The policies and procedures presented in this handbook are subject to change. Any changes in policy will be forwarded to all active student organizations.
Augusta Technical College

Augusta Campus
3200 Augusta Tech Drive
Augusta, GA 30906

Columbia County Center
3500 John Huffman Way
Grovetown, GA 30813

Thomson/McDuffie Campus
388 Tech Drive N.W.,
Thomson, GA 30824

Waynesboro/Burke Campus
216 Highway 24, North
Waynesboro, GA 30830
# Table of Contents

<table>
<thead>
<tr>
<th>Purpose</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regulations Governing Student Organizations</td>
<td>2</td>
</tr>
<tr>
<td>Requirements</td>
<td>2</td>
</tr>
<tr>
<td>Membership</td>
<td>3</td>
</tr>
<tr>
<td>Affirmative Action Statement</td>
<td>3</td>
</tr>
<tr>
<td>General Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>Forming a New Student Organization</td>
<td>4</td>
</tr>
<tr>
<td>Re-Instating a Student Organization</td>
<td>4</td>
</tr>
<tr>
<td>Funding Requests</td>
<td>4</td>
</tr>
<tr>
<td>Fund Raising Procedures</td>
<td>4</td>
</tr>
<tr>
<td>On Campus Sales and Solicitation</td>
<td>5</td>
</tr>
<tr>
<td>Specific for Student Organizations</td>
<td></td>
</tr>
<tr>
<td>Financial Obligations</td>
<td>5</td>
</tr>
<tr>
<td>Deposits/Requisitions/Receipts</td>
<td>5</td>
</tr>
<tr>
<td>Drug Free Campus Policy</td>
<td>6</td>
</tr>
<tr>
<td>Student Publication Deadlines</td>
<td>6</td>
</tr>
<tr>
<td>Posting/Display Policies</td>
<td>6</td>
</tr>
<tr>
<td>Policy for Advisors of Student Organizations</td>
<td>7</td>
</tr>
<tr>
<td>What Does the College Expect from Advisors</td>
<td>8</td>
</tr>
<tr>
<td>Field Trips</td>
<td>8</td>
</tr>
<tr>
<td>Approval</td>
<td>9</td>
</tr>
<tr>
<td>Safety</td>
<td>9</td>
</tr>
<tr>
<td>Fiscal &amp; Academic Responsibility</td>
<td>9</td>
</tr>
<tr>
<td>Transportation</td>
<td>9</td>
</tr>
<tr>
<td>Accident Insurance Coverage</td>
<td>9</td>
</tr>
<tr>
<td>Acknowledgements by Students/Faculty/Staff</td>
<td>9</td>
</tr>
<tr>
<td>Records Maintenance</td>
<td>10</td>
</tr>
<tr>
<td>Augusta Technical College Field Trip Policy</td>
<td>11</td>
</tr>
</tbody>
</table>

**FORMS**

| Student Organization Registration Form | 12-13 |
| Field Trip Request Form | 14 |
PURPOSE

This manual is not meant to serve as a definitive text on running or participating in student clubs and organizations. It contains a series of suggestions and observations designed to make participation much more enjoyable and rewarding to students and organization advisors. However, it also contains rules and regulations that must be followed in order to adhere to Augusta Technical College and the Technical College System of Georgia. The purpose of providing student activities is to facilitate individual growth and development of Augusta Technical College students through involvement in co-curricular activities that complement the traditional educational processes of the College.

Through participation in student organizations, students acquire invaluable practical knowledge in the areas of leadership, social, recreational, team building and community outreach that allow for personal and group growth experiences.

Students are encouraged to participate in local, regional, and national organizations related to their programs of study.

REGULATIONS GOVERNING STUDENT ORGANIZATIONS

Organizations may be established and operate within the College, however, it is the policy of Augusta Technical College that these guidelines be adhered to:

• All organizations functioning within any division of Augusta Technical College will operate under the sanction, knowledge, advisement, and approval of the President and Vice President of Student Affairs who exercise jurisdiction over all student organizations.
• No organization will be allowed to affect administrative or operational policies; however, they may function in an advisory capacity and their suggestions will be given due consideration.
• All organizations shall function under the direct supervision of a faculty or staff member approved by the administration. The faculty or staff member assigned to the student organization/club must be identified by the organization club annually in writing to the Vice President for Student Affairs at Augusta Technical College.

