



STUDENT ORGANIZATION MANUAL 2025 – 2026

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Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, gender, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment. Membership in campus organizations will not be denied to any student willing to subscribe to the stated aims, obligations and rules of the organization's constitution and by-laws.

Title IX of the Education Amendments of 1972 (20 U.S.C. ss1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions, which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Chipola College complies with all aspects of this and other federal and state laws regarding non-discrimination.

**CHIPOLA COLLEGE
OFFICE OF STUDENT LIFE**

M E M O R A N D U M

TO: All Advisors of Student Organizations

FROM: Kristi Hinson, Academic Advisor/Coordinator of Student Life

SUBJECT: Student Organization Manual

DATE: August 11, 2025

WELCOME BACK!!! This is your copy of the 2025-26 Student Organization Manual. The manual is now online only. **Please use this copy only!**

The *Advisors Policy Statement* on page 5 and the *Activities Fund Contract* on page 24 must be completed and returned to me as soon as possible for your organization to be officially recognized as a student organization for this academic year. I will also need the *Official Registration Form* on page 17 completed and returned at the beginning of the fall semester. Additionally, please complete the *Student Activity Request Form* on page 22 and submit it at least 15 business days prior to any planned student organization event.

Thank you so much for your support of our students. They are certainly worth it!! If you have any questions, or if I may be of service to you, please call.

STUDENT SUPPORT PERSONNEL

Associate Vice President of Student Affairs.....	Bonnie Smith
Dual Enrollment/Student Advisor.....	Karen Hall
Recruitment/Coordinator of Student Life/Student Advisor.....	Kristi Hinson
Disability Services/Student Advisor	Ugreenal Ivey
Veterans Affairs/Student Advisor.....	William Chomos
Department Associate-Student Affairs	Kim Collins
Director of Enrollment Services	Ashley Harvey
College Registrar	Ashley Harvey
Testing Center Manager.....	Belinda Stephens
Director of Financial Aid.....	Beverly Hambright
Director of Student Support Services	Kristie Mosley
Department Associate-Student Support Services	Jaylon Smith
Student Support Services/Trio Advisor	Sarieta Bryant
Director of Academic Center for Excellence (ACE)	Allyson Howell
Director of Chipola College Foundation.....	Julie Fuqua

STUDENT LIFE

Coordinator of Student Life/SGA Advisor/Chipola Ambassadors Advisor.....	Kristi Hinson
OPS Office Assistant	Shelby Brock
Pool Manager & Intramural Sports.....	Rance Massengill
Student Government President	Jaylon Smith

The SGA Office is located in the Student Center
Bldg. K, Room 105.

CHIPOLA COLLEGE STUDENT ORGANIZATIONS - 2025-2026

ORGANIZATION

ADVISOR

Baptist Collegiate Ministry (BCM)	Kurt McInnis
Black Student Union (BSU)	Dr. Willie Spires
Brain Bowl.....	Stan Young
Cheerleaders	April Alday
Chipola Ambassadors	Kristi Hinson
Chipola Players.....	Angela Dickson
FBLA Collegiate.....	Dr. Tom Schaefer
Fellowship of Christian Athletes (FCA).....	Kurt McInnis
Freshmen Student Nurses Association	Amy Sampson
Future Educators	Casey Dowgul
Honors Program.....	Allyson Howell & Bonnie Smith
International Student Association.....	Linda Morales
Mu Alpha Theta.....	Stephanie Ward
Phi Theta Kappa	Dr. Pam Rentz & Charity Sikora
Pre-Med Society	Belinda Stephens
Show Choir	Angie White
Sophomore Student Nurses Association.....	Amy Sampson
Spanish Culture Association.....	Linda Morales
Student Government Association (SGA).....	Kristi Hinson
Student Scientists Association	TBA
TRiO Society	Kristie Mosley

ADVISORS POLICY STATEMENT

All student organizations must have an advisor who is a full-time Chipola employee and must be approved by the President of the College.

The role of the organization's advisor is a most important one. It is imperative that the advisor attend meetings regularly, work with members of the group to develop an efficient and effective organization and ensure that college policies and procedures are followed. The advisor must be both accessible and interested and must provide whatever counsel or advice the group and its officers might seek from them. All activities sponsored by student organizations should be student led and funded with student activity fees.

The advisor should:

- A. Familiarize themselves with the Student Organization Manual and follow its policies and procedures. Also ensuring that the members of the student organization follow the policies and procedures of the Student Organization Manual.
- B. Approve the place and display of all literature, promotional materials and publicity before the organization posts it. This also includes material posted on social media/internet.
- C. Help make plans far enough in advance to avoid any difficulties in carrying out activities.
- D. Supervise all meetings, activities and events of the organization held on campus and apply for approval of such activities by completing and returning the student activity form to the Office of Student Life at least 15 business days prior to any activity.
- E. Oversee the finances of the organization.
- F. Work with the officers of the organization to promote efficient and effective administration of the organization.
- G. Consult with the Office of Student Life when questions or problems regarding the organization arise.
- H. **Help the officers get chaperones for events. All activities sponsored by an organization must have chaperones in attendance. Security must be arranged in advance by contacting the Physical Plant. Chipola students must show CC identification to attend college-sponsored activities.**
- I. **Help the officers of the organization enforce the college policy which dictates that the possession or the consumption of alcoholic beverages and narcotics at all student functions on/off campus is strictly prohibited. All members of the organization, the advisor, and chaperones attending the function share this responsibility.**
- J. Remind students that they are directly responsible for their conduct at college functions and should problems arise during the event, the student should inform the advisor immediately.
- K. Appoint a representative from the organization to attend SGA meetings every Monday.

I agree to comply with the aforementioned responsibilities.

