



STUDENT ORGANIZATION HANDBOOK



**STUDENT GOVERNMENT ASSOCIATION
OF DOÑA ANA COMMUNITY COLLEGE**

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SECTION 1. STUDENT ORGANIZATIONS: ADVISORS

What is an Advisor?

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective and encourages organization members.

Who can be an Advisor?

An advisor must be a current employee of the Doña Ana Community College and must be either a member of the faculty or a staff member. Faculty and staff are limited to advising no more than two student organizations during the academic year. All student organizations are required to have at least one (1) advisor. If invited by the student organization to serve as their advisor, the advisor agrees to serve in their capacity for a full academic year and must submit a completed FORM A to the SGA office upon their agreement to serve with the student organization. Individuals interested in serving as an Advisor should check with their Coordinator/Department Head before assuming the role of a Student Organization Advisor. Advisors should be familiar with policies and procedures as detailed in the SGA Student Organization Handbook.

Expectations

Advisors shall:

- Be familiar with the mission, goals, and purposes of the student organization he or she is advising;
- Attend student organization activities, conferences, competitions, retreats, or other such activities as is practical;
- Meet with the student organization as it plans its activities and budget, and hold regular meetings with student organization officers, as necessary;
- Meet at the beginning of the academic year with SGA, VPSS and DACC Business office;
- Provide continuity with the student organization's programming from year to year;
- Assist the group in formulating long-range goals and in planning and initiating short-term projects;
- Promote student awareness of, and adherence to, policies governing student groups;
- Serve as a resource person for alternative solutions to problems confronting the group; and
- Make suggestions that will permit the officers to improve leadership skills.



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Roles and Responsibilities

Advisor Roles:

- To be an active representative for the student organization to the DACC community, and serve as a resource, support, role model, and mentor to the executive board and the members.
- To encourage openness, honesty, and commitment by maintaining regular communication with executive board members, demonstrating genuine interest in the organization, promoting team building, fostering ownership, encouraging creativity/fun, and following through on all agreed upon responsibilities.
- To assist the organization in defining its goals, holding to its purpose, and understanding the possible ramifications certain decisions or actions may have on the organization.
- To attend and be present for the duration of off-campus events. A student organization must have an advisor accompany their group on all off-campus trips. As an advisor you may be called upon to travel with your group. If you are not able to travel to/attend the event, the student organization must find another faculty or staff member to travel to/be present during the event.
- To challenge the organization to examine and evaluate the way in which it functions in order to encourage thoughtful decision making that will further the organization and serve the needs of the DACC community.
- To encourage and provide opportunities for leadership development and assist with developing strategies to recruit and retain members.
- To express your concerns over student organization actions, policies, decisions, and publications that violate federal or state laws, NMSU/DACC policies, or SGA bylaws.
- To always remember that the organization belongs to the students, and that the advisor's primary role is that of an **active** consultant and resource person. To achieve this, an advisor must interact with the executive board and the general members and be a participant.



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SECTION 2. STUDENT ORGANIZATIONS: CHARTERING AND RENEWAL

A. New Student Organization/Club: Students are encouraged to establish new student organizations/clubs and/or chapters of national organizations that work in harmony with the mission of DACC.

- Membership of new student organizations will be determined by the student organization; however, must have a minimum of seven (7) currently enrolled DACC students.
 - *NOTE: To remain active, the Student Organization must maintain a minimum of seven (7) currently enrolled DACC students.*
- To charter a group as a new Student Organization/Club/Chapter, the following must be filed with the SGA office:
 - Completed Form A (Student Organization Advisor Agreement)
 - Completed Form B (Student Organization Officers)
 - Official Bylaws for the new Student Organization (Form C has recommended format)
 - Completed Form D (Student Organization Membership List)
- Required forms/documents must be received in the SGA office prior to the first Senate meeting of the Fall semester or Spring semester, if starting a new club in the Spring.
- Student Organizations who fail to submit the required documentation to the SGA office by the published deadlines will not be chartered for the applicable semester.

B. Renewal of Chartered Student Organization/Club:

- To maintain status as a chartered Student Organization/Club, the following documentation is required:
 - Completed Form A (Student Organization Advisor Agreement)
 - Completed Form B (Student Organization Officers)
 - Official Bylaws for the Student Organization/Club (Form C has recommended format)
 - Completed Form D (Student Organization Membership List)
- Membership must have and maintain a minimum of seven (7) currently enrolled DACC students.
- The required documentation must be received in the SGA office each year by **September 5th**. Documentation not submitted to the SGA office by the published deadline may result in a lapse in official/chartered status.



