufficient to merit the time and energy that are put forth for the organization.

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WHAT DOES THE ORGANIZATION EXPECT OF THE ADVISOR?

- Believe in the organization and manifest the enthusiasm necessary to help the organization reach its potential.
- Understand the organization, be aware of its purposes, and assist in formulating goals.
- Assist in the development of procedures and methods for maintaining an effective organization.
- Assist in matters of College procedures.
- Assist membership in improving leadership skills.
- Serve as a liaison with the College when necessary.
- Guide the organization in planning activities and programs.
- Encourage and support in period of trial.
- Serve, as needed, as an arbitrator or impartial observer.
- Participate in the meetings and events of the organization to the greatest extent possible.
- Discourage domination of the group by an individual or minority group.
- Provide long-term continuity within the group and be familiar with its history, including major changes in the group’s program.

WHAT DOES THE ORGANIZATION EXPECT OF ITS OFFICERS?

- Keep the advisor informed as to all organizational activities, meeting times, locations, and agendas.
  - Meet regularly with the advisor and discuss all plans and problems.
  - Develop and use good records and sound financial procedures.
  - Provide minutes of meetings, as well as any other materials that are sent to members.
  - Make no commitments for the advisor without his/her consent.
  - Make no financial commitments without the permission of the advisor and the organization.
  - Do not assume the advisor will continue to serve as advisor for the succeeding year unless the advisor has agreed to this.
WHAT DOES THE COLLEGE EXPECT OF ADVISORS?

- Do not accept the position of advisor or continue to serve as an advisor if he/she is not prepared to fulfill the expectations of such.
- Assume the role of advisor as a volunteer, but uphold the best interests of the College and organization.
- Be currently and continually employed as a faculty or administrator of AC.
- Do all that is possible to assure that the organization will take reasonable precaution in its activities in order that policies and laws not be violated, and the welfare of individuals not be endangered.
- Participate in the organization to the fullest extent without actually making decisions or setting policies for the organization.
- Participate in monthly Campus Council meetings as much as possible to stay informed of current issues facing student organizations.

WHAT IS THE LEVEL OF INVOLVEMENT OF AN ADVISOR?

The level of involvement of an advisor may depend on the organization and its leaders. Attendance at every meeting may not be necessary, but is the best way to stay informed of the activities of the organization. Although the advisor is welcomed at meetings, he/she should participate in an advisory capacity, not run the meeting. An advisor should facilitate discussion, offer objective points of view, present alternative solutions to problems, and encourage the organization and its leaders. Pre-planning involving the organization and its advisor can minimize crisis situations.

Attendance in events should not be viewed as supervising, but as an opportunity to show support and encouragement to the organization. An advisor may be called upon to handle a crisis situation at an event. Advisors should enter their position knowing that many extra hours are spent working with the organization, their leaders, and events.
MORE SUGGESTIONS

- **Orientation and Training**
  Although most new officers have had experience within the organization, there is a need for a structured training program. New members also need an orientation to the organization. The advisor should encourage the organization to develop these programs.

- **Professionalism**
  Every organization should develop and maintain a sense of professionalism. Proper planning should be encouraged so that quality programs are offered at all times.

- **Communication**
  Officers of the organization should be encouraged to maintain open communication lines with the members and advisor of the organization. Effective methods for written and verbal communication should be sought and utilized.

- **Development**
  There must be opportunities for personal and educational development of the students who participate as members and officers. The organization must justify the expenditure of each student’s time, energy, and abilities. The advisor, because of experience, background and education, should be a major resource in accomplishing student development.

- **Records**
  The advisor should encourage the organization to maintain good records - minutes, program, scrapbooks, history, finances, etc.

- **Finances**
  Proper financial procedures should be followed and records kept by every student organization. All monies should be kept in the Business Office or in a separate checking account requiring at least the signature of an officer and an advisor. At the end of the academic year, the organization is required to submit a financial statement to the Student Activities Office (see A-7 & A-9).
• **Constitution**
The constitution is the document that maintains the structure and procedures of the organization. Advisors should encourage the organization to review and amend the constitution when necessary. When changes are made, a copy must be submitted to the Student Activities Office.

• **Leadership**
An advisor should encourage members with leadership potential to seek leadership positions within the organization. The organization should be encouraged to participate in the annual leadership conference offered by the Student Activities Office, Campus Council monthly meetings, and other leadership training programs.

• **Assisting the Individual Members**
The advisor should encourage each member to participate in the organization. To the extent possible, he/she should be aware of the academic strengths of the individual and assist in maintaining a balance between the academic and extra-curricular aspects of college life. An advisor is often asked to write recommendations for individuals; knowing the student’s abilities is very helpful.

