



Northern
New Mexico
College

Student Club &
Organization
HANDBOOK
2023-2024

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Start a Student Club or Organization

How to Start a Club or Organization

- A group desiring recognition will complete an Application for Initial Recognition for Clubs and Organizations from the Office of Student Life. The application requires you to do the following (more instruction on subsequent pages):
 1. Determine the classification of your group: club or student organization.
 2. Construct a constitution and bylaws for your group.
 3. Gather a complete listing of group officers and their contact information.
 4. Arrange for a full-time faculty or administrative staff person to serve as the advisor to your group.
- When completed, the application, along with other requested documentation listed on the application, is submitted to the Office of Student Life for review and recommendations.
- The Office of Student Life will submit the application and the constitution to the Associated Students of Northern New Mexico College (ASNNMC, or Student Senate). A representative from the petitioning group will be asked to attend an ASNNMC meeting to present the application and constitution.
- The ASNNMC will vote to approve or deny the request. If approved, the Student Body President will present the application and constitution, along with any recommendations, to the Coordinator of Student Life.
- The Coordinator of Student Life will grant official club recognition, deny the request, or request additional information before making a final decision.
- If the request is denied by the ASNNMC, the petitioner of the request must meet with the Student Body President to discuss why the application was denied. The petitioner may then come back to the ASNNMC with changes or appeal to the Dean of Students. This individual will meet with the potential club representative and decide if they wish to override ASNNMC's decision. If they do vote to override, then the club approval will be registered with the Coordinator of Student Life.

Benefits of Being a Recognized Club or Organization

- May receive ASNNMC annual funding and/or apply for microgrants in accordance with this policy and with ASNNMC policies and procedures.
- May hold events on campus.
- May promote events and club meetings on campus in accordance with the Posting and Advertising Policy.
- May take part in Student Leadership training, events, resource fairs, and awards.
- May request approval for imprinted merchandise following the college Imprinted Merchandise policy.

STEP 1: DETERMINE THE CLASSIFICATION OF YOUR GROUP

Student Club (example: Student Nursing Association)

- A student club has a membership made up exclusively of students. Clubs that include non- students may be approved on a case-by-case basis if a compelling rationale can be given why non-students should be permitted to join. Non-students can *never* be officers; non-students *cannot* vote on any club matters.
- Students provide leadership for the club under the supervision of a full-time faculty or staff advisor following the policies and procedures outlined in the constitution or bylaws of the club.
- A club does not receive any type of college budgeted funds for programming or member scholarships. Annual ASNNMC funding, fundraisers, and member dues are possible sources of revenue for student clubs. A student club is eligible to apply for Student Senate microgrants in accordance with ASNNMC policies and procedures.
- Students do not receive academic credit for student club participation.

Student Organization (example: NNMC Student Senate)

- A student organization has a membership made up exclusively of students.
- Each student organization has a full-time faculty or staff advisor.
- Funding for student organizations comes from student activity fee allocations. Student organizations do not receive annual ASNNMC funding but are eligible to apply for Student Senate microgrants in accordance with ASNNMC policies and procedures and may hold fundraisers.
- Students do not receive academic credit for student organization participation.

STEP 2: CREATE A CONSTITUTION & BYLAWS FOR YOUR GROUP

What is a Constitution?

A constitution is a document embodying the fundamental principles according to which a club/organization is governed.

What are bylaws?

These are the laws or rules governing the internal operations of a club/organization. There is seldom any difference between the constitution and bylaws. Most groups combine the two.

Reminders & Suggestions

There are several mistakes that groups often make in writing a constitution and bylaws. Although these are not intentional errors, with a little time and attention you can write a constitution that will prevent future problems within your club/organization. The following are reminders and suggestions to consider as you construct or review your constitution. A sample constitution follows.

1. **Setting a quorum.** A quorum is the minimum number of members who must be present at a meeting in order for a business to be conducted legally. A quorum for most clubs or social organizations usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the bylaws for the protection of the entire group.

2. **Defining duties of officers.** The duties of officers are self-explanatory in many cases: the President presides; the Treasurer keeps the accounts; the Secretary takes notes and handles correspondence. However, other officers can be defined to suit the needs of the group. The position of Vice President is one that offers much flexibility. And yet, few groups take advantage of this. Why not assign the Vice President a major responsibility for an important program or need? The Vice President could oversee membership, programs, or publicity. And your organization could have more than one Vice President, or Secretary, etc. Think about your group's needs and programs and delegate responsibility to other officers. Other officers to consider might be a Historian or Advertiser.

3. **Electing officers.** There is nothing quite as discouraging as holding an election and having no one interested in running for office. It's also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with some advance planning. Select a nominating committee (your Executive Board will do) to recruit a slate of officers. This will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor if you want

to make it a “horse race”. However, a hotly contested race can also be deadly for a club/organization. The candidate and/or her/his supporters can harbor ill feelings about the group for quite some time.

4. Transitioning officers. Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place—officer transition. By electing in the spring, the former officers will still be around to train the new officers. Do not pick the last week of school for elections; allow several weeks before the end of the semester. Elections should take place earlier and the actual officer installation could take place later in the semester. If your club/organization is not on such a schedule, you should actively consider the benefits of changing to a spring election.

5. Removing an officer. Although you might think, “It can never happen to our organization,” it can. Officers were elected last semester and have yet to call a meeting, officers have wrongly allocated the groups’ funds; officers have not attended a semester’s worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly or ignored.

6. Selecting an Advisor. Don’t forget your club must have an Advisor. Each Northern New Mexico College student organization must have a full-time NNMC faculty or administrative staff member that works with the group. Include them as much as possible. They are eager to assist you and they want to feel a part of your efforts. Remember that without an Advisor your club will lose college recognition.

Top 10 Responsibilities of an Officer

A club/organization belongs to its members. The officers do not “run” the club/organization. It is your responsibility as an officer:

1. To see that the business of the organization is conducted in an orderly, efficient, and proper manner.
2. To see that an organization operates according to its constitution and by-laws.
3. To see that the group works toward accomplishing its goals and objectives.
4. To help keep the group a friendly, cooperative, congenial one in which each member is given an opportunity to express her/himself and participate in the organization’s program.
5. To keep in the background as much as possible, yet keep the organization moving ahead and functioning effectively.
6. To demonstrate to others, through your attitudes and actions, the organization itself. You are its representative, as well as its leaders.
7. Not to work only to turn out prodigious quantities of work, but rather to develop the ability to inspire the members to work for the good of the organization.

8. To enthusiastically outline needed work and to follow through to see that those doing the work are the ones who have accepted the responsibility.
9. To evaluate your meetings in terms of what has been accomplished and what benefits your members have received.

Job Descriptions for the Officers

The duties listed here are the general duties of the four main officers of any club or organization. Each organization should have a supplemental list of specific duties that are designed to implement the special functions and interests of the club/organization. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office and ultimately become a part of the constitution or by-laws.

