

MILWAUKEE AREA *Technical College*

STUDENT ORGANIZATION
MANUAL



CONTENTS

WELCOME LETTER FROM MATC PRESIDENT	3	Off-Campus Activities	16
INTRODUCTION	4	PROMOTION AND MARKETING	16
About the Office of Student Life	4	FISCAL MANAGEMENT	16
MATC Mission & Vision Statements.....	5	Club Agency Account	17
Recognized Student Organization Goals	5	Making a Deposit into the Organization Account.....	17
Learning Outcomes for Recognized Student Organization Leaders	5	Requesting Agency Account Disbursements.....	17
Learning Outcomes for Recognized Student Organization Members	5	Fiscal Management.....	17
WHY GET INVOLVED?	6	Expenses.....	17
CLUB DEVELOPMENT	6	Income	18
Who Can Join an Organization?	7	Evaluating Club's Expenditures	18
Recognized Clubs and Organizations Benefits	7	SGA Funding.....	18
CLUB MANAGEMENT	7	CONTRACTS	19
Forming a New Student Organization.....	7	Contracts/Professional Service Agreements.....	19
Student Organization Application Requirements.....	8	Contract Request Policy	19
Renewal Requirements for Existing Student Organizations.....	9	STUDENT TRAVEL	20
Club Officers Requirements and Responsibilities	9	Off-Campus Travel	20
Club Advisors.....	10	Travel Requests.....	20
Selecting an Advisor	10	Utilizing Privately Owned Vehicles for Conferences.....	25
Eligibility to Serve as an Advisor	10	Student Organizations and Club Emergency Protocol.....	25
Revocation of an Organization.....	11	Event Registration Fees	26
Defunct Student Organization.....	11	Hotel Payments.....	26
Feedback, Problems, and Complaints.....	11	Travel Over 50 miles.....	26
CONDUCTING MEETINGS	12	Travel Reimbursements.....	26
How to Run an Effective Meeting	12	Travel Expense Reports	26
Agenda Preparation	13	Unallowable Types of Expenditures	27
Minutes Format	14	FUND MANAGEMENT	27
General Guidelines Regarding Parliamentary Procedure.....	14	BUDGETING GUIDELINES	27
EVENT PLANNING	15	FUNDRAISING	28
Event Planning Checklist	15	Fundraising Rules and Regulations	28
General Guidelines.....	16	Fundraising Hints	28
		Ideas for Fundraising Projects	29



WELCOME LETTER FROM MATC PRESIDENT

Dear Student Organization Members:

MATC is proudly committed to an engaging and empowering student experience — and I want to thank each of you for helping deliver this to our students.

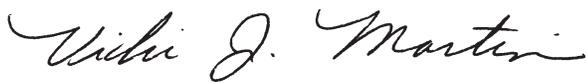
Participating in your organization can help you and other students experience a warm and supportive community, real-world experiences, meaningful friendships, and a fun, culturally sensitive and inclusive campus community.

Joining a student organization also can positively impact learning, and help members stay on track to graduate and connect to a career or transfer to a four-year university. A [research review](#) found that “students are more likely to stay in school when they feel comfortable and connected to other students with similar interests and aspirations.”

You are reaping all these rewards while also growing your leadership capabilities. You are preparing yourself for the next stage of your journey with skills that both employers and four-year universities are seeking.

I know that so many of you are balancing your education with work and family responsibilities, and that makes me even more grateful for your leadership and for devoting time to support the interests and needs of your fellow students. I wish you a successful academic year.

Sincerely,



Vicki J. Martin, Ph.D.
President

INTRODUCTION

The Organization Handbook should be used as a guide to assist Student Government Association (SGA) leaders, club officers, and advisors in the daily management and functions as it pertains to policies and procedures at Milwaukee Area Technical College. The Organization Handbook DOES NOT supersede the [DSGA Board Rules](#), [SGA guidelines](#) and [DSGA Constitution](#).

Please note that this document is a guideline and policies for each campus may differ. Consult with the manager, Student Life for more information.

About the Office of Student Life

The Office of Student Life promotes and coordinates a variety of educational, recreational, social, cultural, and entertainment programs and services. These programs and services enhance interpersonal skills and nurture individual growth. The manager, Student Life (located in the Office of Student Life) assists students in student activities and student group membership.

There is a Student Life office located at each of the four campuses where students can come to get involved in student organizations and learn about various activities. Student Life hosts district-wide and individual campus events. Student Life will address your questions pertaining to parking, UPass, housing, Stormer Pass, health insurance, and other student resources.

If you are interested in learning more and how you can become involved, visit a Student Life Office on any campus or contact the office via email (studentlife@matc.edu) or by phone (414-297-6229).

The current Student Life leadership team includes:

Erich Zeimantz
Director, Student Life
zeimante@matc.edu
414-297-6307

Anne-Marie Bernard
Manager, Student Life
bernarda@matc.edu
414-297-8092

Amanda Brooks
Coordinator, Student Life - Downtown Milwaukee
triceal@matc.edu
414-297-7673

Coordinator, Student Life - Mequon
262-238-2218

Coordinator, Student Life - Oak Creek
414-571-4715

Elizabeth "Liz" Padilla
Coordinator, Student Life - West Allis
padile11@matc.edu
414-456-5304



MATC Mission & Vision Statements

Mission: Education that transforms lives, industry, and community

Vision: The best choice in education, where everyone can succeed

Recognized Student Organization Goals

Recognized student organizations will work to support the mission and vision of Milwaukee Area Technical College and Student Life; as a result, organizations will provide the student population with opportunities to connect, learn, and engage outside of the classroom.

Recognized student organizations will serve as a resource for Milwaukee Area Technical College students to explore and support a wide variety of identities, values, and interests that will provide an opportunity to develop self-awareness and an appreciation of differences across cultures.

Recognized student organizations will provide the Milwaukee Area Technical College student population with a series of diverse, engaging, and thought-provoking programs and events designed to stimulate the campus community through civic, leadership, academics, multicultural, personal, and social offerings.

Recognized student organizations will provide a variety of leadership opportunities for the Milwaukee Area Technical College student population. Students will have the opportunity to learn and to identify and live experiences designed to support the development of effective soft skills including: ethical decision-making, communication skills, problem-solving, conflict resolution, service, time management, and organizational development.

Learning Outcomes for Recognized Student Organization Leaders

Actively engaged student organization leaders will be able to:

- Influence Milwaukee Area Technical College and SGA policies and procedures.
- Make responsible, reflective decisions about and for both themselves and their organization.
- Identify what they are learning in the classroom and how it connects to their co-curricular activities and future life experiences.
- Demonstrate leadership skills including ethical decision-making, communication skills, problem-solving, fiscal responsibility, conflict resolution, service, time management, and organizational development.
- Apply best practices related to organization sustainability and stability.