Advisor Signature

Date

Organization

RESPONSIBILITIES FOR ADVISORS

1. To advise, counsel and serve as a resource person to the organization.
2. To assist the organization in achieving its stated objectives.
3. To be familiar with the Chipola College policies and regulations and with the constitution of the organization.
4. To assist officers and members in becoming acquainted with the Chipola College policies and regulations and with the constitution of the organization.
5. To be present at all scheduled meetings, social events and activities.
6. To assist in the planning of the organization's functions and activities.
7. Approve of the place and display of all literature, promotional materials and publicity before the organization posts it. This also includes material posted on social media/internet.
8. To be aware, at all times, of the financial status of the organization. This includes:
 - A. Overseeing the annual budget as well as all activities.
 - B. Assisting the treasurer in proper accounting procedures.
9. To contact the Office of Student Life with any questions or problems concerning their organization.
10. To attend advisors' meetings when called.
11. To encourage the organization to act and plan activities in the best interest of the college and to maintain good relations with all other organizations on campus.
12. Appoint a representative from the organization to attend SGA meetings – as needed.

GUIDELINES FOR STUDENT ORGANIZATIONS

Student activities are regarded as an essential element in the total educational program at Chipola College in that they contribute to the academic, recreational, and cultural climate of the college. For this reason the college reserves the right to charter all organizations and require them to adhere to the following guidelines. (All necessary forms are included in this manual.)

Organization Officers should do the following:

1. Complete and return the Official Registration form to the Office of Student Life by the announced deadline. This form must be completed annually for the organization to be officially recognized.
2. Abide by the meeting time assigned by the organization's advisor. Special meetings will need the approval of the organization's advisor, in advance.
3. Submit the Activity Request Form to the Office of Student Life for all projects, functions, and activities at least 15 business days prior to any activity.
4. Turn in a Facility Request Form to the Physical Plant to reserve school facilities at least two weeks prior to the proposed date.
5. Appoint a representative from the organization to attend SGA meetings every Monday.
6. Remind the organization that engaging in illegal activities on or off campus may cause sanctions to be imposed against the organization. These sanctions may include withdrawal of institutional recognition.
7. Membership in student organizations will not be denied to any student willing to subscribe to the stated aims, obligations and rules of the organization's constitution and by-laws.
8. **Request approval by the organization advisor or Office of Student Life for all publicity and promotional materials (social media/internet, signs, posters, decorations, etc.) before posting of these materials. Any notice posted without approval will be removed. Approval shall be withheld in the event that the notice was either:**
 - A. profane or obscene,
 - B. liable to incite violence or disruption,
 - C. in violation of the law,
 - D. derogatory to any person, group, or institution.
 - E. completely unrelated to the activities and students of Chipola College.

Approval is given with the understanding that notices must not be taped on a painted surface and that all material will be removed immediately following its usefulness. Organizations abusing these stipulations will not be allowed to use campus space for publicity.
9. Recognize that each organization is entitled to receive student activity fees of \$375.00 per semester toward legitimate expenses. To be eligible to receive the funds each organization advisor must sign the Activities Fund Contract (page 24). To request funds, the organization advisor must complete the Activities Fund Request Form (page 23) one week in advance. If an organization uses funds but is not in compliance with the Activities Fund Contract, the organization will be required to repay the total amount of expended funds to the college.
10. Consult the Coordinator of Student Life to assist you in handling suggestions, questions, or complaints.
11. Follow all other campus regulations concerning the student body.

HINTS FOR A SUCCESSFUL ORGANIZATION

1. Establish a real purpose and a meaningful program, understood by all members.
2. Establish goals in writing, both short term and long range.
3. Have well-planned meetings and written agendas.
4. Increase participation by opening membership to all students unless requirements are set in the organization's by-laws.
5. Develop enthusiastic leadership; it is essential and sets the tone.
6. Use the experience and knowledge of your advisor.
7. Be consistent with your activities.
8. Evaluate your meetings and your organization.
9. **BE POSITIVE IN YOUR THOUGHTS AND WORDS!!**
10. Be aware of the activities of other organizations.

RESPONSIBILITIES FOR STUDENTS

1. Meetings should be planned at a time when the advisor is able to attend.
2. Before scheduling special meetings or social functions and activities, check all dates with the advisor.
3. Officers must keep the advisor fully informed of the program and activities of the organization.
4. Ask the advisor for approval of the place and display of all literature, promotional materials and publicity before the organization posts it. This also includes material posted on social media/internet.
5. Ask the advisor for his/her opinion and advice when problems arise in the organization.
6. The president should set a time for meeting regularly with the advisor.
7. Proper courtesy should be extended at all times to the advisor.

SUGGESTED LEADER FUNCTIONS

Successful leadership may be divided into categories as follows:

RELATING

1. Knows members of group as individuals
2. Gives members the feeling that they count
3. Allows each individual to achieve status according to his or her ability
4. Shares leadership functions
5. Displays confidence in ability of group

REGULATING

1. Encourages group to formulate its own goals and to periodically redefine those goals
2. Sets pace by making use of time and encouraging effort and achievement
3. Attends to agenda, providing continuity to meetings
4. Promotes fair division of responsibility among group members
5. Keeps group on task
6. Makes summary from time to time
7. Effects transition to new phase
8. Terminates meeting at appropriate time
9. Knows how to run meetings in an orderly manner
10. Develops leadership ability within group

INFORMING

1. Acts as resource to group, giving information, opinion and data
2. Draws out opinions, feelings, and information from group

INFORMING, (CONT.)

3. Encourages members to think and speak, allowing all points of view to be expressed
4. Provides for continuous clarification of questions and comments
5. Suggests new ideas or areas to be explored and means of investigation
6. Sees that pertinent questions are asked

SUPPORTING

1. Responds to all serious contributions
2. Reinforces good ideas with appropriate grace and recognition
3. Incorporates individual contributions into group
4. Promotes harmony between points of view and people in group
5. Helps to remove tension
6. Is fair in handling all questions
7. Voices group feeling and accepts group decision
8. Accepts responsibility for mistakes

EVALUATING

1. Encourages the development of an objective attitude within the group
2. Tries to determine relevance of individual contributions
3. Tests feasibility and practicality of an idea or proposal
4. Phrases questions for a vote and takes vote or tests consensus
5. Interprets policy and rules
6. Makes decisions, when called for, on the basis of group precedent or policy

SUGGESTED GOAL PLANNING

It is critical for all groups to have clearly defined goals and objectives. The entire group membership should be actively involved in establishing these goals. This helps to build a feeling of group identity. In addition, specific means or actions should be developed to insure that the goals are implemented. This approach should be used by the group leader.

