Activities
I. General

To ensure students (of age) and the parent/guardian (of underage students) know of and give permission for recognized student travel, and release the college of risk and responsibility.

II. Objective

Members of recognized student organizations have the opportunity for travel throughout the school year. This completed form will release the college and accompanying employees from liability in connections with the trip.

III. Procedure

   A. All recognized clubs shall submit the names of all members participating in the club’s travel at the time they submit travel forms to the campus Student Activities Advisor.

   B. All recognized student clubs will be required to submit completed release forms for all students participating in the clubs’ travel.

   C. All completed forms must be received by the campus Student Activities Advisor before any funds are released to the club.

   D. All completed forms will be forwarded to the campus Dean of Student Services.

Refer to Student Activities Procedure 3.710 Student Travel.
Student Activities Procedures

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I. General

From time to time students are required to travel to attend conferences and seminars.

II. Objective

Student organizations, either SGA or campus clubs, must make a commitment to travel representing Hillsborough Community College, and to uphold specific requirements as a delegate.

III. Procedure

A. All students selected to travel utilizing either Hillsborough Community College Student Government Association funds or campus club funds must complete the Conference Delegate Contract.

B. Students must comply with all conditions as specified by the Conference Delegate Contract as representatives of Hillsborough Community College.

C. Students must have an understanding that if they fail to travel for whatever reasons, they will be required to reimburse Hillsborough Community College for any expenses incurred for their participation.
I. General

Field trips and/or activities taken to benefit student education will be regulated by these guidelines.

II. Objective

The goal is to establish a procedure for all field trip activities.

III. Procedure

A. All club field trips must be approved in advance by the club advisor and the campus Student Activities Advisor. The campus Student Activities Advisor will keep the Field Trip Application, the Faculty Approval Form for Student Activities Projects, the Assumption of Risk and Release Form and Student Travel Agreement on file in the campus Student Activities office for audit purposes.

B. The Field Trip Application must be filled out four (4) weeks prior to the date of the proposed activity.

C. Each student participating in a field trip or an activity must complete the Faculty Approval Form. It is the student’s responsibility to inform each instructor of the pending field trip activity and days missed. The instructor will sign and check their approval or disapproval on the form. The Field Trip Application must be filled out four (4) weeks prior to the date of the proposed activity.

- If an instructor checks the disapproval box on the Faculty Approval Form, then the student will be denied participation for the particular trip.

C. An Assumption of Risk and Release form must be signed by the appropriate person and returned to the club advisor prior to the field trip or activity.

D. The Student Travel Agreement must be completed and signed by the appropriate persons and returned to the club advisor prior to the field trip or activity.
I. General

To obtain film and video programs as decided and requested by the SGA representatives from either the HCC District Film and Video Library or external film/video rental sources, for the purpose of exhibition to a limited number of students in a specified location.

II. Objective

To provide a district-wide method for ordering films and video programs for viewing by a specific group of students.

III. Procedure

A. Background

1. A film or video rental order is an application to exhibit, under copyright, only at the location, place, and time designated. Exhibition in any other name violates the rental agreement and subjects HCC to copyright violation penalties and/or litigation.

2. Rental films and videos are protected by the copyright laws of the United States. Use of these films and videos is limited to direct projection devices in the immediate presence of viewers.

3. Illegal copies (home duplication) of copyrighted programs may not be made or used in school equipment; consequently, any duplication, transmission, or television broadcast of illegally made/duplicated copies whether by playback or a machine in the classroom/viewing area or by means of a closed circuit cable transmission is considered an infringement of copyright. Only by obtaining a license from the copyright owner can such a performance be legal.
B. Process

1. Each campus Student Activities Advisor is responsible for appropriately budgeting, in his/her own campus SGA Budget, for any film or video rentals to be used during the school year.

   a. The budget sub-account code for film rentals is 63003.
   b. All rental companies have film and video rental catalogs which contain rental prices. These catalogs should be used when preparing the next year’s budget.

2. External and internal order requests for all film and video programs must be made to the campus Student Activities Advisor.