Learning Outcomes for Recognized Student Organization Members

Students involved will have the opportunity to:

- Develop self-awareness and an appreciation of differences across cultures.
- Develop healthy relationships and work through conflict.
- Recognize opportunities for making responsible, reflective decisions about and for both themselves and their organization.
- Develop the ability to balance both academic and non-academic pursuits and create a holistic collegiate experience.

WHY GET INVOLVED?

You've heard the advice before — get involved, join a club. Involvement is a great way to develop relationships with other students and to create a sense of community for yourself and others.

Participation in student groups provides opportunities for you to get to know a group of classmates as well as staff and faculty members, to pursue a particular interest, to learn more about your area of focus, to celebrate various cultures and/or religions, and to have fun. Involvement affords you opportunities to attend and even plan social and educational programs for your group and the entire student body. Most groups also offer you an opportunity to serve your community.

Some of the greatest benefits of getting involved include:

Networking: The easiest and best way to connect with students who have similar interests is by joining a student organization. It can help you with your career, hobby or anything you are passionate about.

Résumé Builder: Employers and four-year schools are looking for students who stand out amongst the rest. Your involvement and leadership roles will help develop your résumé and turn you into a top candidate.

Development of Soft Skills: Employers are looking for that special hire who exhibits more than just classroom smarts. Clubs provide you with an opportunity to develop the soft skills that employers are desperately seeking. Some of these skills include responsibility, ability to relate to others, self-management, ability to participate as a member of a team, self-confidence, self-reliance, and time-management skills.

Leadership Skills: By serving in different roles of organizations, students take on responsibilities and challenges to lead and make a difference in the campus community. MATC and its student organizations provide students with the knowledge, skills and abilities to be a great leader, on and off campus.

Organization and Management Skills: Many students are not familiar with how an organization works and how to manage. Being a student organization member provides opportunities to learn about fundraising, finances, event promotion and teamwork. The experience helps you in the long run in your future career.

Amazing Opportunities: Organizations' leaders are often called upon to meet with administration to provide a student voice during decision-making.

Friendships and Fun: Make the most of your time at MATC. What are you waiting for? **GET INVOLVED!**

CLUB DEVELOPMENT

Clubs and organizations are one of the many facets of MATC. Each campus permits and provides for the recognition and chartering of student organizations to promote the development of the social, intellectual, recreational, and professional interests of students. These student organizations are subject to the policies and regulations of the college.



Who Can Join an Organization?

Membership in all student organizations is open to all students at MATC. The director of Student Life or designee is empowered to make exceptions to the above rule when the nature of the group is such as to recommend it (for example, the approval for the chartering of all-male and/or all-female groups).

Milwaukee Area Technical College does not discriminate on the basis of race, color, national origin, gender, age, or disability in all educational and vocational programs, services, activities, and employment.

Recognized Clubs and Organizations Benefits

- Reserve college meeting rooms, tables, and other facilities pending approval
- Request funds from DSG for the purpose of funding club activities and travel through matching funds and other opportunities
- Use campus resources (i.e., reprographics, campus newspapers or audio-visual services, etc.)
- Organize fundraisers including raffles
- Access to tax-exempt purchasing
- Inclusion on the MATC engagement platform Campus Labs Engage
- Access to tools on MATC's Campus Labs site with a Club/Organization Page
- Represent MATC at local and national functions
- Use of the [MATC logo](#) in marketing materials, pending approval

CLUB MANAGEMENT

Forming a New Student Organization

Any credit-bearing student with three (3) or more credits may submit a club application to create a club on their respective campus(es). A new organization should not duplicate an existing registered organization in mission or purpose in serving the same set of students. Student Life will work with potential organizations to advise on concerns of duplication.

In order to garner interest in their new club, students may work with the manager, Student Life to hold a special meeting (or multiple if needed) at the college for the purpose of informing interested students about a new proposed student group.

At this initial organizational meeting, the forming group must complete an application to become an official organization (available in electronic format). A copy of the application forms are online on the [Office of Student Life Clubs and Organizations Forms Repository](#) on [Campus Labs Engage](#).

Student Organization Application Requirements

Student groups seeking recognition as bonafide student organizations must fulfill the following conditions.

1. Meet with the manager, Student Life to discuss their intent and the process for recognition.
2. Identify and secure at least one (1) advisor to the organization, who must be an employee of the college and must be employed full time.
 - a. *Note: Additional advisors may be added to the organization but need not be full-time employees nor employed on the campus where the organization is formed.*
3. Reserve a table through the Student Life office utilizing an [“Event Registration Form”](#) for the purpose of recruiting members and if possible, create an informational flyer to promote the organization and recruitment effort. Flyers are to be submitted to the Student Life office for approval and posting.
4. Recruit and secure a minimum of 10 student members who are currently registered MATC students.
 - a. *Note: Student organizations with memberships limited to students enrolled in a specified academic program may petition for certification with fewer than ten (10) members if at least half the eligible students register their intent to join the organization. Additional student members can be added to the organization’s roster without restrictions as to their numbers, provided they are eligible for membership. If a student group’s required membership falls below ten (10) members during the course of the year, the group will be placed on probation for the following semester.*
5. Reserve a meeting room through the Office of Student Life utilizing an [“Event Registration”](#) link on the organization’s Campus Labs Engage page for the purpose of meeting with the organization’s student recruits and advisors. The initial organization meeting should be used to:
 - a. Introduce and acquaint student recruits and advisors to one another;
 - b. inform members of the intended purposes and aims of the organization;
 - c. determine the process and timetable for the election of officers (see: Notations following);
 - d. determine the process and timetable for the development of the organization’s constitution/bylaws; and
 - e. set the date and time for the next organization meeting.
 - f. *Note: Elections must be held at an organization’s general assembly meeting, preferably the meeting following candidate nominations.*
6. Student organizations are encouraged to consider a GPA requirement for Officers of student organizations. A GPA of 2.5 cumulative is considered a standard GPA for all Officers of student organizations. Student organizations should work with their Advisor(s) to discuss implementation of a requirement and how the requirement would be enforced.
7. Draft a constitution/bylaws for the organization (see: [“Provisions and Requirements for Student Organizations Constitution/Bylaws”](#)).
 - a. *Note: It is recommended that the constitution/bylaws draft be presented to organization members for ratification during a regular organization meeting.*
8. For student organizations with affiliations to any local state, regional or national organization, submit copies of the local, state, regional or national organization’s constitution bylaws and/or charter to the Office of Student Life.