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C. Changes within the Student Organization/Club

- If there are any changes to the Advisor information, please complete an updated Form A.
- If there are any changes to the Officers information, please complete an updated Form B.
- If there are any changes to the Membership List, please complete an updated Form D.
- If the Student Organization's Bylaws are changed during the year, provide a copy of updated Bylaws.
- Provide updates/changes to the SGA office in a timely manner.

D. Dissolution of Student Organization/Club: In the event that the Student Organization is not able to, or does not wish to, remain an active/chartered organization, please provide notice to the SGA office as soon as practicable.



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SECTION 3. STUDENT ORGANIZATIONS: OFFICERS and SENATORS

Composition: Student Organizations will determine which Officer positions will be used in the organization/club and will document that in their Bylaws. Each Student Organization/Club must elect or appoint a member of their organization to represent their organization at SGA meetings/events. These student representatives are referred to as Senators.

Qualifications: Student Organization Senators: (*Note: Student Organizations are encouraged to adopt these same or similar qualifications for their Officer positions.*)

- 1) Must be currently enrolled as a student at DACC.
- 2) Must maintain enrollment of a minimum of 6 credits per semester at DACC.
- 3) Must maintain a cumulative GPA of 2.0 or better.
- 4) Must be in good academic standing.
- 5) Must not have any violations of the Student Code of Conduct.

Duties:

Student Organization Officers: Duties/responsibilities will be determined within the organization and documented in their Bylaws.

Student Organization/Club Senator:

- 1) Shall serve as a role model of the student body.
- 2) Shall serve as a liaison between his/her club and the Executive Committee.
- 3) Shall communicate regularly with the Senate Leader.
- 4) Shall inform students in their club of all activities in the Senate and SGA.
- 5) Shall attend all SGA meetings. *NOTE: If a Senator is unable to attend, he/she will appoint another student from his/her club to attend the meeting(s).*
- 6) Shall assemble and give a report for his/her club at meetings as necessary.
- 7) Shall assist in the planning and implementation of Club and/or SGA events/activities.
- 8) Shall serve on at least one (1) committee set forth by the Senate Leader.
- 9) Shall participate in at least two (2) SGA-sponsored events per semester.
- 10) Shall read, understand, and comply with the **Constitution** and **Bylaws**.

Term of Office: The Term of Office for Student Organization Officers and Senators is determined by the Student Organization and is stated in their Bylaws.

Limitation:

- An Officer in the Student Organization may not hold a position in the SGA Executive Committee.
- When a Student Organization Senator is elected to the SGA Senate Leader position, that Student Organization must elect/appoint a new Senator to represent the organization.



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Compensation: Student Organization Senators: Will be eligible for a stipend of up to \$300.00 per semester. The amount of the stipend will be based on attendance at SGA meetings and the level of participation in SGA events as shown below.

Senator Stipend Distribution Guide	
Description	\$ Amount
Senator Meetings (x3)	\$40.00 each (\$120.00 total for 3 meetings)
General Meetings (x3)	\$40.00 each (\$120.00 total for 3 meetings)
SGA Events (x2) <i>Examples:</i> <ul style="list-style-type: none"> - School Colors Day: Any of them - Resource Expo - Welcome Back event - Volleyball Tournament - Homecoming/Parade - Arrive Alive - Valentine's Day event - Women's Day event - Earth Day event 	\$30.00 each (\$60.00 total for 2 events)
TOTAL	\$300.00
<u>NOTES:</u> <ul style="list-style-type: none"> • <i>If you missed an event and provided justification, then you are still eligible to receive that portion of the stipend.</i> • <i>If you sent a substitute, that would count as being present.</i> 	

Distribution Procedure:

- 1) Stipend is processed through the DACC Financial Aid office.
- 2) Students (Senators) must have a Scholar Dollar\$ application on file.



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SECTION 4. Request for Funding Procedures

A. Student Organization/Club Funding. Student Organizations may be eligible to obtain up to 50% of needed funding from the Student Government Association (SGA) in support of their events/activities.