• **Insurance Questions**
Contact the Vice President for Business Affairs for answers to insurance questions pertaining to student organization activities.

**WHAT TO DO IF...**

• **The organization is planning a questionable event**
The difficulties inherent in the plan should be pointed out and other ideas suggested. The advisor may request that the group obtain the opinion of the individuals or groups affected by the action. A meeting may be set up with the appropriate members of the Student Services staff to clarify any questions.

• **The members of an organization are traveling**
See “Student Travel,” section (page 7) of this handbook.

• **You are no longer comfortable being the advisor of the organization**
Explain to the executive officers of the organization that you are no longer comfortable being the advisor of the organization. Give them a reasonable
amount of time to find a new advisor. A change in advisors must be approved by the Director of Student Activities and the Dean of Student Services.

- **You sense major problems within the organization**
  Meet with the officers and discuss your observations. Brainstorm solutions and get a plan of action. Members of the Student Services staff are willing to help mediate or seek solutions.

- **You find out an organization is in violation of College policies and/or federal, state or local laws**
  Advisors have a responsibility to bring violations to the attention of the proper College authority (Director of Student Activities, Dean of Student Services, College Police, etc.)

### WHERE DO FUNDS COME FROM?

- **College Budget**
  Each year during the budget process, advisors are provided the opportunity to request budgeted funds through the Dean of Student Services Office for student development and travel for the upcoming year. These requests are reviewed by the Dean of Student Services, and distribution of funds is made to requesting organizations based upon the final approved budget allocation. Those requesting Student Development/Travel funds will be notified of the funds approved during the advisor orientation at the beginning of the new budget year.

  Special account numbers are assigned for student organization development and travel activities. Utilization of these funds must be approved by the Dean of Student Services as they occur.

- **Fund Raisers**
  Student organizations are allowed to raise funds for student travel/development activities. The Director of Student Activities must approve all fund-raising activities before fund-raising begins. (See A-8). Special laws apply to raffles (see A-IO).

- **Student Activity Fee Advisory Committee (Funding Board)**
  Student Activity Fee monies are available to clubs through application (see A-I 1). The Activity Fee Committee meets monthly to review requests for monies. Student Activity Fee funds are not to be used for student travel, but for student development activities only.
**STUDENT DEVELOPMENT**

Student Development activities include training and learning experiences for on-campus groups as well as social gatherings, fun activities, and club meetings. A Student Activity Request form (see A-12) must be submitted to the Student Activities Office prior to all organizational activities.

Expenditure of Student Development funds may be utilized for approved activities by processing a departmental requisition or petty cash request. These expenditures must be approved by the department/division chair and the Dean of Student Services before funds are released by the Business Office.

**STUDENT TRAVEL**

Student travel funds are provided through the budget process for student and sponsor travel. Sponsors are required to accompany students and student travel funds may be requested to furnish sponsor travel. (Field trips, which are a requirement of an instructional program, should be budgeted within the instructional department and not in student travel.)

Approved activities are assigned a special Student Travel account number. Expenditure of these funds are utilized by processing Travel Authorization Request/Expense Statement forms (see information on these forms in next section). These expenditures must be approved by the department/division chair and the Dean of Student Services before funds are released by the Business Office.

**COLLEGE PAPERWORK**

**Petty Cash Requests** - Approved student development funds may be utilized through the petty cash process to alleviate paperwork and processing time. The petty cash process is set up for College employee use only. A Petty Cash Request form must be signed by the Dean of Student Services for all student development fund expenditures before monies may be released by the Business Office (see A-13). The maximum amount may not exceed $150.00. All receipts should be returned within 24 hours to the Business Office to complete the process. Please note that Amarillo College is tax exempt; any taxes charged while utilizing petty cash will not be considered an expense to the College and will be the responsibility of the advisor.
**Departmental Requisitions** - Approved student development funds may also be utilized through the requisition process. This form is usually used when ordering items and must be routed with all signatures to the Business/Purchasing Offices for the order to be processed. This form must be signed by the Dean of Student Services for all student development fund expenditures (see A-14).

**Use of College Property (to schedule a room)** - This form is used to schedule a room for student organization meetings and activities (see A-15). Rooms are available for scheduling in the College Union Building. Before completing the Use of College Property form, a phone contact should be made to determine availability of the room needed. The Student Activities Office (371-5322) schedules the basement of the CUB; the Dean of Student Services Office (371-5320) schedules all other rooms in the CUB. Rooms should be requested at least 10 days before the activity. (Also see A-5, Use of Facilities.)