9. Complete the [Student Organization Registration Form](#) which requires the following information:
 - a. The complete name of the organization;
 - b. usual time and place of general assembly meetings;
 - c. statement of organization's purpose as stated in the preamble of their constitution;
 - d. the names, student ID numbers, and telephone numbers of the elected officer – a minimum of three (3), to include a president, vice president and secretary, treasurer;
 - e. the names, telephone numbers and office numbers of the advisors; and
 - f. the names and student ID numbers of all student members – ten (10) minimum, including officers.
10. Meet with the manager, Student Life following the completion of the review of the organization's registration form and constitution/bylaws to discuss necessary as well as recommended modifications (if any) to these documents and to discuss details relative to the organization attending a Student Life committee meeting, provided the organization registration form and constitution/bylaws are in order (as determined by the manager, Student Life).
11. Attend a District Student Government Association meeting (at least one organization officer and, barring an academic conflict, with an advisor) by contacting the manager, Student Life. The advisor and/or organization officer will attend to provide the committee with information about the organization, including its purpose and aims and to formally request recognition consideration.
 - a. The decision of the District Student Government Association recognition will be determined at the end of the DSGA meeting and is final. Student organization leaders and advisors will be notified of the committee's decision by the Office of Student Life.
 - b. If the District Student Government Association has unconditionally approved the organization's recognition request, they are entitled to all rights and privileges accorded to student organizations of the college as of that day. The manager, Student Life will reach out to the organization to help with processes on using those privileges and set up a student organization page on Campus Labs Engage. If the DSGA did not approve or conditionally approved the organization's recognition request, the organization will need to meet with the manager, Student Life to discuss what needs to be done to rectify the situation.

Renewal Requirements for Existing Student Organizations

Organizations must renew their status by the end of November every year. This is done by completing the [re-registration process](#) in Campus Labs. When the organization needs to submit their re-registration, a prompt will appear at the top of their Manage Organization page on Campus Labs. This prompt will have a link to the Re-registration Form. Additionally, the manager, Student Life will notify the student organization of the upcoming process.

Club Officers Requirements and Responsibilities

The officers of a student organization must be currently enrolled in a minimum of three (3) credit hours at MATC. Officers are not to be on disciplinary or academic probation and must meet other criteria established by the constitution of the organization. Each student organization is encouraged to have a delegate and/or SGA voting senator attend and participate in each Student Government Association meeting.

All affiliations by student organizations with national, state or other off-campus groups or persons shall be indicated at the initial request. If not provided at the time of initial request, affiliation must be approved by the college prior to affiliation.



Club Advisors

All recognized student organizations are required to have a primary advisor who is a MATC faculty, staff, or administrator. It is encouraged that clubs select a secondary advisor who also must be an MATC faculty, staff or administrator. Advisors provide direction regarding event planning, following policies and procedures, and are there to serve as a resource but are not considered voting members of the organization.

Advisor responsibilities are:

- Attendance at all club meetings and events
- Assist in the facilitation of the election process
- First point of contact for all event planning details (space, food, etc.)
- Chaperoning all off-campus travel for club-sponsored events

Selecting an Advisor

The importance of a club advisor should not be overlooked. Advisors, through their knowledge and expertise, can be invaluable resources for a club. If at any point the relationship between a club and advisor is no longer a mutually productive one, the advisor may resign or the club may ask for the advisor's resignation. If an advisor is asked to resign but chooses not to, then the student organization is required to hold a vote with a 2/3 majority to require resignation.

If the motion passes, the student organization must notify Student Life as soon as possible with meeting minute documentation of the vote.

Eligibility to Serve as an Advisor

All MATC employees who serve as club advisors for student organizations must comply with the following rules:

- Employees must notify and obtain approval from their managers/supervisors of their desire to serve as advisors, as well as the anticipated frequency and duration of time away from work while completing advisor responsibilities. Managers/supervisors have final authority to approve or deny requests to serve as advisors based on the business operational needs of the department.
- In no event while serving as an advisor may an MATC employee neglect their regular work duties, responsibilities, and deadlines in order to perform advisor activities.
- Employees must observe all MATC policies and rules while serving as advisors.
- Employees are prohibited from performing any activities that constitute a conflict of interest with their regular MATC position, duties and responsibilities.

Advisors to student organizations are considered Campus Security Authorities (CSA) under the Clery Act and are required to complete annual training. This training, which can be completed online or in person, will be coordinated by the MATC Clery Compliance Coordinator and will explain the CSA responsibilities. CSAs will be notified of training options in November when the student club or organization submits registration.



Revocation of an Organization

The director of Student Life or designee may revoke for cause any student club. Note that a student organization may have their recognition status revoked due to a Student Code of Conduct finding (see the [Student Code of Conduct](#) for more information). The Student Government Association or individual students may recommend to the director of Student Life that recognition be revoked.

Recognition of a club may be revoked for:

- Evidence of failure to comply with college regulations or procedures governing recognized club or individual students per the Student Code of Conduct
- Evidence that the club is not attempting in a dedicated manner to abide by the objectives and regulations of its club's agreement
- Failure to attend scheduled club meetings hosted by SGA
- Membership is less than five students
- Failure to deposit monies collected at approved activities/events. Funds should be deposited in the club's agency account within five (5) business days

The director of Student Life or designee will review the operations of all student organizations to determine compliance with college procedures for recognizing and maintaining such student organizations.

Defunct Student Organization

The director of Student Life or designee may declare a student club defunct if it has been inactive for two consecutive semesters/terms. The Student Government Association (SGA) may recommend to the director of Student Life or designee that a student club be declared defunct. A defunct student club will lose its privileges and recognition and be reflected in the SGA minutes. Agency Account Funds generated by a defunct student club will be withdrawn and transferred into the District Student Government's account for funding new student organizations upon final approval by the director of Student Life or designee.

A student organization which has been declared defunct may reapply for club ratification following the same application process as a new club.

Feedback, Problems, and Complaints

A student club which disagrees with a Student Government Association decision should first address the issue with the manager, Student Life for possible resolution. Problems not resolved at this level should be referred to the director of Student Life. Complaints about club policies and/or club activities should be addressed with the District Student Government Association. Additionally, students are welcome to submit complaints/concerns online through the [MATC Compliments and Complaints Form](#).

CONDUCTING MEETINGS

Student clubs and organizations are required to conduct monthly meetings each Fall and Spring semester to retain active status within the academic year. All meetings are to be scheduled within thirty (30) days of the beginning of each term by contacting the manager, Student Life to book a meeting space. It is highly recommended that a general meeting schedule be submitted for the entire academic year. Special meetings such as emergency or committee meetings are to be scheduled in advance as required by contacting the manager, Student Life. Meeting rooms will be assigned on a first-come, first-served basis and as availability permits.

Conducting business at a meeting requires a quorum of members and an advisor who must be present for business to be transacted. A quorum is to be defined and written into the club constitution. In the absence of such a provision, the quorum is a majority of the entire membership.