- Organizations/Clubs must be able to demonstrate their ability to fund a minimum of 50% of the requested total.
- A completed **Form F (Student Organization Request for Funding)** must be submitted to the SGA office, **one (1) month prior to the activity/event**. (*Please note: RFF for team travel has a different submission deadline, please refer to 'Section 6: Student Travel' for details.*)
 - Attach list of club members participating.
 - Attach copy of the agenda/flyer for the event/activity.
 - If applicable, a copy of the vendor quote.
- The SGA contribution amount will be based on the following criteria:
 - 1) **Crimson status level – 50% contribution**
 - (a) Monthly status reports submitted per semester – 4
 - (b) Community-service/campus projects per semester – 2
 - (c) SGA-sponsored events per semester – 2
 - (d) Attendance at SGA meetings per semester – 6
 1. Senate
 2. General
 - (e) Active participation on standing committee per semester
 - 2) **Blue status level – 35% contribution**
 - (a) Monthly status reports submitted per semester – 2
 - (b) Community-service/campus projects per semester – 1
 - (c) SGA-sponsored events per semester – 1
 - (d) Attendance at SGA meetings per semester – 4
 1. Senate
 2. General
 - (e) Participation on standing committee per semester – 1
 - 3) **White status level – 15% contribution**
 - (a) Monthly status reports submitted per semester – 1
 - (b) Community-service/campus projects per semester – 1
 - (c) SGA-sponsored events per semester – 1
 - (d) Attendance at SGA meetings per semester – 3
 1. Senate
 2. General
 - (e) Standing committee per semester – 1



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B. NON-CLUB Funding. DACC Departments may be eligible to obtain SGA funding for activities/events in support of the DACC mission. Available SGA funds may support Enrollment, Retention, and Completion activities for the DACC students.

- A completed **Form G (NON-CLUB Request for Funding)** must be submitted to the SGA office, **one (1) month prior to the activity/event**.
 - Provide complete contact information for Requester.
 - Attach copy of the agenda/flyer for the event/activity.
 - Attach copy of the vendor quote/expenses breakdown.
 - Explanation of why funding cannot be provided within the DACC Department.
 - Describe how this event/activity relates to the DACC/SGA mission and how it benefits the student body.
- The Requester of the NON-CLUB RFF will, at the time of the event/activity, request that event participants complete the **NON-CLUB Survey for Event Participants (Form H)**.
- During the event, the Requester will collect completed surveys from event participants; at the conclusion of the event, the Requester will tally the survey results to provide an analysis/evaluation of the event. (See Sample analysis below.)
- Submit the event analysis/evaluation to the SGA office within five (5) days after the event.

C. SGA Funds - Restrictions and Requirements.

- Restrictions on Funding:
 - Requests which confer a private benefit upon the applicant are not eligible for funds.
 - Deficit financing payment for something already purchased or reimbursement for an event that has already taken place will not be eligible for funds.
 - Fund requests for Staff events are not eligible for funds.
 - No funding will be awarded for payment of administrative fees, office overhead, or other similar charges.
- SGA must be recognized in all publicity dealing with any function where SGA funds are used. SGA may request pictures and/or videos of sponsored events/activities for promotional purposes.
- SGA not responsible for:
 - Contacting vendors;
 - Obtaining quotes/proposals, prices;
 - Delivery or serving of any food products;
 - Facilities requests;
 - Area/room reservation.



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SECTION 5. Student Organization Food Sales

When a Student Organization/club plans an event/activity that will include food sales, the following requirements must be met.

- Fax required forms to the New Mexico Environmental Department to get your food permit.
 - Food permit forms and information can be found at:
<https://www.env.nm.gov/foodprogram/application-home/>
 - PLEASE NOTE: These permits may take ten (10) business days to process. It is therefore important that you submit the food permit request well in advance of the event.
 - Also, keep in mind that one individual with food handling training must be present at the event; and a copy of the Temporary Food Sales Permit must be displayed in plain view at the event. ***(Please also provide a copy of the Temporary Food Sales Permit to the SGA office).***
- Reserve the room/area via Microsoft Outlook, “Room Scheduling”.
- Reserve tables/chairs online through Facilities support.
- Post flyers on approved bulletin boards and/or submit a request to post information regarding the event using digital signage at: <https://dacc.nmsu.edu/publications/digital-signage/>.
- During a food sales event, all food handling guidelines must be followed, i.e., keeping food warm, or cold, using gloves, etc.
- The Student Organization is responsible for cleaning up the area and tables after the food sale event; as well as taking down flyers from bulletin boards.
- Failure to turn in the required forms or follow any of these guidelines, may result in either the Student Organization not being allowed to participate in food sales for that date, or being banned from future food sales.



