



STUDENT ORGANIZATION HANDBOOK

(Revised January 2022; Fall 2023; Fall 2024; Fall 2025)

STUDENT ENGAGEMENT OFFICE
Student Center, Room 108

Table of Contents

Introduction

Club Basics

- FVCC Board Policy
- Role of Student Government
- Constitution and Bylaws
- FVCC Connect
- Club Registration
- Allocation Process and Budget
- Role of an Advisor
- Establishing a New Club

Financial Procedures

- Purchasing
- Student Organization Credit Card
- Deposits
- Bookstore
- Gift Card Purchases
- Handling Public Funds (Cash Box)
- Miscellaneous Services
- Fundraising
- Travel

Event planning

- Risk Management
- Room Reservations
- Maintenance & Custodial Requests
- Catering
- Audiovisual Needs
- Facility Usage and Sponsoring Events
- Marketing

Resources

- FVCC Connect Workshops
- Student Organization Trainings
- Student Leadership Program
- Agenda & Minutes
- Controlling a Meeting
- Parliamentary Procedure

Introduction

Student Engagement is excited about your interest in student organizations. We recognize that student organizations provide a valuable service to the FVCC community. As a student at FVCC, you have the unique opportunity to participate in a wide variety of activities. Involvement in student organizations is a great way to connect to the campus, build leadership skills, meet people and have fun! There are many benefits to being involved on campus:

- Involved students feel more connected to the College, the campus, other students, and are more familiar with the resources the College provides.
- Ease the transition from one school to another.
- You can meet people and make friends with those who have similar interests.
- Students involved are more likely to graduate.
- Students involved report higher levels of satisfaction with their college experience.
- Being involved encourages and advances your development on all levels: intellectual, cultural, spiritual, and social.
- You will gain knowledge, skills and experience in leadership, communication, problem solving, group development and management, budgeting and finance, presentation and public speaking, and much more!
- You will become knowledgeable about what is happening on campus.
- Build your resume with extra-curricular and leadership development activities.

Student organizations exist to build upon and enrich the classroom experience. All students are invited to participate in activities and find a place to belong. Student Engagement believes involvement outside of the classroom is an important aspect of your education at FVCC. Any student can take the initiative to create a new student organization.

Student Engagement expects that all student organizations exemplify respect and inclusion in all events and activities. As you represent your organization through its events and activities, please remember that you are also representing FVCC. Please review and pay close attention to the guidelines and policies in this handbook. Feel free to consult Student Engagement for clarification, guidance, and advice at any time.

To explore ideas, discuss concerns, or find guidance, contact:

Student Engagement Program Director

Student Center, room 108
engage@fvcc.edu
406.756.3908

Club Basics

Student Organization Board Policy

(FVCC Policy Manual CHAPTER VII - STUDENTS SECTION 40: STUDENT ACTIVITIES Revised: September 21, 2020) STUDENT ACTIVITIES

The College shall direct efforts toward the promotion, support, and proper direction of student activities and student organizations, which promote social, recreational, cultural or civic engagement, intellectual growth or well-being of students, consistent with the goals of the College. Applicable state and federal laws, College policies, and administrative regulations shall be followed in the operation of student activities and student organizations.

Role of Student Government

Stated directly from Student Government's Constitution:

- A. To express student concerns and safeguard student interests to the Board of Trustees, College Council, Administration, Faculty, and Staff.
- B. To facilitate effective communication between administration, faculty, staff, and students.
- C. To offer students the opportunity to develop their personal skills in leadership and group management.
- D. To allocate funds and maintain fiscal authority over funds generated by student activity fees.
- E. To sponsor events for the general student populace and to enhance student life on campus.
- F. To acknowledge and support student clubs and organizations sponsoring events for the enrichment and enhancement of the student body.
- G. To encourage participation in all aspects of student life.

This shall be done through representation of the Student Body in matters affecting student life and student affairs, promoting and supervising student organizations and activities, along with upholding this constitution and its bylaws.

