



# Registered Student Organizations (RSO) Handbook 2022-2023

This handbook serves as a guide for students, staff, and faculty who are involved in clubs, student organizations, and student programs, as well as for students who would like to start a new club on campus. The information provided in this handbook serves as a reference and will help students, staff, and faculty successfully navigate the policies and procedures for registered student organizations at Klamath Community College.

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## Student Life and ASKCC

The Office of Student Life, which includes the ASKCC conference area, is in the north hallway of Building 4. Student Life Assistants and ASKCC officers are here to assist with your club and program needs.

Club members are welcome to use the computers, printer/copier and general office supplies within the ASKCC office. We ask that you treat all office materials with respect and return them to their original location when finished.

ASKCC officers communicate with clubs via email as well as using mailboxes located within the Office of Student Life. Please check your club/program mailbox regularly throughout each term, as some requests are time sensitive.

Club and organization mail should be routed through the Office of Student Life. To receive mail in the Office of Student Life, use this address:

Individual and/or Club Name

Office of Student Life, Klamath Community College 7390 S. 6<sup>th</sup> Street  
Klamath Falls, OR 97603

## Office of Student Life

Student Life promotes the development and success of our students by providing opportunities for meaningful, diverse connections; personal and professional leadership and growth; and community engagement and service.

For more information and resources, please see our website at  
<https://www.klamathcc.edu/en-us/students/student-life>

### **Student Life Mentors/Office of Student Life**

541-880-2355 [StudentLife@klamathcc.edu](mailto:StudentLife@klamathcc.edu)

### **Associated Students of Klamath Community College (ASKCC)**

541-880-2333 [ASKCC@klamathcc.edu](mailto:ASKCC@klamathcc.edu)

### **Student Life Coordinator** – Cassandra Hedrick

541-880-2321 [hedrick@klamathcc.edu](mailto:hedrick@klamathcc.edu)

### **First Year Experience Coordinator and Instructor** – Deveyn Horne

541-

### **Administrative Assistant to Student Affairs** – Candice Shepherd

541-880-2306 [shepherd@klamathcc.edu](mailto:shepherd@klamathcc.edu)

## ASKCC (Student Government)

As a student at Klamath Community College, you and your classmates make up what is known as the Associated Students of Klamath Community College (ASKCC). ASKCC advocates for the student body at local, state & federal levels, creating opportunities for community engagement and providing access to resources based on individual and collective student needs.

ASKCC officers play an important role in coordinating programs that improve the quality of life on campus. They strive to represent the student body's best interests when they vote on issues such as Incidental Fee allocation requests and club recognition.

There are many opportunities to get involved in ASKCC. For example, you can serve on a Shared Governance committee, join or start a club on campus, or run for office. You can also participate by attending events and activities which will enrich your experience at Klamath Community College and enhance your success as a student and citizen of Klamath Falls.

### 2022 - 2023 ASKCC Officers

**President** – Carissa Catterall

[President@ASKCC.klamathcc.edu](mailto:President@ASKCC.klamathcc.edu)

**Vice President** – Jennifer Stone

[VicePresident@ASKCC.klamathcc.edu](mailto:VicePresident@ASKCC.klamathcc.edu)

**Operations Manager** – Chantal Ramirez

[operations@askcc.klamathcc.edu](mailto:operations@askcc.klamathcc.edu)

**Campus Club Officer** - Ricardo Gomez

[CampusClubs@ASKCC.klamathcc.edu](mailto:CampusClubs@ASKCC.klamathcc.edu)

**Public Relations Officer** – Jaden Pantoja-Roberts

[public.relations@ASKCC.klamathcc.edu](mailto:public.relations@ASKCC.klamathcc.edu)

**Student Activities Coordinator**- Vacant

[studentactivities@ASKCC.klamathcc.edu](mailto:studentactivities@ASKCC.klamathcc.edu)

# Campus Clubs & Organizations at KCC

## What Constitutes An RSO?

A registered student organization (RSO) is a group of students joined together by a common cause, interest, or purpose. While the general membership of a student organization may include faculty, staff, or community members, the control, operation, and responsibility of an RSO must reside with the students. These organizations are categorized as associate clubs, campus clubs, and student organizations based on membership numbers.

## Types of RSOs

Registered student organizations may focus on a wide variety of interests which include, but are not limited to, academic programs, cultural/identity-based affinity groups, social interests, sports/athletic interests, and professional development.

*Associate clubs* are groups of students, at minimum 3, with a common interest, who wish to meet regularly, and affiliate as an official body. This level of club is not eligible for financial support from student government fees and does not host large scale events on campus. Associate clubs can, however, fundraise on campus—pending event/fundraiser approval. These clubs are typically low-risk clubs with little travel or spending.

*Campus clubs* are groups of students, at minimum 5, with a common interest, who wish to meet regularly, and affiliate as an official body. This level of club is able to host large events on campus, take trips as an organization, and request student government funds. Campus clubs are encouraged to regularly table/recruit and fundraise on campus—pending event/fundraiser approval. The majority of campus groups are campus clubs.

*Student organizations* are groups of students, at minimum 8, with a common interest, who wish to meet regularly, and affiliate as an official body. These groups are commonly associated with community organizations (local, state, or national) such as an honor society, fraternity, or professional organization. Student organizations are able to host large scale events on and off campus, take trips as an organization, and request student government funds. This level is encouraged to regularly table/recruit members as well as fundraise on campus—pending event/fundraiser approval.

## Benefits of Club Recognition

- The use of the Klamath Community College name and logo for marketing and promotion of the club and its functions (Associate Clubs must identify themselves as a “KCC Associate Club”)
- The ability to hold meetings and social functions on campus in accordance with KCC scheduling policies.
- The establishment of a Canvas club course to be used as a club resource page (Associate Clubs are not eligible for this service)
- Reasonable access to the facilities of the college, buildings, grounds, and equipment.
- The ability to sponsor fundraising activities in accordance with established KCC policies.
- For Campus Clubs, the ability to apply for an annual budget from Student Government fees (Associate Clubs are not eligible for any Student Government funding).

- Eligibility for awards and honors given to student organizations.

## Campus Club & Organization Recognition Procedures

A club is defined as a group of students, faculty, and staff who collaborate to address a need on campus. Club recognition is an annual process, and as such, organizations can only change classification (between Associate Club and Campus Club) during the re-registration process between summer and fall terms.

To be officially recognized, a club must meet the following requirements:

- A minimum of five (5) members who are currently registered students
  - Three (3) members for Associate Clubs
- At least one advisor who is a full-time KCC faculty or staff member.
  - More information on advisors can be found on page 9 of this handbook.
- Clubs are responsible for establishing and enforcing the eligibility requirements of their officers.
  - At this time membership to KCC clubs is open to currently registered students as well as the greater community. Community members and KCC employees are welcome to participate in club events and functions, however they are not eligible to receive financial support from the club to participate in events. This process is outlined in the RSO financing section on page 20.