1. The President

- a. Be an effective presiding officer;
 - i. Know the proper procedure for conducting a meeting.
 - ii. Be impartial – avoid expressing your personal opinion.
 - iii. Have knowledge of parliamentary procedures.
 - iv. Prepare an agenda for each meeting.
 - v. Check the minutes of the preceding meeting to make certain that you have not forgotten important business that should be discussed again or finished.
- b. Understand and follow your constitution and by-laws.
- c. Set an example for your club or organization in fairness, courtesy, and obedience to rules.
- d. Represent your group or see that a person is appointed to represent your group at all campus meetings where representation is requested.
- e. Carry out the group's decisions and wishes even though you personally may not agree completely with the decisions reached.
- f. Know the College's policies and regulations and see that they are followed at all meetings and activities of your club/organization.
- g. Keep your advisor informed of all meetings, make certain that s/he is invited to all meetings and be certain that s/he is consulted before making plans for special meetings and events. Show her/him the courtesy of checking to make certain that s/he can attend before plans are started for any activity.
- h. Know the duties of the other officers and help them in carrying them out.
- i. See that a master plan is prepared for the year's activities early in the semester. Each club and organization should have a project goal for the semester.
- j. Appoint committees to assist in getting things done, to help spread the responsibilities among all club/organization members, and to give others an opportunity to participate. The President must keep in

touch with committees, as s/he is usually an ex- office member of all committees.

- i. They are responsible for seeing that the members complete assignments.
 - ii. A chairman of every committee should always be indicated.
 - iii. Remember to call on committees for reports and take action on their reports.
- k. Do not try to do all the work yourself. A good President assigns responsibilities to others. It is her/his role to follow up and check to see that the work is being done. Total participation of all members of a group makes for a strong club/organization.

2. The Vice-President

- a. Take over the President's responsibilities when the President is unable to carry out her/his duties for any reason. Because of this, the Vice- President must be familiar with all the duties of the President.
- b. Be ready to assist the President in any way possible.
- c. Assume and carry out all special duties that may be assigned to you by the constitution, the President, Executive Committee, or Members.
- d. Attend all Executive Committee meetings and meetings of the club/organization.
- e. Know and understand your club/organization's constitution and by- laws.

3. The Secretary

- a. The Secretary is the President's "right-hand person". The President depends upon the Secretary for information of an official nature that can be found in the records of the club/organization.
- b. The Secretary is the custodian of the permanent records of the club/organization, and they must be kept in a complete and accurate manner. Here is a suggested outline that may be of help to secretaries in writing minutes.
 - i. Give the hour, day, month, place of meeting, and name of the presiding officer.
 - ii. State whether the minutes of the last meeting were "approved" or "approved as corrected".
 - iii. Give a statement concerning all reports read and the action taken on them.
 - iv. Record items discussed under old business.
 - v. Record items discussed under new business.

- vi. Every motion lost or carried should be included under the item of business it was discussed under.
- vii. State the time of adjournment of the meeting.
- viii. Sign the minutes.
- c. Be able to quickly produce the minutes of the preceding meetings and find items of information quickly.
- d. Keep an accurate and up-to-date list of members, their addresses, and telephone numbers, and record their attendance at each meeting.
- e. Keep in the secretary's notebook a copy of the constitution and by-laws and have the documents available for easy reference during meetings.
- f. Keep a copy of all reports presented to the club or organization by committees or officers.
- g. Take motions down accurately and be prepared to read them back almost immediately.
- h. Be responsible for all club/organization correspondence and develop a facility for writing, using proper grammar, correcting phrasing, and neatness in writing or typing. The Secretary with her/his own name and title should sign all correspondence.
- i. Act as Secretary for the club/organization as a whole. Officers and chairpersons of committees are responsible for correspondence as it relates to their duties.

4. The Treasurer

- a. The treasurer is responsible for all funds of the club or organization.
 - i. Collect all the money. A receipt should be given for all money collected.
 - ii. Deposit all funds in the club/organization's Business Office cost center immediately.
 - iii. Sign all payment requests, along with the Advisor for the withdrawal of funds.
- b. Prepare a budget and have it approved by the Executive Committee and membership.
- c. Make certain the club/organization expends money in keeping with the approved budget and within college policy and regulations.
- d. Make a treasurer's report at each business meeting of the club/organization, listing receipts expenditures, and balances on hand.
- e. See that all bills are paid promptly.
- f. Keep a record of all money handled, both incoming and outgoing, and indicate the purposes for which the money was dispersed.

- g. Have records available and in a condition for examination at any time.
- h. Inform members of the College's Business Office Procedures.
- i. For specific questions concerning the financial responsibilities of clubs and organizations, consult the Coordinator of Student Life.

STEP 3: ARRANGE FOR AN ADVISOR

Each recognized Northern New Mexico College student club or organization is required to have an advisor who is a full-time member of the Administrative Staff or Faculty. A student organization that does not have an advisor will be declared inactive until an advisor is confirmed.

Why Have an Advisor

An advisor serves as a resource for you, other officers, and the organization S/he has many "hats to wear" and has an interest in the activities of your group. This person is:

1. A historian of past activities and decisions which are made.
2. A resource for understanding College policies and procedures.
3. A guide for goal setting, organization management, program planning, problem-solving, and group evaluation.

Responsibilities of an Advisor

1. The primary role of the advisor is to challenge the members of the club to assume leadership and participation in worthwhile activities.
2. Be concerned about developing the leadership skills of members, particularly the Executive Board, by discussing and helping to analyze group interactions and decision-making.
3. Although the officers of the club conduct the meetings, the advisor is encouraged to attend all meetings, so that s/he may be fully informed of all plans and activities of the club.
4. No club or organization activity should be planned and scheduled without the prior knowledge of the advisor.
5. The advisor should attend all student events (dances, lectures, etc.) sponsored by the club or organization. If unable to do so s/he should arrange to have another faculty member or staff present.
6. Any report, newsletter, correspondence or publication of a club or organization that bears the name Northern New Mexico College must have the approval of the advisor. The approval presupposes that the advisor has seen the material before it is sent out from the campus.

7. The advisor of a college club is required to uphold the regulations of the College with regard to student behavior during club activities, on and off campus. These regulations are given in the Student Handbook.
8. College clubs or organizations that collect membership dues and/or handle money connected with club activities must work through the policies of the NNMC. **No club/organization can hold any type of outside account.**
9. The advisor should certify the academic eligibility of all officers (and members) according to the constitution.

Resources

SAMPLE

CONSTITUTION OF A CLUB/ORGANIZATION

Article 1. NAME

The name of this organization shall be the Northern New Mexico College "Bowling Club".

Article 2. PURPOSE

To promote participation in activities that reflect the diverse interests of students (ex: "in air hockey") and are aligned with the values of Northern New Mexico College while offering rich extra and co- curricular activities that complement learning in the classroom.

Article 3. MEMBERSHIP

Section 1. Membership is open to any interested members of the Northern New Mexico College community.

Section 2. Each member must pay an annual fee and participate in one major organization project (if relevant).

Article 4. OFFICERS

Section 1. The President, Vice-President, Secretary, Treasurer, and Advisor shall be the officers of the club.

Section 2. The duties of the President shall be to convene and preside over meetings of the club and to supervise and direct all club activities.

Section 3. The duties of the Vice-President shall be...
Section 4. The duties of the Secretary shall be...
Section 5. The duties of the Treasurer shall be...
Section 6. The duties of the Advisor shall be...

Article 5. ELECTION AND APPOINTMENT OF OFFICERS

Section 1. An annual election shall be held before April 1 for all four offices.

Election to these posts is accomplished by a simple majority vote of all members present. (You may specify that a certain amount of the electorate [quorum] be present to validate an election.)

Article 6. APPOINTMENT AND DUTIES OF ADVISOR

Section 1. The club will appoint an advisor in order to maintain recognition by the

College. Section 2. The Advisor shall serve as an ex-officio member of the organization.

Section 3. The Advisor shall serve as an accountable consultant regarding the financial, legal, and institutional concerns of the organization.