Constitution

When existing or creating a club, it is important to know and understand Student Government's Constitution. Student Government is responsible for each club's allocations and is there to support your club. There are also guidelines for clubs to know and follow that are set by Student Government. You can find this document in the FVCC Connect Student Government group under documents.

FVCC Connect

FVCC Connect is the official web and mobile platform for all student organizations and campus involvement at Flathead Valley Community College. It provides each group with a portal to manage rosters, store documents, and communicate with members, while also giving the entire campus a centralized directory of clubs, events, and opportunities. Features include unlimited event listings with attendance tracking, a campus-wide feed with chat and social media integration, surveys and live polling, tracks and checklists, leaderboards with points and badges, and tools like meeting scheduling that integrate with Outlook 365 and Google.

All registered student organizations are required to use FVCC Connect to maintain recognition and remain in good standing. This ensures consistency in how groups operate, provides accountability, and makes it easier for students to find, join, and engage in campus life. FVCC Connect not only supports compliance, but also enhances visibility, communication, and the overall student experience.

Club Registration

FVCC recognizes the vital contributions that student organizations make to campus, and we strive to assist you in any that we can. To qualify for all of the benefits and resources of a student organization, you must follow the registration process each semester to receive your organization's allocations from Student Government. Each club must complete and submit a club registration form by the 4th week of each semester. You can find this form in the FVCC Connect Student Government group under documents.

Allocation Process and Budget

Each club will be provided with the forms, procedures and instructions for the allocation process and requesting student activity funds. Requests must be turned in on time through the Interclub Council. The fiscal year for all FVCC Clubs is July 1st to June 30th. All budgets are to be allocated for one fiscal year. Clubs have no carryover of funds from one fiscal year to the next. Each club receiving funds must complete and submit a club registration form by the 5th week of each semester.

Each student organization shall be required to develop and maintain an operating budget and will be held accountable for the funds appropriated and transferred to the organization.

Newly chartered student clubs shall have an allocation of \$300 for the current year upon approval of the club. If the Student Government declares that special conditions exist, it may suggest appropriating a larger sum.

Role of an Advisor

As a club advisor, you agree to undertake a valuable responsibility in promoting the role student clubs can play in developing student skills and confidence. Serving as an advisor to a student club provides opportunities to:

- Motivate and challenge students;
- Better know and understand students outside the classroom;

- See students successfully apply skills in the classroom.

The club advisor's responsibilities vary with the club's activity. Minimally any recognized Flathead Valley Community College (FVCC) club must have an FVCC employee serving as the "Advisor" with fiscal responsibilities. A group may choose to have additional persons serving in advisory roles that may or may not be FVCC employees. This is acceptable if the Advisor on record and the one responsible for the financial transactions is an FVCC employee.

Responsibilities of an Advisor

A faculty/staff advisor can become one of the club's most valuable assets. As professional members of FVCC, they provide a communications link between the club and FVCC.

The following lists basic responsibilities for Faculty/Staff Advisors:

- Assist the club in developing an understanding of and fulfilling its mission and purpose at FVCC.
- Assist the club in understanding and exemplifying the [FVCC Code of Conduct](#) and the mission of the college.
- Help the club navigate campus resources, policies and procedures such as reserving rooms, submitting request for payments, and publicity for events.
 - Serve as the authorized signature for all official college documents for the organization.
- Ensure that the organization maintains good status by re-registering by the deadline at the beginning of each semester ensure one club member attends Interclub Council meetings and participates in Interclub events (if applicable).
- Be a liaison between the club and the College—share club/organization successes and college information. Promoting dialogue between club membership, college administration, student body, the college community, and the local community.
- Oversee responsibility for club activities, programs, members, and seeing that programs conform to the educational purposes of the college.
- Attendance at all club functions and programs as required, supervising and maintaining college standards of behavior, use of facilities and equipment, etc.
- Travel with the group on any college/club sponsored activity.
- Similar to obligations in the classroom, Advisors should be prepared to provide students with reasonable accommodations for all club related activities.
- Challenge and support the club to continuously grow and improve.
- An approximate idea of time commitment involved with this role is 8-10 hours per month/9-12 months per year. (Some clubs might be active during the summer.)
- Advisors need to be available during scheduled office hours to sign forms, address questions, meet with (or set meetings with) club members.