- A. Have the members individually brainstorm goals for the organization in written form.
- B. Form sub-groups for the purpose of sharing individual written goals. It is best to form sub-groups of individuals who are not well acquainted with one another. Have each person read his/her goal statement and encourage each sub-group to openly discuss the goals that are presented by its members.
- C. Follow the sub-group sharing sessions with an open discussion of the entire group. All goals from the group should be recorded on paper or a board prior to the discussion of any one goal.
- D. Develop the entire goal list and then open the discussion; attempt to lead the group toward consensus on goals they feel are most important to the organization.
- E. Establish a rough priority of the goals and begin work on a plan implementation. Goals should be general in nature and the plan for implementation should include specific actions that will be taken to reach the goals.
- F. Record the specific goals and plans for implementation that have been developed. A task management procedure should be used at this point.
- G. Print and distribute the goals and implementation plans to all members of the organization and to other individuals and groups that interact with the organization.
- H. Review goals and implementation plans on a regular basis as part of the evaluation process. Modifications should be made as necessary.

PARLIAMENTARY LAW

Note: You do not have to use parliamentary procedure in the organization's meetings, although it is recommended. Robert's Rules of Order is the most widely recognized standard for parliamentary procedure.

Parliamentary law is the code which controls procedures in deliberative assemblies, assisting an assembly in carrying out its purposes and serves as a code of ethics for working together. Parliamentary law is based upon five principles:

1. All members have equal rights, privileges, and obligations.
2. Only one subject may be discussed at a time.
3. Every proposition presented is entitled to full and free discussion.
4. The rights of the minority must be protected.
5. The will of the majority must rule.

There are other principles which also influence parliamentary procedure and conduct:

1. Each member of the assembly shall abide by the rules of courteous conduct.
2. The intent of the group must be determined.
3. Those to whom power is delegated must be chosen by democratic process.
4. Every member has the right to know at all times what questions are before the assembly and what its effect will be.
5. Motions have a definite and logical order of procedure.
6. The simplest and most direct procedure for accomplishing a purpose should be followed.
7. Parliamentary rules exist to facilitate the transaction of business and to promote cooperation and harmony.
8. The chairperson must always maintain the necessary position of impartiality.

GENERAL ORDER OF BUSINESS

The practical application of the principles of Parliamentary Law follows a well-established pattern which should be applied to all general meetings. There is a general order in which business is discussed. There is a method of introducing and discussing business; and there are established ways in which business may be determined. Under common usage, the general order of business includes:

- | | |
|--|--------------------------|
| 1. Call to Order | 6. Reports of Officers |
| 2. Invocation | 7. Reports of Committees |
| 3. Roll Call | 8. Unfinished Business |
| 4. Reading and Approval of Minutes of Previous Meeting | 9. New Business |
| 5. Communications | 10. Announcements |
| | 11. Adjournment |

It is necessary that a quorum be present at a meeting of an organization before it can legally transact business. The number constituting a quorum generally is specified in the constitution or bylaws of the organization. In the absence of such specification, a quorum consists of a majority of the members.

INTRODUCTION OF BUSINESS

Business may be introduced by motion, resolution or report; and no debate is in order until such a proposition is pending. A member obtains the floor by rising and addressing the presiding officer, who recognizes him by announcing his name. The member states the motion, it is seconded by another, the chair restates the motion and it is open for debate and amendment.

A motion should be stated in the form “I move that...” followed by a statement of the proposal which the member wishes to bring before the assembly. This is the only correct phraseology for proposing a motion. The form “I move you” or “I make a motion” or, after discussion, “I so move” is incorrect. Statements beginning “I propose” or “I suggest” should not be recognized as motions. Aside from occasional, brief explanatory remarks, no discussion is permissible when a motion is being presented. Many organizations require that the motion be written before it is presented, as an aid to accuracy and the expedition of business.

DISCUSSION OF BUSINESS

The object of deliberative bodies is to formulate actions. For these actions to be effective, it is necessary to reach the mature judgment and decision of the group by means of free interchange of thought through discussion. This interchange of views must be such that it will enable the members of an assembly to arrive at an intelligent understanding of the proposition under consideration before disposing of it.

When a speaker is granted the floor, it is for the purpose of discussing the pending question. If a speaker digresses from the subject, it is the duty of the presiding officer to request that the speaker keep his discussion relevant. Discussion should be clear and concise. The speaker is not talking for pleasure or entertainment, but to assist the assembly in arriving at a conclusion on the question under discussion. A member should be courteous, both when speaking and when another is speaking. Objectionable language should not be used, and any member may rise to point of order when the rules of decorum are abused.

DISPOSAL OF A QUESTION

Debate and deliberation on debatable motions should not be prematurely cut off or prevented. This is an infringement on the basic rights of members. However, all questions must come to an end. When it appears to the chairman that all debate has been offered, he should inquire of the assembly, “Is there any further discussion?” “Are you ready for the question?” The proper response to these queries is not to call “Question!” but to remain silent unless one wishes to discuss the motion. If the queries are unanswered, the chairman should put the question to a vote.

The most fundamental rule governing voting is that at least a majority vote is required to take action. Until a majority has spoken, nothing is to be changed. There are many ways in which a majority may be defined: Because of this diversity of definitions, a majority should be defined in the bylaws; however, in the absence of such provision, common laws specify that a majority is the majority of legal votes cast.

OFFICIAL REGISTRATION FORM FOR STUDENT ORGANIZATIONS

(Submit form to the Student Activities Office)

This form must be completed and turned in to the Student Government office at the beginning of the Fall Semester in order to function as an official student organization at Chipola.