Article 7. IMPEACHMENT OF OFFICERS

Section 1. An elected officer found deficient in her/his duties may be removed by a two-thirds vote of the club members.

Section 2. A non-elected officer may be replaced by a unanimous agreement of the club's officers.

Article 8. MEETINGS

Section 1. The club shall meet on the first and third Wednesday of each month.

Section 2. A member may be expelled from the club for missing three consecutive meetings without sufficient excuse.

Article 9. DISBURSEMENT OF FUNDS

Section 1. Both the President and the Treasurer must authorize all disbursements.

Section 2. Any disbursement of funds over \$25.00 must be approved by a majority of four officers and the advisor.

Article 10. AMENDMENTS

Section 1. Amendments to this constitution may be made at any time by a majority vote of the membership.

Section 2. All amendments must be submitted to the ASNPMC and will then be forwarded to the Coordinator of Student Life.

Article 11. BYLAWS

Section 1. Bylaws to this constitution may be made at any time by a majority vote of the membership.

Section 2. All bylaws must be submitted to the ASNPMC and will then be forwarded to the Coordinator of Student Life.

Annual Recognition for Approved Clubs and Organizations

MAINTAINING RECOGNITION

In order to remain a College Recognized Club or Organization after a group's charter year, each club or organization must fulfill annual registration requirements.

The procedure for annual registration is as follows:

1. The club or organization's roster and "organization details" must be filled out and up to date before the deadline determined by the Office of Student Life.
2. The club or organization's advisor must complete and submit the Annual Advisor Agreement Form.
3. The Office of Student Life will then indicate official registration to the Student Senate treasurer who will transfer funds to the student club account, if applicable.
4. Clubs and organizations applying for official registration must comply with the policies outlined in this handbook. Registration can be withheld if the applying organization violates by constitution any of the policies governing student groups or if the creation of the club or organization duplicates the purpose of another club or organization already registered on campus.

If a student club fails to maintain recognition, the following policies will be enacted.

Inactive Student Clubs

A student club is considered "inactive" when the club does not complete annual registration with the Office of Student Life. Inactive student clubs cannot use funds from their account. Inactive student clubs may become active by completing annual registration the following year. If an inactive student club wishes to become active during an academic year, they may contact the Office of Student Life, which will determine whether registration may take place at that time. Student clubs may be inactive for a maximum of two consecutive academic years (four consecutive semesters) before losing all their privileges and being required to re-enroll.

Dissolved Student Clubs

An inactive student club will be dissolved after two consecutive years (four consecutive semesters) of inactivity. If funds exist in the dissolved student club's account, the remaining balance will be transferred to the ASNMC account. Once a student club is dissolved, any student(s) who wish to activate it in the future must complete the full process for gaining official recognition.

Change Policies and Procedures

Changes in a recognized club or organization's designation, name, constitution or advisor are handled through the Office of Student Life and proceed as follows:

Name Change

1. Submit Name Change Request Form
2. Name change requests are reviewed by the Office of Student Life. As needed, the request may be presented to the Coordinator of Student Life prior to approval.
3. The club or organization president and advisor are notified of the decision.

Constitution Change

1. Submit constitution changes and rationale to the Office of Student Life via email.
2. Constitution is reviewed by the Coordinator of Student Life.
3. The club or organization president and advisor are notified of approval.

Advisor Change

1. The current or new advisor submits the Advisor Change Request Form.
2. If any question or discrepancy emerges, the Coordinator of Student Life will work with the advisor in order to clarify any question.
3. After the above communication has taken place, the Office of Student Life will notify the club president, new advisor, and Department Chair that the advisor change has been officially recognized and the change has been made in the Office of Student Life.

College Policies and Procedures

COLLEGE SPONSORED TRIP POLICY

I. Background

Trips for educational purposes (“field trips”), sports competitions, and other student activities are an important component of the co-curricular learning that is advocated at the Northern New Mexico College.

In order to promote the success and safety of all personnel involved in domestic college-sponsored trips, the Northern New Mexico College has established this policy for college-sponsored trips.

II. Definitions

“College Sponsored Trips” is a broad term used to define any trip that is sponsored by the Northern New Mexico College for the purpose of education, whether it be part of a credit-bearing academic course (Academic Field Trip), or not.

“Field Trip” is an educational off-campus trip that is part of a credit-bearing academic course and is indicated on the course syllabus. Field trips do not include internships, study abroad, service-learning assignments for individual students, on-campus excursions, or trips by co-curricular groups.

“Field Trip Participants” refer to Northern New Mexico College faculty, staff, and students connected with the course. Other Northern New Mexico College faculty, staff, and students may participate in the “Field Trip” for purposes other than those connected with the course of study, but they may only do so with the permission of the Trip Director and with the understanding that they do so at their own risk and that they must follow the designated guidelines.

“Students” refer to part-time or full-time students enrolled at the Northern New Mexico College.

“Trip Director” is the faculty or other college employee, or official representative designated to be in charge of the trip.

“Domestic Travel” means travel within the contiguous United States of America. (Does not include Alaska, Hawaii, or any other unincorporated territory of the United States).

III. Guidelines for All College Sponsored Travel

The following guidelines apply to all college-sponsored travel whether it is domestic except for staff or faculty traveling without students in order to attend professional conferences, meetings, and/or professional training.

1. All trips for educational, athletic, or student activity purposes are college-sponsored events and, as such, all relevant college policies and state and federal laws apply to trip participants.
2. Field Trip Participants who join or leave the College Sponsored Trip at any other location do so with advance notice to the Trip Director and at their own risk which is further indicated in the Assumption of Risk and Informed Consent Form.
3. Trips, whether they are voluntary or mandatory, follow the same guidelines as those that are mandatory for course credit.
4. The Trip Director has the responsibility to enforce compliance with college policies and the Student Standard of Conduct (found in the Student Handbook) by all persons participating in the trip as would be expected in the traditional classroom setting.
5. Field Trip Participants with disabilities may be entitled to reasonable accommodation in order to participate in College Sponsored Trips, and therefore College Sponsored Trips may be arranged in ways that reasonably accommodate them. Full consideration should be given by the Trip Director by investigating the accessibility of the destination as well as transportation resources. Physical requirements should clearly be delineated, and participants should be afforded the opportunity to complete an alternate activity in the event that participation is not feasible.
6. All participants are individually responsible for their personal conduct while on a college-sponsored trip. The college has no obligation to protect them from the legal consequences of violations of law for which they may be responsible.
7. No narcotics, illegal drugs, alcoholic beverages, or controlled substances (other than those prescribed to an individual by a licensed physician), shall be transported or consumed in any vehicle (private, rented, or leased), at any time or used or consumed during the course of the college sponsored trip. Persons with a valid prescription must keep any medicines in a container provided by the physician and/or pharmacist that lists who the medicine is prescribed, and the type and amount of medicine contained.
8. All participants who will be participating in the college-sponsored trip must sign the Assumption of Risk and Informed Consent Form to be kept on file in the office of the responsible department chair or director before the trip commences. Participants who have not reached the age of consent must have their parent/custodial parent or legal guardian sign the Assumption of Risk and Informed Consent Form also.
9. All Travel Checklists and attached documents are required to be retained for a minimum of two years after the completion of the college-sponsored trip. All Travel Checklists and

attached documents are to be treated as confidential data.

IV. Domestic Travel

The Trip Director will complete the Domestic Travel Checklist. The completed checklist (with any other required documents), Assumption of Risk and Informed Consent Form, medical information form, and a copy of the Student Travel Information Form will be kept on file in the office of the Student Life Coordinator and responsible department chair prior to the commencement of the trip.

