



# 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 needed throughout the semester. The Office of Student Life will assist clubs with meeting their objectives, as well as develop large-scale student activities.

**Kara Popp**, Director of Student Life, Diversity and Leadership  
Peosta Campus, 563.556.5110 x.2230

**Shannon Dirks**, Assistant Director of Student Life, Diversity and Leadership  
Calmar Campus, 563.562.3263 x.1187

## 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, [Cougar Activities Team](#), serves as the representative body for the students, while also programming the extracurricular activities available for students; membership for Cougar Activities Team (CAT) is open to all students.

### Cougar Activities Team (CAT) Student

Cougar Activities Team (CAT) 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 CAT 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 students' 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. Some academic clubs may not be a designated CTSO, but a club certified or solely dedicated to students within a field of study.

## **NICC Student Leadership Council**

The mission of the NICC Student Leadership Council is to serve as the unifying hub for all recognized student organizations, promoting inter-club collaboration, advocating collectively for student resources, and cultivating advanced leadership skills among organization presidents to maximize the impact and vitality of the campus co-curricular experience. Student Life will serve as the facilitator for the council.

**Membership:** Each active student club/organization will be required to send one representative (preferably the President or a designated Officer)

**Meeting Frequency:** Meetings will take place twice a semester during the academic year to maintain momentum and coordinate events. (October, December, March and May)

# 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 the Student Club Handbook on the Student Life Webpage

## Step Two:

- Complete the NICC General Student Club Application Form
- An advisor (NICC faculty or staff) and a minimum of 5 enrolled students are required

## Step Three:

- Submit the required application form to the Office of Student Life to review and be invited to a Cougar Activities Team meeting for club approval.

## Step Four:

- Meet with the Cougar Activities Team 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 the Cougar Activities Team.
- Ability to fundraise on campus with Cougar Activities Team approval.
- Club recognition on the website and events posted on the campus activities calendar
- Use of resources available in the Student Life office, including poster board, markers, office supplies, and equipment.
- Invitation for officers to attend yearly team-building opportunities, including the Emerging Leaders Certificate program.

## 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.
- Send activities and meeting schedule to the Student Life via the Campus Activities Calendar Request to be placed on the campus calendar.
- Clubs must seek to uphold the vision and the mission of Northeast Iowa Community: *Northeast Iowa Community College empowers learners and strengthens communities through accessible, high-quality, innovative education and training.*
- Establish and annually update the club constitution/bylaws.

# Responsibilities of the Club's Advisor(s)

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

An advisor should play a major role in the club/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

Registered student clubs will have a club budget of \$250 at the start of Fall and Spring semesters, up to \$500 for the entirety of the academic school year. If additional funds are needed, clubs can request additional funds for approval with the Office of Student Life. Approval of additional funds is not guaranteed and is contingent on the reason for usage of the funds requested and funds available. Clubs are encouraged to fundraise for additional funds to supplement their club budgets.

Returning clubs with a remaining balance will be issued funds totaling \$250 for the Fall and Spring semesters. The funds that were raised by fundraising will not count towards that remaining balance. Student clubs must renew their active status with the Office of Student Life in order to receive additional funds and keep their budget open. Additional funding opportunities may be available through clubs' participation with the NICC student body and NICC events.

## Deposits, Payments, and Transfers

All fundraising/solicitation activities on behalf of NICC students must comply with the College's 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 that 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's 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's 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 before 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 in 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 Cougar Activities Team (CAT) 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 an 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. Email [helpdesk@nicc.edu](mailto:helpdesk@nicc.edu). 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

**Lou Sellner**, Peosta Cafeteria Manager, [sellnerl@nicc.edu](mailto:sellnerl@nicc.edu) - 844.642.2338, ext. 2232

Food for sale, 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 Congress and guidelines for club meetings.

# Recommendations for Club Meetings

Regardless of the style of the meeting, the Club Congress 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 on [my.witcc.edu](http://my.witcc.edu) under the Student Activities 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 through 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.\*](#)

[\*Sample: Club Constitution/Bi-Laws\*](#)

[\*Club Renewal Form \(semester\)\*](#)

[\*Club Summary Sheet \(Semester\)\*](#)

[\*Supplemental Funding Form\*](#)

[\*Club Fundraiser Approval Form\*](#)

[\*NICC Event Calendar Form \(Student Clubs\)\*](#)

[\*Room Reservations \(Student Clubs\)\*](#)

# NICC Student Club Registration

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

\* Indicates required question

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1. Email \*

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2. Name: \*

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3. Student ID Number: \*

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4. NICC Email: \*

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5. Phone Number: \*

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6. Campus: \*

*Mark only one oval.*

Calmar Campus

Peosta Campus

NICC Center

7. Name of Club: \*

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8. Faculty/Staff Advisor: \*

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9. Mission Statement/Purpose of the club: \*

Please write this as you wish to see it published for public information. If approved, we will directly copy this information on our club webpage.