How to Run an Effective Meeting

Meetings are one of the most important areas for determining the success or failure of the club. The following suggestions may help improve club meetings:

- Give each member a meeting schedule and send a notice of an upcoming meeting at least two (2) weeks in advance. Include the date, time, and location of the meeting. The best practice is to send out the previous meeting minutes along with the upcoming agenda in this notice.
- Develop an agenda to be distributed to the membership before, or at the meeting.
- Hold the meetings in the proper physical setting and announce some basic guidelines on how the meeting is conducted. For example, please raise your hand if you wish to be recognized to speak, etc.
- Designate a member to record the minutes of the meeting. Today more groups are digitally recording their meetings to assist with improving meeting technique and operations, improving accuracy, development and archiving of meeting minutes. A notice of the session being recorded is required.
- Start on time, and end on time.
- Give everyone a chance to become acquainted with each other. (In a first meeting or one with new members, find out why new members are interested in the club or the special talents they have to contribute.)
- Conduct one piece of business at a time.
- Invite and facilitate communication. Be sure all members contribute to the discussion.
- Direct questions back to the group. Ask experienced or creative members to respond and seek input from new members. Don't be the focal point of the meeting.
- Keep the conversation focused on the topic and directed to an eventual solution. Summarize the discussion frequently.
- Concentrate on reaching decisions through consensus of the members. However, if the issue involves the expenditure of funds, an official vote among eligible members must occur.
- Delegate responsibilities to the members of the club. Clearly state the scope, nature, and time limits of the task. Be sure expectations are clear.
- Keep your meetings short – generally within 60 minutes. Members are more willing to attend if they know when the meeting will be over. If the meeting is likely to go beyond 60 minutes, be sure to include that in the agenda or meeting announcement so club members can plan their time accordingly.



Agenda Preparation

To eliminate confusion and to ensure maximum productivity in the allotted meeting time, always prepare an agenda. An agenda is a valuable organizing tool and a preparation list for the club's meeting. As an outline, the meeting's agenda contains the topics, issues, or problems to be discussed at the club's meeting. It is recommended to send the agenda out a week prior to the meeting in order to better prepare your members of meeting location, time and topics to be addressed. Having extra hard copies of the agenda at the meeting for all members or unexpected guests is recommended when meeting in person. If meeting virtually, it is recommended to have a copy of the agenda available digitally prior to the meeting for all participants to access. Posting of an agenda is possible through Campus Labs Engage.

The following is a typical agenda outline:

Call to Order: Chairperson calls meeting to order.

Roll Call/Attendance: Roll call can be time consuming but must be done for accountability. Use different methods like: assigning seats, signing in at the front door, or passing around a sheet of paper for members to sign.

Approval of the Minutes of the Last Meeting: Approval can be done quickly by reading the previous minutes sent out before the current meeting. The Chair must ask for any corrections or additions. Changes can be resolved with a friendly amendment; if there are none, the Chair can state, "The minutes stand approved."

Officer Reports: Officers and Chairpersons presenting a report must submit a copy of their report to Recording Officer

- Treasurer
- Secretary (if applicable)
- Parliamentarian (if applicable)
- Vice President
- President Standing Committee Reports: Committee Reports will help the organization stay informed of committee progress, while reminding committee Chairs that they have an important role in the completion of business outside the meeting.

Special/Ad Hoc Committee Reports

Unfinished Business: "Unfinished business" is generally business from another meeting that was not resolved and/or could not be addressed because of incomplete information. All tabled business from another meeting will be included in this part of the meeting.

New Business: Most large organizations require all new business/motions be submitted in writing prior to the formation of the meeting agenda, or 48 hours in advance.

Advisor Reports

Announcements and Kudos: It is always important to make sure all members have the opportunity to share positive information with the rest of the organization and provide praise to those members who deserve recognition for their performance.

Schedule Next Meeting Time/Date

Adjournment

NOTE: If invited guest speakers are present, it is customary to allow them to present before conducting the main order of business.

Minutes Format

Written minutes give the club a record of the business accomplished and provide authorization for action. Have extra hard copies of the minutes at the meeting for all members, or unexpected guests. A template of minutes format can be found in [Campus Labs](#). Student organizations can use this template as a starting point for their minutes.

Minutes should include:

- Name of club
- Date, place, and time of meeting
- Name of presiding officer
- List of those present and absent
- Record of approval or correction, if necessary, of old minutes
- Record summary of Officer Reports
- Record summary of Committee Reports
- Record of the motions passed, including the name of the persons proposing and seconding the motion
- Record of all affirmative and negative notes that involve counting (ballots, roll call, and division of house)
- Record of how each member voted if roll call vote is taken
- Record of the time of adjournment
- Signature of the person preparing the minutes

NOTE: All meeting minutes are to be retained by the club. An electronic copy of the minutes must be submitted via email to SGA and the director of Student Life or designee no later than five (5) days after the completion of the meeting. Minutes are required to be attached for all fiscal requests.

General Guidelines Regarding Parliamentary Procedure

Parliamentary procedure is a method of organizing meetings. The primary authority on parliamentary procedure is “Robert’s Rules of Order—Newly Revised.” Many books have been written discussing parliamentary procedure and its various rules and policies; however, if club members feel uncomfortable using it then the chair should consider other meeting rules. The most important thing to remember about using parliamentary procedure is it should help, not hinder, how club meetings run. If the club chooses to use parliamentary procedures, invite a presenter to come to a meeting to teach the club’s members basic rules of order. Don’t rely on members to “learn as they go.”

EVENT PLANNING

Event planning takes time and effort. There are many steps to planning a successful event. Please consult the planning tips and timeline below for more detailed information.

Event Timeline	
<p>8-9 Weeks Before the Event</p>	<p>Brainstorm Ideas Do you want your event to be education, spread awareness, focus on professionalism, be cultural?</p> <p>Supporting Minutes Have your meeting minutes to support the event. Include the date of the meeting, list of members at the meeting, event, motion to support the event, function, travel (who made the motion, seconded, passed/failed). Give meeting minutes to Manager of Student Life to be posted on the Organization's Campus Labs page. Meet with and submit event-related forms and contracts to Manager.</p>
<p>7 Weeks Before the Event</p>	<p>Facility Request Submit a completed facility request with a diagram to the Manager of Student Life. Make sure to include any audio/visual needs for your event!</p>
<p>5-6 Weeks Before the Event</p>	<p>Planning for the Event Assign tasks to organization members, create a marketing plan, make an outline or planning timeline for your event, create a detailed budget, and order any necessary supplies.</p>
<p>3-4 Weeks Before the Event</p>	<p>Promotion and Confirmations Submit flyer for approval to Manager of Student Life, promote your event on social media, follow up with Manager of Student Life regarding contracts and purchase orders.</p>
<p>2 Weeks Before the Event</p>	<p>Volunteers Confirm all volunteers for the day of the event (who is setting up, tearing down, serving food, handing out promotional materials, etc.).</p>
<p>Week of the Event & During the Event</p>	<p>Week of Event Confirm purchase orders, food orders, and volunteers (again!)</p> <p>Day of Event Take pictures! These can be used to promote events in the future and help in recruiting for your student organization.</p>
<p>Week After the Event</p>	<p>Reflect on the Event Write down ideas and suggestions for future events, evaluate and assess student learning outcomes.</p>

General Guidelines:

All steps and timelines must be adhered to for funding and facility requests. The organization's event may be canceled if policy or timelines are not followed.