**IF THE ORDER IS AN EXTERNAL RENTAL SOURCE - THEN:**

A. The campus Student Activities Advisor will complete a Requisition to Purchase.

   1. Open purchase orders are established for those outside film and video sources that are heavily used as rental courses. The open purchase order is handled by requisitioning a specified amount and identifying that it is an open account for rental films.

   2. The requisition should be submitted typed and processed through regular channels. Since the film/video requests follow the standard requisition and purchase order format, the request must be made a minimum of six weeks before the show date.

   3. Film and video rentals are then charged against this budgeted amount by telephone or by using the rental order form of the vendor (i.e., Indiana University, Films Incorporated, PBS, etc.).

B. When the film or video arrives, the campus Student Activities Advisor will log in its arrival and make a note of its return date.

   1. This log of film or video rentals will be maintained for the entire school year and then filed appropriately for auditing purposes.
C. As identified in the agreement with the rental agency, for the program rental price:

1. HCC has the right to exhibit the program to a limited number of viewers where all viewers, monitor(s) and the playback unit are in the same room;
2. HCC acknowledges that the program(s) may not be duplicated or broadcasted on any open or closed circuit system, unless specified in the agreement; and,
3. The campus Student Activities Advisor acknowledges that the program will only be used on HCC grounds and that at no time will the rental item be taken off campus for viewing in any other location.

D. With respect to the return of rentals, the campus Student Activities Advisor will return, after the expiration of the period specified, each program in the container originally provided by the rental agency.

1. Some rental agencies require that the customer insure the return shipment of the videocassette or film; therefore, the campus Student Activities Advisor should mail all insured shipments via return receipt so that he/she can retain a receipt for their campus records.
2. The return shipping date should be marked in the rental log along with the initials of the person who is manually packing the film/video for return.

**IF THE ORDER IS AN EXTERNAL RENTAL SOURCE - THEN:**

A. Contact should be made with the campus AV Technician in order to follow the office procedures delineated by the District Film and Video Library which include filling out the **Film Request Form**.

**NOTE:** If student organizations or clubs request films, they will be charged the rental fee.
I. General

HCC is committed to standards promoting speech and expression that foster the maximum exchange of ideas and opinions. Guest speakers and/or entertainers have the freedom to express views on the widest range of concerns and to engage in an expression of ideas subject to reasonable restrictions on time, place and manner. The right of free speech and expression does not include unlawful activity or activity that endangers or imminently threatens to endanger the safety of any member of the college community on any college facility, or any activity that disrupts or obstructs the functions of the college or imminently threatens such disruptions or obstruction. Moreover, expression that is indecent or is grossly obscene or offensive on matters of race, ethnicity, religion, gender, age or sexual orientation is inappropriate in a college setting and the college will act as it deems appropriate to educate speakers violating this principle. In all events, the use of the college forum will not imply acceptance or endorsement by HCC of the views expressed.

All speakers will be held responsible for orderly behavior and for no disruption of academic activities or scheduled public functions and they must follow college rules governing these areas.

For students to actively participate in the programs and activities of the College and to be part of a responsible student body, they must adhere to college policies, procedures and adhere to federal, state and local laws and regulations.

Any event held in an outdoor area of a campus must maintain a reasonable sound level as defined in the City of Tampa Code of Ordinances. In academic areas, the use of electronically amplified instruments will generally not be permitted during class days/hours. If a public address system is permitted, the sponsoring group is responsible for maintaining a reasonable sound level.

II. Objective

To establish procedural guidelines for student clubs/organizations to follow when requesting guest speakers and/or entertainers at a campus or facility owned or operated by the College.
III. Procedure

Any organized student group that is recognized by the College may make a request to invite a guest speaker and/or entertainer.

A. Before inviting an outside speaker and/or entertainer, a student organization will submit an Agreement for Services request (required when payment provided and must include Attachment A with details of activities outlining the services to be provided and the insurance requirements be met) four weeks before the event to the campus Student Activities Advisor.

B. The campus Dean of Student Services will submit the request to the Campus President or his/her designee for final approval.

