



# NICC Student Club Handbook

Northeast Iowa Community College provides in-demand education and training focused on improving lives, driving business success and advancing community vitality.

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

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# Welcome

This handbook is designed to provide students and club advisors with solutions to many common questions associated with student clubs as well as provide your club with any forms they need throughout the semester. The Office of Student Life will assist clubs with meeting their objectives, as well as to develop large scale student activities.

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## Getting Involved at NICC

College is more than books and tests; it's an experience! We believe your experience at Northeast Iowa Community College can be the experience of a lifetime, but, as they say, "life is what you make it," so explore your interests, make new friends and make a difference by getting involved!

Students can develop leadership, teamwork, communication and social skills by participating in general interest clubs, honor organizations and academic organizations. The on-campus student group, **iMPACT**, serves as the representative body for the students, while also programming the extracurricular activities available for students; membership for iMPACT is open to all students.

### iMPACT Student

iMPACT serves as the student representative body while programming the extracurricular activities and offers a unique and rewarding opportunity to develop skills, have fun and make a difference. This group consists of four leadership positions, and volunteer team members work with the Office of Student Life in managing and overseeing the NICC clubs and activities. All iMPACT events are open to the student body and include such events as musicians, hypnotists, novelty acts, motivational speakers, bus trips, intramural sports and service opportunities.

### General Interest Clubs

A general interest club is a registered group formed by students, with the support of an NICC advisor, with a common interest in an activity, hobby, or sport. General Interest organizations give students with a shared interest the opportunity to engage with one another.

### Honor Organizations

Honors organizations support student interest in academic excellence throughout their college career.

# **Academic Organizations**

A career and technical student organization (CTSO) is an extracurricular group for students in career and technical education (CTE) pathways to further their knowledge and skills by participating in activities, events, and competitions.

# How to Start a General Interest Club

The general student clubs are organized and administered by the Office of Student Life. Each club is composed primarily of students, while encouraging faculty and staff interaction. Each club is formed, developed, governed, and administered by the student membership of that particular club with the guidance of the club advisor.

Step One:

- Review Student Club Handbook on the Student Life Webpage.

Step Two:

- Complete the [NICC Student Club Application Form](#).
- An advisor (NICC faculty or staff) and a minimum of 5 enrolled students is required.

Step Three:

- Submit required application form to the Office of Student Life to review and be invited to an iMPACT team meeting for club approval.

Step Four:

- Meet with iMPACT to present an application for final approval.

## Privileges/Benefits of Club Recognition

Official recognition by the college grants the following privileges to student clubs:

- Ability to reserve college facilities.
- Support in leadership development.
- Networking opportunities.
- Permission to advertise on campus.
- Eligibility to request allocation of funds from iMPACT.
- Ability to fundraise on campus with iMPACT approval.
- Club recognition on website and events posted on campus activities calendar.
- Use of resources available in the Student Life office including poster board, markers, office supplies, equipment and computer access.
- Use of individual student club mailboxes located in the Student Life Office to facilitate communication and organization.
- Invitation for officers to attend yearly team building opportunities.

## Responsibilities of Student Clubs

Official recognition by the college requires student clubs to uphold these responsibilities:

- Complete and turn in to the Student Life Office a Club Renewal Form in the fall and spring of each year –failure to maintain registration will result in an “inactive” status, where all club privileges will be lost
- Complete and turn in to the Student Life Office the Club Volunteer Hour Tracking Sheet at the end of the fall and spring semester - summation of groups volunteering efforts will need to be provided by the club president and signed off by the advisor. A total of 10 hours is required for funding opportunities up to \$100 per year.
- Check regularly the organization’s mailbox in the Student Life Office

- Send activities and meeting schedule to the Student Life Director to be placed on the student activities calendar
- Clubs must seek to uphold the vision and the mission of Northeast Iowa Community: *The Northeast Iowa Community College educational community will live the values of service, respect, innovation, stewardship and integrity within a culture of continuous improvement.*
- Establish and annually update club constitution/bi-laws

## **Responsibilities of the Club's Advisor(s)**

*\*\*All club advisors must be authorized college faculty or staff.*

An advisor should play major roles with the organization:

- leadership
- participation without domination
- advice as a resource person.