## How to Start a New Campus Club or Organization

Students wishing to have a new Campus Club officially recognized must complete the following steps (all materials/links may be found at ( <https://www.klamathcc.edu/en-us/students/student-life/get-involved/clubs> )):

- Complete an online Student Organization Registration Form;
- Meet with the Campus Club Officer (a meeting can be set up by emailing [Campusclubs@ASKCC.klamathcc.edu](mailto:Campusclubs@ASKCC.klamathcc.edu)).
- Submit a proposed Constitution & Bylaws for the club or organization by email to [ASKCC@klamathcc.edu](mailto:ASKCC@klamathcc.edu) as well as [Campusclubs@ASKCC.klamathcc.edu](mailto:Campusclubs@ASKCC.klamathcc.edu).
  - A template for this document can also be found on the Student Club webpage;
- Attend the appropriate trainings for student clubs/organizations. Information on scheduled trainings can be found on the Student Clubs webpage;
- At the training you attend, you must submit the Campus Club Agreement Form (which includes signatures from the club president and advisor) indicating that your organization is aware of and agrees to the rules and regulations by which all recognized student organizations must abide.
- Attend at least two ASKCC general meetings each term for the first two terms of being recognized.

ASKCC will vote following the submission of the club or organization's constitution & by-laws and decide whether to approve or deny recognition to the club. Recognition will always be denied if there is a conflict with:

- The educational processes of KCC.
- The purpose or activities of an already recognized Campus Club or Organization.
- The regular and orderly operation of KCC.
- The academic pursuits of teaching, learning, and other campus activities.
- The rules and regulations of KCC and the policies of the Oregon State Board of Higher Education.
- The laws or public policies of the State of Oregon and the United States.

## Maintaining Campus Club or Organization Recognition

In order for Campus Clubs and Associate Clubs to remain in good standing at KCC, they must re-register annually and meet the ongoing requirements of recognized clubs, including:

- Submit a Student Organization Registration Form at the beginning of each school year, as well as an Officer Change Form anytime there is a change in club officers (forms submitted electronically).
  - *Must be completed by* **TBD**
- Submit an updated constitution & by-laws for the organization (email to [ASKCC@klamathcc.edu](mailto:ASKCC@klamathcc.edu) **and** [Campusclubs@askcc.klamathcc.edu](mailto:Campusclubs@askcc.klamathcc.edu)).
  - *Must be completed by* **TBD**
- Attend appropriate trainings for student organizations
  - Trainings include clubs & orgs 101, presidential training, treasurer training, and risk management (online).
  - *All trainings must be completed by* **TBD**
- After the training you attend, you must submit the Student Organization Agreement Forms (which includes signatures from the club president and advisor) indicating that your organization is aware of and agrees to the rules and regulations by which all recognized student organizations must abide.
  - *Must be submitted by* **TBD**
- Adhere to the rules and regulations set forth by ASKCC, Student Life, the Business Office and KCC.
- An officer of the club or organization must attend at least one ASKCC General Meeting per term. The meeting schedule can be found at <https://www.klamathcc.edu/en-us/students/student-life/get-involved/askcc> **(Not required for Associate Clubs, who are encouraged to participate but are not required.)**
  - Each club representative:
    - Must be a KCC student.
    - Can only represent one club or organization at each meeting.
    - Is responsible for taking information from the general meeting back to their club or organization members.

NOTE: If a representative cannot make it to a meeting, they must notify the ASKCC President at least two hours prior to that meeting. The President will determine whether the representative can be excused from that meeting. **A club may lose good standing status after one unexcused absence.**

## Affiliating With a 'Parent' Organization

RSOs may choose to be affiliated with a local/state/national organization such as a charity, faith community, political party, or honors society. In these instances, the student organization constitution must state the name and nature of the affiliation (often the parent organization has a sample constitution for college student organizations to model).

The RSO must obtain, in writing, a statement from the parent organization that the KCC chapter has permission to use the name and represent the organization. This may include an official email received



through the affiliation process with the parent organization. Control of the student organization must reside with the KCC students, with operating decisions made by KCC students.

### New Sports Clubs & Organizations

Any athletic student organization that wishes to become affiliated with Klamath Community College as a Club Sport must meet with the Student Life Coordinator to discuss the added liability, coordination of games and practices, as well as additional requirements of athletic related clubs. Approval is not automatically granted for athletic/sports type clubs once a meeting has been conducted.

Athletic/sports related RSOs are subject to additional levels of approval and may include liability waivers due to the potential risks associated with activities involved with this type of club/organization.

For more information about the approval process of these types of organizations, please contact the Student Life Coordinator.

### Loss of Campus Club Recognition

A club may lose recognition if they fail to adhere to the above registration requirements; student club rules and regulations; or misuse KCC resources including physical space, state funds, or virtual resources. If a club or organization is at risk of losing recognition, an email will be sent to the club President and Advisor(s) giving them a reasonable amount of time to remedy the situation. A club that loses official recognition may be denied funding, access to meeting/event space on campus or through campus virtual resources, and use of the KCC name/logo.

### Re-Recognition after Loss of Recognition of a Campus Club

If a club loses recognition, they have the right to apply for re-recognition once per academic year. To do this, the club needs to follow the same steps as if they were applying for recognition of a new club and will be required to attend two ASKCC General Meetings and an ASKCC Executive Meeting, after which ASKCC will vote on the re-recognition of said club/organization.

In the case of a club applying for re-recognition, ASKCC will consider the following information:

- The club's General Meeting attendance history
- Activity hours
- The potential benefit to the campus as a whole

Once a club has been re-recognized they will be placed on probation for one calendar year following the date of re-recognition. The club must abide by the conditions set by ASKCC at the time of re-recognition. If the club fails to follow these conditions, ASKCC reserves the right to re-evaluate recognition of that club.

### Advisors & Co-advisors

Advisors & co-advisors help club members navigate KCC policies and procedures and assist them in adhering to the rules. They should be involved in club organization and planning, and their approval is required in planning travel, reserving rental cars, purchasing, and in the ethical use of club and program budgets and official activities. Clubs and programs should include advisors in decision-making, team

building, meetings and other program functions. Lead advisors for a club or organization must be a full-time staff or faculty member. Currently, adjunct instructors and part-time staff are limited to having a co-advisor position. Deans and other administrative positions are not eligible to serve as club advisors.

NOTE: If you encounter problems with your advisor, please contact the Student Life Coordinator for guidance and assistance.