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

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11. Planned or proposed activities for the club:

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12. Eligibility for members: \*

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13. Proposed officer positions: \*

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

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14. Method of Electing Officers:

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15. Term of Office:

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16. Replacement of Officers (due to ineligibility):

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17. List of Students with NICC ID Numbers \*

Must have a minimum of 3 students.

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18. 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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# 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.

# Club Semester Renewal

Northeast Iowa Community College - Office of Student Life, Diversity and Leadership

## Club Semester Renewal Form

Please complete the following information to the fullest extent of your knowledge. Each club must have completed each semester in order to continue being recognized as a student club.

**Required - If Office of Student Life does not receive a renewal by September 15th (Fall) & February 15th (Spring), club information will be removed from active website and will be moved to deactivated status.**

For additional questions or information please contact Office of Student Life [poppk@nicc.edu](mailto:poppk@nicc.edu) or [dirkss@nicc.edu](mailto:dirkss@nicc.edu).

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\* Indicates required question

1. Email \*

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2. Club Name \*

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3. Meeting Dates, Times & Locations \*

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4. Number of active members: \*

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5. Student Officers (Titles & Names) \*

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6. Advisor Name \*

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7. Advisor Email \*

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8. Additional Advisor Name(s) and Email(s)

If multiple advisors are involved.

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9. Do you have a MyCampus Group created for your club? \*

 Dropdown

*Mark only one oval.*

Yes

No

10. If Yes - Please state the name of your group or link of website.

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11. Is there any edits you wish to add to your club's summary? \*

You can see your club's current summary by going to <https://www.nicc.edu/student-life/clubs-and-organizations/>. Please provide complete summary for our team to update the website.

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12. Please check to submit form: \*

*Check all that apply.*

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 term.

13. Electronic Signature: \*

Name of person completing the form.

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# Club Semester Summary Sheet

It is the desire of the Student Life Office 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 Submissions are due before the end of each semester.

\* Indicates required question

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1. Email \*

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2. Club Name \*

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3. Term \*

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4. Contact Person (Club Leader/Officer) \*

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5. Contact's Email \*

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6. Advisor Name \*

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7. Regular time of meeting this past semester \*  
E.g., Third Tuesdays of the Month at 5:00 PM in Room 101.

*Mark only one oval.*

Option 1

8. Number of students involved in Club \*

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9. List any special events: \*

Please include description and date of club service activity:

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10. Did you do any fundraisers? \*

*Mark only one oval.*

Yes

No

11. If so, what did you do? \*

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12. How much money was raised? \*

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13. Did you receive travel funds? \*

*Mark only one oval.*

Yes

No

14. What was the best thing about your club this past semester? \*

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15. What was the most challenging thing about your club this past semester? \*

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16. How could the Student Life Office assist your club? \*

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

*Mark only one oval.*

Option 1

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# Club Supplemental Funding Form

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.

**\* Indicates required question**

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1. Email \*

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2. Club Name: \*

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3. Term: \*

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4. Contact Person: \*

State your name and your status within the club (Advisor, president, etc.)

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5. Expense you are requesting funding for: \*

Check all that apply. You will be asked to break down the funding you need for each expense you are requesting.

*Check all that apply.*

- Travel
- Conference/Conference Fees
- Special Events

6. Explanation of Expense \*

*(Including dates, # of Students, Description, Location etc.)*

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7. Amount Requested \*

*(break-down amount for each request)*

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8. Total Amount Requested:

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9. **Student Participants (Conference/Travel Requests) \***

Include Names, Student ID #, and GPA (Cumulative GPSS of at least 2.0)

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10. I certify that the above information is completed in entirety for the request of club \*  
supplemental funding.

Type your name as your signature.

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# Club Fundraiser Approval Form

All student club fundraisers need to be approved BEFORE the fundraiser begins by submitting this form to the Department of Student Life for 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.

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.