An advisor should be thoroughly familiar with college procedures and philosophy and with the formal structure of the organization itself and should encourage the group to develop purposes and activities that are feasible and worthwhile and which contribute to the overall educational experiences of all persons involved. Where there is disagreement within a group or divergence from the group's self-defined purpose(s), the advisor should help officers and members identify and resolve the conflict(s). Advisors should attend all regular meetings if possible.

# Club Funding

## Activities Budget Funding

Student clubs may complete the requirements listed below to receive opportunities for a funding allocation of up to \$500 per club from the Student Activities budget.

### Eligibility:

- The applying club must hold a current charter.
- Club activities and meetings must be independent of academic class requirements. The funding for this program is provided by the student activities budget. Appropriations to clubs from the student activities budget will be transferred electronically by the Student Life Department. Transactions occur after each funding requirement is completed.

### Funding Requirements:

- **\$50 per semester:** members must contribute 10 volunteer hours as a group to a service of their choice. (Example 5 members volunteering x 2 hours = 10 hours)
- **\$50 per semester:** a student representative attends 2 scheduled Club & Organization Meetings to be hosted once per semester. Attendance shall be documented by the sign in sheet.
- **\$50 per semester:** the club submits its new or renewal club registration to the Director of Student Life each fall and spring semester.
- **\$50 per year:** the club participates in the club fair.
- **\$25 per semester:** the club submits one pre-approved event to the Director of Student Life or placement on the activities calendar that is open to the college student body.
- **\$25 per opportunity:** Show representation of up to 50% of your members attending a leadership workshop or event provided by the Student Life Department.
- **\$25 per semester:** the club must fill out and turn in the semester activity summary form on or before the last of classes of each semester.

### Deposits, Payments and Transfers

All fundraising/solicitation activities on behalf of NICC students must comply with the College mission and policies. Such activities must not compete with or jeopardize the College or the College Foundation's fundraising objectives.

Clubs, groups and organizations in good standing, who are authorized to initiate a fundraising event must set up a fund account with the NICC Business Office and maintain a fund budget/balance sheet which reflects the revenue received, as well as an itemized expenditure balance sheet. It is the club advisor's responsibility to work with their Dean/supervisor to monitor financial activity and set up the club's annual budget.

For accountability, financial records will be subject to an audit by the NICC Business/Accounting Office. Below are financial guidelines for fundraising activities:

- The club/organizations must remain in good financial standing.

- Active student clubs/organizations at NICC must have an account through NICC to complete fundraising activities and the treasurer of that club/organization will keep an accurate financial record of the club/organization activities. This account will allow club/organization funds to be carried over to the next fiscal year.
- Clubs/organizations cannot exceed their annual fund balance.
- It is the club advisor's responsibility to monitor financial activity and work with their Dean/Supervisor to set up the club's annual budget.
- All funds raised from fundraising activities will be deposited in the club account and receipted to the designated club/organization account. All monies will be delivered to the Business Services Office daily.
- The recognized student organization is responsible for all expenses incurred in connection with the fundraising activity.
- All club/organization purchases will be in accordance with the college purchasing and procurement policies.
- The club advisor will initiate the purchase process for approved items.
- Students cannot enter into contractual agreements on behalf of NICC or the club/organization.
- Any raffles held by a club/organization must be pre-approved and are subject to sales tax paid by the club/organization sponsoring the raffle.
- Authorized purchases for an activity or event may be completed by an Administrative Assistant or Advisor with a:
  - P-Card (P-card guidelines must be followed);
  - Requisition/Purchase Order Number; or
  - Reimbursement form (all receipts including meals must be attached).

Note: In the event a club, group or organization is dismantled or becomes defunct, any remaining fund balance will revert to the College general fund.



# Activity Advertisement

## Prints

All posters, flyers, promotional advertisements and other forms of advertisement for club functions must be approved through the Office of Student Life prior to posting. A proof should be submitted at least a week before the desired distribution date. Advertisements will be denied for:

1. Typographical errors
2. Lack of activity approval by the Office of Student Life
3. Omission of sponsoring club's name, event date(s) and time(s)
4. Violation of the College's drug and alcohol policy
5. Unauthorized use of the College logo.