Working with Your Advisor

Club advisors are volunteers who devote their time and talent to campus groups and are responsible for supporting and encouraging their groups through successes and failures. The responsibility for finding an advisor rests with the club/organization. If you are having difficulty finding an advisor, please contact the Student Engagement Office.

1. The responsibility for building the relationship must be shared between the advisor and the students.
2. The relationship must be based upon open and direct communication and mutual respect.
3. All advisors and members must recognize their various roles and responsibilities inside and outside of the organization.
4. All members and advisors should share expectations of performance, responsibilities, and group effectiveness.
5. The advisor must also sign off on all the appropriate papers before they can be approved by the Student Engagement Office.
6. Be sure to recognize your advisor as a resource to your club/organization.

Establishing a New Club

We are always excited to see new student organizations on campus. Any new FVCC student group may apply to be a recognized organization by completing the following process.

Getting started...

- Schedule a meeting with the Student Engagement Program Director.
- Review the FVCC Board Policy Chapter 7 Section 40 (attached).
- Read the ASFVCC Constitution and become familiar with club requirements.
 - (This document can be found on the FVCC website under Student Government.)
- Recruit a minimum of 5 students.
- Secure a faculty or staff advisor.
- After 3 successful meetings you can apply to become an official student organization.
- To apply, complete the following process:
 - Fill out the charter application
 - Develop a mission statement
 - Complete a petition to form a new club
 - Create by-laws including job descriptions for your officers
 - Hold officer elections
 - Develop a budget
- Submit the completed application and all attachments to the Student Engagement Program Director for the approval process.
- After receiving approval, ask the FVCC Student Government President to place you on the meeting agenda to receive official recognition as a student club.
- Once your club has been officially recognized, you can request up to \$300 from Student Government to help fund your new club.
- Identify a representative from your club, preferably an officer, to attend the bimonthly Interclub Council meetings.
- Please contact the Student Engagement Program Director with any questions or concerns.

To find the full Establishing a New Club handbook please go to FVCC Connect and navigate to the Student Engagement group and find the file tab.

Financial Procedures

Purchasing

Financial Forms are found on the FVCC Webpage.

Fund Controllers:

Each student group should designate 1-2 Student Fund controllers at the beginning of the semester who can sign off on expenditures and check out a credit card. The designated advisor(s) will need to sign for all purchases.

Purchases over \$2,500:

Any purchase over \$2,500 requires obtaining 3 bids from outside organizations and should be initiated by the advisor. Documentation of these bids should be submitted to the Business Office with a requisition. Obtain a purchase order before making the purchase.

The Financial Officer will make copies to keep for Club records but will need to submit original receipts to Accounts Payable along with Purchase Order receiving copies to substantiate expenses.

Requisitions:

Requisitions should only be requested by FVCC Employees and are very uncommon for student groups. Requisitions- are used when placing an order with vendors and the purchase is over \$2,500. Discuss with the Business Office to determine if a requisition is pertinent to your purchase.

Student Organization - Credit Card:

Each student group should designate two Student Fund Controllers and 1-2 advisors at the start of the semester who can authorize purchases. A list of Student Fund Controllers and advisors must be emailed to aelletso@fvcc.edu and ldavies@fvcc.edu as soon as they are identified. If these assignments change at any time, please provide an updated list. Before checking out a credit card, the designated student and their Advisor must come to the Business Office to officially introduce themselves as the specific organization's purchaser. Credit Cards will only be provided to those designated people with photo identification. The Student Organization card can be checked out from the Business Services Office from the Account Payable Specialist. Credit cards can be checked out between 8 am- 4p.m. and have a 1-hour checkout time limit, unless other arrangements are made with the Accounts Payable Specialist. Credit cards must be returned to the Business Office by 5pm on the same day.

To check out the credit card, the student is required to bring a photo identification card and credit card request form with the approximate amount that will be spent on the card, signed by the student and the FVCC advisor of the student organization.