C. A request to invite a speaker and/or entertainer may be denied:
   1. if the speech topic will constitute a clear and present danger to the college’s orderly operation; or,
   2. if the speaker and/or entertainer has incited violence in the past or forcible destruction of scheduled classes or functions at HCC or at other educational institutions; or,
   3. if the speaker and/or entertainer is indecent or is grossly obscene or offensive on matters of race, ethnicity, religion, gender, age or sexual orientation or other protected class; or
   4. at the discretion of the Campus President or his/her designee.

D. A written determination regarding the approval or denial of the request will be sent back to the initiator. (see sample memorandum)

E. If a college room/facility is to be used, then a Use of College Facility Form must be completed and submitted as outlined in Student Activities Procedure 3.706.
Memorandum of Approval or Denial

TO:

FROM:

DATE:

RE:

On [date] your organization submitted an Agreement for Services form to bring the following vendor to campus on [date].

(List vendor here).

After review, this event has been approved/denied for the following reasons:

(List reasons here).

If approved, please follow the event planning guidelines provided by the Student Activities Advisor. If denied, please submit the following to complete your application:

(List items here).

If you have any questions, please contact me at ______________ or the campus Dean of Student Services at _________________.

cc: SGA Accountant
I. General

The posting of all brochures, advertisements, notices, tickets, or entry blanks for raffles and other drawings by chance (raffles) require disclosure of the date, time and place where the winners of such events will be chosen to be regulated by the College. The College adheres to the Florida Statutes, 849.0935, Charitable, nonprofit organizations; drawings by chance; required disclosures; unlawful acts and practices; penalties.

II. Objective

To provide a means for regulation and disclosure of drawing by chance.

To allow for the placement of appropriate information on HCC bulletin boards

III. Procedure

All student clubs or organizations who wish to distribute or participate in an outside activity by distributing brochures on campus (i.e., advertisements, notices, tickets, entry blanks, etc.) which will be used in connection with a drawing by chance shall conspicuously disclose the following information:

A. The rules governing the conduct and operation of the drawing.

B. The full name of the organization or operator, and its principal place of business.

C. The source of the funds used to award cash prizes or to purchase prizes.

D. The date, hour, and place where the winner will be chosen, unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than three (3) days prior to the drawing.

E. That no purchase or contribution is necessary.

F. After receiving appropriate approval from the Student Activities Advisor for posting, all aforementioned information/literature shall be conspicuously placed on HCC Bulletin Boards.
I. General

Student clubs or organizations and the Student Government Association may secure space on campus for their meetings and other organizational related activities.

II. Objective

To provide the means for the processing of student organizations’ and associations’ request to use college facilities for meetings and other activities.

III. Procedure

A. The advisor to an organization seeking to use college facilities shall contact the designated office on his or her campus.

B. A formal request for use of any campus public/community facility shall be made at least four (4) weeks prior to the date requested. The request must be filed with the Campus President’s Office.

C. Any physical alterations to the facility shall be performed by the requesting organization, and the facility shall be returned to its original state after the event, meeting, or use.
Student Activities Procedures

Title: Solicitation and Distribution of Literature and Other Materials on Campus
Identification: 3.707
Page: 1 of 2
Effective Date: September 26, 2011

I. General

The posting and distribution of non-college literature and materials by and for students of the College will be regulated by these College guidelines.

II. Objective

To provide a means for the regulation of non-college literature and materials to be distributed to students so there is an approved content of these materials and a designation for their means and manner of distribution.

To allow for the placement of appropriate literature, posters, bulletins, etc., on assigned bulletin boards.

To not permit the distribution or posting of materials that libel, defame, or are otherwise offensive to good taste.

Persons not associated with the College found violating this procedure may be removed from the premises by College Security.

III. Procedure

A. Distribution of materials, and/or solicitation:

Individuals, groups, or organizations desiring to solicit signatures, or to distribute literature or other materials, must submit their request five (5) working days prior to the requested day for distribution together with their name, address and purpose to the campus Dean of Student Services or his/her designee for approval of content and means and manner for distribution.
B. Use of Bulletin Boards:

1. Have literature, posters, bulletins, submitted for bulletin board posting forwarded to the campus Student Activities Advisor and/or his/her designee five (5) working days prior to the requested day for posting.