Clubs must submit their electronic printing requests to their club advisor or the office of student life for materials to be printed. The campus print center needs a minimum of three days for printing requests. Printed materials will be delivered to the Office of Student Life by the Marketing Department.

Flyers and posters can be printed in either letter (8.5 x 11"), legal (8.5 x 14") or poster (11 x 17") sizes and can be placed on Student Life bulletin boards across campus. If assistance is needed designing marketing materials please contact the student life office. Clubs should contact the Office of Student Life to get approval prior to posting any advertisement off-campus.

## Online Calendar

To request that your event be listed on the College's online calendar please fill out the [event calendar request form](#).

## Information Table

An information table may be set up near the Cafe or a building entrance to promote your activity and/or club. Email the iMPACT at [impactcalmar@nicc.edu](mailto:impactcalmar@nicc.edu) or [impactpeosta@nicc.edu](mailto:impactpeosta@nicc.edu) to arrange for a table, chairs and technologies. Be sure to include the date, time and location for your information table. There must be a member of the club or advisor at the table at all times.

## Room Reservations

Reservations for meeting rooms and classrooms are handled through filling out the [Student Club Room Request Form](#).

## Vehicle/Transportation policy

Student, Faculty/Staff spouses and Volunteer drivers for cars and minivans must:

- Have a valid U.S. driver's license, which has been in effect for at least two years.
- Annually complete a Driver Application and Agreement Form.
- Not be classified as a high-risk driver
- Have an acceptable MVR

All volunteer drivers must be pre-approved by the appropriate cabinet member.

In addition, student drivers will have the following restrictions:

- Termination of driving privileges due to disciplinary sanctions which might reflect negatively on the students' ability to drive safely.
- Will not be permitted to transport visitors to and from campus if acting as a "taxi" service.
- Students will not be allowed to drive a college vehicle while towing a trailer.

## Technology

Microphones, laptops, and television carts are reserved through the NICC Library.

Fill out the [NICC AV Request Form](#) or go to the <https://library.nicc.edu/forms>.

Technology reservations must be made by club advisors.

## Food

Food for event catering must be ordered from the NICC Cafe. Catering services should be requested two weeks prior to the event. Note that the bill is assessed based on the number of people for whom you order, not the number of attendees.

**Curley Todd**, Calmar Cafeteria Manager, [toddje@nicc.edu](mailto:toddje@nicc.edu) - 844.642.2338, ext. 1335

**Tammy Connolly**, Peosta Cafeteria Manager, [connollyt@nicc.edu](mailto:connollyt@nicc.edu) - 844.642.2338, ext. 2232

Food for sales, such as a bake sale, requires the club to submit the Club Fundraiser Approval Form. Food items for sale must be individually wrapped.

# Meetings

Campus clubs use many styles to manage meetings. The style used in running individual club meetings should be consistent with the nature and personality of the organization. This section will provide an overview of meeting procedures for the club and guidelines for club meetings.

## Recommendations for Club Meetings

Regardless of the style of the meeting, the student life department s recommends that club leaders adapt these guidelines:

1. Be a good host. Recognize new members and make them feel welcome. If the meeting includes a guest presenter, designate someone to welcome him or her and act as a host. Know how to pronounce his/her name and prepare an introduction. Follow up with a thank you letter.
2. Prepare an agenda. This way you remember everything to be discussed and can allocate an appropriate amount of time for the discussion. Agenda should include a follow up on “old business” if appropriate. For example: if a task was assigned last week, make sure it was done.
3. Instruct a member of the club to take thorough notes. After the meeting, the secretary should type the notes and make them available to club members. Clubs should post agendas and notes in their club brightspace page.
4. The chair must guide the meeting. To be effective, consider these tips:
  - a. Don't take sides. Remain impartial while chairing the meeting.
  - b. Recognize all who have comments or questions.
  - c. Keep the group on the topic at hand.
  - d. Clarify questions. Re-state them, if necessary, to be understood.
  - e. Practice the art of summarization.
  - f. Keep order in the discussion and be alert to members' reactions.
5. Watch your time. Start all meetings on time and finish on time. Handouts should be ready to distribute as people enter.