After purchasing, the student will bring the goods purchased and receipt back to the advisor. The advisor should ensure that all purchases are present and then initial the receipt. After receipt is initialed, students will bring the credit card and receipt back to Accounts Payable Specialist. If gift

certificates are purchased, the organization must provide a list of people who have received the certificates.

Deposits:

If a student has money to deposit into the student organization account, money should be brought to the Business Service Office cashier. Students should know the account code of their student organization and will be given a receipt when the funds have been deposited.

Bookstore:

The FVCC Bookstore has a variety of supplies available for purchase. Introduce yourself to staff and become familiar with what the FVCC Bookstore has to offer. The student organization will complete a department purchase authorization form with appropriate signatures and provide it to a bookstore employee. The student organization Fund Controller will be able to make purchases in the bookstore.

Gift Card Purchases:

Gift Cards are only authorized and purchased by the group's FVCC Advisor. Each gift card purchase must first be approved by using a Gift Card Pre-Approval form. After proper approval is granted then a gift card can be purchased. The FVCC Advisor is required to keep track of the names of the recipients on the gift card tracking document obtained through the Academic Affairs Office.

Catering:

To request catering services from the Eagle's Nest Cafe, please review the catering menu on the FVCC website and complete a Banquet Request form. Forms must be completed, signed, and submitted to the cafeteria at least two weeks before the event. If you have a special request, you will need to speak with the Eagle's Nest Manager.

If seeking catering outside of FVCC, please check with the President's Office for the approved vendors list.

Handling Public Funds (Cash Box)

1. Follow College Purchasing Policies and Procedures. Count your receipts and run a tape-include the tape with your receipts. Total each of coins, currency, and checks and complete a deposit form. This form can be found at please go to FVCC Connect and navigate to the Student Engagement group and find the file tab.
2. Promptly turn any funds from college activities into the Business Services Department. This means they are to be submitted the first business day after the activity takes place. The Business Services Cashier will issue a receipt that will be kept with your financial records.
3. Be aware of the proper policies for handling funds:
 - a. DO NOT take a portion of the money and spend it on supplies for the next activity.
 - b. DO NOT hold the money beyond the next business day. Submit all cash immediately.
 - c. DO NOT leave the money at the Business Services Office without obtaining a cash receipt.
 - d. DO NOT fail to submit the receipt(s) to your Club Financial Officer for filing.

4. Never conduct financial transactions without the knowledge of your Financial Officer (Treasurer/Budget Manager).
5. If you do not know the proper procedures, please consult with your advisor or a staff member in the Business Office.

Miscellaneous Services

Contracts

Please contact the V.P. Administration and Finance for the correct procedure for establishing contracts with off campus organizations/resources. Students and staff are not to sign or initiate contracts of any kind.

Mail Services

Please See the Mail/Copy Room personnel for mail service options in the Bookstore.

Printing Services

Please send all copy requests for student organizations to [Copy Room Request](#) under the Mailroom & Administrative. Files will need to be saved in a PDF format to upload. Please allow 24-hour advance notice. If you have questions, please contact copyroom@fvcc.edu.

Safe-Depositing Funds

A locked safe is available in the business office. Be sure to turn in any student organization's monies to their office at the end of the day before 5 p.m. Have monies deposited into your account as appropriate. For fundraising, please refer to page 9.

Fundraising

The FVCC Foundation is the College's only recognized 501(c)(3), tax exempt non-profit organization authorized to accept donations and gifts-in-kind on behalf of the College. All student fundraising activities require approval prior to conducting any solicitations. All plans for campus and student fundraising activities need to be presented to the Foundation Office for approval.