**Travel Authorization/Expense Statements** - A Travel Authorization form (see A-16) must be submitted to the Dean of Student Services Office at least 20 days before travel. All students traveling must complete a Waiver of Liability form (A-17) which must be on file in the Dean of Student Services Office prior to travel. (Also see A-18, Student Travel Check List for Advisors.)

Once travel has been completed a Travel Expense Statement (A-19) must be completed with receipts attached. This form must be signed by the Dean of Student Services before processing in the Business Office.

The Student Services Office staff are available to answer questions regarding the travel process.

**Publicity**

College bulletin boards may be utilized to publicize organizational activities. All items to be posted must be stamped with approval by the Student Services Office, West Campus Business Office, ATC Student Services, or Polk Street Campus Offices. (See A-20 for posting procedures.)

Information regarding organization activities may also be included on the College Message Boards (located on Washington, West, and ATC Campuses) by calling the Dean of Student Services Office two weeks before the scheduled activity.
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Sign Posting Procedures ............................................................. A-21
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REGULATIONS GOVERNING STUDENT CLUBS AND ORGANIZATIONS AT AMARILLO COLLEGE

revised
May 1997

For the purpose of promoting the ideals of democracy, and in order to enhance the student’s personal, career, and academic development, Amarillo College and the Student Activities department supports the operation of student clubs and organizations within these guidelines.

ARTICLE I

Procedures for Forming a New Student Club/Organization

Section I - Application Process

Students who desire to form a club/organization will proceed as follows:

1. Secure a full-time, board-appointed, faculty member or administrator as a sponsor and request the Director of Student Activities and Dean of Students Services to approve the appointment.

2. Obtain from the Student Activities Office a temporary permit to hold meetings and an application form for the formation of a new club/organization. This permit will be valid for 30 days.

3. Submit to the Student Activities Office the completed application form, giving all information requested, including a copy of the club/organization constitution.

4. Explain (in writing) why the organization is needed and how it will benefit students and work in the best interest of the College and the community.

5. The Director of Student Activities will present all requests to the Dean of Student Services for review and approval.

Section II - Registration/Approval

When the application is approved, a charter will be issued to the club/organization recognizing it as an authorized student club/organization of Amarillo College.
ARTICLE II

Eligibility for Membership in Student Clubs/Organizations

Section I - General Eligibility Requirements for Clubs/Organizations

1. Membership is governed by the constitution and bylaws of each club/organization, subject to the following limitations:

A. Membership shall be confined to the students of Amarillo College and to persons connected with the College in an official capacity.

B. Students must be in good academic standing to hold membership in clubs and organizations. Clubs and organizations may stipulate higher standards in their constitutions. Sponsors will verify eligibility requirements each semester. If a member of any student organization becomes ineligible due to deficient grade status, that student may petition the organization’s sponsor to review his/her academic progress at midterm. If satisfactory progress is reported from that student’s instructors, the organization may reinstate the member to active status on a probationary basis if the sponsor so recommends.

C. Students who are on disciplinary probation are not eligible to participate in college-sponsored clubs’ and organizations’ activities.

Section II - Eligibility for Honor Societies

1. Members of the organizations classified as “honor societies” will meet the grade point average requirement of that organization at the time of initiation.

2. Before initiation, each organization will obtain an academic and disciplinary eligibility statement from the Dean of Students Office.

Section III - Computation of Grade Point Averages

Grade point averages (GPA's) establishing eligibility for student clubs/organizations will be determined by the same method used to determine eligibility for graduation unless higher standards are stipulated in this document or in club/organization Constitution.
ARTICLE III

Operational Standards for Student Clubs and Organizations

Section I - Sponsors

1. Every student club/organization must have an approved sponsor who will attend the meetings and activities of the club/organization.

2. Each club/organization shall recommend its own sponsor to the Director of Student Activities and Dean of Student Services. The sponsor will advise the organization in the exercise of its activities or responsibilities.

3. A sponsor shall be a full-time, board appointed faculty or a member of the administrative staff.

4. Each sponsor must sign a form accepting the responsibilities of sponsoring the club/organization.

5. The sponsor shall have the duty of interpreting the policies of the College to the organization whose sponsorship is accepted. The sponsor shall also advise the officers in the charge of their duties and will be aware of the financial affairs of the club/organization. The sponsor shall attend official activities of the club/organization so as to remain cognizant of the general progress of the club/organization.

Section II - Non-Discrimination Policies

Amarillo College does not discriminate on the basis of sex, disability, age, race, color or national origin in its activities, employment, scholarship, and loan programs, educational and admission policies or other school-administered programs.