## Complaint Process

In the event of a concern or complaint at Northeast Iowa Community College, issues should be resolved at the lowest level possible to resolve the concern quickly and to the satisfaction of those involved. Students are encouraged to make an informal inquiry to an instructor, advisor or assigned dean/director as soon as possible following the event that gave rise to the complaint.

When resolution is not reached or not practical though informal inquiry, a [formal complaint](#) may be filed. An [incident of concern form](#) is also available online to allow students, staff, visitors and community members to provide information concerning behaviors or incidents. If you still feel there has been no resolution made, you may contact the Iowa College Student Aid Commission (Iowa College Aid), by filling out an [online dispute form](#) or calling 877.272.4456.

To see additional information regarding NICC's Complaint Policy and Procedure you can visit <https://www.nicc.edu/about/complaint-policy-and-procedure/>.

# Sexual and Gender Harassment

Northeast Iowa Community College expects that all members of the College community – students, faculty, staff and friends – should be able to pursue their education and work in a safe environment, free from sexual coercion, violence or intimidation. The College is committed to fostering a safe campus environment where sexual misconduct and violence are unacceptable, and where survivors or those who believe they were harmed by another person are provided support and avenues of remedy as appropriate. All members of the College community are expected to conduct themselves in a manner that is respectful of the rights of others. The Title IX efforts of NICC are focused on education and training to encourage a climate of sexual respect. <https://mycampus.nicc.edu/task/all/title-ix>

## **Discrimination, Sexual Harassment, Americans with Disabilities Act Compliance**

It is the policy of Northeast Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age (employment), sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

# Appendix

**New Club Registration Form** - This google form is needed to register a new club at NICC.

**Sample: Club Constitution/Bi-Laws** – This sample of a club constitution/bi-laws is a reference source for any new club to use when establishing their registered club.

**Club Renewal Form (semester)** – The Club Renewal Form is a form each club must have completed and turned in each semester in order to continue being recognized as a student club.

**Club Summary Sheet (Semester)** - The Club Summary Sheet is a form each club must have completed and turned in each semester in order to continue being recognized as a student club.

**Volunteer Hours Recording Sheet (Semester)** – This tracking sheet must be used by each individual member of the student club, and housed in a binder located in the Student Life Office. Volunteer hours should be tracked, accumulated and verified by the club president and advisor at the end of each semester.

**Supplemental Funding Form** – This form is used to request additional funding outside the available club funding sources.

**Club Fundraiser Approval Form** – Clubs wishing to raise funds must complete the Club Fundraiser Approval Form prior to hosting a club fundraiser.

**Event/Activity Worksheet** – This worksheet is used throughout the process of event planning and will assist clubs in preparation of events or activities held at NICC.

**NICC Event Calendar Form (Student Clubs)** – This google form allows clubs to promote their events on NICC Student Life calendars.

**Room Reservations (Student Clubs)** - This google form is required for clubs wishing to reserve rooms on campus for club use.



# NICC Student Club Application

This google form is needed to register a new club at NICC. If you have questions regarding this application, or in starting a new club, please contact the Student Life Office.

Kara Popp, Director of Student Life, Diversity and Leadership  
Peosta Campus, [poppk@nicc.edu](mailto:poppk@nicc.edu), 563.556.5110 x.2230

Shannon Betzer, Assistant Director of Student Life, Diversity and Leadership  
Calmar Campus, [betzers@nicc.edu](mailto:betzers@nicc.edu), 563.562.3263 x.1237

1. Name:

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2. Student ID Number:

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3. NICC Email:

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4. Phone Number:

---

5. Campus:

*Mark only one oval.*

Calmar Campus

Peosta Campus

NICC Center

6. Name of Club:

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7. Faculty/Staff Advisor:

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8. Mission Statement/Purpose of the club:

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9. List any local, state or national organizations with which you plan to be affiliated with (if any):

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10. Planned or proposed activities for the club:

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11. Eligibility for members:

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12. Proposed officer positions:

(If applicable this could be President, co-chairs etc..)

