

## PRESIDENT'S GUIDELINES FOR OPERATING STUDENT ORGANIZATIONS

Southeast Arkansas College encourages the development and sponsorship of student clubs, organizations, honor societies, and other groups. Students learn valuable community service, interpersonal, and leadership skills through participation. All campus organizations must be approved by the Dean of Students. The following guidelines reflect important criteria for the nurturing of responsible student groups.

1. Only sanctioned college sponsored individuals or groups may promote, solicit, or otherwise engage in activities that are reserved for approved organizations. To establish a new student organization, please submit the [Student Organization Request form](#).
2. Each organization must have an advisor who is a full-time employee of the College.
3. Advisors must provide a list of members to the Dean of Students at the end of every Fall and Spring semester.
4. Solicitation on the campus of Southeast Arkansas College for any cause must have the approval of the Dean of Students including the posting of any promotional material.
5. Any activities resulting in the collection of money (i.e. fundraising) must be approved by the Dean of Students at least one month prior to the event.
6. Organizations are allowed to fundraise. The organization sponsor needs to set up a checking account if fundraising is planned. If the SEARK organization is a chapter of a national organization, the sponsor must check with the national organization to get their tax id prior to setting up a checking account. All monies collected by student organizations must be deposited into the organization's checking account. An annual financial report for the fiscal year, July 1 through June 30, will be submitted to the Business Office upon request to be audited.
7. Travel to appropriate conventions is encouraged. College funds, however, cannot be used to reimburse travel expenses for students. Each club or chapter must provide funds for travel.
8. College sponsors of student organizations may be reimbursed for travel expenses according to the state's travel policy.
9. Solicitations for money outside the College campus should never be made without direct approval from the President. Faculty or staff sponsors should be very cognizant of the steps needed to gain approval for annual events that would result in solicitation activities.
10. It should be understood that any solicitation where it is implied or directly communicated that the person is a student at Southeast Arkansas College constitutes solicitation in the name of the College.

\* I have read and agree to abide by the President's Guidelines for operating a Student Organization.

Student Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_