Section III - Participation in Campus Life

Members of student clubs/organizations are encouraged to participate actively in all phases of campus life. All activities on campus shall be scheduled on the master calendar in the Dean of Student Services Office at least ten days prior to the date of the event.
**Section IV - Organizational Activities**

1. Student clubs/organizations and its members shall be expected to conduct all social functions and other activities in keeping with the regulations and ideals of the College as stated in the *Student Rights and Responsibilities* publication and the *AC Policies and Procedures Manual*.

2. All club/organizational activities must be registered in the Dean of Student Services Office ten days prior to the event, and must have an “Activity Request Form” signed by the sponsor and Director of Student Activities before an event shall be placed on the master calendar.

3. All club/organizational activities must be concluded by 11:00 p.m. Sunday through Thursday and 12:01 a.m. Friday and Saturday.

**Section V - Constitutions**

All student clubs/organizations shall have an up-to-date constitution on file in the Student Activities Office. All changes and amendments must be submitted for approval in the same manner in which new constitutions are submitted.

**Section VI - Scheduling Speakers**

1. Programs of clubs/organizations inviting speakers shall be submitted to the Director of Student Activities on an “Activity Request Form.” It must be signed by the sponsor and reviewed for approval by the Director of Student Activities and the Dean of Student Services ten days prior to the event.

2. All speaker programs must be placed on the master calendar in the Dean of Student Services Office.

3. The sponsor must be present at the club/organization meeting at which the speaker addresses the club/organization.

4. Publicity should reflect the fact that the speaker is sponsored by the club/organization.
Section VII - Use of Facilities

1. Clubs/organizations are encouraged to use the facilities of the College Union Building. Reservations for space and facilities shall be made on a first-come basis in the Student Services Office ten days prior to the event.

2. Classrooms may be reserved for club/organizational activities provided such activities do not disrupt the general college routine. Reservations shall be made through the Registrar's Office ten days prior to the event.

3. Requests for assistance or use of food service facilities shall be made with the manager of the college cafeteria. A long form requisition should be sent to the Business Office 10 days prior to the event.

4. Use of College Property forms must be sent to the Dean of Student Services Office 10 days prior to the event.

ARTICLE IV
Operational Requirements

Section I - Standards for Officers

1. Since student clubs/organizations shall be expected to further intellectual accomplishment and sound scholarship, all officers and committee chairmen, either elective or appointive, must have a minimum (overall) 2.0 GPA unless higher standards are stipulated in this document or in the club's/organization's constitution. The minimum scholarship requirements shall be met at the time of election or appointment and shall be maintained during the term of office.

2. Students on disciplinary or academic probation shall not hold any office in any student club/organization.

Section II - Active Status

A club/organization shall be considered on active status and in good standing when it fulfills the following requirements:

1. There shall be at least one student officer and a minimum of ten active members.
2. Up-to-date copies of the constitution shall be on file in the Student Activities Office.

3. If new officers are elected for the spring semester, the Student Activities Office shall be notified by February 1 or immediately following such elections.

4. The Student, Activities Office shall be notified within ten days of changes in the constitution, officers or time and place of regular meetings.

5. Changes in name, basic purpose or affiliation with a local, state or national organization or constitutional amendments must be approved by the Director of Student Activities and Dean of Student Services before such changes become operational.

Section III - General Responsibilities

1. Clubs/organizations should conduct at least one meeting a month.

2. Clubs/organizations should keep on file a summary of all meetings, socials, and other activities.

3. Clubs/organizations shall conduct all activities in compliance with their constitutions and the rules and regulations of the College. All regulations formulated by any club/organization must be in harmony with the established rules and regulations of the College.

4. College recognition does not constitute permission for the club/organization to speak for the College, or for the student body. Actions proposed or viewpoints expressed must be identified as expressions of active members of the club/organization only. Public statements of a political nature will not be made in the name of the College or any authorized club/organization.
ARTICLE V
Financial Affairs and Fund Raising

Section I - Financial Obligations

No student club/organization shall undertake a special project or social activity involving financial obligations without PRIOR approval of the sponsor, Director of Student Activities and the Dean of Student Services. **IN NO WAY MAY A CLUB/ORGANIZATION OBLIGATE AMARILLO COLLEGE TO A FINANCIAL DEBT.**

Section II - Financial Reports

Finances for clubs/organizations shall be handled in accordance with the following provisions:

1. All funds shall be deposited in a commercial bank of Amarillo or in an agency account with the College Business Office.