### **Advisor Roles**

- Advisors **DO** discuss opportunities; guide the decision-making process; assist in developing group dynamics
- Advisors **DO** meet with the organization leaders regularly to discuss and develop goals and set expectations
- Advisors **DO** support the individual growth and development of students within the organization
- Advisors **DO** serve as a source of information and continuity to the organization members that transition each year
- Advisors **DO** act as a liaison between the College and the organization
- Advisors **DO** challenge students' thought process, creativity, and desire to go beyond the status quo
- Advisors **DO** offer advisement in areas such as the organization mission, goals, program/event content, and purpose
- Advisors **DO NOT** have voting rights in groups; make financial decisions; or program approvals

The exact role of the advisor should be determined by the student organization and the advisor. This role may vary from organization to organization, based on needs and goals. Each year, the student leadership of the club or organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students'

### **Replacing an Advisor**

If a student club or organization advisor resigns, the organization must find a new advisor. Clubs/organizations will have 1 academic term after the resignation to find a new advisor. During this time, the Student Life Coordinator will sit in as the interim advisor for any club/organization.

If the club/organization is unable to designate an advisor after this period of time, the organization's status will be listed as "Frozen" until an advisor is designated and approved by the Student Life coordinator and the Vice President of Student Affairs. Once you designate a new advisor, please notify the Office of Student Life by completing the online Officer/Advisor Update Form linked on <https://www.klamathcc.edu/Students/Student-Life/Clubs>.

If a club/organization is having a challenging time finding a new advisor, they should contact the Student Life Coordinator to assist the club/organization.

### **Rules & Regulations Governing Registered Student Organizations**

- The activities of clubs and programs must conform to the student organization's mission and purpose as stated in their constitution.
- Clubs and programs are expected to act in the best interest of their members.

- Clubs and/or programs that practice discrimination or to have policies found to be detrimental to student members or KCC will be reviewed by ASKCC (for campus clubs) or the Department of Student Life (for student programs) for possible corrective action.
- Individuals who feel that they have been treated unfairly or discriminated against by a recognized club should contact the Director of Student Support Services to file a complaint or to request an investigation. If a complaint fall under the jurisdiction of Title IX, then a complaint should be submitted to the Executive Director of Human Resources and General Council.
- If a club or club member is found to be at fault, corrective actions will be taken. In the case of discrimination or unfair treatment by a student program, the Executive Director of Human Resources and Executive Council.
- If a club or program is found to be in violation of KCC rules and regulations, they will be subject to one or more of the following sanctions:
  - Loss of campus facility use privileges
  - Loss of campus virtual resource use privileges
  - Loss of privileges to request money from incidental fees
  - Suspension of club activities
  - Loss of recognition
- Clubs and programs may appeal these sanctions to the Vice President of Student Affairs. If they feel they are being treated unfairly, if special circumstances warrant, or if new information contradicts the original charges against the club or organization.

## RSO Officer Roles

RSO officers are defined as a student who has been entrusted with specific responsibilities related to the activities of a student club or organization.

### General Officer Requirements

To be an officer of an RSO the following criteria must be met and maintained:

- Officers must be currently enrolled as a student at KCC
- Officer must be in compliance with all policies and procedures associated with being a student organization leader as noted in this document as well as any other relevant documents, including the RSO constitution and by-laws.

An officer who does not meet the above requirements may be required to:

- Resign from office in student organization,
- Refrain from seeking such an office, and/or
- Discontinue participation in certain organization activities.

### Officer Positions & General Duties

#### President

- Primary contact for the organization & “external spokesperson” of the group
- Expected to interact and communicate with College officials and other student organizations

### Treasurer

- Responsible for the organization's finances
- Expected to manage all aspects of financial expenses and receipts
- Update organization membership on financial matters
- *NOTE: The President and Treasurer cannot be the same individual* Club Representative
- Required to represent the RSO at club council meetings hosted by ASKCC
- Expected to maintain contact with ASKCC officials and other student organizations
- Update organization membership on ASKCC and organization goings-on across campus.

In addition to the roles identified above, organizations are welcome to have as many additional officers as they feel their organization needs. If an RSO has officers beyond the ones required, the RSO must inform the ASKCC Campus Club Officer at [campusclubs@askcc.klamathcc.edu](mailto:campusclubs@askcc.klamathcc.edu).

## RSO Status & Training Requirements

### RSO Status Descriptions

ASKCC trainings provide organization leaders with information on the policies and requirements associated with student groups on campus, an in-depth overview of risk management, and effective strategies and suggestions specific to each student leadership position. RSO student leaders must attend the required trainings based on their position in order for an RSO to be recognized at KCC.

To indicate the level of recognition an RSO may fall under one of the following statuses:

- **Active:** Active organizations have meet all training/registration requirements and are listed on the KCC Student Club website, eligible for space on campus, Canvas site use, funding, and advertisement requests.
- **Frozen:** Frozen organizations have not yet met all of the training/registration requirements OR are temporarily suspended based on conduct or failure to complete requirements. Frozen organizations are not eligible for funding, space, Canvas site use, or other access to services.
- **Inactive:** Inactive organizations have disbanded or have been suspended from the college.

*Note: Organizations that have not achieved an active status mid-way through the academic year may be subject to disbandment.*

### Training Sessions

#### **Clubs & Orgs 101**

*Required for RSO president, vice president, treasurer, club representative, and advisor.* This 1-hour training provides an overview of any and all updated RSO policies/procedures as they relate to all RSOs, physical and electronic resources available to RSOs, and strategies for event planning/recruitment at KCC.

#### **Presidential Training**

*Required for RSO presidents.* This 1-hour training provides student organization leaders with tips and tricks to conducting an RSO business meeting, goal setting and accountability strategies, and group development.

### **Treasurer Training**

*Required for RSO presidents, vice presidents, and treasurers.* This 1-hour training provides RSO treasurers with an overview of fund management requirements and strategies for the best use of student funds including, but not limited to, learning the procedures for budget requests, monthly budget reporting, and spending processes for student organizations.

### **Risk Management Training**

*Required for RSO presidents, vice presidents, and treasurers.* This online training will be assigned to club/organization

leadership after attending the Club & Orgs 101 training. This training will provide an overview of risks associated with RSO events and how to effectively plan for the safety of participants and organizers.

Additional trainings may become available during the academic year based on the needs of RSO student leadership needs. To inquire about potential topics or further training, please reach out to the ASKCC Campus Club Officer at [CampusClubs@askcc.klamathcc.edu](mailto:CampusClubs@askcc.klamathcc.edu).

## Student Club & Organization Resources

### Office of Student Life (OSL)

Located in Building 4, room 407, the Office of Student Life is designated as a hub for RSOs to provide specialized services to help meet the needs and responsibilities of their organizations. ASKCC, the governing body that offers financial and leadership support to clubs/organizations is also housed within this office. Services provided are as follows:

- Computer stations for student use
- Photo-copying - 100 free copies per RSO per term
- Meeting space - for forming RSOs, RSO leadership, or any other club activities
- Organizational support - All RSOs are able to make a meeting with ASKCC officers or the Student Life Coordinator
- Equipment Rentals - OSL has a variety of equipment that can be checked out by RSOs or academic departments.
  - To see what items are available and the rental process, please stop by the Office of Student Life or email [studentlife@klamathcc.edu](mailto:studentlife@klamathcc.edu).