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13. Method of Electing Officers:

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14. Term of Office:

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15. Replacement of Officers (due to ineligibility):

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16. List of Students with NICC ID Numbers

Must have a minimum of 3 students.

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17. Please add any additional information you wish to add.

(your own constitution, rules and regulations, definition of quorum, or other information not asked on this application.)

Files submitted:

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This content is neither created nor endorsed by Google.



# **Club Constitution/Bi-Laws**

## **SAMPLE OF CONSTITUTION/Bi-LAWS:**

### **ARTICLE I: Name**

The Name of the Organization shall be.....

### **ARTICLE II: Object/Purpose**

The object/purpose of this organization shall be.....

### **ARTICLE III: Members**

Section 1. Members shall be open to any currently enrolled student of NICC. Membership in this organization shall not be denied to any student on the basis of race, color, national origin, sex, age religion, sexual orientation and handicap.

Section 2. If the organization requires fees and dues, state what they are and the date(s) when payable (whether annually, semiannually, etc.)

Section 3. State, if required, attendance at a certain proportion of the meetings, a specified minimum participation in sponsored activities, or cumulative G.P.A. as a requirement for continued membership. State what will occur if members do not fulfill the requirements listed.

### **ARTICLE IV: Officers**

Section 1: The officers of this organization shall be...typical officers are president, vice-president, treasurer and secretary. Explain the duties of these officers.

Section 2: Explain how the officers shall be nominated and when elections will take place.

Section 3: State how the officers will be elected will be elected and when the term shall begin and end.

Section 4: State the procedures for an officer being removed from their position for failing to perform adequately the duties of their office.

Section 5: If a vacancy in an office should occur (explain the method of filling any vacancy and when it will occur).

### **ARTICLE V: Meetings**

Section 1: Regular meetings will be held on what day and week(s) of the month from September to May inclusive unless otherwise ordered by the organization.

Section 2: The regular meeting in December and April shall be known as the semi-annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, completing the required semester summary form required to be a student club, and for any other business that may arise.

Section 3: Special meetings may be called by.....and the number of days notice required.

Section 4: The quorum for all meetings shall consist of.....

### **ARTICLE IX: Amendment of Bylaws**

The Bylaws may be amended at any regular meeting of the organization by (state voting policy), provided that the amendment has been submitted in writing at the previous regular meeting.



**Northeast Iowa Community College  
Office of Student Life, Diversity and Leadership  
Club Semester Registration**

**Club Information****Term:****Date:**

Club Name: \_\_\_\_\_

Regular Meeting Day, Time, and Location: \_\_\_\_\_

Club Webpage (if applicable): \_\_\_\_\_

**Officer Information:****TITLE****NAME****PHONE #****Advisor(s) Names** *(Must be Authorized College Personnel)***Total Number of Members**

5 members required for official club recognition. Please list

five committed students and NICC ID # members:

**NAME****NICC ID #**

I certify that the above information is correct and that I am agreeing to serve as the president/  
advisor of this club for the academic year.

\_\_\_\_\_  
**Student Officer Signature**\_\_\_\_\_  
**Student Club Advisor Signature**

*Fill out this form in its entirety and submit to the Student Life Office. Complete electronically or  
print and fill out. Contact the Student Life Office with any questions.*

**OFFICE of STUDENT LIFE USE ONLY**

Student Life Approval Signature:

Date:

iMPACT Approval Signature:

Date:

SS Dean approval Signature:

Date:



**Northeast Iowa Community College**  
**Office of Student Life, Diversity and Leadership**  
**Club Semester Summary Sheet**



It is the desire of the Student Life Office/iMPACT to support all recognized clubs on campus and to encourage students to be involved in a club. To better serve you please fill out the following summary sheet, return to the Student Life Office and schedule an appointment with the Director/Assistant of Student Life, Diversity and Leadership. Summary sheets are due before the end of each semester.