Students are asked to:

1. Complete a Fundraising application please go to FVCC Connect and navigate to the Student Engagement group and find the **file** tab. Allow ample time for your written fundraising proposals to be reviewed. Allow a minimum of at least two weeks before the event or activity. The sooner the better! Make an appointment to see the Chief Development Officer or the Director of Foundation Finance and Administration in the Foundation Office.
2. Consult with Business Services regarding approved procedures for handling cash donations.
3. Seek guidance on publicity and promoting your event. Submit a marketing request with all the details of your event at fvcc.edu/marketing. For help with submitting a request or to discuss in person, make an appointment with the Marketing Department by emailing marketing@fvcc.edu. Be prepared and come with your information typed up.
4. Immediately after your event, provide a written summary of the event and report of the funds raised to the Chief Development Officer, including all donors' names and Company/Business name along with the amount or value of their donation or gift-in-kind and their full address. This is necessary for them to claim their donation as a tax deduction.
5. Raffles and sale of raffle tickets in Flathead County need prior approval by Foundation staff. The Flathead County Commissioners require the completion of a Report of Results form for all raffles conducted in Flathead County. Failure to do so places the College's nonprofit Foundation at risk. The IRS does not consider the purchase of raffle tickets as tax-deductible donations.

Ticket Sales

1. The club Financial Officer will request a Change Fund at least two weeks in advance from Accounts Payable to be used as change for the ticket sales by using a Check Request form. This full amount will be returned to the Business Services office along with the reconciliation form and gate receipts on the first business day following the activity.
2. Ticket sales should take place by utilizing sequentially numbered tickets. This makes it possible to verify the actual number of tickets sold and to justify the money taken in: Number of tickets sold, times price per ticket equals ticket cash receipts.
3. The tickets should be collected at the door. When tickets are also being sold at the door, they should be sold by someone other than the person taking the tickets.
 - a. This prevents the ticket seller from being accused of letting people in for free: number of tickets distributed times ticket prices equals cash taken in.
 - b. The ticket taker will request a ticket from each person and tear it in half. This prevents the ticket taker from being accused of redistributing tickets and the people attending the event have a ticket stub to show that they have paid.
4. A cash box should be utilized to aid in the control of the cash and to help prevent accidental misplacement of the cash.

Travel

Student Travel

All student travel involves completing a Travel with Student form. Several forms are required for Student Travel. A travel forms cheat sheet is attached as a reference. All out of area travel involves completing a Permission to Travel form. The FVCC Advisor will complete these forms for each student traveling along with the FVCC Employee accompanying them. Using a college vehicle is the preferred most cost-effective mode of transportation, please contact the business office well in advance.

Transportation Provided:

If transporting students via FVCC transportation, a completed and signed Traveling with Students form must be attached to the Vehicle Request form in order to reserve a vehicle. All students must complete and submit the appropriate Accident Waiver and Release of Liability and FVCC Domestic Travel Waiver and Release forms prior to departure. Please refer to the Travel Cheat Sheet. Transportation for approved student travel should always be provided by FVCC. Students will not be reimbursed individually for mileage.

If not transporting students through FVCC, all students must complete and submit the FVCC Domestic Travel Waiver and Release form prior to departure.

Meals:

If funds are needed to aid the students in their meal purchases, a Travel Advance will be provided to the FVCC Employee accompanying them on their trip. It will be the FVCC Employee's responsibility to properly distribute the funds, so the students have the correct amount of Per-Diem for their meals. We do not provide students with travel advances or reimbursements, so special arrangements must be made with the Accounts Payable Specialist to ensure the correct amount of funds are provided to each student that is traveling.

Travel Forms Cheat Sheet

Travelling with students does not include things like students travelling to clinical/internship sites or students meeting on their own accord to go to an event that you may or may not also be attending.

If your course takes multiple field trips during a semester, please feel free to complete one Student Travel Request form that includes information for the whole semester.