**Student Clubs Website.** Connected to the Office of Student Life, this website has many of the forms clubs may need for activities/events or financial management. Active RSOs are listed on this site for recognition and recruitment with the advisor as the primary contact. Clubs are also able to request events/meeting times be displayed on the Club Events Calendar at the bottom of this webpage. The website can be found at <https://www.klamathcc.edu/Students/Student-Life/Clubs>.

**Canvas.** Recognized campus clubs and student organizations are eligible to receive access and use of an RSO specific canvas page. RSOs who wish to have an organization canvas page will need to make a request to the Student Life Coordinator due to the added policies and procedures that accompany the use of this site. With Canvas, your RSO is able to:

- Post and advertise upcoming events
- Coordinate meeting times discussions

- Update and manage your club roster
- Organize and share organizational documents and create a history
- Post announcements to share resources or news among members

*Note: RSO advisors are assigned the primary administrative role for these pages. Specific roles and access to editing should be discussed and approved by the RSO advisor.*

**Storage Lockers.** Campus clubs and student organizations are eligible to sign out one storage locker per organization which is housed in the Wellness Center—once opened for operation. The storage lockers are for RSOs to store items and/or equipment pertaining to the organization. The lockers will be assigned on a first come, first served basis. Please stop by the Office of Student Life (room 414) or email [studentlife@klamathcc.edu](mailto:studentlife@klamathcc.edu) for specific policies and procedures regarding the storage lockers.

Note: Klamath Community College is not liable for any lost, damaged, or stolen items within the storage lockers. Locker users will be required to sign a liability/storage waiver.

### Associated Students of Klamath Community College (ASKCC)

The Associated Students of Klamath Community College upholds the mission of advocacy, service, knowledge, community, and connection: to serve and advocate for the student body. ASKCC strives to support all students and RSOs through formally recognizing KCC clubs and organizations as well as providing financial support to promote RSO involvement on and off campus.

**ASKCC as a Funding Source.** ASKCC has purposefully dedicated funds to support the organizational needs of student groups through a dedicated club fund. In short, a portion of your Student Government Fees is allocated from students to be used by students. Campus clubs and student organizations are eligible to request funds from ASKCC through two options:

- Annual Budget Request
- Special Funds Request

For more information, please see the Funding section of this RSO Handbook. RSO student leadership may stop by the Office of Student Life during ASKCC office hours or set up a meeting with the Student Life Coordinator.

*Note: Approval of ASKCC funding does not mean an event or trip has been approved. ASKCC is only able to dedicate funds to an organization; approval of events is through the Office of Student Life.*

**ASKCC as Leadership Support.** ASKCC also has a dedicate student representative for registered student organizations, the Campus Club Officer. RSO student leaders are encouraged to regularly communicate with the Campus Club Officer for advice about recruitment, event planning, fundraising, conflict

management, and training opportunities. The Campus Club Officer can be contacted at [campusclubs@askcc.klamathcc.edu](mailto:campusclubs@askcc.klamathcc.edu).

## Student Code of Conduct

Members, and especially officers, of Registered Student Organizations (RSOs) should read and be familiar with the Student Code of Conduct, paying particular attention to the rights and responsibilities of students. Individual members of RSOs may be subject to disciplinary proceedings under the Student Code of Conduct. A list of prohibited activities can be found in the Student Code of Conduct, which can be found online at [www.klamathcc.edu/Students/Code-of-Conduct](http://www.klamathcc.edu/Students/Code-of-Conduct).

Hazing is an especially dangerous and serious offense. Hazing is any action or activity that causes or intends to cause physical or mental discomfort or distress, that may demean, degrade or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (on or off campus). Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. (State law classifies hazing as a crime.) The College will strongly recommend suspension for students found responsible for hazing when harm/injury occurs. Examples include, but are not limited to:

- a. Sleep deprivation or causing extreme fatigue
- b. Physical or psychological shock;
- c. Public stunts or jokes;
- d. Compelled ingestion of any substance, including water
- e. Degrading or humiliating games or activities;
- f. Forced servitude.

Any student, club, organization, or KCC based group that may be involved with hazing will be submitted to the conduct process. Additionally, any RSOs found to be involved hazing will be subject to organizational disciplinary sanctions.

## Property Damage

Unauthorized use of, or malicious damage to, the property of KCC or other persons resulting from club or program activities is prohibited. Student organizations are responsible for all damages that result from their activities.

## Disorderly Conduct

Organizational activities that encourage or precipitate riots, not to be confused with peaceful protests, or other disturbances that interfere with the regular and orderly operations of KCC are prohibited.

## Funding Your Registered Student Organization

Funding for Registered Student Organizations (RSOs) comes from the participation in an annual and monthly budget request process, specific ASKCC funds request, and independent fundraising. These processes are outlined below and are approved by ASKCC.

### Student Government Fees Budget Guidelines

In order for a club or program to apply for ASKCC funds, the following requirements must be met:

1. The group must be currently recognized by ASKCC and remain in good standing.
2. Requests for funding must utilize the required format set by the current ASKCC and Business Office procedures.
3. The reason for requesting funding from ASKCC must be fully explained and justified. This should include a listing of all sources of income and any expenses the program expects to incur. Cost estimates must be specific and accurate.
4. All activities should benefit club/program members and potentially all students.

### Annual Budget Request Process

If the above requirements are met by a campus club or student organization—associate clubs are not eligible—they may request an annual budget proposal to the current ASKCC board. This should be done by emailing the Campus Clubs Officer to request dedicated time to present a budget at an official ASKCC business meeting. While annual budget requests can be made at any time during the academic year, RSOs should strive to present their request during the fall term or within a term of official recognition.

An annual budget presentation should include the following information:

- Current RSO funds
- Amount of funds requested for the academic year
- Plans for the money including estimated costs for events, trips, or other RSO activities
- Plans for fundraising efforts throughout the year

Tools for building an annual RSO budget can be found on the Student Club website

(<https://www.klamathcc.edu/en-us/students/student-life/get-involved/clubs>) and include a PowerPoint template, budgeting templates and monthly RSO financial report forms. While these tools are not required for a formal

presentation, they are highly encouraged for RSOs in the budget process and presentation preparation.

### One Time ASKCC Fund Request

RSOs have the ability to request financial support from ASKCC for a single event or purchase. This can be beneficial for those RSOs that are financially stable, but require a bit of additional assistance, as well as recently formed RSOs. Dedicated time during ASKCC business meetings can be arranged by emailing the Campus Clubs Officer to ensure the RSO presentation is on the ASKCC meeting agenda.