Participants in athletic sports at the college will only be required to sign one Assumption of Risk and Informed Consent Form for all college-sponsored athletic trips. This form will remain in effect for the entire academic year that they participate in any athletic sports at the Northern New Mexico College and will be maintained by the College Athletic Department (AD). Student-athletes who take part in any other type of college-sponsored travel, (academic or student activity trip), must sign a new form for each trip that they participate in.

Medical Information Form is required of all students traveling on college-sponsored trips. Medical Information Form will be treated as confidential, and a copy of the forms will be maintained by the Trip Director while on said trip.

V. Incident Reporting

An incident may be defined as a motor vehicle accident or any other type of accident that involves a trip participant or NNMC property, an injury or sickness to any member of the trip, or any other situation that occurs that is outside of the normal scope of the College Sponsored Trip.

In the event that an incident occurs while on a College Sponsored Trip, the Trip Director is responsible for contacting the NNMC Security Office (505-747-2158) as soon as the situation permits. The Trip Director will provide all pertinent information to the NNMC Security Office. Information will include but is not limited to: the Trip Director's contact information, a personal account as to what has occurred, any police report numbers, names of NNMC personnel involved, contact information for any outside parties involved in the incident, the extent of injuries (if known). The Trip Director should also request any assistance that may be required.

The College Security Office will then, according to the severity of the incident, follow the guidelines set forth within the College Emergency Management Plan to notify all pertinent personnel within the College.

VI. Sanctions

Violations of the College Trip Policy may be the basis of appropriate sanctions, including those formal charges under applicable provisions of the Student Standard of Conduct (found in Student Handbook), Employee Conduct (found in the Employee Handbook), or Faculty Conduct (found in the Faculty Handbook).

While engaged in a College Sponsored Trip the Trip Director may enforce the provisions of this College Trip Policy by withdrawal or limitation of privileges, or, in the event of repeated violations, by excluding the offending person(s) from further participation and arranging to return the offender(s) to the campus or to convey him/her to the nearest point of public transportation for return to the campus. The cost of such return transportation is a proper charge against college funds, but the Northern New Mexico College reserves the right to obtain reimbursement from the offender(s).

VII. Vehicle Use

Due to insurance and liability concerns, college employees are prohibited from using their personally owned vehicles to transport students to and from any college-sponsored event. For all other vehicle use concerns please refer to the Vehicle Use Policy in the Northern New Mexico College Staff handbook.

VIII. Forms (can be found in Appendix)

1. Northern New Mexico College Assumption of Risk and Informed Consent Form
2. Northern New Mexico College Medical Information Form
3. Northern New Mexico College Student Travel Information Form
4. Northern New Mexico College Domestic Trip Checklist

IX. Oversight of Third-Party Service Providers

The Trip Director will be responsible for informing the third-party trip service provider (such as International Field Studies, or other travel organizations, places of lodging, etc.), agent, administrator, employee, or volunteer of pertinent college policies (i.e. alcoholic beverages).

The service provider may have additional forms, documentation requirements, or additional standards of conduct beyond the college policies. It is the responsibility of the Trip Director to provide such information to students and ensure forms are completed as required.

POSTING AND ADVERTISING POLICY

Posting Policy

The Northern New Mexico College supports the freedom to publicize activities and distribute materials by internal or external entities relating to functions on-and off-campus which benefit the Northern New Mexico College community and are consistent with the value of the College. External entities are required to contact the Office of Student Life for permission to post; no solicitation is permitted without the express consent of the Coordinator of Student Life (or designee).

General Posting Policy

Approval must be obtained prior to making use of the campus facilities for the sale, promotion, posting or distribution of any type of material; sales of products and/or services is not permitted on the college campus without special approval. All material must have a sponsor responsible for the material stated directly on each piece and adhere to all policies that apply.

All printed materials posted or distributed on campus by students and guests must receive prior approval from the Coordinator of Student Life. Printed materials include flyers, posters, banners, announcements, and advertisements. Bring one sample to the Student Center (AD 100) for stamped approval and make copies of that sample. Allow a minimum of 2 business days turnaround time for approval.

Additional Approvals

The Coordinator of Student Life (or designee) must approve all promotional material for any and all activities before being posted. The Career Center must also approve announcements advertising employment opportunities for students.

Academic and Administrative office posters do not need approval through the Coordinator of Student Life but should be marked with the relevant department and date, (i.e., Financial Aid Office, December 10, 2013, Do not remove until December 31, 2013).

The promoting group must obtain permission from the appropriate department to post on bulletin boards in Academic/Administrative areas for non-departmental ads.

Literature Distribution

Literature distribution must be supervised by a student member of the sponsoring registered organization. Non-students may not distribute literature on campus without the specific approval of the Coordinator of Student Life or Dean of Students.

Each sponsoring organization will be held responsible for the conduct of the distribution activity,

including the behavior of any non-student participant.

On Campus: The distribution must be made only in designated areas (see approved posting locations, below). Calling out to people to facilitate the distribution of literature is not permitted. Absolutely no printed materials may be placed on automobiles parked on Northern New Mexico College property.

Off-Campus: Posting or distribution of materials at an off-campus location requires the permission of the proprietor.

Posting Guidelines

A maximum of 1 table-top announcement per dining table, 50 flyers or posters, and up to five banners are permitted per event. Refer to the list of approved flyer posting locations. Masking tape, blue painter's tape, or tacks are suitable for posting. The persons posting are responsible for providing all materials.

Materials may remain posted for a maximum of 30 days or until the day after the announced event, whichever is sooner, and the **sponsoring group is responsible for removal**. Groups may be fined if materials are not removed the day after an event.

Approved Posting Locations

- General Education Building (GE): 5 bulletin boards
- Administration Buildings (AD): 7 bulletin boards
- Teacher Education Building (TE): 1 bulletin board
- Library: 1 bulletin board
- Center for Fine Arts (CFA): 1 bulletin board
- Gymnasium: 1 bulletin board
- High Tech Building (HT): 3 whiteboards
- Nursing Building: 2 bulletin boards

Additional Guidelines for Posting

- All existing signs and doors must remain visible and clear.
- All campus-related advertisements must bear the name of the sponsoring club/organization.

Posting Violations

- Posting materials without proper approval(s).
- Posting materials on brick pillars or light stands.

- Posters with reference to alcohol.
- Use of two-sided, electrical or duct tape.
- Covering another announcement or impairing an individual's line of sight.
- Posting on glass doors or windows, painted or varnished surfaces.
- Distribution on cars parked on campus.

Failure to adhere to this policy may result in losing the privilege to distribute or post printed materials on campus for a period of time to be specified by the Coordinator of Student Life.

IMPRINTED MERCHANDISE POLICY

1. No campus club or organization may sell NNMC imprinted merchandise of any kind as a fundraiser. This includes, but is not limited to, t-shirts, mugs, supplies, etc. with the college logo, seal, or name unless otherwise permitted by the Coordinator of Student Life.
2. No campus club or organization can acquire imprinted merchandise and sell the merchandise back to its members; *merchandise can only be given away*. This simply means that the merchandise must be paid for out of the club's account in the business office; however, there are no restrictions on students paying dues to the club and getting a free shirt as part of their membership.
3. All imprinted merchandise to be distributed must be approved by the Department of Communications and Marketing before the Business Office will issue a purchase order or payment for the goods. The merchandise may only use logos listed on the following Branding Guide and must comply with the accompanying guidelines: [https://nnmc.edu/wp-content/uploads/2021/12/NNMC Logo and Branding Guide- Jan2022.pdf](https://nnmc.edu/wp-content/uploads/2021/12/NNMC_Logo_and_Branding_Guide-Jan2022.pdf)

Contact the Coordinator of Student Life and/or the Department Communications and Marketing with any questions.