1. NAME OF ORGANIZATION: _____

2. TYPE OF ORGANIZATION: _____

☐ ACADEMIC ☐ HONORARY ☐ RELIGIOUS ☐ SERVICE ☐ SUPPORT ORGANIZATION

3. ADVISOR OF ORGANIZATION: _____

4. ADVISOR'S PHONE NUMBER: _____

MEMBERS HOLDING OFFICE FOR THE _____ SCHOOL YEAR: (PLEASE TYPE OR PRINT)			
OFFICE HELD	NAME	ADDRESS	PHONE

We agree to the best of our ability to follow the guidelines for student organizations contained in the Student Organization Manual.

SIGNATURE OF ORGANIZATION PRESIDENT

DATE

SIGNATURE OF ORGANIZATION ADVISOR

DATE

Chipola College is an Equal Access / Equal Opportunity Institution. • www.chipola.edu/equal

PROCEDURE FOR ESTABLISHING A NEW ORGANIZATION

A group of students shall become an organization when formally recognized by the college. In order to be recognized, a group must meet the following requirements:

1. Obtain an advisor who is a full-time Chipola employee and be approved by the President of the College.
2. Submit a written formal constitution to the Office of Student Life, which in turn will be submitted to the Student Government Association. This constitution will consist of:
 - A. Name of the organization
 - B. Purpose of the organization
 - C. Means of determining membership
 - D. Method by which the organization will be governed (officers, elections, terms of office, etc.)
 - E. Functioning procedures and methods by which decisions will be made.
 - F. Anti-hazing statement
 - G. Student conduct statement
 - H. Source of revenue
4. After the constitution has been submitted to the Student Government Association and approved, it is then subject to review by the Executive Council of the college.
5. The decision of the Executive Council shall in turn be presented to the President. (If at any point the request is denied, the constitution may be revised and the process repeated.)
6. Upon recognition of an organization, Chipola College desires it to be known that said recognition infers neither approval or disapproval of the aims, objectives, and policies of the organization.
7. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institutional recognition. This organization may reapply for a charter after a period of one year.
8. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institutional community who is willing to subscribe to the stated aims and meet the stated obligations and rules of the organization's constitution and by-laws.

REQUEST FOR ESTABLISHING A NEW ORGANIZATION

(Submit to: The Student Government Association)

DATE _____

1. NAME OF ORGANIZATION: _____

2. TYPE OF ORGANIZATION: _____

☐ Academic ☐ Honorary ☐ Religious ☐ Service ☐ Support Organization

3. DESCRIBE HOW YOUR ORGANIZATION WILL SUPPORT THE MISSION OF THE COLLEGE. (The mission statement can be found in the college catalog or the student handbook/planner): _____

4. STATE PURPOSE OF ORGANIZATION: _____

5. ORGANIZATION'S ADVISOR(S): _____

6. POTENTIAL MEMBERS: **(PLEASE LIST EXACTLY 15 POTENTIAL MEMBERS.)**
(Please Print or Type your selections.)

1. _____ 6. _____ 11. _____

2. _____ 7. _____ 12. _____

3. _____ 8. _____ 13. _____

4. _____ 9. _____ 14. _____

5. _____ 10. _____ 15. _____

Please attach a written formal constitution that may be presented to the Student Government Association.

APPLICATION SUBMITTED BY: _____ DATE: _____

ACTION TAKEN BY STUDENT GOVERNMENT ASSOCIATION:

☐ APPROVED

☐ DISAPPROVED

SGA PRESIDENT: _____

DATE: _____

ACTION TAKEN BY EXECUTIVE COUNCIL:

☐ APPROVED

☐ DISAPPROVED

SIGNATURE: _____

DATE: _____

FINAL ACTION BY CHIPOLA COLLEGE PRESIDENT:

☐ APPROVED

☐ DISAPPROVED

PRESIDENT: _____

DATE: _____

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PROCEDURE FOR REINSTATING AN ORGANIZATION

If a previously active organization has been inactive for a period of one (1) year and wishes to become active again, the following procedures are required:

1. If the organization has been inactive because of a lack of membership or lack of an advisor, etc.:
 - A. Submit a constitution and a reinstatement form to the Student Government Association.
 - B. Request for reinstatement must be approved by a majority vote in the Student Government Association.
2. If the organization was disbanded because of an Administrative Order:
 - A. Submit a “Review of the Facts” that caused the organization to disband and a reinstatement form to the President of the College.
 - B. Approval for reinstatement, if granted by the President, will include forwarding of the request and all forms to the Student Government Association and the Associate Vice President of Student Affairs.
 - C. Approval for reinstatement must be by a majority vote of the Student Government Association.

REQUEST FOR REINSTATING AN ORGANIZATION

(Submit to: The Student Government Association)

DATE _____

1. NAME OF ORGANIZATION: _____

2. TYPE OF ORGANIZATION: _____

☐ Academic ☐ Honorary ☐ Religious ☐ Service ☐ Support Organization

3. DESCRIBE HOW YOUR ORGANIZATION WILL SUPPORT THE MISSION OF THE COLLEGE. (The mission statement can be found in the college catalog or the student handbook/planner): _____

4. STATE PURPOSE OF ORGANIZATION: _____

5. ORGANIZATION'S ADVISOR(S): _____

6. POTENTIAL MEMBERS: (PLEASE LIST EXACTLY 15 POTENTIAL MEMBERS.)
(Please Print or Type your selections.)

1. _____ 6. _____ 11. _____

2. _____ 7. _____ 12. _____

3. _____ 8. _____ 13. _____

4. _____ 9. _____ 14. _____

5. _____ 10. _____ 15. _____

Please attach a written formal constitution that may be presented to the Student Government Association.