The following information should be presented to ASKCC to demonstrate a need for additional funding:

1. Current RSO funds
2. Amount of funds needed for activity/purchase
3. Anticipated RSO participation or use of item



4. Clear description of how event/item supports the mission of the RSO
5. Research on purchasing process (i.e. supplier/company intending to utilize)

## Overall Student Government Fee Funding Evaluation Criteria

The following criteria are used in evaluating a club or program seeking ASKCC funding:

1. What is the need of the program/event/activity?
2. What is the number of students that the program/event will represent or affect?
3. What is the impact of the program/event on student life?
4. What are the mission and goals for improving student life?
5. What are the funds being used for?
6. Will the funds be used to provide monetary support for the program/event in that current year, or to purchase items that will be used over multiple years?

Budget requests for trips should include the following:

- How many people are going?
- Where is the group going?
- How will the group get there (i.e. plane, bus, car, or rental car) and what are the costs associated with transportation?
- Lodging, registration fees, and costs for any purchases that may be required.

## Fundraising & Donations

Fundraising is a great way to supplement club funds. Some fundraising ideas are listed below; however, students are encouraged to be creative and explore new ideas.

- Collect dues from members
- Sell merchandise (flowers, soup, candy, etc.)
- Sell services (singing valentines, dog wash, appreciation-grams, etc.)
- Charge admission for events (craft sale, board game tournament, etc.)
- Solicit donations (bottle drives, dunk tank, etc.)

All fundraisers must be approved through the event approval process, outlined on page 20, by the Student Life Coordinator. Money made during fundraising activities must be deposited through the Business Office within 48 hours of collection. A copy of the deposit receipt must be turned into the Office of Student Life directly following the deposit.

The following policies are in effect regarding fundraising and donations by Registered Student Organizations:

1. Money raised by fundraising are to be tracked using the Fundraiser Tacking Sheet available to download on the Student Clubs website (<https://www.klamathcc.edu/en-us/students/student-life/get-involved/clubs>).

This sheet includes multiple counts of the funds raised and should be signed by club leadership and the club advisor.

- a. This form must be turned into the Office of Student Life within 48 hours after the completion of the fundraiser.
2. Money raised by an event must be deposited into the RSO account through the deposit process outlined under 'Cash Deposits' with the Club Deposit form Funds raised must be deposited at the Cashier in Founders Hall.

3. Any fundraising money not utilized in the current academic year will be included in the rollover funds for that group, and considered part of the group's funds from that point forward (and as such, no longer able to be used in the manner that fundraised dollars are allowed).
4. Fundraisers held for the purpose of making a donation to an outside charitable organization will be allowed upon approval via the Event Approval Form. Groups must plan for this in advance, provide meeting minutes that reflect the decision to hold a charitable fundraiser, and clearly advertise the purpose/organization receiving the proceeds throughout the event.
5. Groups may not request at the end of an academic year that any "leftover" funds be donated to a charity. If a donation was not set up in advance through the Event Approval process, then any leftover funds would be rolled over into the student organization's general budget for the following year.

Proceeds from fundraisers can be used in the following ways:

1. Supplementing activities, events and programs of the organization;
2. Purchasing supplies for club use;
3. Food purchases for club activities;
4. Purchasing promotional items for club members (such as shirts, water bottles, etc. that have the club name or logo on them)

Proceeds from fundraisers may NOT be used for the following:

1. Purchase of alcohol
2. Gifts of any kind - when a club wishes to purchase a gift (for example, as an end-of-year thank you to faculty or club advisors), the club must collect cash from all members wishing to contribute, and use the collected funds to directly purchase gifts. The purchase of gifts will not be approved for reimbursement from any source of funds within the club's account.
3. Donations to charitable organizations, except as outlined in the process above.

Clubs may, on occasion, receive donations of goods or services from area businesses in support of an event or fundraiser. Please check with Student Life staff prior to soliciting for these types of donations. They can provide information on how to make these requests.

### **Cash Deposits**

A deposit form is available for clubs to use in preparation for depositing funds from a fundraiser or donation on the Student Club website (<https://www.klamathcc.edu/en-us/students/student-life/get-involved/clubs>). All cash deposits should be made within 48 hours of collection, and must be given in a sealed or locked bag. When you make deposits in a timely manner, you reduce the risk of losing or misplacing funds.

To deposit money into the RSO account by filling out the deposit form, acquiring the advisor signature, and taking the money and signed form to the Cashier in Founders Hall. It is highly recommended that clubs have this form at the START of an event/fundraiser so that it is complete before going to the Business Office (Building 9). This will help make the deposit more efficient, and can help clubs to verify dollar amounts immediately following an event.

In the event that the cashier's office is closed, your advisor may be able to store your funds in a safe place. You may also store funds temporarily in the Office of Student Life, but only if the Cashier's Office is closed.

# Financial Responsibilities

## Tips on How to Spend Your Money

For liability purposes and the safety of our students and employees, it is NEVER permitted for anyone to sign a contract or agreement on behalf of KCC, a campus club, or student program. Contracts and agreements must be processed by the Business Office, via the Administrative Assistant for Student Affairs.

There is a preferred order of priority in terms of paying for supplies, food, travel, etc. requested by student organizations and employees/departments. That order is:

- **Use of College credit cards:** only the club **ADVISOR** may request the use of a College credit card for purchasing. These cards are managed by the Business Office, and may be checked out and used by a **club advisor only**, on behalf of the club.
  - To use the College credit card, advisors must be able to present a requisition that includes details and purpose of the purchases being made as well as the club account, which can be obtained from the Student Life Coordinator if needed.
  - Once purchases are made with a College credit card, the advisor must return the card to the Business Office and receipts to the Office of Student Life. The Office of Student Life will then process the reconciliation of the related charges.
  - Examples of vendors available for this type of purchase: Amazon, Walmart, Cash’N’Carry, Staples, Home Depot and Albertson’s
- **Direct billing or invoice:** a lot of area businesses already have an account set up with KCC, allowing us to make purchases and have the business bill KCC directly.
  - RSOs must submit an RSO requisition to the Business Office within 2 business days and include details and purpose of the purchase.
  - Examples of vendors available for this type of purchase: Party Time Rentals, Hertz, and Enterprise.
    - *A list of local businesses with which KCC hold contracts is available at the Business Office in Founders Hall.*
- **Out-of-pocket:** if a club has exhausted all other avenues and has no other option but to pay out-of-pocket for supplies or other expenses, then a personal reimbursement may be processed. This is NOT recommended, as we prefer students and employees to avoid having to use personal funds for club expenses, and it takes some time for the reimbursement to be processed.

## Receipts

The Business Office is responsible for the receipt and timely collection of money owed to KCC. The following criteria should be adhered to when processing cash receipts:

- As previously stated, cash receipts (including cash and checks) must be deposited within 48 hours. Timely and accurate deposits reduce the risk of losing or misplacing receipts, in addition to creating a clear audit trail.
- Receipts from RSO trips must be itemized and only include items related to said trip.
- All gifts, grants and other receipts should be made payable to Klamath Community College (or KCC) with the club/program name in the memo line, and sent to the Cashier’s Office

- *As a non-employee, students are not able to accept receipts with language implying or eluding to a contract. For that reason, never accept receipts containing restrictive language. If you have any questions about a receipt, please contact the Business Office at 541-880-2353.*
- Logs and records of cash receipts, gifts and revenue should be maintained and compared to the KCC internal accounting system by an individual not responsible for the cash receiving process.