Funds

Introduction

Clubs and Organizations maintain different financial privileges based on their status as a student club or a student organization. In order to best assist your club or organization in understanding the financial privileges based on their recognition status, it may be helpful to define the different types of funding options.

Student Clubs are eligible to earn funds through:

- I. Annual ASNNMC Disbursements (Startup Funds)
- II. Fundraisers
- III. Member dues
- IV. ASNNMC Student Senate Grants

**Student Clubs are not eligible to earn funds through any other type of college budgeted funds.

Student Organizations are eligible to earn funds through:

- I. Student Activity Fee Allocation
- II. Fundraisers
- III. ASNNMC Student Senate Grants

**Student Organizations are not eligible to earn funds through annual ASNNMC disbursements.

How does my club or organization earn funds?

1. Bi-Annual ASNNMC Disbursements are only available to student clubs. Clubs are eligible to earn \$50/semester from ASNNMC if they have filed all of the required paperwork with the Office of Student Life.

In the fall semester, clubs must have completed the following forms by the deadline to be eligible for the ASNNMC fall disbursement:

- Annual registration requirements (see “Annual Recognition” section above)
- Advisor Agreement Form

In the spring semester, clubs must complete the following forms, if needed, by the deadline to be eligible for the ASNNMC spring disbursement:

- Annual registration requirements (see “Annual Recognition” section above)

2. Fundraising is available to all student clubs and student organizations. In order to host a fundraiser, the club or organization must submit the Student Activity Application Form that will be used as a fundraising request (in Appendix) after reading the policy and procedures, and guidelines.

3. Student Activity Fee Allocation is only available to the Student Senate. Student Senate receives student activity fees based on a percentage of the semester fees and operate as a line budget. Clubs receive student activity fee money indirectly through ASNNMC by way of disbursements and grants.

4. ASNNMC Student Senate Grants: Any club or organization at Northern New Mexico College is eligible to request funding through the NNMC Funds come from student fees, and must be used for student events, programs, or projects that directly benefit the student body, and upholds the College's values.
 - Submit Funds Request to the ASNNMC Treasurer (form available on the ASNNMC website).
 - It is advisable to submit funds request at least four weeks prior to the event or program.
 - Submitting a funds request early is in the best interest of the group; senate funding is *very limited*.
 - Funding is not guaranteed; no funds can be committed until they are approved. Additionally, a club cannot enter into any sort of contract or agreement; all purchases or payments must be executed by the Coordinator of Student Life.
 - Key considerations for funding include: open to the greatest number of students and closed to non-students (maximize benefit); no charge/minimal charge to students; if there is a payback of "seed money," and the overall value to the institution.
 - Fundraising and demonstration of commitment to the club/organization/project, along with activities that promote positive public relations (i.e. community service) are also viewed as very favorable.
 - Funding is approved by a majority vote of the Student Senate Finance Committee, provided there is no excluding veto of the funds requested by the Coordinator of Student Life.
 - The club treasurer will present the proposal to the Finance Committee of Student Senate.
 - Finance Committee votes on the request
 - If not approved, revisions may be requested.
 - If approved the Finance Committee request will be placed on the agenda for the next Student Senate meeting.

please note it will be necessary to send a representative from your club/organization to the Senate meeting to address any questions/concerns

 - If Senate approves the request, the organization will receive a Grant Contract that must be signed and returned to Senate Treasurer before funds can be transferred.
 - Develop and include a complete list of itemized expenditures and the number of participants.

****Failure to submit all required paperwork within two weeks after completion of the event will cause the club to be ineligible to receive any funds for the next two semesters****

Using your Club/Organization account with the Business Office

1. Business Office Account: Once approved, recognized organizations will be issued an account number from the Northern New Mexico College Business Office. Student Clubs maintain accounts that roll over with the fiscal year. Student Organizations maintain accounts that end with the fiscal year on June 30. Any remaining funds in the student organization account on June 30 will be applied to the college operating budget.
2. Northern Student Club Account: Once approved, recognized clubs will be issued a finance account where clubs will be able to track spending and see the amount of money that remains in their budget. Student Clubs maintain accounts that roll over with the fiscal year.
3. PURCHASE POLICY/PROCESS: There is one way to use funds from your club/organization account: have a purchase order number generated. If the vendor does not accept a purchase order, the Business Office will make the purchase via Procurement Card. *The Procurement Card is to exclusive use of the NNMCC Business Office.*

PURCHASE ORDER

1. Prepare a Requisition through Workday.
 - a. If you are purchasing imprinted material, please follow the “Imprinted Material Policy” available in this handbook.
 - b. If you are purchasing technology, please contact the IT department and they will guide you through the process.
2. The Coordinator of Student Life must approve the Requisition. It is the responsibility of the Advisor to verify that funds are available within the Cost Center charged.
3. The Requisition will go through the appropriate approval process within the Workday system.
4. After the requisition is successfully complete, a Purchase Order will be generated. A Purchase Order number will be assigned at this time. No item should be ordered without an approved Purchase Order.
5. Purchase Orders will be returned to the requester for ordering. Depending on the type of order, the Business Office will be responsible for ordering items.
6. Upon receipt of the invoice, the requestor will review the invoice and return it to the Accounts Payable Office (accounts.payable@nnmc.edu), with the Purchase Order number.

CASH AND CHECKS RECEIVED POLICY

All checks and/or cash received on behalf of the Northern New Mexico College must be delivered to the Business Office/Cashier within one (1) business day of their receipt. Checks written for services performed by the Northern New Mexico College should be made payable to Northern New Mexico College.

TAX EXEMPTION

This form is available at the Business Office and needs to be requested. It can be given to companies and organizations to waive taxes for nonprofit organizations. Businesses in Espanola (and Northern New Mexico in general) who have done business with the college in the past will have a copy of this form on file. Otherwise, you will need to appraise them of the fact that we are a tax-exempt organization and provide a copy of this form. You should let them know that we are tax exempt when you *first* begin communicating with them, not at the end before you pay your bill.

Student Fundraising Policy & Procedures

Explanation/Purpose of Policy

In order to ensure that the Northern New Mexico College and its constituents are aware of all fundraising activities and events that take place throughout the calendar year, this fundraising policy will provide process and procedure for fundraising proposals. In order to avoid duplication and provide a framework for approvals, the following policy will outline the process for requesting permission to fundraise as a college-recognized Student Group at the Northern New Mexico College. Approved proposals can be added to the Campus Calendar. This policy is not intended to create roadblocks, but rather to promote proper planning and adequate time for a quality program.

Definitions - For the purposes of this policy:

- Fundraising is defined as the collection of money or goods through donations, sales, and/or event programming for the purposes of charitable donation or budget enhancement (for food sales, see the Food and Catering Policy).
- Student fundraising at the Northern New Mexico College can be identified at three different levels:
 - College-Led Initiatives (i.e. projects by Advancement, institution-wide campaigns— i.e. United Way, Sostenga Farm, La Despensa del Barrio)
 - Departmental Led Initiatives (i.e. Career Services, Veteran’s Resource Center, Counseling, AISC, etc.)
 - College-recognized Student Group Led Initiatives

For the purposes of this policy, a college-recognized Student Group shall be defined as a collection of students associated with or sponsored by:

- Recognized clubs
- Recognized organizations

Administration of the Policy

The Office of Student Life will provide oversight of the student fundraising policy, maintain an online student events calendar and communicate with individuals/offices. The approval process will be as follows:

An online Student Activity Application Form will be completed by the requester and automatically submitted to the Student Life Office. Any additional permission material(s) (i.e. catering services, technology, facilities, imprinted merchandise, etc.) will be asked to be forwarded to the Student Life Office.