REQUIREMENTS

Each student organization shall furnish to the Vice President for Student Affairs at the beginning of each Fall Semester the following:

• Meeting minutes
• List of officers and any members
• Planned projects
• Annual budget

Such information shall be kept current and accurate throughout the year by the organization and it shall be presumed that officers and members whose names appear on the list most recently filed are authorized to speak for and represent the organization in its relations with the College.

MEMBERSHIP

Membership is governed by the constitution and by the laws of each organization subject to the following limitations:

1. Membership shall be confined to the students at Augusta Technical College and to persons connected with the College in an official capacity.
2. Students must be currently enrolled and in good academic and financial standing to hold membership in clubs and organizations.

AFFIRMATIVE ACTION STATEMENT

Augusta Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam era, or citizenship status, (except in those special circumstances permitted or mandated by law).

This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, and athletic and other college-administered programs. It also encompasses the employment of personnel and contracting for goods and services. Augusta Technical College shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Augusta Technical College strongly encourages full and fair participation of all students in all activities. Individuals, student organizations, and Augusta Technical College must continue to strive actively to build an institution of higher learning in which opportunities are realized and accessible to all.

GENERAL RESPONSIBILITIES

1. Student Organizations should conduct at least one meeting per semester.
2. Student Organizations should keep on file a summary of all meetings and activities.
3. Student Organizations shall conduct all activities in compliance with their constitutions and the rules and regulations of the College.
4. A bi-annual summative overview of the organization’s activities/projects is due to the Vice President for Student Affairs at the end of Fall & Spring Semesters.
PROCEDURES FOR FORMING A NEW STUDENT ORGANIZATION

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

1. Secure a full-time faculty member or administrator as a sponsor/advisor and request approval by the Vice President for Student Affairs.

2. 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.

3. Submit an application form to the Vice President for Student Affairs, giving all information requested, including a copy of the organization constitution and/or bylaws.

PROCEDURES FOR RE-INSTATING A STUDENT ORGANIZATION

If an organization is inactive for two academic semesters, it must follow the same procedures for a new organization. If it is less than one year, it does not have to renew its application, unless the organization chooses to do so. An inactive organization means that the group has not been holding meetings or has not participated in any events.

FUNDING REQUESTS

The student organization advisor shall submit a budget to the Vice President for Administrative Services each year, preferable during the spring semester. Prior to this action, the proposed budget should be reviewed by the Vice President for Student Affairs and organization advisors. It is the advisor’s responsibility to complete a purchase requisition in order for monies to be paid. Approved expenditures shall be paid to student organizations on an event-by-event basis. There shall be no funds issued unless the aforementioned budget has been endorsed and a financial report has been submitted to the Vice President for Administrative Services for the prior year.

FUNDRAISING PROCEDURES

These policies and procedures are applicable to all members of the college community.

1. There shall be no soliciting of funds, prizes, or awards for scholarships, loans, grants, equipment, supplies, or other purposes unless it is approved by and in cooperation with the President and Vice President for Administrative Services.

2. If approved, student organizations shall be permitted to use receipts from fundraising activities to support clearly specified projects or activities approved by their organizational advisor and Vice President for Student Affairs.
3. Financial support is to be used for the purpose of the Augusta Technical College community or student organization, but in no way for direct contribution to a political campaign of individuals.
ON CAMPUS SALES AND SOLICITATION PROCEDURES: SPECIFIC PROCEDURES FOR STUDENT ORGANIZATIONS

1. Sales or solicitations by a student organization must be conducted by a recognized student group.

2. Student organizations must contact the Vice President for Student Affairs to request authorization for a sales or solicitation event. Funds raised by the student organizations on campus must be for the purpose of either (1) for the operating expenses for the organization or (2) as a financial donation to a charitable organization. This policy includes a request to sell food and/or beverages as a fundraiser. Augusta Technical College provides funds for the majority of student organization functions; therefore, fundraising will be approved on a limited basis.

3. No contributions are to be used for organizations or activities which discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status.