2. The campus Student Activities Advisor or his/her designee will define the location of and the time frame for which the materials may remain posted.

3. The campus Student Activities Advisor will note the approved location and time for which the materials will be posted.

4. The campus Student Activities Advisor and/or his/her designee will post the materials.

5. The campus Student Activities Advisor and/or his/her designee will remove the posted materials at the specified time.
I. Purpose

This procedure establishes guidelines for fundraising activities and events on behalf of Hillsborough Community College. All fundraising must be related to the mission of HCC and incorporated in the annual planning process of the institution and under ultimate control of the President.

Definitions: Fundraising includes activities (i.e., sales, raffles, bake sales, external grants, and other actions to generate revenue) and events carried out to secure resources for HCC, its programs, clubs or other organizations. For example, a club may purchase pizza or flowers for the purpose of selling them on campus to raise funds for club activities. Clubs and organizations need to collect the sales tax on goods sold. Hillsborough county sales tax is based on the rate of 7% of the sale and should be collected at the time of the sale. The club and/or organization should deposit it with the Bursar's Office when depositing the revenue collected. The account to deposit sales tax is 64-00000000-23100-xx (campus location).

Donations include the transfer of cash or assets for the College with no reciprocal benefits, goods or services to be received by the donor, except perhaps, the recognition of the gift. Donations result from the solicitation of gifts of cash, securities, real estate, planned gifts/bequests, grants, non-cash (in-kind) items or services, requested by an employee, student or member of the community on behalf of HCC, its programs, clubs or other organizations. For example, a club representative asks a merchant to donate pizza or flowers to the College for the purpose of selling them on campus. (For guidance in solicitations and acceptance of donations, refer to Administrative Procedure 5.005, Solicitations and Accepting Donations).

II. Process

Endorsement: As part of the College experience, students, faculty, clubs and other organizations may engage in fundraising activities to raise funds to support a club, organization, program, department, team or the institution. Activities utilizing College resources or facilities, the HCC name or logo, or other means that identify it as part of HCC may imply endorsement by the College. Therefore, all fundraising activities and events must be approved prior to the activity by the
Student Activities Procedures

District President (or designee) for district-wide activities or Campus Presidents (or designees) for campus-specific activities. Fundraising activities that involve solicitations for gifts or the acceptance of private donations (cash, in-kind or services) should be coordinated in advance with the Executive Director of the HCC Foundation.

Notification: To initiate any fundraising activity or event, a “Request for Approval for Fundraising Activity Form” should be submitted to the District/Campus President or designee two weeks before the planned activity. Exceptions to the time period needed for more complex activities/events are made at the sole discretion of the District/Campus President or designee. Upon review, the District/Campus President or designee will submit the form with the approval or denial and basis for determination within two business days. Submitted forms will be filed and held at each campus or the district office and maintained by the President or designee.

Note: In order to protect the health and hygiene of our students, staff and faculty, fundraisers that involve food items should only include hermetically sealed-prepackaged foods not requiring refrigeration or heating. Preparation or storage of food in private homes is not permissible.

Calendar: Approved activities will be recorded by the District/Campus President or designee in HCC Fundraising Activities Public Folders. The Request for Approval form, when approved, should be scanned and added to the “Fundraising Activities” public folder with sub-files for district and each campus. Fundraising activities and events may be included in the HawkNet/Campus Cruiser calendar, as appropriate.

Financial Accounting: Clubs, organizations and teams should deposit funds raised in an HCC club account (Fund #64). Departments/programs should utilize an HCC Programmatic Account for revenues and expenditures for funds raised. Donations from individuals, corporations and foundations should be deposited to the HCC Foundation, where an opportunity for matching gifts is possible. All revenues should be deposited as soon as possible, or within two business days, to the HCC Cashier. A receipt will be provided for each transaction and should be attached to the final report form. Donations and private gifts should be reported and deposited as soon as possible, or
within two business days, to the HCC Foundation, the College unit authorized to acknowledge private gifts and provide a receipt as required by the Internal Revenue Service. College staff wishing to send acknowledgements or correspondence to thank donors for donations should coordinate with the HCC Foundation.