Fundraising as part of a class

- a) Fundraising requests that are part of a course will be immediately forwarded to the school's chair.
- b) The Chair will communicate his/her decision to the student and send a copy of the approval to the Student Life Office so the fundraising event can be added to the Campus Calendar of Events if approved.
- c) The student(s) should then work with the Coordinator of Student Life to plan and execute the fundraising event while avoiding conflicts with similar initiatives.

Athletic Teams and Student Affairs

- a) The Student Activity Application Form should be submitted at least one week in advance of the date the requestor needs a decision.
- b) Fundraising requests from a club will be forwarded as listed below with any student fundraising approved projects for the same time period listed on the request form and additional permission that has been submitted.
 - a. Athletic Team: Athletic Director
 - b. Student Affairs: Dean of Students
 - c. The individual reviewing the request will communicate with the club their decision and send a copy of any approvals to the Student Life Office to be added to the Campus Calendar of Events.

NNMC-sponsored Trip Expenses

Students who desire to fundraise to meet trip expenses for NNMC-sponsored national or international trips may engage in on and off-campus fundraising. Funds received through these efforts may only be utilized to meet trip expenses such as airfare, ground transportation, housing, meals, and trip-related activities. Funds may not be used to cover course-related tuition fees,

should a course be tied to the trip. **Additionally, any funds may only be utilized to benefit NNMC students.**

- a) The Student Activity Application Form should be submitted to the Student Life Office.
- b) Fundraising requests for trip-related expenses that are not attached to an academic course will be immediately forwarded to the Office of Student Life for approval.
- c) The Office of Student Life will communicate their decision to the student and keep a copy of the approval document. This will permit the fundraising event to be added to the Campus Calendar of Events.
- d) Fundraising requests for trip-related expenses that are attached to an academic course will be immediately forwarded for approval to the Chair of the School offering the course.
- e) The Chair will communicate their decision to the student(s) and send a copy of the approval to the Student Life Office so the fundraising event can be added to the Campus Calendar of Events.

Appealing a Fundraising Decision other than Course Related or Exception to the Fundraising Policy

Decisions on requests for a course-related fundraising activity cannot be appealed.

Petitioning for an Exception to the Fundraiser Policy

- If a college-recognized Student Group desires to sponsor a fundraiser that does not meet the guidelines listed in this policy, the sponsoring college-recognized Student Group may submit a letter of petition explaining the proposed fundraiser, the intended benefactor, and a rationale for the proposed fundraiser (i.e. why an exception should be made to this policy). In addition to the letter of petition, the sponsoring college-recognized Student Group must complete a request form and supply additional information as requested.

The Appeal Committee will be made up of:

- The Dean of Students, a faculty member from outside of the department, and the Student Senate Treasurer
- Additional campus personnel will be added, if needed

Enforcement of Policy

Notice of any impropriety or non-compliance with this fundraising policy will be investigated and discussed with the individual(s) or club/organization involved in the fundraising activity. Based on the findings, restrictions and/or sanctions may be issued.

Student Fundraising Guidelines

- All requests must align with the mission and values of the Northern New Mexico College and comply with all local, state, and Federal laws and ordinances.
- All College-recognized Student Groups (as defined above) are permitted to fundraise on their own behalf. College-recognized Student Groups may fundraise to benefit their own recognized college-recognized Student Group or in collaboration with another college-recognized Student Group or an outside philanthropic agency or relief effort.
- Approval of requests is not guaranteed.
- Fundraising efforts may be conducted by anyone; funds raised, however, may only go to support *student* club/org members.
- A College-recognized Student Group (or any individual members while acting in any capacity for the college-recognized Student Group) may not:
 - a. Conduct for-profit or commercial activities (or facilitate for the for-profit or commercial activities of others),
 - b. Conduct a business (or facilitate the conducting of business of others) or
 - c. Act as a liaison, representative, agent, facilitator, and face of front for another business, person, or entity. This should not be confused with fundraising. Individuals may not receive any type of benefit or payment in connection with any of these activities, either in the form of money, trade, goods, or services.
- In the event that a college-recognized Student Group wishes to fundraise for an outside Philanthropic agency or relief effort, the college-recognized Student Group must request a letter of support from the proposed benefactor. This letter should recognize the established relationship and fundraising collaboration plan. The letter must be submitted with the Student Activity Application Form.
- The sale or distribution of items that violate college trademark rights or existing contracts are prohibited or in some instances, special approval is required. For example:
 - a. In the event that a fundraiser involves food (bake sale, dinner/banquet, food donations, etc.)
 - b. Other requirements to be followed are:
 1. NNMC Logo and Brand Guide & Imprinted Merchandise Policy
 2. Campus beverage contract
- Online bookstore items such as books, school supplies, clothing, and magazine subscriptions cannot be sold on campus, without permission of the bookstore.
- Gambling for money or other things of value is *not* permitted. Examples of gambling events are casino nights, raffles, bingo, etc. Student Affairs, Student Life, and/or student clubs and organizations *may* sponsor a gambling event where an individual does not exchange money to participate in the event.
- Solicitation of groups, individuals, and businesses outside of NNMC students, staff, and faculty is typically discouraged; however, requests will be evaluated by the college representative from Development and/or Major Gifts Officer.

- The college reserves the right to impose reasonable restrictions and/or requirements with respect to dates, locations, partners, and types of fundraising activities. These restrictions may be in addition to or in place of those identified in this policy.
- The Northern New Mexico College reserves the right to amend this policy at any time.

Program Planning

STEPS FOR PLANNING STUDENT EVENTS

STEP 1: Consider Your Budget

Do you know how much to estimate for each aspect of your event? If you are unsure, contact the Coordinator of Student Life. Key factors to consider are: anticipated attendance, cost of vendors, cost of food, etc.

STEP 2: Choose Your Date(s) Carefully

Do your dates conflict with another student event? A College-sponsored event? Check the College Event Calendar (Marketing and Communication).

STEP 3: Complete the Student Activity Application Form

Student clubs and organizations need to request authorization from the Office of Student Life to conduct any planned activities.

This form needs to be completed at least 14 days prior to the planned event.

STEP 4: Reserve Your Campus Space

Check space availability to see if the date you have chosen for your event is possible. Reserve rooms and event spaces through the Internal Facilities Request Form (https://nnmc.libguides.com/in_group_facilities). You *must* reserve rooms through this form to be guaranteed use of the space. If you are unsure how to fill out the form, check with the officers of your club/org and/or your advisor. If you still need help, contact the Coordinator of Student Life.

STEP 5: Outfit Your Event Space

Resources such as tables and chairs can be reserved through the Internal Facilities Request Form when you reserve the event space. Consider if you will need AV (through IT) and/or food (see above). Some of these resources can be delivered directly to the location of your event and picked up afterward.

STEP 6: Arrange Your Audio-Visual Needs

Request audio-visual needs (e.g. microphones, speakers, sound system, etc.) through the Internal Facilities Request Form (https://nnmc.libguides.com/in_group_facilities). Please be as specific as possible to make sure that Eagle Tech accommodates all your needs.