FINANCIAL OBLIGATIONS

All club funds shall be accounted for by the college business office and recorded in financial records of the College. Finances for student organizations with accounts maintained in the financial records of the College shall be governed by the following provisions:

1. Funds of the student organization/club will only be used for the purpose for which the student organization/club was founded.
2. Organizational clubs must adhere to guidelines or minimum standards established by national or regional associations governing the organization.
3. Funds must be held and maintained in an agency fund in the financial records of Augusta Technical College. If the student organization/club ceases to exist or becomes inactive for a period of six months or more, all remaining balances should be moved to the student activity fund source.
4. Funds shall be approved, accounted for and monitored by the appropriate student officers and faculty/staff members of the organization/club.
5. Funds associated with student organizations should be used to support activities that are based in the student organizations.

DEPOSITS/REQUISITIONS/RECEIPTS
1. Student organizations are required to deposit funds into a special account as designated by the organization advisor.
2. The student organization advisor, or faculty/staff designee, shall sign all purchase requisitions.
3. An accurate record of receipts and disbursements shall be kept by the organization advisor and submitted to the Vice President for Administrative Services on an annual basis.

**DRUG FREE CAMPUS POLICY**

State and federal legislation places specific responsibilities on Augusta Technical College to promote a drug-free campus. Alcohol and drug information programs, which address the risks of drug and alcohol abuse, are publicized and available. Faculty, staff, and students with problems can be referred for appropriate assistance.

Standard of conduct at Augusta Technical College prohibit the illicit possession, use or distribution of drugs and alcohol on campus or at college functions. Penalties for violations of these standards range from warnings and probation to expulsion, referral to the legal system for prosecution, and loss of employment.

**STUDENT PUBLICATIONS**

1. The purpose of any student publication is to keep Augusta Technical College students informed of current issues, interests, and events.
2. Student clubs/organizations seeking to publish a newsletter must discuss the goals and purpose of the publication with the Director of Student Activities, Vice President for Administrative Services, Vice President for Student Affairs, and the organization’s advisor. The President shall have final approval of the publication.
3. Student publications may not necessarily reflect the view or opinions of the staff and faculty at the College, but must be fair and accurate.
4. All submissions must disclose the author’s name, address, and telephone number.
5. Materials which defames or insults any individual or group cannot be published. Opinions, editorials, or viewpoints must be clearly labeled. Material that is obscene, libelous, insensitive, or disruptive will not be published.
6. The decision regarding what will be published rests with the editor of a given publication and must be in keeping with the aforementioned guidelines. If a situation arises when the
aforementioned in #2 questions the editor’s decision, an Editorial Review Board may be convened.

7. Student publications may not solicit advertisements.

8. All student publications must include a nondiscrimination statement.

**POSTING/DISPLAY POLICIES**

1. Departments and student clubs/organizations may post notices, non-commercial advertisements and posters on the bulletin boards located in all buildings.

2. Those desiring to place notices on bulletin boards must have them approved by the Vice President for Student Affairs. Those who wish to post a banner on campus must get approval from the Vice President for Student Affairs.

3. All materials must have the name of the sponsoring department/student organization clearly identified.

4. There is a two-week maximum posting time unless the Vice President for Student Affairs gives approval for an extension.

**POLICY FOR ADVISORS OF STUDENT ORGANIZATIONS**

The policy of faculty and/or staff advisors of student organizations is based upon several premises. The most important of these is the meaningful educational relationships that will develop between student groups and their sponsors and that these relationships are beneficial to the students, to the sponsors, and to the college community as a whole. Other benefits to be derived from serving as advisors include the following:

1. Advisors can offer organizations experience to assist in the growth and development of leadership within the organization.

2. Advisors provide a degree of continuity to student organizations whose compositions must necessarily change from year to year as new students enter and others graduate.

3. An advisor’s knowledge of the College’s operations should enable them to assist organizations in facilitating organizational programs and the achievement of organizational goals.

4. As an employee of the College, the advisor is in a position to safeguard the College as well as the organization by working with groups to assure that organizational programs and activities are educational in nature, that they contribute to the total educational
mission of the College, and the organization thus is worthy of continuing recognition and association.

All organizations, therefore, are required to have at least one advisor who is a full-time faculty or staff members of Augusta Technical College.