## Managing RSO Finances

As part of the recognition process, RSOs must submit a Monthly Club Financial Report to the ASKCC Operations Manager. This helps RSOs manage their finances while also providing ASKCC with an accurate record of RSO spending throughout the academic year. This form can be found requested from and submitted to [askcc@klamathcc.edu](mailto:askcc@klamathcc.edu)

The Office of Student Life, in collaboration with the ASKCC Operations Manager, also provides RSOs with tools, resources, and guidance to operate sound financial management and principles. For more information, please contact the operations manager at

## How to Plan an Event on Campus

Campus events are a great way for clubs and organizations to socialize and recruit on campus. More than anything, events positively contribute to the excitement and engagement of campus life. An RSO event is defined as any activity or gather that can be reasonably associated with a club or organization. All RSO programs and events are required to be registered with and approved by the Office of Student Life.

The required steps for hosting an event on campus include:

- RSO membership votes on hosting an event on campus or traveling to an event as an RSO
- RSO student leader submits an Event Approval Form
  - This form can be found on the Student Club website, <https://www.klamathcc.edu/Students/Student-Life/Clubs>
- Facility is requested by the Office of Student Life OR the RSO advisor
- Purchases for event are approved by RSO membership and purchased
- Advertising for event is distributed on campus
- Set up for event
- Host event
- Clean up of event and turn in receipts

The Event Approval Form is used as a planning tool for clubs/organizations, facility request form, travel planning form, and financial guide for any programs or events being planned. It is encouraged for RSOs to take a look at this form during the planning process and prior to submitting for approval. This form should be submitted to the Office of Student Life at least three (3) weeks prior to any event being hosted by an RSO or six (6) weeks for any club/organization travel.

When a club or program plans an event, they are completely responsible for every aspect of that event. These responsibilities likely include set-up, gathering equipment through the Office of Student Life or other location, and clean up. ***Clubs are 100% responsible to clean up areas being used for events or***

***meetings; please leave an event/meeting space cleaner than when you arrived.*** An event open to the general public may require that organization provide security personnel, depending on the nature and size of the event.

For advice on how to plan programs/events, stop by and speak with the staff in the Office of Student Life or email [studentlife@klamathcc.edu](mailto:studentlife@klamathcc.edu) to make an appointment. Remember that prior planning prevents possible programmatic problems. It is important that before beginning an event, you consider:

- What is the purpose the event?
- Is there sufficient support from within the organization to complete the event successfully?
- Is there interested for the event on campus?
- Do you have sufficient funds to pay for this program?

As you prepare for your event, be sure:

- You are aware of College policies concerning reservations, use of facilities, and advertising.
- You are aware of College facilities and services available and how to access them.
- That the event reflects positively on your organization and KCC.
- You and your fellow officers understand any risks inherent to running your event. If your event includes any potentially risky activities, such as transporting members and/or guests to the event, you should talk with your advisor regarding the need of each person to sign a waiver.
- You and your fellow officers understand that your organization will be responsible for any and all expenses associated with the event.

Co-sponsorship and collaboration between KCC clubs and organizations on events provides groups with greater resources for funding, planning and implementation of events. If your group is interested in pursuing options for co-sponsorship, or you need help bringing entertainment acts or speakers to campus, please contact the Office of Student Life at [StudentLife@klamathcc.edu](mailto:StudentLife@klamathcc.edu).

*RSOs are encouraged to create a written copy of an event evaluation with recommendations to keep in you organization's files for future leaders.*

\*If an RSO hosts an event that has not been approved, the RSO accounts may be frozen or the RSO may lose official recognition from the institution.

## Risk & Waiver of Liability Form

Some events hosted by student organizations have an inherent risk of injury due to the nature of the activity in which students are participating. When receiving approval for an event via the Event Approval Form, you may be notified by Student Life that your event requires the use of the Risk & Waiver of Liability Form.

This form is required for participation in KCC organized activities (including student clubs and groups) where there is a reasonable chance of bodily injury, property damage, permanent disability, paralysis or death to the participants. These risks may result from the participation in the activity, the acts of others, or the unavailability of emergency medical care or immediate staff response.

If you have questions about the use of the form or how to protect your organization and event participants, please contact the Student Life Coordinator.

## Reserving a Table on Campus

Clubs/organizations can reserve a table in buildings 6, 8, and Founder's Hall through the Event approval Process. RSOs are encouraged to table on campus at least once per term in order to increase membership and campus-wide recognition. Fundraising events can also be considered tabling events, but follow different regulations (see the Fundraising & Donations section).

## Costs for Non-Students at Ticketed/Fee Events

**By law**, student government fees may not be used to benefit non-students. With that in mind, it is important to understand how to charge non-student participants at events and programs.

Student organizations may hold an event at which community and KCC employees are invited to participate, but if there is a per-person cost associated with participation in that event, any non-student participants must be charged accordingly. For example, an event that has food catered is typically charged at a per-person rate for food. For example, if the overall cost of food is determined to be \$8 per person, then non-students must pay \$8 at the event to be served food.

The only benefit that may be allowed for non-student participants in an event is if a group discount is assigned for an event. For example, if the Outdoor Adventure Club sponsors a ski trip to Mt. Bachelor:

- The typical cost for an individual lift-ticket may be \$100 for the day, but since the club is sponsoring and guaranteeing at least 20 participants, the lift-ticket cost goes down to \$80.
  - Since the student government fees were not used to get the group discount, any non-student participant in the ski trip could benefit from the discounted rate and only have to pay \$80.
- The club may decide to further discount the rate for students by using some of their allocated budget for the year to cover part of the cost, so they may give currently registered students a rate of \$40 for their participation in the trip. Non-students may NOT utilize that discount, as they did not pay student fees and cannot benefit from discounts gained through use of those fees.

## Guidelines for Serving Food at Events

Food may be served at two recruitment events and one end-of-year event per academic year. An exception to this rule is when an organization hosts a campus-wide event for which they have prepared a poster, flyer, advertisement, or other evidence that shows that all KCC students were invited to participate.

An Event Approval Form must be completed for every event where food is served, both on and off campus (this includes events, programs, and meetings). This form must be completed two weeks prior to the event. This form will be used by Student Life to complete a Facilities Use Form to confirm that the space and appropriate services are reserved.

The Klamath Culinary Academy offers on-campus dining and catering services. When planning to serve food at an on-campus event, your group should give first opportunity for catering to this academic program. The catering manager may accept the job, or may pass and give your group permission to obtain food/catering from an outside source. Before committing to a specific catering service, the club or organization needs a printed estimate for the cost. The estimate must be submitted with the Event Approval Form.