2. All checks drawn on a club/organization account shall be signed by an officer (preferably the treasurer) and counter signed by the sponsor.

3. An accurate record of receipts and disbursements shall be kept.

4. Before the end of the academic year, each club/organization shall submit to the Student Activities Office a financial statement to be placed in the organization’s permanent file.
Section III - Fund Raising Activities

The following policies and procedures shall be followed in fund raising activities:

1. All fund raising activities must be approved by the club’s/organization’s sponsor, the Director of Student Activities and Dean of Student Services. REQUESTS FOR APPROVAL SHALL BE MADE AT LEAST TEN DAYS PRIOR TO THE EVENT IN THE STUDENT ACTIVITIES OFFICE. Clubs/organizations must be able to show they can afford all expenses before they schedule a fund raising event.

2. Clubs/organizations shall be permitted to use receipts from fund raising activities to support projects and activities approved by their sponsor and which are consistent with the aims of the College.

3. Clubs/organizations shall not solicit outside the College for prizes, gifts, or donations without PRIOR approval from the Director of Student Activities and the Dean of Student Services.

ARTICLE VI

Publications and Publicity

Section I - Publications

1. Clubs/organizations may place requests for THE RANGER and AC CURRENT coverage by contacting the Student Publications Office.

2. Publications by student clubs/organizations which are designed for distribution to the student body must be approved in advance by the sponsor of the club/organization and by the Dean of Student Services Office.

Section II - Posters

Permission for placing special posters and banners on campus maybe obtained from the Dean of Student Services Office.

Section III - Publicity

Organizations seeking publicity in newspapers, radio and/or television stations shall make such request to the Director of College Relations.
ARTICLE VII

Violations of Rules and Regulations

Section I - Determination of Violation(s)

Student clubs/organizations that do not abide by College rules and regulations will be required to detail such violation(s) as requested by the Dean of Student Services.

Section II - Disciplinary Action

1. Upon review of violations and all other extenuating circumstances with the club/organization sponsor and officers, the Dean of Student Services may issue disciplinary actions directed toward the club/organization.

2. Disciplinary action may include revocation of registration as a student club/organization.

Please contact the Director of Student Activities for further information 371-5321.
Date Completed: ______________ Signature of organization
Organization: ______________ Advisor: ______________
President: ______________ Treasurer: ______________

Name of financial institution/bank where funds are deposited: ______________
Account #: ______________

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Total Expenses: $__________

Ending Balance: $__________

****Return to April Sessler, Director, Student Activities****
Amarillo College
RULES FOR RAFFLES

The State Legislature requires non-profit organizations to follow these guidelines:

1. Each registered student organization may have two raffles per calendar year.

2. The organization may not operate more than one raffle period at a time.

3. All proceeds from the raffle must be spent for the charitable purposes of the organization.

4. The organization may not use paid advertising.

5. The raffle may not be sold or offered for sale statewide.

6. No cash prizes may be offered. The value of a prize that is offered may not exceed $25,000.

7. The following must be printed on the raffle ticket:
   - Name of the organization (include Amarillo College).
   - Address of the organization (P. O. Box 447, Amarillo, TX 79178).
   - General description of any prize(s) that is valued at more than $10.00.
   - The date that the drawing will be held.

8. No person may be compensated for the selling of raffle tickets or conducting the raffle. Only members of the organization may sell tickets.

9. The prize offered must be in the possession of the organization before the raffle is conducted.
REQUEST FOR STUDENT ACTIVITY FEE FUNDS

Date application submitted: ______________________________

Name of organization: ________________________________________________

Person in charge: ____________________________________________________

Date of event: _____________________________ Time: _________________

Location of event: _________________________________________________

Description of event: ______________________________________________

Funds requested (please itemize): _____________________________________

_________________________________________________________________

_________________________________________________________________

Have funds for this activity been allotted in any other college budget?

_____ Yes  _____ No

Sponsor Signature ___________________________________  Director, Student Activities

ALL REQUESTS MUST BE FILED WITH THE STUDENT ACTIVITIES OFFICE FIVE (5) DAYS PRIOR TO THE STUDENT ACTIVITY FEE ADVISORY COMMITTEE MEETING.

j:actfee1

A- 12
AMARILLO COLLEGE
STUDENT ACTIVITY REQUEST
AND MEDIA RELEASE

Date submitted to Student Activities office: 6 1 0 0

Name of Organization: AC Extreme

Date of Activity: July 10 & July 15  Time: July 10 - 12 noon July 15 - TBA

Contact: Lewis Snider  Phone:

Event Location: Found School-CFC  Open to Public: Yes  No

July 15: Water-Harbor  Bay-Lake Meredith

Event Description: Wind Surfing

Do you want College Relations and/or Ranger notified for media coverage? Yes  No

If yes, please give details: Henry take pictures

1. Registration information and admission price:

2. Program information (speakers, entertainment, etc.):

3. Other details:

(If students are involved in the event and should be mentioned in the press release by name, please include classification, major, hometown newspaper and daytime phone number.)