If you are using a performance venue such as the Auditorium at the Nick Salazar Center for the Arts, you must have an Eagle Tech person on site.

Remember that even if media equipment exists in a room, it does not mean that it will be available and unlocked for your event.

STEP 7: Order Food & Beverage (Recommend you retain a vendor at least 1 month before the event!)

If your preferred food service is not currently an established provider for Northern, this process will take longer.

STEP 8: Assess Risk

Discern whether or not a Waiver of Liability should be signed by all participants in your event. If you are unsure in any way, contact the Health and Safety Officer for guidance in assessing the situation.

STEP 10: Still Need Assistance?

Contact the Coordinator of Student Life.

Forms and College Information

Finding Requests/Forms

Name of Form	Where do I find it?	Contact for questions:
Application for Initial Recognition	https://forms.gle/6at7QHMU8efVVzBQ8	Student Life Office, studentlife@nnmc.edu
Annual Registration & Advisor Agreement	Registration: https://forms.gle/32L1Nz4E5GpRRT6f7 Advisor Agreement: Appendix (page 41)	Student Life Office, studentlife@nnmc.edu
Name & Advisor Change	Appendix (page 41)	Student Life Office, studentlife@nnmc.edu
Trip Forms: Assumption of Risk, Medical Information, Coordination, and Checklists	Appendix (page 41)	Student Life Office, studentlife@nnmc.edu
Brand & Style Guidelines	https://nnmc.edu/wp-content/uploads/2021/12/NNMC_Logo_and_Branding_Guide-Jan2022.pdf	Sandy Krolick, sandyk@nnmc.edu
Student Activity Form	Appendix (page 41)	Student Life Office, studentlife@nnmc.edu
Student Government Association Funds Request	https://forms.gle/Snc1qqHQ2C93QXQb8	Student Life Office, studentlife@nnmc.edu
Business Office Forms	https://nnmc.edu/home/facultystaff-gateway/business-services/	Contact information is available through the link provided
Room Reservation & Technology Request	https://nnmc.libguides.com/in_group_facilities	Amy Pena, amy.pena@nnmc.edu

Appendix

Advisor Agreement Form

Each recognized Northern New Mexico College student club or organization is required to have an advisor who is a full-time member of the Administrative Staff or Faculty. An advisor serves as a resource for the organization by being responsive to students' questions regarding procedural matters, College policies, and financial matters.

Responsibilities/Expectations of an Advisor:

1. The primary role of the advisor is to support and challenge the members of the club to assume leadership and participation in worthwhile activities. It should encourage and assist the organization to plan active and significant programs.
2. The advisor to a student organization must be familiar with College policies and regulations and the particular organization which he/she advises.
4. The advisor should assist with the formulation and/or revision of the organization's constitution and bylaws.
5. Although the officers of the club conduct the meetings, the advisor is encouraged to attend all meetings, so that s/he may be fully informed of all plans and activities of the club.
6. No club or organization activity should be planned and scheduled without the prior knowledge of the advisor.
7. The advisor should attend all student events (dances, lectures, etc.) sponsored by the club or organization. If unable to do so s/he should arrange to have another faculty member or staff be present.
8. Any report, newsletter, correspondence, or publication of a club or organization that bears the name Northern New Mexico College must have the approval of the advisor. The approval presupposes that the advisor has seen the material before it is sent out from the campus.
9. The advisor of a college club is required to uphold the regulations of the College with regard to student behavior during club activities, on and off campus. These regulations are given in the Student Handbook.
10. The advisor should certify the academic eligibility of all officers (and members) according to the constitution.

Statement of Commitment and Consent:

I, the undersigned, voluntarily accept the role of faculty/staff advisor to the student organization listed below for the academic year. I have read, understand, and agree to accept the responsibilities as outlined in this Advisor Agreement and the NNMC Student Club and Organization Handbook.

Name of the Student Club or Organization: _____

Signature of Advisor: _____ Date: _____

Printed Name of Advisor: _____

On-Campus Office Number: _____

Email: _____

Club or Organization Name Change Request Form

General Information

This club would like to alter its name. By submitting this form the club certifies that they have completed registration for this year through the Office of Student Life. Through this request, the club must contact its advisor to obtain approval. A name change requires the approval of the advisor(s), the club/organization president, one officer, and the Coordinator of Student Life. An updated constitution indicating the requested name should also be attached to this request.

Application

Current Name of Club: _____

Requested Name of Club: _____

Reason for Name Change: _____

President: _____ Signature: _____
(printed name)

Officer: _____ Signature: _____
(printed name)

Advisor: _____ Signature: _____
(printed name)

Coordinator of Student Life: _____ Signature: _____
(printed name)

By signing above, we agree that the club as a whole would like to request a name change. We have attached an updated constitution with the new name change. We understand that this change must be approved by the Office of Student Life.

THE STUDENT OFFICERS AND ADVISOR LISTED ABOVE WILL BE CONTACTED VIA
E-MAIL IF THE NAME CHANGE HAS BEEN APPROVED

Advisor Change Request Form

Student Clubs and Organizations are permitted to request an advisor change. This form must be completed by the current or new advisor of the club. Fill out this form and collect the signatures of the club/organization president, current advisor, and new advisor. Return the completed form to the Office of Student Life. The Coordinator of Student Life will finalize the advisor change and notify all parties involved that the advisor change has been officially recognized.

Club Name: _____

Date: _____

Name of Person Making Request: _____

Email: _____

Phone: _____

Current Advisor Name: _____

New Advisor Name: _____

Please provide a brief description of why your club or organization is requesting this change:

Club/Organization President Signature: _____ Date: _____

Current Advisor Signature: _____ Date: _____

Incoming Advisor Signature: _____ Date: _____

By signing above, we agree that the club as a whole would like to request an advisor change and we understand that this change must be approved by the Office of Student Life.

ASSUMPTION OF RISK AND INFORMED CONSENT FORM

I, the undersigned Participant, desire to attend a _____ (“Activity”) in _____ (name of class/event) with _____ (name of club/org). This activity will/will not have NNMC employees present _____ (name staff/faculty if present) to be held on _____ (date). The activity will require me to go to _____ (location). In consideration for being permitted to participate in the Activity, I hereby agree to and represent the following:

- 1) I acknowledge that the physical activities to be undertaken on the Activity include: **(describe in sufficient detail so students understand what they will need to be able to do).**
- 2) I acknowledge that there are risks and dangers associated with any activities and that all risk cannot be prevented. The risks and hazards of this Activity, which can result in injury to me, death and property damage include, but may not be limited to: **(describe in as much detail as possible what the potential risks are and at the end of the description add “and other risks that may or may not be foreseeable.”)**
- 3) Knowing the risks and hazards described above, I voluntarily accept them and agree that any claim that I may have now or in the future against NNMC, its officers, employees or agents, whether in contract or tort, arising out of my participation in the Activity, wherever such claim arises, shall be governed by the law of the State of New Mexico, including the New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, as amended. I understand that the New Mexico Tort Claims Act imposes limits and restrictions upon civil lawsuits against NNMC and its employees.
- 4) I acknowledge that NNMC **does not** provide medical insurance for Activity participants. I agree to be financially responsible for any medical bills incurred as a result of any medical services that I receive. The Northern New Mexico College does not offer a group accident insurance policy for Activity participants.
- 5) I represent that I am physically able, with or without accommodation, to participate in the Activity and am able to use necessary equipment and/or supplies. If I need accommodations for my disability to participate in the Activity, I understand that I must contact the Accessibility Resource Office at NNMC. Depending on the nature of the Activity, this office **may** be able to provide the needed accommodation(s) for me.
- 6) Should I require emergency medical treatment as a result of accident or illness arising during the Activity, I consent to such treatment. I understand that any staff or faculty on the Activity may not have up to date emergency medical training and that in an emergency, any NNMC employees in attendance will use their best efforts to protect my well-being and safety. I will notify the relevant

employee leading the trip/activity in advance in writing if I have a medical condition about which emergency personnel should be informed. Such a form is included in the Student Clubs and Organizations policy handbook. Please contact the Coordinator for Student Life.