**Final Reports:** Each fundraising activity should culminate in a report submitted to the District/Campus President or designee within five business days of completion of the activity, event or sale. The report should include a summary of the activities, gross revenues generated, expenses paid and the net proceeds realized. Also, an evaluation of the activity should be included, stating how the activity could be sustained, changed or improved in the future.

**Annual Report:** At the end of the fiscal year, each campus and district designee will provide a summary of Fundraising Activities/Events to the district President. A copy should be posted in the Fundraising Public Folder.
I. General

The Student Publications of Hillsborough Community College are operated under the auspices of the Student Services division.

The Publications include:

A. The Hawkeye, Hillsborough Community College’s student newspaper.
B. Galeria, Hillsborough Community College’s Literary Magazine.
C. Triad, Hillsborough Community College’s General Magazine.

II. Objective

A. The Hawkeye: Publish several issues during Fall and Spring Terms.
B. Galeria: Published once a year on the HCC website during Spring or Summer Terms.
C. Triad: Published once a year during Spring or Summer Terms.

III. Procedure

Student publications are written, edited and prepared camera ready for printing by student volunteers. These HCC students come from all five campuses. The student publications are housed at the Ybor City Campus of HCC. The editor is responsible to the faculty advisor. The advisor works with the Vice President for Student Services and Enrollment Management.
HILLSBOROUGH COMMUNITY COLLEGE

STUDENT PUBLICATIONS

A. PUBLICATIONS AND TITLES

1. **Hawkeye**, HCC’s newspaper
2. **Galeria**, HCC’s literary magazine
3. **Triad**, HCC’s general magazine

B. PRODUCTION SCHEDULE

1. **Hawkeye**: Several issues are published during the Fall and Spring Term.
2. **Galeria**: This literary magazine is published on the HCC website once a year during the Spring or Summer Term.
3. **Triad**: This general magazine is published once a year during the Spring or Summer Term.

C. STANDARDS OF JOURNALISM AND ADVERTISING

1. The Canons of Journalism, American Society of Newspaper Editors (1924) will govern the editors and staff of all student publications. The copy has been updated by the American Society of Newspaper Editors to include a “Statement of Principles.”
2. The “Advertising Code” of American Business and Advertising Standards of Acceptability will govern the editors and staff of all student publications.

D. CRITERIA AND PROCEDURE FOR THE APPOINTMENT OF EDITORS

1. General Criteria:

   The following minimum criteria for selection of editors will apply to all student publications.

   a. Minimum cumulative GPA of 3.0 at time of application.
   b. Successful completion of college-level course in beginning reporting and/or editing, or the equivalent in experience related to the position.
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c. A letter of recommendation, addressed to the advisor of the student publication from an HCC Professor confirming the experience and quality of performance of the applicant.

d. The current editor of any publication is eligible to apply for reappointment.

2. Special Criteria:

Additional criteria may be specified by the staff of each publication in consultation with the advisor of the student publication provided all applicable criteria are reviewed and approved by the Vice President for Student Services and Enrollment Management prior to advertisement of any editorial position.
I. General

From time to time students have an opportunity to travel to attend and participate in seminars, meetings, conferences, and workshops to enhance their leadership skills. These meetings should be supported by an official agency or organization and support learning outcomes of leadership, professional career exploration, or civic responsibility development.

The purpose of this procedure is to provide guidelines for the request and approval of travel for official college business.

II. Objective

A. To formalize a procedure for the selection of participants to attend various student meetings. This does not include those meetings that the members of the Executive Board have been designated as the participant. Example: FJCCSGA President’s Assembly.