Faculty Sponsor Signature  Director, Student Activities

A-13
AMARILLO COLLEGE

REQUEST FOR CASH EXPENDITURE FROM BUSINESS OFFICE PETTY CASH FUND

Advance requested $50.00 Account to be charged 100000

Employee requesting advance John Doe

Purpose and Justification

Meals for out of town
- trip returning this evening:

Department approval

Business office approval

RECEIPT OF ADVANCE IN THE AMOUNT OF ________________

I understand that if I do not return the advance and/or paid receipts to cover the advance within 48 hours, then Amarillo College is authorized to deduct that amount from my next payroll deposit.

Received funds __________________________

Date __________________________

ACCOUNTING OF FUNDS:

Amount of advance __________

Less money returned ________________

Total of receipts returned __________

Received by Business Office __________________________

Date __________________________

ORIGINAL WHITE - Business Office
YELLOW COPY - Employee/department

RECEIPT FOR RETURN OF ADVANCE (employee's copy)

Date of advance ________________ to ________________ (employee's name)

Amount of advance ________________

Less money returned ________________

Total of receipts returned __________

Received by Business Office __________________________
INSTRUCTIONS
1. List all known vendors with addresses who may be sources of supply for items listed below.
2. Do not abbreviate vendors’ names.
3. List approximate prices.
4. If item obtained from catalog, list catalog number, or edition, and item number.
5. List full item information available (size, color, model, brand and number).
6. If any discussion have been held with vendors on this item(s), indicate name and phone number.

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<td>PIZZAS @10.00..................$50.00</td>
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TOTAL.............$54.50

VENDOR: AC CAFETERIA
PRIVATE DINING HALL (TUES. 11-9-99)
ALSO PROVIDE ICE, PAPER PLATES AND NAPKINS

JUSTIFICATION — Must be completed by initiator of requisition

PEER TUTORING TRAINING/LUNCHEON

FOR PURCHASING OFFICE USE ONLY
USE OF COLLEGE PROPERTY

This form may be used for scheduling special events or requesting modifications to facilities; not to be used for scheduling classes. Must reach Physical Plant ten (10) days before event.

Date of Application: March 9, 2000

Room(s): Badger Den

Proposed Use: Academic Choice Seminars

Date of Event: See Attachment

Time Reserved for Setup: 30 minutes before and after

Coordination is required for any of the following:

- College Union facilities; call Student Services Office, 5300
- Concert Hall Theater and/or Common Libby, Ordway Auditorium; call Fine Arts Office, 5340
- Classrooms; call Registrar’s Office, 5098
- Audiovisual Equipment requirements; call Equipment Services, 5410

Event Contact Person: Carolyne Long

Special Requirements:
- Room setup is all right any way it is for the next function.
- Need VCR and Monitor on the east wall.
- Also need marker board and markers at the front.

Funding verification by Business Office:

Account Number

Job Order No.

Physical Plant Business Office

Form 320 REV, 1196 White: Physical Plant • Green: Student A-16 Business Office • Pink: Initiator • Goldenrod: Equipment Services
Amarillo College REQUEST FOR TRAVEL AUTHORIZATION
(Please check to be sure all copies are legible)

Requisition # T/ 1812 Date 2/15/00

All travel requests must be listed in the Agenda for the Board of Regents meetings held on the third Tuesday of the month. Six signed copies of this form must be in the Business Office by the first day of the month in order to appear on the agenda for the Board meeting.