Upon completion of the event, the group must submit the event paperwork to the Office of Student Life, including itemized receipts for purchases, an attendance sign-in sheet, a meeting/program agenda and any supporting information.

## Publicity & Advertising

### Advertising Guidelines

1. Displays (including, but not limited to, posters, notices, banners, etc.), which are obscene, litter the campus, damage property, advertise alcohol, or materially interfere with the regular and orderly operation of the college are prohibited.
2. All advertisements must be approved and stamped by the Receptionist in Student Services prior to posting on campus.
3. All posted material not approved, or not properly posted as noted, will be promptly removed.
4. Posters, notices, displays or banners should be in good taste and reflect the KCC mission and values.
5. Excessive violations of posting procedures may result in a fine of up to \$25.00 assessed by the Director of Student Services or the Vice President of Student affairs, and/or loss of posting privileges for the club/organization in question.

### Flyers and Posters

Clubs can create and print fliers or posters to post around campus. NOTE: All ads must be approved by the Receptionist in Student Services or Cashier (Founders Hall) prior to posting. After a flyer is approved, copies can be made at the Office of Student Life. Student Life Assistants will post the flyers around campus in designated areas.

Flyers should go out about two weeks before an event; not too early so they get overlooked but not so late that there's not enough traffic passing them. All posters should include contact information. You may want to allow room for the Receptionist approval stamp in a lower corner.

### **Computer-created**

RSOs can create an ad and have it printed on any print/copy station on campus, or through the Office of Student Life. Club or program accounts will be charged for the cost of printing. If you choose to print through the Office of Student Life, be sure to contact the staff well in advance for printing guidelines by emailing [StudentLife@klamathcc.edu](mailto:StudentLife@klamathcc.edu).

### Digital Displays (Monitors) Around Campus

Clubs and orgs are encouraged to advertise their organization through digital postings on the TVs across campus. The best format for digital posters is a horizontal png files—for best results use Publisher or PowerPoint. Other options for posters include Postermywall.com or Canva.com. For additional assistance with digital advertisements, please contact the Student Life Coordinator or the ASKCC Public Relations Officer at

The Marketing Department manages these displays, and will include submitted electronic fliers upon request. Please make requests to [CTLSupport@klamathcc.edu](mailto:CTLSupport@klamathcc.edu) to submit an electronic flyer.

### **Hand-made**

Supplies (e.g., paper, pens, markers, and tape) are available in the ASKCC Office for the creation of hand-made flyers, but the supplies must be used inside the office.

### Press Releases

Press releases to local radio stations and newspapers must be submitted through the KCC Marketing Department. Contact the marketing team at 541-880-2252. Events can be posted on the Student Life Webpage upon request. To submit information for inclusion, please email your info to [StudentLife@klamathcc.edu](mailto:StudentLife@klamathcc.edu).

### KCC Online Events Calendar

All events approved via the Event Approval Form will automatically be added to the online Events Calendar unless the individual completing the form indicates that it is a closed event. If a club or organization has a Facebook page advertising an event, the event can also be advertised on the Student Life Facebook page.



## Travel Guidelines

For student travel related to an academic program (e.g., conference, academic club competition), assistance is available from an academic support staff person for making travel arrangements and payment. Your advisor is often a faculty member and can therefore work through respective department support staff to arrange for assistance.

For student travel not related to academics (e.g., campus clubs and student programs), assistance is available in the Office of Student Life for making travel arrangements and payment. If student travel is international in nature, please contact the Business Office for more information and instruction.

Please note that all travel that occurs overnight requires a faculty/staff advisor to accompany the club/organization. While the trip advisor may be the RSO advisor, this person may also be a volunteer administrative/adjunct/faculty/staff member pending approval.

There are 5 main parts of travel planning:

1. Student Travel Approval Form
2. KCC RSO Travel Worksheet
3. Emergency Contact Form
4. Field Trip Statement of Understanding
  - a. For particularly risky or dangerous activities, clubs may have to fill out an additional activity waiver provided by Human Resources
5. Reservations & Payments

Additional paperwork, if needed:

1. Activity Waiver
2. Credit Authorization Waiver
3. Mileage Reimbursement Request Form
4. Reimbursement Request Form

### Forms & Approvals

Please complete and submit the Student Travel Form (1 per group), KCC RSO Travel Worksheet (1 per group), Student Emergency Contact Form (1 per student), and Field Trip Statement of Understanding (1 per student) at least 30 days (4 weeks) prior to travel.

Forms are located on the KCC website at: <https://www.klamathcc.edu/en-us/students/student-life/get-involved/clubs> All five (5) forms need to be submitted to the Office of Student Life, and a copy will be kept with Human Resources, as well as Academic Affairs if they are covering any portion of the costs. If your trip involves activities that are especially risky or dangerous, such as interacting with large animals, rock climbing, operating 4-wheelers, or the like, you must submit an additional liability waiver provided by Human Resources for each participant.

Once the Student Travel Form is approved via email response, your group may begin making reservations and paying registration fees with the assistance of the respective administrative support.

The Budget Authority is either the Student Life Coordinator (for travel related to campus clubs or student programs) or a Program Lead (for travel related to an academic department)

trip/conference/competition). All RSO budgets for travel are calculated on the KCC RSO Travel Worksheet as outlined above. This form must be submitted to and approved by the Vice President of Student Affairs at minimum six (6) weeks prior to travel.

## Reservations & Payments

Reservations must be made through the respective administrative assistant—academics or student affairs—RSO's are encourage to set up a meeting with the appropriate staff member to arrange reservations once travel has been approved.

Hotel, rental Car, flight and registration fees must be arranged and paid for prior to travel.

### Hotel

- If hotel lodging needed for group travel, arrangements must be made through the appropriate administrative assistant and will be billed to the RSO account directly.
- Incidentals: Many hotels require guests to present a card for incidentals, RSO's should be prepared to present a credit card for this purpose at check in. Klamath Community College does not cover the costs of incidentals incurred by student clubs or organizations.
  - Regardless of the method of paying for hotel reservations, hotels normally require that a credit card be presented for incidental charges to the room (food, movies, etc.). We recommend that a debit card is **not** used for this purpose, as most hotels will charge an amount to the card to ensure that it has enough funds. An actual credit card is better for this. \*Incidental charges to hotel rooms are generally not reimbursable, and should be avoided. It is the responsibility of the student or staff member incurring the incidental charge to pay for it unless approved by the Student Life Coordinator and the Business Office.
- Advisors have the option of using a personal card to be reimbursed later for hotel stay, however this should only be done as a last resort.
- Sharing rooms (multiple travelers per room) is not required, but can definitely help with your overall budget for the trip. The **maximum allowable coverage per room**, regardless of the number of people in the room, is calculated via the GSA travel guidelines and are determined by the region in which the RSO is traveling. To see the regional limit, see the GSA website (<https://www.gsa.gov/travel-resources?topnav=> ).
  - If the price per room will be over that amount, you must get approval from the Vice President of Student Affairs. This can be done through email or scheduling an appointment through the Administrative Assistant to the Vice President of Student Affairs. Approval of the exception must be printed and submitted along with the payment paperwork.