7) I hereby provide the following emergency contact information (Optional):

Name of emergency contact and phone: _____

Health insurance company and policy number: _____

Severe allergies or other medical condition: _____

8) I understand that the NNMC Student Code of Conduct applies to me during the Activity/Field Trip. I understand that NNMC has the right to enforce the Student Code of Conduct. Violations of the Student Code of Conduct are actionable at all times while I am a student. Any violation where I am found responsible may result in sanctions, up to and including dismissal from the Activity and/or expulsion from NNMC.

I have carefully read this form before signing it. No representations, statements or inducements, oral or written, apart from the foregoing written statement, have been made. The laws of the State of New Mexico shall govern this agreement, and New Mexico shall be the forum for any lawsuits filed under or incident to this form or to the Activity.

Signature of Participant

Printed Name

Date

Signature of parent or guardian
(if Participant is under 18 years of age)

Medical Information Form

Name _____

Address _____ Phone # _____

Medical Insurance Carrier _____ Policy Number _____

Address _____ Phone # _____

In the event of illness, accident, or emergency, please notify:

Name _____ Relationship _____

Address _____ Phone # _____

In the event of illness or injury, I do hereby consent to whatever medical treatment or hospital care is necessary from a licensed physician and/or surgeon to protect my safety and welfare. It is understood that the resulting expenses will be the responsibility of the participant.

Participant Name _____

Participant Signature _____ Date _____

If the student is under the age of 18, a parent or guardian must sign below for permission for the student to receive medical treatment, if necessary.

Parent/Legal Guardian Signature _____ Date _____

*Additional information about any special medical conditions the participant may have is optional but would be helpful. Please note this information below. **This information will remain confidential.***

Student Travel Information

General Information

Student Organization: _____

Name of Advisor: _____ Phone: _____

Name of Workshop/Conference/Competition: _____

Location of Workshop/Conference/Competition: _____

Dates of Workshop/Conference/Competition: _____

Date of Departure: _____ Time of Departure: _____

Date of Return: _____ Time of Return: _____

If travel dates do not correspond with workshop/conference/competition, please explain:

Traveler Information

List of students traveling

Student Name	Student ID	Student Phone #	Student Email

Attach additional student information if more than 10 students are traveling

Will one or more advisors be traveling with these students? YES NO

List of advisor(s) who will be traveling (if applicable)

Advisor Name	Advisor ID	Advisor Phone #	Advisor Email

Transportation Information

Mode of Travel (check all that apply): Airplane NNMC Vehicle Charter Bus
Other

Please explain as necessary:

Will all travelers be traveling together? YES NO

If not, please explain:

Meal Information

How will meals be handled for this trip?

Students on their own Students will be reimbursed Other _____

Accommodation Information

Planned Accommodations: Hotel/Motel Private Home Other _____

Will all travelers be staying at the same accommodation? YES NO

If not, please explain:

Name/Address/Phone # for Hotel or Private Home:

Have reservations been made? YES NO CONFIRMATION #: _____

Whose credit card(s) was used to hold the room(s)?

How many rooms were reserved? _____

How many people will be staying in each room? _____

APPROVALS

Student Club/Org Advisor

Date

Coordinator of Student Life

Date

Domestic Travel Checklist

As a Trip Director planning on traveling with chartered student groups, this checklist has been provided to assist you with the various steps involved in the preparation for your travel. All travel arrangements must be initiated in a timely fashion. Please refer to the NNMC Clubs and Orgs Handbook and College Sponsored Trip Policy for additional information regarding the student travel process.

- 1. Verify that funds are available in your student organization's budget. If funds are not currently available, apply for a Student Senate grant by submitting a funds request to the ASNNMC Treasurer (funding is not guaranteed). Fundraising is also an option to cover travel expenses.
- 2. Gather information and supporting documentation about activities, conferences, competitions, etc., if you haven't already done so.
 - Trip information and agenda
 - Trip Registration form
 - Lodging information, including hotel name, contact, and room rates.
- 3. Determine method of transportation and gather/complete related documents as indicated below:
 - Air - arrangements are made by the club/org Advisor
 - NNMC Vehicle - Refer to Vehicle Use Policy in the Northern New Mexico College Staff handbook.
- 4. Complete the Student Travel Information form which summarizes the who, what, when, where, and why of the travel. Consult with the Coordinator of Student Life if you have questions.
- 5. Have each student who will be traveling a completed Release and Waiver of Liability Form and a Medical Information Form.
Make a copy of each completed document to submit to the faculty chair/director. Retain the originals to take on the trip (so you have the medical information for the students).
- 6. Submit completed forms (from steps 4 and 5) to the Coordinator of Student Life along with all the applicable accompanying documents indicated in steps 2 and/or 3 at least four weeks prior to planned travel.
- 7. Follow through with and be available as travel arrangements are being made and purchase requisitions are being completed. Trip Directors make the actual travel arrangements and complete the necessary purchase requisitions.
- 8. Review and approve your Travel Packet with the Coordinator of Student Life before it is

submitted for approval.

- 9. Obtain travel and other necessary documents before traveling (confirmation numbers, itineraries, PO numbers, etc).

- 10. Take a copy of the following travel documents with you on your trip, but also leave a copy with your department:
 - Student Activity Waiver for each student traveling
 - Medical Information forms for all students traveling
 - Hotel and activity information (conference registration/schedule, confirmation numbers, etc.)
 - Rental car information (if applicable). NOTE: NNMC does not reimburse for additional car rental insurance.
 - Driver Eligibility forms (if applicable)



Student Activity Application

1. This form is for student organizations to request authorization to conduct planned activities (not trips) in support of their approved organizational by-laws. This form must be submitted before each planned activity is started, with a separate form submitted for each planned activity.
2. The form is to be submitted **at least 14-days prior to a planned activity** by the president of the organization, who will attach a copy of the organization's meeting minutes which will reflect approval of the activity.
3. The Coordinator of Student Life will notify the club/organization president and advisor if the activity has been approved or denied.

- 1) Name of organization: _____
- 2) Nature of Activity: _____
- 3) Date and time for which the activity is scheduled: _____
- 4) Location at which activity is scheduled (make sure to reserve the location through the Internal Facilities Request Form): _____
- 5) Is this a fundraiser activity? Yes No. If so, what will the funds raised go toward:

- 6) The activity is open to (check all that apply):
 Members Only Students Body Faculty/Staff General Public
- 7) Number of students/ faculty/ staff/ general public expected to attend activity: _____
- 8) Please indicate which venues will be used to promote this event (check all that apply):
 Banners Flyers Table-Top Announcements Social Media

Make sure to read the Posting and Advertising Policy

Approvals

Club/Organization President _____ Date _____

Club/Organization Advisor _____ Date _____

Student Life Coordinator _____ Date _____