It is the responsibility of each student organization to submit the names of advisors. Serving as an advisor is both beneficial and time consuming. Organizations should therefore, attempt to find advisors who are not already working with more than two other student organizations. This will assure the group of receiving more attention from its advisor.

Since some organizations meet frequently, and at times inconvenient to a single advisor, it is recommended that organizations have more than one advisor. In accepting the position of advisor of a student organization, the faculty or staff member should agree to be present for all meetings and activities.
WHAT DOES THE COLLEGE EXPECT FROM ADVISORS?

1. Believe in the organization and manifest the enthusiasm necessary to help the organization reach its potential.

2. Understand the organization, be aware of its purposes, and assist in formulating goals.

3. Assist in the development of procedures and methods for maintaining an effective organization.

4. Assume the role of advisor as a volunteer, but uphold the best interests of the College.

5. Do all that is possible to assure that the organization will take reasonable precaution in its activities in order that policies and laws are not violated and the welfare of individuals not endangered.

6. Participate in the organization to the fullest extent without actually making decisions or setting policies for the organization.

DRIVES AND SOLICITATIONS

The solicitation of funds by staff members is prohibited unless approved by the President. In some cases, the President may use his/her discretion to authorize fundraising activities for student clubs or other organizations. Such activities must be approved by the President and supervised by a student organization advisor, faculty member, or staff member.

The following steps must be taken by advisors or faculty/staff members in order to gain approval for fundraising projects:

- The fundraising activity must be held in order to raise funds for a purpose approved by the President or designee;
- Games of chance or similar activities involving gambling are prohibited;
- All announcements, flyers, etc. generated to promote the fundraising activity must be approved by the President or designee; and
- All requests for fundraising activities must be submitted at least two weeks prior to the event and no activity may begin without written approval from the President or designee.

The Student Fundraising Request Form must be used to gain approval for the fundraising activity.

FIELD TRIPS
Augusta Technical College recognizes that trips of an educational nature, ideally emphasizing some practical application of the technical education process, are often a vital component of the students’ overall educational experience. A “field trip” is defined as travel off-site of any Augusta Technical College campus. However, any activity by the students and faculty/staff carried on as a part of official class functions (such as a site or industry visit, clinicals, or live work project within the service area) shall be bound by the requirements and limitations of College policy concerning approval, safety, authority/responsibility of instructors, fiscal and academic responsibility, student conduct, and emergencies.
APPROVAL

The faculty/staff or organizational advisor will complete and submit a “Field Trip Approval Form” through his/her supervisory chain for approval by the Dean/Director of Student Activities and appropriate Vice President. All field trips, whether academic (conducted as a complement to classroom instruction) or non-academic (co-curricular activity conducted under the auspices of a sanctioned institutional organization), require completion of activities and prior approval.

SAFETY

The safety of students, faculty, and staff will be paramount in trip planning. Planners will abide by College policies and procedures.

FISCAL AND ACADEMIC RESPONSIBILITY

Transportation, lodging, and college-funded meals will be obtained at the lowest cost compatible with safety and security. Event-sponsored lodging and food will be used to the maximum extent possible. Utmost consideration is to be given to the academic purpose of the trip when planning activities. Students who cannot or choose not to participate in a field trip must be given the option of completing an alternative, supervised activity in lieu of the field trip.

TRANSPORTATION

No personal vehicles shall be used by any college personnel for the transporting of students on field trips. Students may transport themselves to certain field trips. However, if a student chooses to do so he/she is assuming the risk of this responsibility.

Absent extraordinary circumstances field trip transportation offered by Augusta Technical College shall be conducted by fully insured, properly licensed professional drivers using either licensed livery vehicles or State of Georgia vehicles that meet all appropriate safety standards. Faculty/staff members driving college vehicles shall be deemed to meet this requirement.

ACCIDENT INSURANCE COVERAGE

Appropriate accident insurance coverage is provided to both students and faculty as required by the Technical College System of Georgia and Augusta Technical College policies.

ACKNOWLEDGEMENTS BY STUDENTS, FACULTY, AND STAFF

Every participant in a field trip will be required to sign an “Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authority Form”. An example of this form follows this policy. This copy will suffice for official activities within the
service area, not strictly defined as “field trips” for the purposes of this policy. The faculty/staff member or organizational advisor will secure emergency information from the student and keep the information available at the field trip site. Such information includes the name, address, and telephone number of the student's parent, spouse, or other relative who may be contacted in event of an emergency. A copy of this form with the student information and contact information must be left with the appropriate Dean or Director of Student Activities. The appropriate Vice President will ensure that all applicable credit and non-credit students complete the form prior to any field trip.