Local Travel: Within service region – Flathead and Lincoln Counties

With students:

- Travelling locally with students, using FVCC vehicle:

Forms Required:

- Student Travel Request (*submit to your supervisor*)
- Vehicle Request Form (*submit to Don Skare with copy of signed Student Travel Request*)
- Accident Waiver and Release of Liability form for each student (*submit to your supervisor*)

- Travelling locally with students, *not* using FVCC vehicle:

Forms Required:

- Student Travel Request (*submit to your supervisor*)
- Domestic Travel Waiver and Release form for each student (*submit to your supervisor*)

Without students:

- Travelling locally without students, *not* using FVCC vehicle:

Forms Required:

- Local Mileage Log

- Travelling locally without students, using FVCC vehicle:

Forms Required:

- Vehicle Request Form

Out-of-area Travel: Outside FVCC service region – Flathead and Lincoln Counties

With students:

- Travelling with students, *not* using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Student Travel Request (*submit to your supervisor*)
- Domestic Travel Waiver and Release form for each student (*submit to your supervisor*)

- Travelling with students, using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Student Travel Request (*submit to your supervisor*)

- Vehicle Request Form (*submit to Don Skare with copy of signed Student Travel Request*)
- Accident Waiver and Release of Liability form for each student (*submit to your supervisor*)

Without students:

- Travelling without students, *not* using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)

- Travelling without students, using FVCC vehicle:

Forms Required:

- Permission to Travel/Travel Expense Report (*submit to your faculty support person*)
- Vehicle Request Form

Event Planning

When planning an event, students need to know the purpose and objectives of the event. Here are a few steps to go through when students start planning.

1. Describe the event and identify the objectives.
2. Know who the beneficiaries are and the audience.
3. Assess the risk involved with this event/activity.
4. Identify the team leaders and how many volunteers will be needed. If needed create a committee that is responsible for planning and running the event.
5. Develop the detailed steps necessary to accomplish this event and set a timeline for each step noted.
6. Then reflect and evaluate the event
7. To assist you in this process an Event Planning form can be found on FVCC Connect.
8. To make a room reservation go to <https://www.fvcc.edu/about-fvcc/meeting-rooms/> and complete the form. We will get back to you to confirm that the room has been reserved. Please make sure to click "Yes" under "Are you a FVCC student group or organization?"

Maintenance and Custodial Requests:

For room setup and/or special needs (BBQ grill, turn off the sprinklers), the Maintenance and Custodial Departments need to be contacted one working week before the event by Club Advisor ONLY.

Contact staff at maintenance-request@fvcc.edu or custodial-request@fvcc.edu

Catering:

To request catering services from Eagle's Nest, please complete a Banquet Request form. This form can be found on the FVCC website. Forms must be completed, signed and submitted to the cafeteria at least one week before the event. If you have a special request, you will need to speak with the Eagle's Nest Manager.

Audiovisual Needs:

The IT Support Team provides faculty, students, and staff with non-print instructional materials, audio-visual equipment, and related services used in the classroom or for instruction.

For students, these services often include assistance in making PowerPoint presentations, assistance in connecting personal laptops to classroom projectors for presentations, and the digitizing of print, photo, or video materials to be used in multimedia applications. The IT Support Team often assists student organizations with equipment needs for unique events. They also help and inform students to obtain public performance rights before showing a film.

The IT Support staff also assist users with equipment/microphone needs for events in the Arts and Technology building meeting rooms. Events held in these rooms outside of the IT Support Office regular office hours require the event sponsor to schedule with IT Support Office at least one week in advance, so schedules may be flexed to accommodate.

The IT Support staff requests that:

- Requests be made at least 24 hours in advance; 1-2 weeks in advance for large events.
- Classroom equipment is not removed or switched.
- Report equipment malfunctions.
- Remember to cancel if necessary.

IT Support hours during Fall and Spring Semester

Monday through Thursday 8:00am to 5:00pm

Fridays 8:00am to 5pm

Summer session:

Tuesday through Thursday 8:00am to 2:00pm

Located in Blake Hall, room 160

Phone #: 406-756-3930

Email: itsupport@fcc.edu

Webpage: <https://www.fvcc.edu/student-services/it-support-equipment>

Risk Management

Why Risk management?

All activities or event(s), regardless of size, involve levels of risk. As a student organization hosting events, both on and off campus, you need to be aware of potential risks and work to develop strategies to mitigate those risks. While risks vary in type and scope, they need to be accounted for in the planning process of an event.