Students are not permitted to have access to uncommon spaces unless an advisor is present to supervise.

No student activities are permitted during the period of final examinations or over the interim periods.

Off-Campus Activities

The director of Student Life or designee must approve ALL off-campus events. A chaperone is required to be present at all off-campus events. All rules and regulations of the college, SGA Guidelines, MATC Constitution, MATC Academic & Student Policy Manual, and MATC Board Rules shall apply to all off-campus events. Appropriate travel forms must be completed and submitted no less than 45 days from the event when traveling beyond the greater Milwaukee area. For more information, see the Student Travel section in this document.

PROMOTION & MARKETING

A good promotional campaign is essential to the success of your event. The right promotional campaign depends on the type of event. Below are some of the methods which are available to you for advertising on campus.

Campus Labs Engage is available to all members of the MATC community. By logging on with your MATC username and password, you can advertise events in Campus Labs for the college to view.

Informational Table/Display Reserve a table on campus to promote your event, hand out flyers, show a display or teaser video to attract participants. This must be approved by the manager, Student Life.

Teaser Campaign This typically begins several weeks prior to the event and is meant to create curiosity. For example, you may leak one key word a week until the entire event title is complete. Use flyers, posters, ads, etc., to begin the campaign.

On-Campus Resources Campus marquee, LCD screens, flyers, posters, and list-servs – all of these items must be approved by the manager, Student Life. It is best to meet with the manager or send your request via email. All flyers must be approved by the manager, Student Life for on-campus postings. There are bulletin boards designated for student events on campus.

Social Media MATC has official Twitter, Facebook, Instagram, and other social media accounts that are available to advertise events with approval from Marketing. For social media guidelines, see the manager, Student Life.

FISCAL MANAGEMENT

Having created a general activity plan, there may be a speaker(s) you are interested in having come to your campus. The process involved to facilitate this is via the MATC Procurement and Legal departments. All expenditures are subject to MATC procurement policies and procedures. For questions or clarification on fiscal management, student leaders and advisors should contact the manager, Student Life.

Club Agency Account

An organization is required to complete an Agency Account Request Form to document the individuals who have access to the information regarding the account and who can approve any check requests. The individuals listed on the form are the only individuals who will have access to information about the account through the Business Office. In addition, the Business Office can only allow the individuals listed on this form to make transactions from this account. It is the responsibility of the club treasurer to manage and reconcile the funds going in and out of these accounts.

Making a Deposit into the Organization Account

- Know your agency account number (Manager, Student Life will provide it if unknown)
- Visit the college's Cashier Office to deposit club funds within three (3) business days after an event
- Obtain a receipt for the club's records
- Submit a copy of the receipt to the Office of Student Life

Requesting Agency Account Disbursements

- Complete a Purchase Requisition Form with required signatures (club officer, club advisor and campus executive director)
- Submit purchase requisition form including quote to the manager, Student Life
- REIMBURSEMENTS: Complete the [Expense Reimbursement Form](#) with required signatures in order to be reimbursed
- Original receipts are required for reimbursements
- Reimbursements may only be distributed to principal members
- Reimbursements must be requested NO LATER than 30 days after the event date or receipt date, whichever is later. Exceptions can be made for unique situations in which student organizations' leadership is unable to fulfill the 30-day requirement.

Fiscal Management

Fiscal management is an important aspect of a successful club. It is important for you to monitor the progress of your expenditures throughout the year. Often, one program or event may cost more or less than what was originally expected. As a leader, it will be your responsibility to make periodic adjustments to ensure that your club does not go over planned expenditures.

TIP: Think about what kinds of programs, events, and activities the club would like to sponsor during the upcoming year. Once programs have been determined, conduct research. Determine how much each program or activity will cost. This will aid in planning the club's budget.

Below are some examples of expense and income categories/line items encountered by student clubs:

Expenses

- Travel and transportation (coach/school bus costs, registration fees for conferences)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)



- Printing and marketing (all printing, including photocopying)
- Refreshments and hospitality (food and lodging)
- Entertainment fee (any contracts for outside speakers or entertainment)
- Office expenses (tape, markers, poster board)
- Postage
- Miscellaneous (used for unusual expenses; use this line item carefully)
- Recruiting (new member night, recruitment events)

Income

- Fundraisers/sales
- Requested funding from SGA

Evaluating Club's Expenditures

The club will spend money on a variety of different things over the course of the year. It will be important to remember what worked and what did not work. In preparing for a new year's budget, review the actual figures from the previous year. How much the club spent last year is usually a good starting point for the upcoming year.

SGA Funding

Funds from SGA CAN be used to purchase the following items:

- Travel and transportation (coach/school bus costs or registration fees for conferences)
- Awards (trophies, plaques, other forms of recognition)
- Dues, fees, and subscriptions (any national dues a local chapter might pay)
- Printing and publicity (all printing including photocopying)
- Entertainment fees (any contracts for outside speakers or entertainment)
- Office expenses (tape, markers, poster board)
- Food for student events is permissible

Funds may NOT be used for charitable, sectarian, religious, or political activities.

Funds from SGA CANNOT be used for the following items:

- Personal apparel/items;
- Food for meetings;
- Purchasing fundraising items.

NOTES: EXTERNAL BANK ACCOUNTS ARE PROHIBITED FOR CLUBS/ORGANIZATIONS. ACCORDING TO THE RULES OF THE BOARD OF TRUSTEES, ALL FUNDS BELONG TO THE MILWAUKEE AREA TECHNICAL COLLEGE.

- All approved expenditures and disbursements may take a minimum of ten (10) business days.
- These funds can be used to make purchases for purposes based upon the rules set by the Board of Trustees for Milwaukee Area Technical College.



- The club should maintain accurate records on how the Agency Account is utilized. Any discrepancies must be reconciled with the college's Business Office with proper documentation.
- If a withdrawal is denied, the club president shall consult with the Student Government.
- If the Student Government considers the denial invalid, the matter shall be adjudicated by the college president or the president's designee.