APPLICATION SUBMITTED BY: _____ DATE: _____

ACTION TAKEN BY STUDENT GOVERNMENT ASSOCIATION:

☐ APPROVED

☐ DISAPPROVED

SGA PRESIDENT: _____

DATE: _____

ACTION TAKEN BY EXECUTIVE COUNCIL:

☐ APPROVED

☐ DISAPPROVED

SIGNATURE: _____

DATE: _____

FINAL ACTION BY CHIPOLA COLLEGE PRESIDENT:

☐ APPROVED

☐ DISAPPROVED

PRESIDENT: _____

DATE: _____

STUDENT ACTIVITY REQUEST FORM

This form must be completed and turned in to the Office of Student Life for approval **at least 15 business days** prior to any activity sponsored by a student organization. If a college facility is to be used, a Facility Use Request must be completed by the specified deadlines.

EXPECTED STUDENT BEHAVIOR: Students representing Chipola College at on/off-campus activities such as sporting events, contests, conferences, etc., shall conduct themselves in such a manner so as not to bring discredit to the college. Reports of unacceptable conduct at such affairs shall be investigated and may result in disciplinary action. All rules and regulations outlined in the Student Rights and Responsibilities must be followed in addition to these established guidelines:

1. Obey advisor(s) at all times.
2. Do not leave the hotel and/or conference site without advisor's permission.
3. Attend all required meetings unless the sponsor allows otherwise.
4. Remember that possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited. Students found to be in violation of this college policy (BOT Policies 3.370 and 4.280) will be subject to penalties under the provisions of the Disciplinary Procedures as outlined in the Student Rights & Responsibilities, Code of Conduct.
5. Follow all house rules of the hotel and/or conference site.
6. Represent him/herself and Chipola in a favorable manner.

NAME OF SPONSORING ORGANIZATION: _____

ACTIVITY: _____

DATE, LOCATION & TIME: _____

PURPOSE OF ACTIVITY: _____

EQUIPMENT TO BE USED: _____

ARRANGEMENTS FOR CLEAN UP AFTER ACTIVITY: _____

IF TICKETS, SERVICES OR MERCHANDISE ARE SOLD - STATE THE ITEM, PRICE AND WHAT MONEY WILL BE USED FOR:

WILL STUDENT ACTIVITY FUNDS BE USED? IF YES, EXPLAIN WHY AND GIVE AN ESTIMATE OF THE FUNDS NEEDED:

SIGNATURES OF THREE CHAPERONS:

SIGNATURE(S) OF ORGANIZATION ADVISOR:

☐ **APPROVED**

☐ **DISAPPROVED**

STUDENT ACTIVITIES COORDINATOR

DATE

ASSOCIATE VICE-PRESIDENT STUDENT AFFAIRS

DATE

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ACTIVITIES FUND REQUEST FORM
OFFICE OF STUDENT LIFE

PLEASE ATTACH THIS FORM TO COMPLETED PURCHASE ORDER OR CHECK REQUEST.

Date _____

Name of Organization Requesting Funds _____

Amount Requested

\$

Advisor: _____

Phone: _____

Student Contact: _____

Phone: _____

Purpose _____

It is hereby agreed that the aforementioned organization should participate in the following campus activities (if scheduled) to be eligible for Student Activities Funds: Fall Festival, Homecoming Week, Spring Frolics and SGA meetings.

Advisor Signature

☐ APPROVED	☐ DISAPPROVED
Coordinator of Student Life	Date

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ACTIVITIES FUND CONTRACT

Each organization is entitled to receive student activities funds for a maximum of \$375.00 per semester toward legitimate expenses. Unused funds may accumulate over the course of the year, but will not roll over into the next fiscal year (July 1). To be eligible to receive funds, this form must be completed at the beginning of the Fall Semester and the organization should participate in the following activities:

*Student Organization Week – Display Table (manned, optional) – 8/25-29/2025 – Student Center

*Fall Festival – October 23, 2025 – The Lawn

*Homecoming Week – February 2 – 7, 2026

Introduction of Homecoming Candidates – January 28, 2026 – Cultural Arts Center

*Spring Frolics – April 9, 2026 – Cafeteria Lawn

*Have a representative attend SGA meeting to give an organization report every Monday.

Mondays, 1:30 p.m. – Student Center, Bldg. K, Room 125

To request funds, the organization advisor must complete an Activities Fund Request Form (page 23) one week in advance. If an organization uses funds but is not in compliance with the Activities Fund Contract, the organization will be required to repay the total amount of expended funds to the college.

I, _____, as Advisor for _____ do hereby
(Advisor name) (Organization)

agree to the requirements listed above for the use of Student Activities Funds.

(Signature) Organization Advisor

(Date)

(Signature) Coordinator of Student Life

(Date)

Office of Student Life

Student Travel and Off-Campus Activity Forms

1. Please have each student complete pages 26-29 before the off-campus activity. If students are providing their own transportation, each student complete page 34 of this manual.
2. Please have these forms with you at all times during the off-campus activity.
3. If the travel is for an official campus organization, please provide a copy of all forms to Kristi Hinson, Coordinator of Student Life, prior to the activity. You may submit these completed forms via email at hinsonk1@chipola.edu.
4. If the travel is **NOT** related to an official campus organization, please provide a copy of all completed forms to Bonnie Smith, Associate Vice President of Student Affairs, prior to the activity.
5. For more information, please contact Kristi Hinson at 718-2314 or Bonnie Smith at 718-2451.

CHIPOLA COLLEGE
AGREEMENT FOR OFF CAMPUS COLLEGE ACTIVITY
(PLEASE PRINT)

STUDENT / PARTICIPANT NAME

DEPARTMENT & COURSE

STUDENT ID NUMBER

DATE OF BIRTH

To Students and their Parents:

The two agreements below are designed primarily to protect our group members in the event that an emergency might require the immediate action parents would take if they were present and also, as a necessary precaution, to protect Chipola College from claims which might be made by members of the group and their parents.

In the years the college has been sponsoring off campus activities, incidents of the type covered by these agreements have been negligible. However, parents would not wish their sons or daughters to join a group under the auspices of an organization which disregarded even the remotest contingency.