1. a. Name(s) of traveler HOWARD BACON
    b. Address(es) of traveler
    c. Social Security #(s) 460-58-1899
2. Meeting 45TH ANNUAL MEETING OF THE SW CHAPTER OF NUCLEAR MEDICINE
   Location GALVESTON, TX MARCH 30 - APRIL 22 2000
3. Are you on the program as a presenter and/or officer of the organization? 
   If an officer, what office do you hold?
4. Name of hotel where you will be staying MOODY GARDENS HOTEL
   For speakers coming to AC or for student groups, please indicate if you need a Purchase Order to cover room charges
   Dates of overnight stay MARCH 30 & 31
5. Is advance payment/deposit requested to ensure hotel reservations? 
   If yes, please give information for check
   Amount
   Address
   (Please attach information from hotel.)
6. Names of students, if any, making the trip SEE ATTACHED LIST
7. Date and approximate hour of 
   Departure MARCH 30 11:00 A.M. Return APRIL 1 2:00 P.M.
8. Method of Travel AIR
9. Is you are using AC travel, have you contacted our authorized travel agency for your reservations? 
   Yes X No
10. Is sponsoring organization reimbursing and/or paying for all or part of these expenses? 
   Yes X No
11. Amount of travel advance requested $795 X $200.00 
   Account Number 70137591
   (Please list trip including students if at all possible.)
   College policy calls for travel advances to be paid within seven working days from the return date of the trip. However, if I fail to comply with college policy, my signature below will be your authorization to deduct from my salary, payment for any portion of this travel advance that remains unpaid 30 days after the date of the trip. This deduction will be made from my salary for the pay period immediately following the 30th date after the return date of the trip.
12. Amount of honorarium requested 
13. Is advance registration payment required Y e s X No 
   Amount $150.00
   (Please attach completed registration form if you want the Business Office to handle payment.)
   Make checks payable to SOUTHWESTERN CHAPTER, SOCIETY OF NUCLEAR MEDICINE
   Mail to 156 SOUTH SPRUCE AVE., STE 207A
   SOUTH SAN FRANCISCO, CA 94080-4556
14. Detail of estimated total cost of trip:
   Airfare $3640.00
   Hotel $944.00
   Meals
   Car Rental
   Honorarium
   Registration $150.00
   Misc. (explain)
   Total $4776.00

Account Charges
102621-609
104344-605
Encumbrance Information

*** ADVANCE TO COME FROM: 102621 - $795.00
ADVANCE TO COME FROM: 104344 - $200.00

REV 6-96 A-17 Requisition # T/ 1812
AMARILLO JUNIOR COLLEGE DISTRICT
Waiver of Liability for Student Travel

STATE OF TEXAS )
COUNTY OF POTTER )

I, ________________________________, Social Security # ____________________,
do represent to Amarillo Junior College District that I was born on __________, 19__,
that I have no physical infirmities nor defects except ________________, and I do release the
College District from any and all claims for damages, including but not limited to hospital and
medical expenses and loss of income, growing out of injury or death arising from participation
in the educational programs in which I am enrolled. I further release the College District from
any and all claims for damages growing out of injury or death arising from participation in
a College-sponsored program due to any personal defects or physical infirmities that I have
listed above. This waiver will remain in effect throughout the period in which I am enrolled
as a student in any class or program sponsored by Amarillo College. I further certify that I
have read and understand the “Amarillo College Student Rights and Responsibilities”
publication.

Also, I am aware of the policies concerning student travel, and I understand that I must
furnish receipts for all travel-related expenditures for which I expect reimbursement. I
understand that no alcoholic beverages or illegal drugs will be bought, consumed, or allowed
at any time during student travel, and that all expenditures must have prior approval of the
student organization’s faculty sponsor according to Student Services’ published guidelines for
student travel.

Dated this Day of ____________, 20__.
Date of Travel/Program ______________ - Sponsor _______________________

________________________________________
Student’s Signature

If the student executing the waiver has not reached his/her 18th birthday, the following consent must be executed
by a parent or the guardian of the minor:

I, ________________________________, of ___________________________________________,
(Parent/Guardian) ___________________________________________,
(Address)
consent to the foregoing waiver and release dated this ______ Day of __________, 20__.

________________________________________
Parent/Guardian Signature

(Student Services - 7/2000)
STUDENT TRAVEL CHECKLIST FOR ADVISORS

BEFORE TRAVEL

1. Check travel and club budgets to determine available funds.

2. Complete Travel Authorization Request form 30 days prior to travel date. ALL expenses must be approved PRIOR to travel.
   ◦ Watch early registration deadlines.
   ◦ Air travel arrangements according to Business Office guidelines.
   ◦ Reserve hotel room(s) (use credit card or ask for check to be mailed)
   ◦ Reserve College vans from Physical Plant (Washington Street or ATC)
   ◦ Adviser must accompany all student groups.
   ◦ Alert Helen Wright (ext. 5048) in the Business Office of any complications.

3. Meet with all traveling students to discuss:
   ◦ AC student travel policies
   ◦ Student Code of Conduct as printed in “Student Rights and Responsibilities”
   ◦ Sponsor expectations
   ◦ Appropriate curfew hours (if applicable)
   ◦ Safety precautions
   ◦ System of communication to be used on the trip
   ◦ “Waiver of Liability for Student Travel” forms (to be signed and attached to Travel Authorization form)

4. Sign Travel Authorization form and forward to your department chair, division chair, Dean of Student Services, and the Business Office.