CONTRACTS

Contracts/Professional Service Agreements

Many programs, events, and activities involve initiating an agreement with an external party to provide services or entertainment. Consultants or independent contractors (e.g., a DJ, events speaker, etc.), require a fully executed Professional Services Agreement. A Professional Services Agreement is entered into with an individual or company for professional services that require a high degree of professional skill involving, but not limited to, speakers, live performers, and DJs. Professional services require an Independent Contractor form and process to be completed via Procurement. See your manager, Student Life for assistance with this process.

Milwaukee Area Technical College requires formal agreements be reached in the form of a contract. Contracts are required to initiate payment of an artist or any company providing a service. Contracts establish a formal communication of expectations, which must be met by both the artist/company and the student club (purchaser). Contracts attempt to protect student clubs and the college from liability while establishing expectations for event execution.

For all purchases that do not require formal bidding but require a contract/agreement over \$25,000, please follow the board report submission process previously mentioned. Upon the board's approval, complete the Contract Request Form and submit it to the college Business Office for further processing.

Contract Request Policy

- Complete the Request for Contract/Request for Work by Independent Contractor Form
- Attach completed SGA Event Form
- Include quote or invoice with event form
- Allow sixty (60) business days to process contracts

MATC Offers Net 60 Payment Terms

In order to maintain compliance with the State Prompt Payment Act, Milwaukee Area Technical College (MATC) will pay all invoices within sixty (60) days from the final invoice receipt date (Net 60). Therefore, all invoices are required to be dated stamped upon receipt using an official college or district stamp. MATC payment terms are Net 60 unless vendor terms provide a trade discount for quick payment (e.g., 2% in 10 days).



STUDENT TRAVEL

Additional forms and documents needed for any of the student travel processes below can be found in [Campus Labs](#) under “Student Organization Resources.” If you are unable to find a form, please contact the Office of Student Life.

Off-Campus Travel

MATC encourages all students to enhance their educational experiences by attending various attractions or events. Students can gain exposure to new ideas, theories, and practices that go beyond the walls of the college. These trips also serve as great means to strengthen your club by providing meaningful experiences and incentives for the organization’s membership.

All student organizations traveling off campus must adhere to all published policies regarding student travel. All students participating in the travel must be currently enrolled.

An organization that wants to engage in off-campus travel must have:

- List of all students attending the trip
- Student & Agency Reimbursement Expense Form for all students traveling
- Permission/Release Form; students under the age of 18 must have the signature of their parent or guardian

Trips include but are not limited to:

- Attending lectures at other colleges/universities
- Transfer visits
- Conferences/summits
- Community service events
- Off-campus social events

Travel Requests

Requests for travel must follow one of two processes based on if the student organization intends to use Student Activities fees or intends to only use their student organization accounts.

When Student Fee Funds Are Not Utilized (Club Account Funds Use Only)

Student organizations intending to travel and/or participate in an event requiring a registration fee (i.e., conference/seminar) must comply with the travel student fee funding request procedures herein contained.

1. Student organization representatives are to schedule an initial meeting with the manager, Student Life at least one month prior to the scheduled travel and/or conference starting date.
2. The initial meeting between the manager, Student Life and the student organization representatives is intended to:
 - a. Permit student organization representatives an opportunity to provide details relative to travel/conference participation (dates, location, purpose, etc.), and to ask questions about the travel procedure. Also, to determine a date and time for a second meeting with the manager, Student Life at least two weeks prior to the scheduled travel and/or conference starting date; and



5. All [Request for Payments](#) associated with the student organization's travel/conference travel expenses and generated by the student organization along with supporting documents for each (see #4 a-d) are to be submitted to the manager, Student Life as soon as they are completed for verification before forwarding to the college Business Office.
6. Following the completion of the student organization's travel/conference participation, the organization must submit a [Travel Reimbursement Form](#) itemizing all actual expenses associated with the travel/conference participation plus receipts for each expenditure.
 - a. When actual expenses are less than prepaid items and advances (e.g., college checks), the student organization must reconcile the overpayment. Example: If the projected total travel/conference participation expense was \$2,000 but the actual total expenditure was only \$1,600, the student organization would have to reimburse its college account \$400. When actual expense is more than prepaid items and advances, the organization must determine how they wish to address the shortfall. If the shortfall will be met by the personal contribution of the advisor, member or members of the organization, the student organization must determine whether or not to reimburse the individual(s) involved and then how to do it (e.g., generate a check from their campus account). The student organizational minutes must reflect how reimbursement is to be allocated.

When Student Fee Funds Are Utilized

Student organizations intending to travel and/or participate in an event requiring a registration fee (i.e., conference/seminar) and will be seeking student fee funds to help support this travel/participation must comply with the travel/student fee funding request procedures herein contained.

1. Student organization representatives are to schedule an initial meeting with the manager, Student Life at least one month prior to the scheduled travel and/or conference starting date and at least two weeks prior to the date of the District Student Government meeting the organization intends to appear before for the purpose of requesting student fee funding.
2. The initial meeting between the manager, Student Life and the student organization representatives is intended to:
 - a. Permit student organization representatives an opportunity to provide details relative to travel/conference participation (dates, location, purpose, etc.), to ask questions about the travel procedure and student fee funding request process. Also, to determine a date and time for a second meeting with the manager, Student Life at least one week prior to the date of the District Student Government meeting they intend to appear before to request student fee funding; and
 - b. Provide the manager, Student Life an opportunity to review the travel procedure and student fee funding request process as well as what is needed to fulfill their provisions, to distribute and review the required travel/student fee funding request documents and to respond to any organization questions.
3. As for the second meeting between the manager, Student Life and the student organization representatives, the student representatives must submit the following completed documents and supporting materials. They are as follows:
 - a. A [Student Fee Funding Application](#)
 - b. (If applicable) documentation of any additional sources of funding not reflected in their college account to include the title of the funding source (e.g., MATC Foundation), the amount approved and the condition governing the disbursement of the funds;
 - c. Backup documentation (e.g., conference/seminar promotion or registration material) providing details (program description/purpose, dates, times, location, registration and housing costs, etc.) relative to the event for which funds are being requested;