\*An exception to this rule is if the hotel is serving as the host site for the conference and the price per night is above regional coverage limit. In this case, an Exception Request is not required, but proof that the hotel is the conference host site is required. For more information, please contact the Assistant Director of Student Life.

### Vehicle Rental

- RSO travel advisors are the only approved drivers for travel involving students or employees. This person must be at minimum 25 years of age and have a current driver's license for the state

of Oregon. Please note: students or community club members are not able to drive rental vehicles as they are not covered by College insurance policies.

- Rental vehicles must be reserved and billed directly to KCC, with payment being processed after the trip. Both of the following rental companies work with us for direct billing:
  - Hertz (at the Klamath Falls airport): 541-882-0220
  - Enterprise (on S. 6<sup>th</sup> St): 541-850-9000
  - Please note that weekend and holiday hours are limited for both rental car agencies. It may be necessary to rent a car for additional days to ensure the vehicle can be picked up during normal business hours.
  - Both companies now have drop boxes for returning vehicles, so cars can be dropped off after hours without additional charges incurred.
- A gas card may be checked out and used by a club/program advisor (a KCC employee). If used, receipts must be returned to the Business Office, with the appropriate documentation and approvals, within a week of returning from the trip and the RSO will be billed directly.
- While a rental vehicle is the encouraged mode of car transportation, students are able to utilize personal vehicles and may be reimbursed for gas as part of the reimbursement process, if desired (see section below). Currently, community members are not able to drive students for club travel.

### **Airlines/Trains**

- In general, direct booking through online travel sites is the least expensive option, however all airline/train purchases should be arranged through the appropriate administrative assistant after the approval of the Student Travel Approval Form.
- Please consider baggage fees in your budget planning as they will be included in the payment from the college on behalf of the RSO.
  - If students have decided to pay for baggage fees as individuals, the money must be deposited into the club account prior to the trip.

### **Registration Fees**

- Registration fees may be paid directly through the Business Office if the conference host organization accepts credit cards for payment.
- If a check is required for registration, you must obtain an invoice from the conference host organization to submit a requisition for payment through a purchase order.
- It is not required for RSOs to pay for registration fees; however, if there is a group registration process, it is encouraged for attendees to pay as a group.

### **Reimbursements**

For all travel, timely submission of paperwork for reimbursement is expected. All reimbursement paperwork should be submitted within one week of return from travel.

Costs that may be reimbursed, at the cost of the club, include parking, taxi, shuttle, food, or gas. Please note that any of these reimbursements must be approved by the club and requested to the Business Office in order for them to be filled. Additionally, receipts must be included with the reimbursement request form in order to be processed. This form is available outside the Business Office, or advisor can access it at <https://info.klamathcc.edu/AS/Forms/Forms/AllItems.aspx>. Please note that if you are

requesting reimbursement for food, as opposed to per diem with the GSA rate, reimbursement will not be paid above the GSA rate and cannot include alcohol or tabaco products.

RSOs are highly encouraged to plan ahead for meals as part of their travel budgeting. For meals, RSO's should follow the GSA travel guidelines for meals. Trip attendees may elect to be reimbursed for meals after the trip, however reimbursement amounts will not exceed the GSA standard.

*When traveling by car:*

- When traveling with a rental vehicle(s), itemized fuel receipts must be turned in for reimbursement.
- When traveling by personal vehicle, drivers may opt to be reimbursed for mileage or exclusively gas. When being reimbursed by gas an itemized receipt is required; however, if the club opts to cover mileage for a driver, fuel receipts are not required as mileage takes fuels into account as well as wear and tear to the vehicle. The current IRS Standard Mileage rate will be used for calculating the reimbursement.
  - Mileage forms **MUST** be submitted to the Business Office a minimum two weeks *prior* to travel; however more time is encouraged for processing.
  - If a personal vehicle is used and a mileage form is not submitted, the driver can only be reimbursed for gas used during the trip.

### **Advisor Travel**

As stated, a faculty/staff advisor is required for any RSO trip that includes an overnight stay or a rental car is needed. Costs for advisor travel should be included in the RSO event planning process.

### **Non-Student Member Travel**

By law, Klamath Community College is not able to use any funds to pay for non-student/employee travel. While non-students are able to ride in vehicles rented by the RSO, non-students are not able to drive students in personal vehicles due to insurance coverage provided by the college. Non-students may be included in the reservation process to keep the RSO together, however their club membership must be verified by roster and club/organization attendance confirmations.

## **Covid-19 Disclosures**

### **Face Covering Exemption Procedure**

It is the procedure of Klamath Community College (hereafter referred to as KCC), that all guests, invitees, employees and students are expected to wear a face mask or face shield, hereinafter referred to as a face covering; unless an exemption has been granted. This procedure has been put in place as a result of the COVID-19 public health emergency, as well as the orders of the governor of the State of Oregon and the Oregon Health Authority and the Higher Education Coordinating Commission.

The procedure requires face coverings, as defined above, to be worn in all public spaces at all times, including, but not limited to: hallways, open cubicles, entry ways, lobbies, and any areas within the college, with the exception of enclosed offices and conference rooms.

However, it is possible for an affected individual to be granted an exemption, or allowance to not wear a face covering if one of the following circumstances exist:

The individual has a medical condition that does not allow him/her to put on, take off, or safely wear a face covering.

If that individual is under that age of five.

Even if one of the above apply, all individuals on KCC's campus should attempt to use a face covering and extensively research a wide variety of face coverings, including face shields, if at all possible, and/or utilize close friends and/or family members to assist them with putting on and taking off a face covering.

However, if one of the above conditions apply, and no other alternatives exist, the affected individual may contact Human Resources, and fill out a Face Covering Exemption Form, and should fully complete the document, as well as attach medical documentation, that will need to specifically list and verify that the affected individual cannot put on, take off, or wear a face covering.

If the request form is fully completed, with attached verification in line with this procedure, the exemption shall be granted in writing by KCC. The written permission from KCC granting an exemption of the face covering policy shall be maintained by the affected individual, and should be with them at all times, and be able to be produced on request. Additionally, it shall be the responsibility of the affected individual to communicate with any appropriate KCC Personnel to inform them of this exemption, including their instructors and/or supervisors. KCC Human Resources shall keep all applications, materials, and agreements, secured at all times.

This procedure is effective as of August 11, 2020, and will continue unless and until it is revoked by KCC, the revocation of such will be communicated in the same manner in which this procedure was communicated.

You can find Klamath Community Colleges updates Covid-19 plans and procedures [here](#).

## Appendix A: KCC Campus Staff & Resources

**Klamath Community College Campus**  
7390 S 6th St, Klamath Falls, OR 97603  
541-882-3521

**Associated Student of Klamath  
Community College**  
Building 4, Room 407  
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