**RECORDS MAINTENANCE**

The responsible faculty/staff member or organizational advisor will maintain all field trip records (transportation and lodging arrangements and receipts, waiver forms, incident reports, etc.) for a period of two years. For any reportable incident that required the attention of the Office of the President, the Vice President for Student Affairs will retain the file indefinitely.
AUGUSTA TECHNICAL COLLEGE
FIELD TRIP POLICY

Field Trips can be an important component of a student's educational experience, and the use of such out-of-classroom experiences by Augusta Technical College is encouraged when appropriate.

Field trips must be program/course-related or club/organization-related. Students will not be required to participate in field trips. An alternate plan related to the curriculum must be developed for credit students not attending the planned field trip.

Absent extraordinary circumstances, no personal vehicles shall be used by any department personnel for the transporting of students on field trips. Students shall be discouraged from transporting other students on field trips and shall be prohibited from doing so if travel is a component of the field trip.

Field trip transportation offered by Augusta Technical College shall be conducted by fully insured, properly licensed professional drivers using either licensed livery vehicles or State of Georgia vehicles that meet all appropriate safety standards.

Field trip participants are expected to conduct themselves in conformance with policies established by Augusta Technical College and the directives of any applicable faculty/staff or club sponsors or other applicable college-approved and designated supervisor attending the activity.

Field trips do not include clinical, internship, observation, or apprenticeship, or cooperative experiences, which are assigned as a part of the program course curriculum.

Augusta Technical College ensures that all field trips participants are insured against risks of accidents in an amount to be determined.

Procedure:

1. A separate Field Trip Request form for each field trip must be submitted and approved at least two weeks prior to the day(s) the field trip will occur. For academic/course-related field trips, the Academic Dean and the Vice President for Academic Affairs or appropriate Vice President must approve the field trip. For student clubs/organizations and activities (i.e. GOAL, Skills USA), the Director of Student Activities and the Vice President for Student Affairs must approve the field trip. A Leave Request Form, along with an Out-Of-State Travel Request, if applicable, must be submitted with the Field Trip Form.

2. Each field trip participant must complete an Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization form. These forms must be attached to the Field Trip Request Form.

3. The faculty/staff member will need to contact the Business Office to obtain a state vehicle if possible.

4. If a state vehicle is not available, the faculty/staff member must submit a requisition for a vehicle rental that will meet the field trip transportation needs.

5. In case of emergency during hours 8:00 a.m.-4:30 p.m., please contact the Vice President of Administrative Services at (706) 771-4840. Emergency contact telephone numbers of the Dean/Director of Student Activities and Vice President of Administrative Services during evening hours and information concerning emergency care will be provided to Augusta Technical College faculty member(s) by their dean (or appropriate faculty/staff member) before the participants’ departure.
Augusta Technical College  
Student Organization Registration Form

Name of Organization

_____________________________________

Academic Year

Please list all officer names, addresses, and phone numbers below. (Use back of form for additional space.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Local Address</th>
<th>Telephone #</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Organization Advisor      Date

Signature of Student Organizer      Date
Return form to the Office of the Vice President for Student Affairs. The form will be reviewed by the Vice President for Student Affairs and the Vice President for Administrative Services. Organizations will be notified of their official status within two weeks of returning the form. Status will allow the organization to apply for the use of funds from student activities. For questions, please call (706) 771-4035.

_______ Disapproved. See below.

_______ Approved with condition(s). See below.

_______ Approved as is.

_________________________________  ________________________
Vice President for Student Affairs      Date

___________________________________  ________________________
Vice President for Administrative Services   Date

Student Organization Advisor Registration

I ________________________________ agree to accept the responsibility of advisor to
(individual volunteering to serve as advisor)

___________________________________
(Name of Organization)
I have reviewed the Student Organization Manual and agree to support and abide by the policies defined therein, particularly as they pertain to the duties of advisor. I have agreed to serve in the capacity of advisor for the ________________ academic year.