5. Pick up travel advance check, plane tickets, and the tax exempt form from Business Office.

DURING TRAVEL

6. Keep all receipts including any meals provided for students (max. $7.00 per meal). No meal receipts are required for sponsors. (Check with your department to determine if your department requires receipts.) Telephone and movie expenses will not be reimbursed. (It’s usually a good idea to turn student room phones “off” in order to prevent all outside calls; have students pre-pay any movies.)

7. Make sure you can be reached at all times by students in case of an emergency. Participate in the conference, etc. and help students learn and benefit from the experience,

8. Have a list of students’ and college phone numbers. In case of any emergency, contact Amarillo College Campus Police/Security at 371-5 163 FIRST, and they will advise of procedure.

AFTER TRAVEL

9. Complete a Travel Expense Statement attaching all receipts, including air tickets, within 7 days of return.

10. Sign Travel Expense and forward to your department chair, division chair, Dean of Student Services, and the Business Office.
TRAVEL EXPENSE STATEMENT

Name of Claimant: HOWARD BACON
Title or Position: DIRECTOR, NUC. MEDICINE

Date: 4/4/00

Meeting, conference, or purpose for travel: 5TH ANNUAL MEETING OF SW CHAPTER OF NUC. MED.

Origin and destination of travel: From AMARILLO to GALVESTON and return.

Dates of this trip: MARCH 30, 31

Persons or group included in expenses listed below:

<table>
<thead>
<tr>
<th>Payments by College</th>
<th>Claimant's Expenses</th>
</tr>
</thead>
<tbody>
<tr>
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- Mileage: 2,280 miles @ $0.28 per mile.
- Plane fare (Please check)
  - $0.00
- Hotel (attach receipt to this report)
  - $801.54
- Meals (indicate number) (receipts required on trips involving students)
- Registration fee (attach receipt)
- Other travel expenses. Explain:

Total expenses: $801.54
Less cash advance: $795.00
Balance due claimant (or) balance due Amarillo College: $6.54

I certify that the above expenses were incurred in the performance of official college business.

Signed: __________________ [Claimant]

Approved. Supvr. or Dept. Chm.:
Division Chairman:
Vice President/Dean/Director:
Business Office:

For Business Office Use Only

Travel Advance to HOWARD BACON of AC
Less Return
Amount Owed to Amarillo College

Total Expenses to HOWARD BACON
Less Amount Owed Amarillo College
Amount Owed Claimant

A - 20

Rev. 3/96 WHITE: Business Office CANARY: Chairman or Department PINK: Claimant
AMARILLO COLLEGE
SIGN POSTING PROCEDURES

Before posting or distributing petitions, handbills, signs, or pieces of literature, the student or registered student organization, individual, or group must submit a copy of the material to be distributed to one of the following for approval:

- Amarillo Technical Center Campus - Student Services (ATC Administration Building)
- Polk Street Campus - Workforce Development Office
- Moore County Campus - Student Services Office
- Washington Street Campus - Dean of Student Services Office (College Union Building, Room 206)
- West Campus - Counselor/Business Office (West Campus Lecture Hall)

The material to be posted or distributed must meet the following guidelines.

- The student or registered student organization, individual, or group distributing the information must be identified on the material to be posted.
- If the item is a petition, it must contain the name and signature of the organization’s advisor (if an organization) or the signature of the student (if an individual).
- The item(s) must show a College approval stamp on the material.
- The material must not contain non-permissible solicitation, and must not be obscene or libelous.
- The material to be posted should not be larger than 14” x 22” unless special permission is given by the approving office.
- Materials must be posted only in designated areas (bulletin boards) on Amarillo College property.
- The items must not be displayed on windows, glass doors, painted walls, banisters, or columns of buildings except as designated or specially approved.
- Materials which promote commercial enterprises may be posted only in designated areas.
- No person may remove material posted without permission from the approving office, the student, individual or group, or the registered student organization.
- No student or registered student organization may distribute literature by accosting individuals or by hawking or shouting.
- Distribution must not interfere with free and unimpeded flow of pedestrian or vehicular traffic, and must not disturb or interfere with academic or institutional activities.
- **POSTED MATERIALS SHOULD BE REMOVED BY THE STUDENT OR ORGANIZATION** no later than 14 days after posting or, if it relates to an event, not longer than 24 hours after the event to which it relates has ended. At the time of removal, care should be taken not to litter the area around which the material was posted.