We recommend that you read the provisions of this agreement carefully and if not fully understood, please consult with your attorney.

RELEASE

As a student/participant of Chipola College, I do willingly execute this release in the consideration of the educational benefit to be derived by me by my participation in (specify the type of activity and duration)_____. I hereby release from liability and hold Chipola College harmless from any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury or death sustained by me arising out of any travel or activity conducted by or under the control of Chipola College. It is understood that Chipola College as used herein shall include the employees, administrators, agents, and Board of Trustees of Chipola College.

DATE

SIGNATURE OF STUDENT / PARTICIPANT

FOR STUDENTS/PARTICIPANTS UNDER THE AGE OF 18:

I HEREBY APPROVE THE FOREGOING AGREEMENT AND JOIN IN THE FOREGOING RELEASE.

DATE

SIGNATURE OF PARENT OR GUARDIAN

If accident/incident occurs, please contact the Associate Vice President of Human Resources/Civil Rights Compliance/Title IX ASAP* **Wendy Phippen at 850-718-2269 or pippenw@chipola.edu*

Chipola College is an Equal Access / Equal Opportunity Institution. • www.chipola.edu/equal

**CHIPOLA COLLEGE
PERMISSION FOR EMERGENCY TREATMENT**

STUDENT / PARTICIPANT NAME

STUDENT ID NUMBER

I / We hereby authorize the appointed representative(s) of Chipola College to obtain and authorize medical treatment as is necessary to protect the well-being of myself/my child, including authorization for emergency treatment, anesthesia, and/or surgery as deemed necessary.

Further, I / We do hereby release and agree to hold harmless Chipola College and its representatives from any and all claims which may arise from said medical treatment.

SIGNATURE OF STUDENT / PARTICIPANT

DATE

FOR STUDENTS / PARTICIPANTS UNDER THE AGE OF 18:

I hereby certify that all of the above information given is true and accurate.

SIGNATURE OF PARENT OR GUARDIAN

DATE

NOTE: On rare occasions an emergency requiring hospitalization, surgery, and/or other medical treatment develops. Since in some countries/states students under 18 years of age might not be administered an anesthetic or operated upon without the written consent of the parent or guardian, we request that the parent or guardian sign this document in order to prevent a dangerous delay in the administration of emergency medical attention.

Emergency Medical Information:

Do you suffer from any of the following conditions:

____Allergies ____Asthma ____Convulsions ____Heart Trouble
____Diabetes ____Fainting Spells ____Bleeding Disorders ____Other (list)

Do you wear: ____Contact Lens ____Dentures

Are you currently taking any medications? (Please list)_____

If accident/incident occurs, please contact the Associate Vice President of Human Resources/Civil Rights Compliance/Title IX ASAP* **Wendy Pippen at 850-718-2269 or pippenw@chipola.edu*

**CHIPOLA COLLEGE
EMERGENCY CONTACT INFORMATION**

This document and its contents constitute a student record and are exempt from public records under 1002.22 and 1006.52, Florida Statutes. The contents of this document can only be disclosed in accordance with the Student's / Participant's and/or Parent's consent.

STUDENT / PARTICIPANT NAME

STUDENT ID NUMBER

ADDRESS: _____

HOME PHONE: _____

ALTERNATE PHONE: _____

E-MAIL: _____

EMERGENCY CONTACT:

NAME: _____

RELATIONSHIP: _____

PHONE #: _____

ALTERNATE PHONE: _____

ADDRESS: _____

E-MAIL: _____

I hereby certify that all of the above information given is true and accurate.

SIGNATURE OF STUDENT / PARTICIPANT

DATE

FOR STUDENTS / PARTICIPANTS UNDER THE AGE OF 18:

I hereby certify that all of the above information given is true and accurate.

SIGNATURE OF PARENT OR GUARDIAN

DATE

***This information shall be only disclosed to a healthcare facility should the student / participant require medical services and is unable to personally convey the information to the medical service provider.**

If accident/incident occurs, please contact the Associate Vice President of Human Resources/Civil Rights Compliance/Title IX ASAP* **Wendy Pippen at 850-718-2269 or pippenw@chipola.edu*

**ASSUMPTION OF RISK FORM FOR OFF CAMPUS TRAVEL
CHIPOLA COLLEGE
STUDENT ACTIVITIES**

NAME: _____ STUDENT NUMBER: _____

(Please Print Or Type)

ADDRESS: _____

PHONE: _____

CAMPUS ORGANIZATION TRAVELING WITH: _____

DESTINATION: _____

PURPOSE: _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

OFF CAMPUS TRAVEL RULES

1. Obey advisor(s) at all times.
2. Do not leave the hotel and/or conference site without the advisor(s) permission.
3. Attend all required meetings unless the advisor(s) allow otherwise.
4. Remember that possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited. Students found to be in violation of this college policy (BOT Policies 3.370 and 4.280) will be subject to penalties under the provisions of the Disciplinary Procedures as outlined in the Student Rights & Responsibilities, Code of Conduct.
5. Follow all house rules of the hotel and/or conference site.
6. Represent yourself and Chipola in a favorable manner.

I have read and understand fully the above rules pertaining to off campus travel, and agree to abide by these rules to the best of my ability. Furthermore, I understand that there are certain risks involved in traveling off campus and I am willing to assume responsibility for these risks. I also understand that I will be held responsible for any property damage on this trip that might result from my neglect or misuse.