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SECTION 6. Student Travel

- SGA has budgeted money to assist Student Organizations throughout the school year. All funding will be in accordance with the SGADACC Constitution.
- All Student Organizations seeking funds from SGADACC must be chartered and recognized in accordance with the SGADACC Constitution, the Student Organization Handbook, and the College rules and regulations affecting Student Organizations. All paperwork (Student Organization Recognition/Renewal Forms) must be up to date.
- The Student Organization must be active in the “general” Student Body’s activities and must submit the Monthly Status Report throughout the semester.
- The Student Organization must provide at least 50% of their own funds and attain financial responsibility, and must be able to provide proof and/or adequate records of their efforts.
- The SGA Executive Committee will only approve funds for enrolled DACC students. The Student Organization Advisor must prove that all students traveling are currently enrolled in DACC classes.
- The **Request for Funding (RFF) package needs to be submitted to the SGA office at least six (6) weeks prior to the travel date.**
- The Student Organization Advisor needs to submit the following paperwork (fully completed):
 - Copy of Advisor’s information (Form A) updated;
 - Copy of Student Organization Officers (Form B) updated;
 - Copy of Student Organization Bylaws updated;
 - Request for Funding (RFF) form (Form F);
 - Group/Student Travel Request Form (Form I); with the following attachments:
 - Detailed agenda,
 - Participant list with Banner ID number,
 - Expenses (Travel Break Down)
 - Student Travel Conduct Agreement (Form J);
 - Student Travel Emergency Contact Form (Form K).
- If/when approved, the Student Organization Advisor will then take the original, approved RFF to the DACC Business Office.



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APPENDIX: Forms

FORM A: Student Organization Advisor Agreement

FORM B: Student Organization Officers

FORM C: Student Organization Format for Bylaws

FORM D: Student Organization Membership List

FORM E: Student Organization Monthly Status Report

FORM F: Student Organization Request for Funding (RFF)

FORM G: NON-CLUB: Request for Funding (RFF)

FORM H: NON-CLUB: Survey for Event Participants

FORM I: Student Travel Request Form

FORM J: Student Travel Conduct Agreement

FORM K: Student Travel Emergency Contact Form



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FORM A: Student Organization Advisor Agreement

DACC Student Organization: _____

_____ Recognition (New club) _____ Renewal (Established club) _____ Update Advisor info

Advisor's Information:

This agreement is valid for the academic year 20__ to 20__.

I agree to serve as advisor for this student organization for the academic year listed above. I agree to follow all the terms and conditions of the funding policy and procedures as stated in the SGADACC Student Organization Handbook.

Student Organization Advisor name: _____	
Contact phone number: _____	
Email address: _____	
Signature of Student Organization Advisor	Date

Student Organization Advisor name: _____	
Contact phone number: _____	
Email address: _____	
Signature of Student Organization Advisor	Date



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FORM B: Student Organization Officers

DACC Student Organization: _____

_____ Recognition (New club) _____ Renewal (Established club) _____ Update Officer info

This agreement is valid for the academic year 20__ to 20__.

President _____
Banner ID _____
Phone Number _____
Email _____

Vice-President _____
Banner ID _____
Phone Number _____
Email _____

Treasurer _____
Banner ID _____
Phone Number _____
Email _____

Secretary _____
Banner ID _____
Phone Number _____
Email _____

Senator _____
Banner ID _____
Phone Number _____
Email _____

I agree to follow all the terms and conditions of the funding policy as stated in the SGADACC Student Organization Handbook.

(Signature of Student Organization President)

(Date)

(Signature of Student Organization Treasurer)

(Date)



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FORM C: Student Organization Format for Bylaws

This is the recommended format to follow when preparing the Bylaws for your student organization/club. Depending on the type of organization/club you are establishing, some of the Articles may or may not apply to you. If you are following a “parent” organization, you may use their guidelines, but you must still submit your own Bylaws for the DACC student organization.

**(NAME OF ORGANIZATION) Bylaws
(Current academic year)**

ARTICLE I. Name of Organization

ARTICLE II. Purpose

ARTICLE III. Members and Membership

Section 1. Qualifications for membership. If grade point average (GPA) is specified, verification will have to be arranged with the DACC Admissions Office. Students should not have access to student records.

Section 2. Procedures for affiliation with the organization.

Section 3. Criteria which will distinguish active members or voting members.