- d. A copy of the minutes for student organization meeting during which the event participation and funding request were discussed that includes the meeting date, members present, a synopsis of the discussion and voting results;
 - e. An [Event Registration Form](#) detailing the event for which student fee funding is being requested, signed by the student organization's designee and their advisor; and
 - f. A [Prior Approval for Travel](#) form that includes an attached list of student participants with student ID numbers. The manager, Student Life will review the before-mentioned documents and supporting materials to ensure that they are complete and in compliance with all requirements. If any of the documents or supporting materials are incomplete or in non-compliance and the issue(s) cannot be resolved during the current meeting, a follow-up meeting must be scheduled within 48 hours of the second meeting and at least 48 hours prior to the District Student Government meeting the organization intends to appear before to request student fee funding.
 4. The student organization must be represented at the District Student Government meeting they intend to have the request for student fee funding considered. At least one student member of the organization, familiar with the groups planned travel/conference participation, is to be present. The student organization representative(s) will be introduced to the committee by the manager, Student Life who will make brief remarks relative to the student organization's status and activity. The student organization representative(s) should be prepared to discuss the planned travel/conference participation providing details that describe what it is, what it is designed to do or its purpose, and what the student participants can gain by attending and participating in it. They should also be prepared to answer questions from the committee. (Total time: 5 minutes minimum/10 minutes maximum).
 - a. *Note: While student organization student fee funding requests are traditionally considered at the beginning of each District Student Government meeting, the number of funding requests may result in an individual organization's request being later on the agenda. Although rare, a 30 to 40-minute delay could occur.*
 5. The manager, Student Life will contact the student organization's president and/or the advisor within 24 hours to apprise them of the District Student Government's decision relative to the organization's student fee funding request. The District Student Government can approve, approve with conditions or deny the funding request.
 - a. If the request is denied, the Student Life Office will notify the organization in writing within 48 hours of the decision detailing the reasons for the denial. The organization may appeal the committee's decision to the director of Student Life provided it is in writing and it is submitted within 48 hours of their notification of denial. The decision of the director of Student Life is final.
 - b. If the request is approved with conditions, the manager, Student Life will schedule a meeting with organization representatives to discuss what the organization needs to do to satisfy the committee's recommended conditions.
 - c. If the request is approved, the authorized student fee funds can be released for payment of legitimate expenses associated with the student organization travel and/or conference participation provided appropriate payment request procedures are followed including the utilization of a [Request for Payment](#) form for each expenditure (see #7 & #8 for details).
 6. After consulting with the student organization advisor(s), the manager, Student Life will determine to which student organization travel/conference participation expenses the authorized student fee funds will be applied. These funds can only be used for registration fees, travel and housing costs, and can only be paid to recognized and approved vendors (Wisconsin Nurses Association, airlines, hotels, etc.) provided the appropriate payment request procedures are followed.



- a. *Note: Every effort will be made to use student fee funds to pay legitimate travel/conference participation expenses in total. Remaining funds, if insufficient to cover any remaining individual expense, will be used in combination with the student organization's funds to satisfy a remaining expense.*
 - i. Example: If an organization has been approved for \$1,000 in student fee funds and they have a registration fee of \$250, travel expense of \$800 and housing expenses of \$400, the Office of Student Life will use the authorized student fee funds to pay the total registration fee and housing expense and apply the balance of \$350 to the travel expense or pay the total travel expense and apply the balance of \$200 to either of the two remaining expenses.
7. The manager, Student Life is responsible for generating each [Request for Payment](#) applicable for legitimate organization travel and/or conference participation expenses when they are to be paid in full by the student organization from their college account.
8. The student organization is responsible for generating each [Request for Payment](#) applicable for legitimate organization travel and/or conference participation expenses when they are to be paid in full by the student organization from the college account. Each [Request for Payment](#) form must include, among other information (see sample form), the student organization's college account number and amount requested, and signature of the student officer (originator) and advisor (supervisor). The supporting documents that must be attached to each [Request for Payment](#) are:
 - a. Backup documentation relative to the travel and/or conference as detailed in 3.d (above);
 - b. A billing statement, receipt or cost sheet from each individual vendor itemizing the various charges/costs for their services;
 - i. *Note: Most vendors who do not provide billing statements or receipts prior to the use of services, list their rates on the internet (e.g., Greyhound, shuttle services) and a printout of these rates can be used in lieu of formal billing statement or receipt.*
 - c. The minutes of the student organization meeting at which the organization discussed and approved both the travel/conference participation as well as seeking student fee funding support; and
 - d. A copy of the [Prior Approval for Travel](#) form relative to the travel and/or conference along with the list of student participants and their ID numbers.
9. All [Requests for Payments](#) associated with the student organization's travel/conference travel expense and generated by the student organization along with supporting documents for each (see #8 a-d) are to be submitted to the manager, Student Life as soon as they are completed for verification before forwarding to the college Business Office. Checks requested by student organizations (those involving student organization funds only) will be sent directly to the vendor/payee.
10. Following the completion of the student organization's travel/conference participation, the organization must submit a [Travel Reimbursement Form](#) itemizing all actual expenses associated with the travel/conference participation plus receipts for each expenditure.
 - a. When actual expenses are less than prepaid items and advances (e.g., college checks), the student organization must reconcile the overpayment. If student fee funds are involved, the organization must reimburse student fee up to 50% of the total overpayment.
 - i. Example: If the projected total travel/conference participation expense was \$2,000 and student fee funding accounted for 50% of that total or \$1,000 but the actual total expenditure was only \$1,600, the student fee fund account and the student organization's campus account would each be entitled to a \$200 reimbursement.



- b. When actual expense is more than prepaid items and advances, the organization must determine how they wish to address the shortfall. If the shortfall will be met by the personal contribution of the advisor, member or members of the organization, the student organization must determine whether or not to reimburse the individual(s) involved and then how to do it (e.g., generate a check from their campus account). The student organizational minutes must reflect how reimbursement is to be allocated.
- c. Adjustments to travel will be reviewed by the manager, Student Life. If fewer numbers of students travel than were allocated for, adjustments will need to be made for the expenses that were paid using student fee funds.

Utilizing Privately Owned Vehicles for Conferences

Students traveling to attend conferences in or out of state will not be approved to travel utilizing their own private vehicle.

The college is exposed to a higher level of risk for the following reasons:

1. Unknown awareness of the driver's driving history
2. Unknown awareness of the condition of the vehicle in use
3. No knowledge whether driver has the proper insurance

MATC needs to ensure that when students are traveling they are provided the best and safest condition of travel possible.

It is recommended that advisors take the opportunity to enroll in a defensive driving class as soon as possible, since this requirement is part of the approval process to operate a vehicle.

The Office of Student Life will do everything possible to help the student organizations safely travel to and from the approved conference. For any questions, please contact the manager, Student Life or the director of Student Life.

Student Organizations and Club Emergency Protocol

Implementation of emergency protocol for student organizations traveling to conferences and meeting off MATC property is below.

Advisors must call in prior to departure:

- For all conferences/meetings off campus, the exact names of all of those traveling
- On the day of the trip there may be a few changes after the [Prior Approval for Travel](#) is completed and approved
- The number to call is 414-297-7930

In the event of an accident and/or emergency:

- The advisor would first obtain immediate medical attention to address the situation
- Contact the Office of Student Life 414-297-6870 (Downtown); 262-238-2218 (Mequon); 414-571-4715 (Oak Creek); or 414-456-5304 (West Allis) immediately for further guidance
- MATC accident report will require to be completed upon return to campus
- For urgent matters (possible Code of Conduct violations) contact the Office of Student Life at 414-297-6870 for guidance

Event Registration Fees

Applicants must submit documents to initiate a purchase order (PO) for the conference registration fee at least 30 days prior to the early registration deadline and request an immediate pay of purchase order.