SIGNATURE: _____ **DATE:** _____

ADVISOR(S) SIGNATURE: _____ **DATE:** _____

If accident/incident occurs, please contact the Associate Vice President of Human Resources/Civil Rights Compliance/Title IX ASAP* **Wendy Pippen at 850-718-2269 or pippenw@chipola.edu*

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Student Officially Excused for College Activities

College Activity _____

Activity begins _____
Class Period and Date

Activity Ends _____
Class Period and Date

List names of students, last name first, in alphabetical order

1. _____	16. _____
2. _____	17. _____
3. _____	18. _____
4. _____	19. _____
5. _____	20. _____
6. _____	21. _____
7. _____	22. _____
8. _____	23. _____
9. _____	24. _____
10. _____	25. _____
11. _____	26. _____
12. _____	27. _____
13. _____	28. _____
14. _____	29. _____
15. _____	30. _____

Sponsor's Approval		Date	
Immediate Supervisor		Date	
Associate VP, Student Services		Date	
VP, Instruction		Date	

Directions:

1. This form should be initiated electronically by the sponsor, approved by the sponsor's immediate supervisor or Department Dean and sent to the office of the Director of Student Services.
2. The Director of Student Services will send it to the office of the Vice President of Instruction five days before the college activity takes place.
3. The Vice President's office will e-mail the form to faculty and staff.



3094 Indian Circle
Marianna, FL 32446-2053
Facility Use Request

PART I: REQUEST

1. Name/Organization _____
2. Address _____
3. Facility to be Used _____
4. Purpose _____
5. Date of Use _____
6. Time From _____ To _____

*FOR COLLEGE FUNCTIONS ONLY

Computer Wireless Access for Presenter	Laptop Wireless Access for Attendees (how many)	Internet	Sound Microphone	Printer Projector
---	---	----------	---------------------	----------------------

SPECIFIC SET-UP INSTRUCTIONS (changes may not be made later):

Each person or group using the above facility understands and agrees to the following conditions:

- a. The college assumes no liability for any personal injuries or loss of property resulting from use of the facility.
- b. Any individual or group agrees to comply with all college rules and regulations.
- c. Any individual or group is responsible for any loss by theft or damage to college property.

8. Custodial services required ☐ Yes ☐ No

9. Contract attached (Not required of campus group covered by Chipola insurance) ☐ Yes ☐ Not Applicable

10. Signature of Requestor or Sponsor _____

11. Date _____

12. Requestor may be contacted at _____ Phone _____ Hours _____

***Use of the facility is NOT CONFIRMED until requestor receives a return copy of this form with ALL approvals checked.**

PART II: APPROVAL

1. Director of Facilities:	Date		Initials	
2. Building Supervisor:	Date		Initials	
3. VP of Instruction:	Date		Initials	
4. Associate VP of Student Affairs:	Date		Initials	
5. Associate VP of Human Resources:	Date		Initials	

***THIS EVENT SCHEDULED FOR THE DATE ON THIS FORM IS ADDED TO THE COLLEGE CALENDAR**

Chipola College is an Equal Access/Equal Opportunity Institution

Revised July 2023



3094 Indian Circle
Marianna, FL 32446

Independent Contractor Agreement

This contract is not valid unless all required signatures have been obtained prior to services performed.

The undersigned hereby agrees to perform the following services for Chipola College.

The undersigned agrees to accept \$_____ in return for said services and acknowledges that the undersigned is not an employee of the College for purposes of providing these services and, accordingly, is **not** covered by college insurance, including worker's compensation and that the College will not withhold income tax or social security, but will report the amount of compensation to the Internal Revenue Service as required by law.

Dated _____ day of _____, 20_____

Independent Contractor
Printed Full Legal Name

Independent Contractor Signature
(A completed W-9 must be attached)

Last Four-Digits of Your Social Security Number: _____

As an independent contractor, you will be issued a 1099-NEC, provided the total amount of transactions meets the threshold of reportable payments as indicated in IRS Publication 1220 (<https://www.irs.gov/pub/irs-pdf/p1220.pdf>).

It is the responsibility of the independent contractor to retain all necessary expense documentation for the purpose of federal income tax reporting.

The services listed are required and the amount being recommended represents a standard or reasonable amount for such services.

Department # _____ GL Code _____

Budget Head Date

Vice President, Admin
& Business Affairs Date

Human Resources Date

President Date



College Vehicle Use Form

(Vehicles are reserved on a first-come, first-served basis)

Part I - REQUEST - TO BE COMPLETED BY TRIP SPONSOR

1. Date of Request			
2. Organization			
3. Purpose of Trip			
4. Destination			
5. Departure Date		6. Time	
7. Return Date		8. Time	
9. Number to be transported	Students _____ College Employees _____ Other _____		
(Contact the office of Administrative Services if any riders fall into the "Other" category.)			
10.	☐	pre K-12 students (including dual-enrollment, athletic recruits etc.) will be transported.	
	☐	pre K-12 students will not be transported.	
I understand that if pre K-12 students are transported that the driver <u>must</u> possess a Commercial Drivers License (CDL) with passenger (P) and student (S) endorsements regardless of the vehicle used.			
11. Vehicle requested (Check One)			
	☐	Bus #1 White (35 plus driver) CDL Class A or B with P & S endorsements required.	
	☐	Bus #2 White (37 plus driver) CDL Class A or B with P & S endorsements required.	
	☐	Mini-Bus #4 (25 plus driver) CDL Class A, B or C with P & S endorsements required.	
	☐	Van (14 plus driver) 5 passenger minimum required. CDL A, B, or C with P & S endorsements required to transport pre-K through grade 12 students	
12. Driver's Name:			
	License No., Class & Endorsements: _____		
13. Sponsor's Approval. I attest that the information contained is true and correct and any changes shall be submitted for approval consistent with the original process <u>prior to the use of the vehicle.</u>			
	Signature _____		Date _____

Part II - Approval and Reservation of Vehicle – To Be Completed by Property/Inventory and Records Coordinator

Signature _____	Date _____
-----------------	------------

Part III – Trip Report – To Be Completed by Driver/Sponsor/Sponsor's Designee

17. Beginning Odometer _____	18. Ending Odometer _____
19. Total Miles _____	20. Credit Card _____
21. Needed Repairs/Comments _____	
22. Driver/Sponsor/Sponsor's Designee Signature _____ Date _____	
I attest that only the driver listed in Part I, 12 will drive the vehicle and I accept responsibility for the college credit card listed.	