Risk Management Process

1. **Identify the risks** – Develop a complete list of all the activities taking place at an event and determine the risks involved with each activity. Some things to keep in mind are to develop a good method to identify these potential risks, examine all sources of the risks, list all risks whether they are probable or not, and consider each risk from various stakeholder perspectives. This might entail looking at what has happened at past events if it's an annual event, researching the activities taking place online or speaking to other organizations that have done similar events.

For example: If you are planning a snorkeling activity, you need to know everything there is to know about snorkeling and water sports.

2. **Assess the risk** – Determine the relationship between the probability and the impact of the risks you identified in step 1. Things to consider in this phase are how important the risky activity is, the level of control you have over the risk, the potential and actual losses that might come from the risk, and the benefits and opportunities that come with the risk.

For the snorkeling activity example, there is a chance that you might get bad weather that may include lightning so it's important to look up the weather and determine how likely it is that you may face dangerous conditions. You also need to consider the equipment being used. The qualifications of the person or company leading the activity, etc. Plus, you need to ask yourself how important this activity is to the success of your organization and what you stand to gain from it by moving forward with the activity versus what you might lose if something should go wrong.

3. **Address the risks**- The next step is to determine what your options are for managing the risk and all its aspects. The main question being asked here is what measures can be put in place to reduce the likelihood that an incident will occur and therefore reduce your risks.

For the snorkeling example, it would be wise to reschedule the activity if harsh weather is expected on the day of the event. It can also mean making sure that you are using a certified snorkeling instructor who comes with appropriate liability insurance; attendees or advisors with CPR/First Aid/AED certification, identifying a risk manager for the activity to ensure that the risk management plan is implemented; or identifying an emergency contact person who is not participating in the activity to respond in the event of an incident.

4. **Implement the plan** – After determining that you can proceed with your activity, the next step is to put your risk management measures in place. During this step, it's important to document how the measures are working and what the outcomes are so that you can have a log to refer to for later assessment.

5. **Evaluate the plan-** After the activity is complete and the event is over, it is time to sit down and consider the strengths and weaknesses of the plan. If an incident took place, it's important to examine what led to the incident and if there was anything that could have been done to prevent it. Finally, it's important to note what worked and what didn't work for the next time around. Assess what equipment was needed but not available; what equipment was not used but needed (first aid kit); what equipment was not used and not needed. This process is only applicable to that specific type of event but certainly is adaptable to similar events.

Types of Risk:

Physical Risks- Bodily injury that occurs due to participation in an event.

Reputational Risks- Incidents that result in negative publicity for the student organizations, their members, their advisor(s) and/or the college. Reputational risks can occur after an event ends through media reporting.

Emotional Risks –Feelings of marginalization, discrimination, or trauma due to the content or nature of an event. Students or community members may be put at emotional risk after an event has ended based on media coverage or anecdotal reports.

Financial Risks- Payments made before or after an event that impact the financial stability of the organization(s) hosting and associate with the event.

Facilities Risks- Structural damage caused to an event venue or surrounding environment during the event, or dangers associated with the venue including poor upkeep, lack of space, or inclement weather. If possible, a pre-event visit would be advised to inspect the facilities for hazards, evacuation, and/or shelter-in-place areas in the event of a storm, fire, or other emergency such as a civic disturbance.

Please use this worksheet to identify risks and steps to mitigate risks.

Program: (Specific Event/Activity)

Date of Program: (When is it offered?)

Description of program: (Short description of what you are actually doing)

Risks: (List all potential risks that come with hosting/participating in this activity or event).

1.

2.

3.

4.

Use the back of the paper if you need additional space

Steps in place to mitigate risk: (What training or steps do you take to help mitigate or reduce the change of the risks listed about? Are experienced individuals (CPR/First Aid/AED certified) available to provide guidance during the planning? List those trainings and steps. You can focus on the mitigation specific to your program.)

1.

2.

3.

4.

Use the back of the paper if you need additional space

Risk Rating

(Look at the chart below. Under the probability column, what best describes that change of injury during your activity after your risk mitigation is taken? Write the number equals 1-5 in the Risk Rating Calculation chart. Now look under the severity column. If that injury were to occur, how bad would it most likely be? Write the number equals 1-5 in the Risk Rating Calculation chart.)