Hotel Payments

Applicants must submit documents to initiate a purchase order at least 30 days prior to scheduled arrival at the hotel and request an immediate pay of purchase order to ensure that the check is ready prior to leaving for the conference.

Travel Over 50 Miles

All out-of-district and/or overnight travel of more than 50 miles outside the City of Milwaukee by students requires an administrative and/or faculty advisor chaperone. No out-of-state travel will be approved unless administrative chaperones accompany students. Lowest available commercial air fare, rail, or other modes of public transportation shall be used. Students must occupy reasonably priced rooms at current rates and purchase moderately priced meals. Reimbursements will only be made for authorized expenditures accompanied by itemized receipts.

Please submit the following:

- Traveler(s) name as it appears on the driver's license or state ID
- Date of birth for each traveler
- Details about the hotel and flight or Amtrak

Travel Reimbursements

To receive payment:

- Requests for reimbursement must be submitted to the college Business Office no later than 15 days from the last day of travel.
- Original itemized receipts are required for all reimbursements.
- Properly executed requests for reimbursement must be submitted immediately to the college Business Office.
- Please be responsive when contacted by Business Office for additional information.

Travel Expense Reports

- All organizations must submit the [Travel Expense Report](#) for reimbursement. The Travel Expense Report must be submitted to the Office of Student Life within fifteen (15) days of the last day of travel.
- Please note: If submitted after fifteen (15) days from completion of travel, the student will forfeit reimbursement.
- In addition, applicants require the organization president and the treasurer's pre-approval of all expenditures before submitting to the organization advisor and/or director for approval.



- All original detailed itemized receipts must be organized by day for the expenses being claimed regardless of value.
- Please note: The Milwaukee Area Technical College does not pay taxes on goods and services such as office supplies, catering/restaurant, and services (e.g., Office Max, Staples, Walgreens, Jewels, Giordano's, Bacci's).

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED TO THE OFFICE OF STUDENT LIFE BEFORE IT CAN BE PROCESSED.

Unallowable Types of Expenditures

Below is a listing of expenditures that are not considered appropriate when traveling; this listing is not intended to be an exhaustive listing of all unallowable expenditures. If in doubt about a potential expenditure, the student should consult the manager, Student Life.

- Local Meals (within the 50-mile Milwaukee metropolitan area), except where contractually obligated per bargaining agreement or when an Officer of the District (OD) conducts an important business meeting with a current or potential business partner, as long as request for reimbursement is properly documented.
- Gifts/Flowers/Gift Cards
- Alcoholic Beverages/Tobacco Products/Controlled Substances
- Personal Items (including personal hygiene items, magazines, movie rentals, etc.)
- Sponsorships/Donations

FUND MANAGEMENT

Keep in mind...

- The funds provided by DSGA are generated by the student body and should be expensed on the student body.
- Do the requested funds serve the interest of the college?
- Are they completely pertinent to the organization's mission statement and purpose?
- Will the program/event be readily available to all students at the college?

BUDGETING GUIDELINES

By law, Student Government expenditures may not exceed the Student Activities fund appropriations adopted by the Board of Trustees in the annual Milwaukee Area Technical College budget. Therefore, each college's Student Government shall develop and approve a Student Activities budget within thirty (30) days after the beginning of the Fall Semester.

The Student Government may allocate no more than ten percent (10%) of the monies allocated for student activities for its own activities and expenses. Provisions for the Student Government Finance Committee or other budget/finance committees shall be detailed in the Student Government Constitution and/or Bylaws.



Each Student Government budget shall indicate appropriations in the form of specific line items and shall be developed with consideration given to the total allocation and alternative plans for its use. The Student Government budget shall be submitted to the college president and the president's designee(s) for approval. The president or designee(s) shall notify the Student Government president of budget approval or disapproval within 48 hours.

SGA is responsible for providing monthly budgets to the director of Student Life, all transactions must be recorded on the SGA Budget Template.

Funds should be spent down at the following rate:

- 25% by October
- 50% by December
- 75% by February
- 100% by April

FUNDRAISING

Fundraising Rules and Regulations

- Organization must be registered with SGA/Activities office before sales can be registered.
- Complete any forms related to fundraising with manager, Student Life at least ten (10) days prior to the fundraiser.
- Only packaged foods can be sold for fundraising purposes unless ServSafe certificate is provided to the director of Student Life or designee.
- An organization cannot apply for SGA funds to sponsor a fundraiser or income generating activity.
- All proceeds from the fundraiser must be deposited into Business Services within 24 hours of the fundraiser. Keep a receipt of the deposit for your own records.
- Participating in games for money or other personal property or the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of raffle tickets in or on college property is prohibited without special approval that conforms with the college's raffle license. Please contact the manager, Student Life for your campus to pursue these items.
- Violations of the rules, regulations, procedures, and MATC policies while conducting the fundraiser may result in the loss of such privileges or other measures deemed appropriate.
- It shall be the responsibility of the organization to monitor, clean up, and remove all materials at the site of the fundraiser when concluded.

Fundraising Hints

- Choose a project the targeted public will want and enjoy. Look at the tastes and spending habits of the club's targeted audience. When will people have money to spend? What types of things will they want to buy?
- Set fundraising goals that are achievable. Develop a realistic budget and think of all costs involved. What fundraiser will provide the most profit per item?



- Carefully consider timing and location. Avoid conflicts and competition. Check all policies and regulations.
- Develop a plan for the project, a calendar with deadlines, and a checklist of things that have to be done.
- Make sure club members and workers know what the club is raising funds for and how the money will be used.

Ideas for Fundraising Projects

Below are a few thoughts that may spark some ideas for fundraising:

- Popcorn/Baked Goods (must be store bought and sealed or ServSafe certificate)
- Plants
- Buttons and promotional items
- Hand-crafted items
- Car wash
- Aluminum can recycling
- Valentine's Day candy delivery, "Care" packages
- Printed T-shirts, hats, etc.



MILWAUKEE AREA *Technical College*
Transforming Lives, Industry & Community

DOWNTOWN MILWAUKEE | MEQUON | OAK CREEK | WEST ALLIS | MATC.EDU | 414-297-MATC | WISCONSIN RELAY SYSTEM 711

MATC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans With Disabilities Act. MATC is accredited by the Higher Learning Commission, Commission on Institutions of Higher Education, the national standard in accrediting colleges and schools for distinction in academics and student services.