Signed ______________________________________  Date ________________________

Approval must be requested and approved for faculty/staff and/or advisors to schedule students to participate in instructionally related or student club or activities away from the campus at least two (2) weeks prior to the field trip will occur.

Program: _____________________________________

Instructor(s)/Advisor: __________________________

Date(s) of Activity: _____________________________

Time Departing: ______________________________

Time Returning: ______________________________

Course/Program-Related  OR  Club/Organization-Related

Purpose of the field trip: ____________________________________________

*Attach Documentation

Method of Transportation: State Vehicle(s)  *Contracted Vehicle(s)

*Attach statement regarding cost and coverage of contracted vehicle

_________________________________________  __________________________
Department Chair/Instructor/Club Advisor  Date

_________________________________________  __________________________
Dean/Director of Student Activities  Date

_________________________________________  __________________________
Vice President  Date
Faculty/Staff member must submit a signed *Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization Form* with this request, along with an approved *Leave Request* form.
AUGUSTA TECHNICAL COLLEGE

Assumption of Risk, Agreement to Abide by Code of Conduct, Release of Liability, and Limited Medical Authorization

Code of Conduct
I hereby agree that in consideration of my being permitted to participate in this Augusta Technical College field trip as a [student; faculty/staff] I will be subject to the supervision and authority of the faculty and/or staff in charge. I also understand and agree that the faculty and/or staff in charge has the sole authority to make decisions regarding my continued participation in the field trip program if he/she determines that my conduct warrants disciplinary action or if he/she determines that my continued participation, for whatever reason, poses an immediate risk of harm to me or to others. I understand that the field trip begins when I arrive to Augusta Technical College and ends when I return to Augusta Technical College.

Assumption of Risk, Waiver of Liability, and Medical Authorization
I recognize that participation in field trip program entails certain risks to my property and person that, in rare circumstances, can be serious or even lethal. In particular, I understand that the field trip to ______________ will involve the following activities: ________________________________________________________________________________
I freely assume those risks associated with these activities. I further understand and agree that Augusta Technical College shall not assume any liability for damage to or loss of my property or for financial obligations incurred by me. I also agree to give up any rights I may otherwise have to sue or otherwise bring claims against Augusta Technical College and its officers, faculty, employees or agents, for personal injuries or death or other harm, except for those injuries, death or other harm caused by a deliberate wrongful act of the aforementioned Technical College and/or its officers, faculty, employees or agents. I understand that it is possible for me to purchase insurance, at my own expense, that will indemnify me against the risk of the financial losses outlined in this paragraph.

Medical Emergency
In the event of an emergency and I am unable to act on my own behalf, I authorize the faculty and directors of the field trip program to take whatever action they deem is warranted and appropriate regarding my health and safety.

Emergency Contact Person Address Phone
_______________________________________________________________________________________
Signature of (Student or Faculty/Staff) Age Date

DECLARATION AND RELEASE OF PARENT OR GUARDIAN FOR PARTICIPANTS WHO ARE UNDER 18 YEARS OF AGE
I certify that I am the parent or legal guardian of [name of student] who has applied for participation in the field trip program. I have read the forgoing Assumption of Risk, Waiver of Liability and Medical Authorization and I understand it. Further, in consideration of [name of student] being permitted to participate the field trip program, I accept and agree to be bound by, on my own behalf and on behalf of [name of student] the terms and conditions set forth in the forgoing Assumption of Risk, Waiver of Liability and Medical Authorization.

Signature of Parent/Guardian Date
STUDENT FUNDRAISING REQUEST FORM

DATE: ________________________________________________________________

DEPARTMENT: __________________________________________________________

ADVISOR OR FACULTY/STAFF MEMBER:
________________________________________

DESCRIPTION OF PROJECT:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Does this project meet all guidelines of the Drives & Solicitations Procedure? ______

Requested by: __________________________________________________________

Club/Organization

Approved by: __________________________________________________________

Director of Student Activities

Approved by: __________________________________________________________

Vice President

Approved by: __________________________________________________________

President

Cc: Club/Organization  
   Director of Student Activities  
   Vice President  
   President

(MUST BE SUBMITTED TWO (2) WEEKS IN ADVANCE OF ACTIVITY)