**Approval Process:** All NICC student clubs and NICC based organization requests for fundraising activities must have approval four (4) weeks prior to conducting fundraising and solicitation activities; in accordance with the following guidelines:

1. **Student Life Department Clubs:** Fundraising requests for Student Life clubs require review and approval by the club advisor, the Director of Student Life and the Dean of Student Development. Student Life organizations will complete the fundraising request form. Upon the approval of the request, the Dean of Student Development or his/her designee will confer with the Advancement Office Manager to determine there are no conflicting events or interests. The Advancement Office Manager will then include approved events or solicitations on the college fundraising calendar.
2. **Program Clubs, Group, and Professional Organizations:** Fundraising requests for the aforementioned entities require review and approval by the group advisor, the Department Dean whom has budget oversight, and the Vice President of Learning and Student Success. Program clubs/student groups will complete the fundraising request form. Upon the approval of the request, the Dean of the Program or his/her designee will confer with the Advancement Office Manager to determine there are no conflicting events or interests. The Advancement Office Manager will then include approved events or solicitations on the college fundraising calendar.
3. Requested fundraising events cannot compete with current Auxiliary services. For example, a bake sale offering desserts is permitted but not a walking taco event that offers full meal as this competes with cafeteria services.

Please see [Fundraising and Solicitation Activities](#) policy for further information.

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\* Indicates required question

1. Email \*

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2. Club Name \*

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3. Contact Person \*

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4. Contact's Phone Number \*

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5. Fundraiser Title \*

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6. Dates of Fundraiser \*

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7. Location of Fundraiser \*

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8. Fundraiser Description \*

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9. What will the funds from this Fundraiser be used for? \*

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10. Please list any special requirements or restrictions placed by your club related to the sale of the product:

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11. Cost per unit: \*

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12. Price you are selling for: \*

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13. I acknowledge and adhere to NICC's fundraising policy and expectations. \*

*Mark only one oval.*

Yes

No

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# NICC Campus Activities Calendar Request

Please input the following information to add an event to the Student Life Event's page, NICC's Event Calendar, and any Student Life Events Marketing Pages.

**Please fill out each section to completely before submitting. Incomplete information may delay the posting of your event or deny the posting request.**

Any questions regarding the event calendars can be directed to Kara Popp, poppk@nicc.edu or Shannon Dirks, dirkss@nicc.edu.

*\* Indicates required question*

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1. Name \*

2. Campus \*

Please select the Campus Calendar you wish your event to be posted to.

 Dropdown

*Mark only one oval.*

Calmar

Peosta

Both

Other - Please explain in Additional Comments section below)


3. Are you submitting on behalf of a Club or Organization? \*

*Mark only one oval.*

Yes

No

4. If Yes, Please indicate which on:

 Dropdown

If No, Please skip this question.

*Mark only one oval.*

- CAT - Cougar Activiites Team
- Games, Cards & Billiards Club (Peosta)
- Creative Writing Club (Peosta)
- MAVC - Military and Veterans Club
- NICC Dairy Judging Club (Calmar)
- Dairy Science Club (Calmar)
- SCNAVTA - Student Chapter of the National Association of Veterinary Technicians in America (Calmar)
- BPA - Business Professionals of America
- HOSA - Health Occupations Students of America Future Health Professionals
- PAS - Iowa Professional Agricultural Student Organization

5. Event Name \*

As you wish to see it on the calendar.

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6. Event Start Date \*

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*Example: January 7, 2019*

7. Event End Date \*

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*Example: January 7, 2019*

8. Event Start Time \*

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*Example: 8:30 AM*

9. Event End Time \*

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*Example: 8:30 AM*

10. Event Location \*

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11. Event Description \*

Please write your event description completely as you would like it published to others.

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12. Upload any images/flyers for your event

Please provide an image to be used within the calendar events. This can be related to the event or a club logo. No image will be given a stock image.

If you would like Student Life to also share a post out about your event to the Dashboard, please indicate so in the additional comments section below.

Files submitted:

13. Where do you want this event posted? \*

Check All That Apply

*Check all that apply.*

- Student Life Activities Calendar
- Shared/Posted on Student Life My Campus Groups
- Stall Street Journal (must be submitted 1-2 weeks in advance, depending on publication)
- Posted on Student Life Activities boards around campus (may need printed material)
- Other: \_\_\_\_\_

14. Additional Comments

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15. Acknowledgement \*

*Check all that apply.*

- I acknowledge that the information needed to create this event is completely answered in the above questions, and any missing information can delay or inhibit my event to from being published to the activities calendars.

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# 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 [poppk@nicc.edu](mailto:poppk@nicc.edu) (Peosta Campus) or [dirkss@nicc.edu](mailto:dirkss@nicc.edu) (Calmar Campus).

*\* Indicates required question*

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1. Email \*

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2. Club Name \*

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3. Contact Name \*

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4. Contact Email \*

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5. Campus \*

 Dropdown

*Mark only one oval.*

Calmar Campus

Peosta Campus

Other (Include campus location in room question)

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

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7. Date \*

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*Example: January 7, 2019*

8. Time (Start) \*

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*Example: 8:30 AM*

9. Time (End) \*

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*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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