ARTICLE IV. Officers

Section 1. Officer positions which will be used in the organization.

Section 2. Officer qualifications

Section 3. Nomination and election procedures

Section 4. Terms of office

Section 5. Duties

Section 6. How vacancies are filled

ARTICLE V. Advisor(s)

Section 1. Selection

Section 2. Duties

Section 3. Term of office

Section 4. Responsibilities of office

ARTICLE VI. Executive Board

Section 1. Composition

Section 2. Nature of meeting

Section 3. Restrictions of authority



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ARTICLE VII. Committees

- Section 1.** Standing committees
- Section 2.** Special (Ad-hoc) committees
- Section 3.** Responsibilities
- Section 4.** Composition
- Section 5.** Designation of Chair
- Section 6.** Procedures for forming committees

ARTICLE VIII. Meetings

- Section 1.** Regular meetings: A statement of how many meetings will be held per week, month, semester, or academic year will cover this. You do not need to state a specific day, time, or place.
- Section 2.** Special meetings: State when and why they may be called.
- Section 3.** Quorum required to transact business.
- Section 4.** Voting procedures.

ARTICLE IX. Finances

- Section 1.** Membership dues and/or assessment and how and when they will be determined. You do not have to indicate the actual amount.
- Section 2.** All student organization transactions should be coordinated with the DACC Business Office. These transactions must follow all college guidelines.

ARTICLE X. Parliamentary Authority

- Section 1.** Specification of the authority which will be used in resolving questions about Bylaws and/or meeting procedures. Usually this is listed as *Robert's Rules of Order*.

ARTICLE XI. Amendment of the Bylaws

- Section 1.** Procedure whereby the rules of the organization may be changed.
- Section 2.** Requirement of previous notice at a regular meeting before vote is taken at a subsequent regular meeting, whether simple majority vote or other percentage will be required.



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FORM D: Student Organization Membership List

DACC Student Organization: _____

This membership list is valid as of _____, 20____.
(Date)

***REMINDER:** A student organization/club must have and maintain a membership of a minimum of seven (7) currently enrolled DACC students to become a Recognized organization/club and remain an Established organization/club.*

Student Name	Phone Number	Email (@nmsu.edu)



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FORM E: Student Organization Monthly Status Report

All student organizations must submit this report to the Student Government Association (SGA) office by the **5th of each month**. The report may be submitted in hard copy form to the SGA office, located at the East Mesa campus, DAEM building, room 212 OR it may be emailed to: sga@dacc.nmsu.edu. This report is required in order to be considered for funding and to determine the official status of the student organization/club.

DACC Student Organization: _____

Reporting month: _____

Date report completed: _____

Dates of student organization/club meetings: _____

Number of student organization members at meetings: _____

Dates of SGADACC meetings attended: _____

Student organization/club activities: _____

Signatures:

Student Organization President: _____

Student Organization Advisor: _____

Date received in SGA office: _____



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FORM F: Student Organization Request for Funding (RFF)

DACC Student Organization: _____

Name of Event/Activity: _____

Date(s) of Event/Activity: _____

Location of Event/Activity: _____

Number of Students Attending: _____

Amount Requested: \$ _____

Please sign and date below to acknowledge understanding and agreement with the following statement:

We agree that the Student Organization listed above will follow the DACC/NMSU financial procedures in dealing with SGADACC funds appropriated to the Student Organization. It is further acknowledged that failure to follow these procedures will result in the Student Organization's forfeiture of all rights to the allocated funds.

(Student Organization President name) (Signature) (Date)

(Student Organization Advisor name) (Signature) (Date)

Date received in SGA office: _____		
Approved as Requested: \$ _____	Approved as Revised: \$ _____	Account # _____
Denied: _____	Reason for Denial: _____	
SGADACC President: _____	Date: _____	
SGADACC Treasurer: _____	Date: _____	
Vice President of Student Services: _____	Date: _____	

PLEASE NOTE: Signed form should be submitted to the DACC Business by the Student Organization Advisor.



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FORM F – Student Organization RFF (page 2)

- Attach a list of the student organization members participating.
- Attach a copy of the agenda/flyer for the event/activity.
- Provide the purpose of the event/activity; i.e., describe how this event/activity is going to contribute to students’ educational and/or professional development.