B. To provide information for the completion of travel forms.

III. Procedures

A. Selection of students to attend SGA travel events.

1. The SGA will approve travel to a specified event.

2. Each campus SGA will establish criteria for the selection of students to attend conferences. These criteria may include:
   a. Registered at the campus for six credit hours for the fall and spring terms and registered for three credit hours during the summer term, with the intent of returning the next fall term.
   b. The minutes, either SGA or club, must reflect the trip was approved prior to the end of the spring term.
   c. Maintaining a 2.5 grade point average for all courses inclusive of college prep and maintaining a cumulative 2.5 grade point average to travel utilizing student activities funds.
d. Academic assignments upon their return.
e. Partial payment for participation, including student insurance.
f. Providing a passport.
g. Completion of all appropriate forms.

3. A sign-up sheet for the various conferences will be available in the campus Student Activities Advisor's Office. This list will have the actual dates for the conferences, and the travel itinerary.

4. By the established deadline, the campus Student Activities Advisor will submit the list to the SGA Secretary for inclusion on the agenda for the next General Meeting.

5. Students will then be given appropriate forms to complete for travel after the action of the SGA.

6. If a student cannot attend, they are to notify the campus Student Activities Advisor and the SGA President. An alternate will be chosen to fill the vacancy.

7. If a student cannot attend and fails to notify the appropriate persons, or if the student fails to travel, and the campus SGA has financial loss for this (i.e., required to pay for tickets, registration, etc.), then the student will have an Academic Hold placed on their record until all costs (i.e., registration, air fare) are reimbursed to the campus SGA.

NOTE: The decision of the campus Dean of Student Services, in consultation with the Student Activities Advisor, will be final on all exception (extenuating circumstances) requests.

8. All students that attend the event are required to distribute any handouts received to the campus SGA for the compilation of a resource manual for SGA use.

B. Completion of Travel Forms

Proper documentation of expenditures, payment by check, accurate record keeping are expected by organizations and club members who
Student Activities Procedures

The following forms must be submitted to the campus Student Activities Advisor four (4) weeks prior to traveling. These forms must be in the Accounts Payable Office ten (10) working days prior to the departure date.

1. Club Travel Work Sheet

2. Out-of-District Travel Expense Form
   a. In-State Travel requires the signature of the campus Dean of Student Services and the Campus President. HCC checks for travel, hotel, and registration will be made out to an association or hotel, etc., not to an individual club member or advisor. This payment style accommodates HCC tax-free state statutes.

   b. Out-of-State Travel requires the signature of the campus Dean of Student Services and the Campus President. Checks for travel expenses for out-of-state conferences/seminars should be made out to the club's acting travel chaperone (club advisor). Registration payments and hotel expenses may be made payable directly to the conference/seminar sponsor or hotel.

   The only checks made out to individuals will be for per diem, meals, and/or mileage. These checks must be fully documented with receipts, toll tickets, etc.

   c. Paperwork not turned in until after the travel is completed will not be processed for reimbursement. Furthermore, this action constitutes a major infraction of campus policies and procedures—refer to section 3.610.

3. In-District Travel Expense Form

   Forms will be filled out in accordance with current HCC policy.

   a. In-district travel (Hillsborough, Manatee, Pasco, Pinellas and Polk counties) that is one day in length will not be funded for overnight stays.
b. In-district travel (Manatee, Pasco, Pinellas, Polk counties) that is more than one day in length will allow overnight stays for the length of the event. This will also include the students chaperone.

c. Meals that are not covered by the event will be funded in accordance with the current HCC formula, which allows HCC students and their advisor, club advisor, or chaperone to be paid for meals within district.

d. Student Travel Agreement

4. Student Forms

a. Assumption of Risk and Release Form (Hold Harmless)
   An Assumption of Risk and Release form must be signed by the appropriate person and returned to the club advisor prior to the field trip or activity.

b. Faculty Approval Form
   Each student participating in a field trip or an activity must complete the Faculty Approval Form for Student Activities Projects. It is the student’s responsibility to inform each instructor of the pending field trip/activity and days missed. The instructor will sign and check their approval or disapproval on the form.