Directions:

1. Sponsor shall complete Part I and turn into the Office of Property Records.
2. Property/Inventory and Records Coordinator shall approve (contingent upon availability) and reserve vehicle.
3. The Driver/Sponsor/Sponsor's Designee must pick up this form, keys, vehicle and gas credit card at the Physical Plant Office on the departure date, or sooner if departure is before/after normal business hours.
4. Upon return, Part III shall be completed and returned immediately, along with keys, vehicle, credit card and credit card receipts to the Physical Plant office. If it is outside of normal business hours all items must be returned immediately upon the office opening on the next business day.

STUDENT PRIVATE AUTO AGREEMENT

NAME: _____ STUDENT NUMBER: _____
(Please Print Or Type)

ADDRESS: _____

PHONE: _____

CAMPUS ORGANIZATION/COURSE TRAVELING FOR: _____

DESTINATION: _____

PURPOSE: _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

IF YOU ARE A PASSENGER WITH A STUDENT, GIVE THEIR NAME: _____

RELEASE

As a student/participant of Chipola College;

I wish to drive my own personal vehicle/ride as a passenger with another student in their personal vehicle, (circle one) to the above stated activity. I do willingly execute this release in the consideration of the educational benefit to be derived by me by my participation. I hereby release from liability and hold Chipola College harmless from any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury or death sustained by me arising out of any travel or activity conducted by or under the control of Chipola College. It is understood that Chipola College as used herein shall include the employees, administrators, agents, and Board of Trustees of Chipola College.

DATE

SIGNATURE OF STUDENT / PARTICIPANT

FOR STUDENTS/PARTICIPANTS UNDER THE AGE OF 18:

I HEREBY APPROVE THE FOREGOING AGREEMENT AND JOIN IN THE FOREGOING RELEASE.

DATE

SIGNATURE OF PARENT OR GUARDIAN

**AGREEMENT FOR OFF-CAMPUS ACTIVITY
NOT CHAPERONED BY THE COLLEGE**

NAME: _____ STUDENT NUMBER: _____

(Please Print Or Type)

ADDRESS: _____

PHONE: _____

CAMPUS ORGANIZATION/COURSE TRAVELING FOR: _____

DESTINATION: _____

PURPOSE: _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

RELEASE

As a student/participant of Chipola College, I do willingly execute this release in the consideration of the educational benefit to be derived by me by my participation in the above stated activity. I hereby release from liability and hold Chipola College harmless from any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury or death sustained by me arising out of any travel or activity conducted by or under the control of Chipola College. It is understood that Chipola College as used herein shall include the employees, administrators, agents, and Board of Trustees of Chipola College.

DATE

SIGNATURE OF STUDENT / PARTICIPANT

FOR STUDENTS/PARTICIPANTS UNDER THE AGE OF 18:

I HEREBY APPROVE THE FOREGOING AGREEMENT AND JOIN IN THE FOREGOING RELEASE.

DATE

SIGNATURE OF PARENT OR GUARDIAN

ACTIVITY REGISTRATION FORM – OFF CAMPUS ENTITY

This form must be completed and returned to the Associate Vice President of Student Affairs or the Coordinator of Student Life at least (10) business days in advance of the distribution or activity. The Associate Vice President of Student Affairs or the Coordinator of Student Life will approve or disapprove the activity or event and appropriate space for visitors, according to College Policy 1.122—Campus Visitors. This includes the display or distribution of any type of publicity or literature on campus. The proposed activity must be a lawful activity and cannot disrupt the functioning of Chipola College or the rights of other individuals or organizations. The proposed activity cannot impede the normal flow of traffic nor disrupt instructional activities or other campus activities. Commercial Speech is not included in this policy.

NAME OF SPONSORING ORGANIZATION:

NATURE OF ACTIVITY:

DATE & HOURS OF ACTIVITY:

PURPOSE OF ACTIVITY:

ARRANGEMENTS FOR SECURITY:

ARRANGEMENTS FOR CLEAN UP AFTER ACTIVITY:

LOCATION OF ACTIVITY:

Signature of Requestor

Date

Requestor Contact Information (phone, email, etc.)

Associate Vice President of Student Affairs or Coordinator of Student Life

Date

The purpose of this Activity Registration Form is designed to assist the College with making appropriate plans, steps and accommodation to protect the interests of individuals who exercise their freedom of speech while at the same time preventing unlawful activity as well as preventing any activity which materially and substantially disrupts the functioning of the College or infringes upon the rights of other individuals or organizations who engage in expressive activities.

VOLUNTEER AGREEMENT

****NOTICE**: ALL VOLUNTEERS MUST FOLLOW THE RULES AND PROCEDURES OF IMM #25 AND REPORT TO THE HUMAN RESOURCES OFFICE BEFORE PARTICIPATING AS A VOLUNTEER.**

VOLUNTEER SERVICES TO CHIPOLA COLLEGE

I. General Statement

1. College personnel may utilize volunteers for one-time or occasional voluntary service and for specific voluntary activities on an on-going basis.
2. The purpose of this memorandum is to establish procedural guidelines for using volunteers at the College.

II. Procedure

1. The following procedural guidelines apply to the use of volunteers at the college.

A volunteer is a person who provides services to the college with no expectation of payment. A volunteer shall comply with all college rules and procedures.

College personnel agreeing to supervise volunteer activity are responsible for the following:

- A. Submission of a completed volunteer approval form to the Special Assistant for Institutional Programs prior to the first date of service.
- B. Submission of a completed time sheet (use career employee time sheet) to the Special Assistant for Institutional Programs upon completion of the volunteer's service.
- C. To screen, train, supervise and be responsible for their volunteers.
- D. To take the necessary action to ensure that volunteers understand their duties and responsibilities.
- E. To inform the volunteer of any applicable administrative rule of procedure.
- F. To inform volunteers that activities not directly related to the services for which they are volunteering may result in the college protection being nullified.

The college reserves the right to refuse any specific or all volunteer service at any time.

Date: November, 1994, August, 1999

Reference: FS 240.319

SBE 6A-14.0247 & 6S-14.0262