Date Submitted:

Term:

**Contact Information**

Club Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Contact's Phone Number: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

Regular time of meeting this past semester: \_\_\_\_\_

Number of students involved in Club: \_\_\_\_\_

List any special events:

Description and date of club service activity:

Did you do any fundraisers?    Yes    No    If so what did you do?

How much money was raised? \_\_\_\_\_

Did you receive travel funds? \_\_\_\_\_

What was the best thing about your club this past semester?

What was the most challenging thing about your club this past semester?

How could the Student Life Office/iMPACT assist your club?

Is there an event/conference/competition your club wishes to participate in the future?

\_\_\_\_\_  
Director Student Life Signature

\_\_\_\_\_  
Date Reviewed

*Fill out this form in its entirety and submit to the Student Life Office. Contact Student Life Office with any questions.*



**Northeast Iowa Community College**  
**Office of Student Life, Diversity and Leadership**  
**Club Volunteer Hour Tracking Sheet**



Club Name \_\_\_\_\_

Member Name \_\_\_\_\_ Semester \_\_\_\_\_

Date	Event/Location	Duties/Work Involved	Start Time	End Time	Total	Approved By

**Club Pres. Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Club Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

To be submitted to Office of Student Life by end of each semester.



**Northeast Iowa Community College  
Office of Student Life, Diversity and Leadership  
Supplemental Funding**



Registered student clubs may apply for Supplemental Allocation Funding at any time during the year. Supplemental funding is designed to provide funding for additional activities, conferences and travel that can not be funded with the current club budget. Supplemental Allocation Funding is limited and funds are awarded each year on a first-come, first-served basis.

Club Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Term: \_\_\_\_\_

**Contact Information**

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

<b>Expense</b>	<b>Explanation of Expense (Including dates, # of Students, Description, Location etc.)</b>	<b>Amount Requested</b>
Travel		
Conference Fees		
Special Event		
Total Amount Requested		

<b>Student Participants (Conference/Travel Requests)</b>		
<b>Name(s)</b>	<b>NICC ID #</b>	<b>Cumulative GPA of at least 2.0</b>

\_\_\_\_\_  
**Student Officer Signature**

\_\_\_\_\_  
**Student Club Advisor Signature**

*Fill out this form in its entirety and submit to the Student Life Office. Contact the Student Life Office with any questions.*

<b>OFFICE of STUDENT LIFE USE ONLY</b>	
Student Life Approval Signature: _____	Date: _____
iMPACT Approval Signature: _____	Date: _____





**Northeast Iowa Community College**  
**Office of Student Life, Diversity and Leadership**  
**Club Fundraiser Approval Form**



All student club fundraisers need to be approved BEFORE the fundraiser begins by submitting a completed copy of this form to the Department of Student Life for iMPACT approval. Once the fundraiser is approved a copy of the approved form will be provided to the club. Forms should be submitted at least two weeks before the intended start date of the fundraiser.

Date Submitted: \_\_\_\_\_

**Contact Information**

Club Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Contact' Email: \_\_\_\_\_ Contact's Phone Number: \_\_\_\_\_

**FUNDRAISER INFORMATION**

Fundraiser Title: \_\_\_\_\_  
 Date(s) of Fundraiser: \_\_\_\_\_  
 Location: \_\_\_\_\_

(to reserve a room for an on campus fundraiser, you must make proper arrangements with the Director/ Assistant of Student Life)

Description of Fundraiser (company and description of fundraising items, website if applicable):

Will the fundraiser benefit: (check one)

Your club – What will the funds go toward? \_\_\_\_\_

Charitable Organization – Which Charity? \_\_\_\_\_

Special requirements or restrictions placed by your club related to the sale of the product:

Cost per unit: \_\_\_\_\_

Price you will sell the item for: \_\_\_\_\_

**APPROVAL**

\_\_\_\_\_  
 Director Student Life Signature  
 Conditions of Approval:

\_\_\_\_\_  
 Date Approved

# Event Check List

**Name of Event:**

**Date of Event:**

**Contact Person/Agent:**

Date/Initials

<p><b>Contract</b>          Signed/Returned by Business Office          Sent to agent          Final copy returned by Agent          PO#:          Send check to agent or give to entertainer/speaker          Check Requested/Date to be received:</p>	
<p><b>Lodging</b>          Confirmation #:          Name saved under:</p>	
<p><b>Room Reservation</b>          Location of Event:          Reservation Form filled out and sent to Tara Foster</p>	
<p><b>Sound/Tech/Stage/Rider</b>          Persons Setting up Sound/Room:          Any special requests on contract Rider:</p>	
<p><b>Food</b>          Food for event? Y or N          Cost to students: (free or discount?)          Person Ordering Food:          Date Ordered:</p>	
<p><b>Day of Event</b>          Set up Crew/Time:           Arrival Time of Performer:           Time of Event:          Sound person:           Food Coordinator Day of Event:          Money takers (if needed):           Delivery of Check (if day of event):           Clean up Crew:</p>	

## PUBLICITY

<b>Items to be completed</b>	<b>Date Completed/ Initials</b>
Posters Created by(date): _____	
Posters Printed by(date): _____	
Posters Hung by (date): _____	
Posted on activities calendar	
Windows painted	
Included in Stall Street Journal from _____ to _____	
Facebook Event Posted	
Other Publicity: _____	

### Written Summary of Event

What went well?

What could be improved?

Would this event be something to do again in the future?

Number of Students in Attendance:

Number of Non-Students in Attendance:

Total Cost of Event:

Money collected from Students:

Money collected from Non-students:

Thank you Notes Needed?

Was publicity effective?

# NICC Event Calendar Form

Please input the following information to add a club event to the Student Life Blog Weekly Event's page, NICC's Event Calendar, and NICC's Facebook Page Events. Please fill out each section to completely before submitting.

Any questions regarding the event calendars can be directed to [impactpeosta@nicc.edu](mailto:impactpeosta@nicc.edu) (Peosta Campus) or [impactcalmar@nicc.edu](mailto:impactcalmar@nicc.edu) (Calmar Campus).

\* Required

1. Email address \*

---

2. Club Name \*

---

3. Contact Name \*

---

4. Email \*

---

5. Club Event Name \*

---

6. Event Date \*

---

*Example: January 7, 2019*

7. Event Time (Start) \*

---

*Example: 8:30 AM*

8. Event Time (End)

---

*Example: 8:30 AM*

9. Does this event repeat? \*

*Mark only one oval.*

Yes

No

10. If YES, what are the repeating occurrences?

---

---

---

---

---

11. Event Description \*

---

---

---

---

---

12. Where do you want this event posted? Check All That Apply

*Check all that apply.*

- NICC Facebook Page Events
- NICC Website Calendar of Events
- Student Life Blog (Sent out via email the week of)

Other:  \_\_\_\_\_

13. Please upload an IMAGE for your event (you can also include your group logo or photo if you do not have a specific event image)

Files submitted:

---

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Google Forms

# Room Reservations (Student Clubs)

Please fill out this Room Reservation form in its entirety and in advance. Reservations are approved based on availability. You will receive an email confirmation regarding the status of your reservation within 48 hours of your request. If specific room is not available, and another similar space is available, we will reserve it for your use.

Any questions regarding reservations can be directed to [impactpeosta@nicc.edu](mailto:impactpeosta@nicc.edu) (Peosta Campus) or [impactcalmar@nicc.edu](mailto:impactcalmar@nicc.edu) (Calmar Campus).

\* Required

1. Email address \*

---

2. Club Name \*

---

3. Contact Name \*

---

4. Contact Email \*

---

5. Campus \*

*Mark only one oval.*

Calmar Campus

Peosta Campus

Other (Include campus location in room question)

6. Room Requesting (Include Building and Room Number) \*

---

7. Date \*

---

*Example: January 7, 2019*

8. Time (Start) \*

---

*Example: 8:30 AM*

9. Time (End) \*

---

*Example: 8:30 AM*

10. Please check the following statements to indicate you agree to follow per NICC's policies: \*

*Check all that apply.*

I agree to clean up the area after use, including putting room back to original set-up if anything is moved for event.

I agree to appropriately use technology and shut down technology after use.

I agree I am responsible for notifying NICC of any damages that may occur while room is reserved under my club.

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