   ✓ If an instructor checks the disapproval box on the Faculty Approval Form, then the student will be denied participation for the particular trip.

   c. Conference Delegate Contract Form
   Each student must sign and agree to the terms of the contract prior to travel.

5. Club minutes with appropriate signatures.

C. Team/Student Group Travel Reconciliation Form

Within two (2) business days after completion of a trip, the reconciliation of travel form must be completed. As noted on the bottom of the form, original receipts must be attached. The form must include student signatures (on back) and be signed by the club advisor.

See the campus Student Activities Advisor for complete details. Refer to Administrative Procedures regarding travel, section 3.700.
Student Activities Procedures

Title: International Travel
Identification: 3.711
Page: 1 of 3
Effective Date: September 26, 2011

I. General

Occasionally students have an opportunity to travel to international destinations.

The purpose of this procedure is to provide guidelines for the request and approval of international travel.

II. Objective

A. To formalize a procedure for the selection of participants to attend various student meetings. This does not include those meetings that the members of the Executive Board have been designated as the participants. (e.g., FCSSGA President’s Assembly).

B. To provide information for the completion of travel forms.

III. Procedures

A. Selection of students to attend SGA travel events.

1. The SGA will approve travel to a specified event.
   a. This action will be submitted to the appropriate college administrative channels.
   b. A copy of the proposal will be sent to the Office of International Education for review.

2. Each campus SGA will establish criteria for the selection of students to participate in the event.

   These criteria may include:
   a. Registered at the campus for six credit hours for fall and spring Term and registered for three credit hours during the summer term, with the intent of returning the next fall term.
   b. The minutes, either SGA or club, must reflect the trip was approved prior to the end of the spring term.
   c. Maintaining a 2.5 grade point average for all courses inclusive of college prep and maintaining a cumulative 2.5 grade point
average to travel utilizing student activities funds.
d. Academic assignments upon their return.
e. Partial payment for participation, including student insurance.
f. Providing a passport.
g. Completion of all appropriate forms.

3. A sign-up sheet for the various trips will be available in the campus Student Activities Advisor's Office. This list will have the proposed dates and a tentative travel itinerary.

4. Once a student signs up and is approved for the trip, if a student cannot attend, they are to notify the campus Student Activities Advisor and the SGA President. An alternate will be chosen to fill the vacancy.

5. If a student cannot attend and fails to notify the appropriate persons, or if the student fails to travel, and the campus SGA has financial loss for this (i.e., required to pay for tickets, registration, etc.), then the student will have an Administrative Hold placed on their record until all costs (i.e., registration, air fare) are reimbursed to the campus SGA.

NOTE: The decision of the campus Dean of Student Services, in consultation with the Student Activities Advisor, will be final on all exception (extenuating circumstances) requests.

B. Completion of Travel Forms

The following forms must be submitted to the campus Student Activities Advisor eight (8) months prior to traveling:

1. Club Travel Work Sheet

2. Request for Travel Authorization

   a. The request must be signed off by the Campus Dean of Student Services, Campus President, Vice President for Student Services and Enrollment Management, and the International Education Office, who will forward the request to the College President for final approval.
3. Student Forms

a. International Study Abroad Program Statement of Responsibility and Authorization; Waiver, Release and Indemnification Agreement and Student Travel Agreement.

b. Faculty Approval Form
   Each student participating in a field trip or an activity must complete the Faculty Approval Form for Student Activities Projects form. It is the student’s responsibility to inform each instructor of the pending field trip/activity and days missed. The instructor will sign and check their approval or disapproval on the form.

   • If an instructor checks the disapproval box on the Faculty Approval Form, then the student will be denied participation for the particular trip.

c. Study Abroad Program Student Information Form (obtained from advisor)

d. Medical Information Form (obtained from advisor)

e. Request for International Travel Form (obtained from advisor)

C. Team/Student Group Travel Reconciliation Form

Upon return the reconciliation of travel form must be completed. As noted on the bottom of the form, original receipts must be attached. The form must include student signatures (on back) and be signed by the club advisor.

See the campus Student Activities Advisor for complete details.