Student Organization Contribution: \$ _____
 (NOTE 1: List fund-raising activities below)
 (NOTE 2: Must be a minimum of 50% of requested total)

Requested Amount: \$ _____

Total Cost: \$ _____

Student Organization Fund-Raising and Community Service Activities:

Please list/describe the fund-raising and community service activities that your student organization has participated in the current year.

Activity Description	Date	Amount Raised

Additional comments:



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FORM G: NON-CLUB Request for Funding

REQUESTER INFORMATION

Form with fields for Date, Requester name, Phone, DACC Department, Requester signature, and Email.

STUDENT EVENT INFORMATION

Form with fields for Date, Location, Number of Students, Name of the Event, and Time.

THIS EVENT SUPPORTS:

Form with checkboxes for Enrollment, Retention, and Completion.

DESCRIPTION OF EVENT

Large empty box for event description.

UTILIZATION OF FUNDS

Form with checkboxes for Meals/Food, Give-aways, and Other, and a field for Amount Requested.

FOR OFFICE USE ONLY

Form with checkboxes for Approved and Denied, and signature lines for SGA President, Treasurer, and Vice President of Student Services.



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FORM H: NON-CLUB: Survey for Event Participants

SURVEY

Event Name: _____ Event Date: _____

Survey Questions	Answers			
	Yes	No		
1. Did this event help you in an academic/educational way?	Yes	No		
2. Did this event help you in a social/networking way?	Yes	No		
3. Have you attended this event before?	Yes	No		
4. Did this event meet your expectations?	Yes	No		
5. Would you recommend this event to another student?	Yes	No		
6. Did you learn more about Doña Ana Community College?	Yes	No		
7. What is your overall opinion regarding the food & facilities?	Excellent	Very Good	Good	Poor
8. What is your overall opinion about the event?	Excellent	Very Good	Good	Poor
9. What is the most important takeaway from the event?				
10. Please provide any other comments, questions, or concerns.				



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FORM I: Student Travel Request Form

DACC Student Organization: _____

DACC Advisor traveling with student(s): _____

Name of Conference, Meeting, Activity: _____

Destination: _____

Travel Dates: _____

Hotel Name and Phone Number: _____

Method of Travel:

NMSU Official Vehicle: _____ Personal Vehicle _____

Airline Name: _____ Flight #: _____

Include the following with this completed form:

- Detailed agenda
- Student participant list with Banner ID number
- Itemized travel expenses
- Completed and signed Conduct Agreement (Form J) from each student participant
- Completed and signed Emergency Contact form (Form K) from each student participant

Please note – This form and the required documentation described above, must be submitted to the SGA office at least 6 weeks prior to the trip.

Date received in SGA office: _____	
Approved: _____	Not Approved: _____



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FORM J: Student Travel Conduct Agreement

Student Name: _____ **Banner ID:** _____

Name and date(s) of the event, conference, activity:

After reading statements listed below, please initial next to each item, then sign and date below to acknowledge understanding and agreement.

_____ I understand that I am traveling as part of a DACC sponsored activity. I understand I am a representative of DACC during the entire event, conference, or activity.

_____ I understand that I will not engage in any inappropriate behavior such as any activity that, when combined with the use of DACC resources (funds, personnel, facilities, equipment, or time), could reasonably lead to personal liability or charges of unethical conduct, or violations of the DACC Student Code of Conduct.

_____ I understand that the traveling DACC Advisor, if traveling, will be the responsible agent of the College for this event, conference, or activity. He or she will make any final decisions regarding safety and protection, changes to the planned agenda, and any other decisions deemed necessary.

_____ I understand that failure to show respect and appropriate behavior for these travel procedures and DACC policies may be cause for disciplinary actions as outlined by the DACC Student Code of Conduct.

Student signature: _____ **Date:** _____

NOTE: Students under the age of 18 years old must obtain the signature of a parent or legal guardian.

Student Name: _____

Name of parent or legal guardian: _____

Signature of parent or legal guardian: _____ Date _____



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FORM K: Student Travel Emergency Contact Form

Student Name: _____ **Banner ID:** _____

Name and date(s) of the event, conference, activity:

Emergency Contact name: _____

Phone #(s): _____

OPTIONAL: Pertinent medical information (*allergies, etc., anything that might be necessary to care for you in the event that you are incapacitated*):

Student signature: _____ **Date:** _____

NOTE: Students under the age of 18 years old must obtain the signature of a parent or legal guardian.

Student Name: _____

Name of parent or legal guardian: _____

Signature of parent or legal guardian: _____ Date _____