Probability	Severity
(1) Unlikely to occur	(1) Insignificant, minor injury, no property damage
(2) Unlikely but some chance	(2) First aid or minor property damage
(3) Could occur occasionally	(3) Injury requires medical help, significant property damage
(4) Good chance it will happen	(4) Injury may result in serious medical problems, serious property damage
(5) High possibility it will happen	(5) Fatal injury, major property damage

Risk Rating Calculations

Probability # x Severity # = Risk Rating

	Probability	Severity	Rating
Overall			

Categories

Low Risk (Green Zone): 1-6

Low risks usually to the activity or event are accepted by all participants and/or involve no special considerations. The strategy is to accept the risks associated with the activity and to manage those risks as much as possible. It is okay to proceed with approval from your advisor. Participants may need a waiver check with the Student Engagement Coordinator.

Moderate Risk (Grey Zone): 7-12

A Moderate risk activity/event involves some risk factors that are greater than those reflected in the Low-Risk category, but the risk is not excessive or extreme and is within reasonable limits; often infrequent. Strategy should be to reduce risks by implementing controls where possible. It should be submitted to your advisor for approval. A moderate event may require a waiver, determined by the Student Engagement Coordinator.

High Risk (Amber Zone): 13-18

High Risk can involve possible personal injuries, property damage, and/or negative financial implications. May involve life-threatening injuries, death, and disability. High Risk activities/events need to be approved by the Student Engagement Coordinator and will require waivers if approved.

Extreme Risk (Red Zone): 19-25

Extreme Risk events/activities can involve possible personal injuries, property damage and/or negative financial implications. May involve life-threatening injuries, death and disability. High Risk activities/events need to be approved by the Student Engagement Coordinator and will require waivers if approved.

S
e
v
e
r
i
t
y

Risk Matrix

5 Fatal injury, major property damage					
4 Injury may result in serious medical problems, serious property damage					
3 Injury requires medical help, significant property damage					
2 First aid or minor property damage					
1 Insignificant, minor injury, no property damage					
	1	2	3	4	5
	Unlikely to occur	Unlikely but some chance	Could occur occasional ly	Good chance it will happen	High possibility it will happen

Probability

HOW TO MANAGE RISK

Risk Acceptance- For events with low levels of risk, you may consider accepting the potential risk. While the risks may not be highly impactful, you will still want to have a plan in case an incident occurs.

Risk Modification- Changes in the event to reduce the risk.

May include: change in location, day, or time

Addition of advisors, campus staff, and/or security

Risk Transfer-Shifting part of the liability to another party.

May include: Hosting the event at a third-party vendor

Purchasing additional liability insurance

Requiring participants to sign waivers

Risk Eliminations- Completely removing part or all of an activity. This should be used as a last option when the risks can be accepted, removed through modifications, or covered through a shift to other parties.

Regardless of how your organization chooses to manage the risk, the group, individuals, and/or the college may not be completely absolved of liability should an incident occur.

AFTER THE EVENT

After your event is completed, you should take the time to reflect on it. Think about how the various aspects of the event went as well as what you would do differently next time. If an incident occurred, think about how you handled it as well as if you would handle it if the incident were to occur again. This is not a time to cast blame or point fingers if things do not go as planned. It is an opportunity to identify what did not go as planned, dig deep to find the root cause of the misfortune, and what changes are necessary to ensure they don't impact the next event. What changes could be made to improve the event? Did you miss some risks/hazards?

IF AN INCIDENT OCCURS...

1. **Take immediate care-** If someone is injured, avoid touching him or her if possible. In the case of a disaster, find a safe place to go or follow the instructions given by the local authorities. Call Campus Police if you are on campus or 911 if you're off campus.
2. **Document the incident-** Take note of including photos of the people involved, witnesses, and a detailed description of the incident, time of day, weather conditions, etc.
3. **Submit a report – You must submit an Incident Report to Student Engagement.**
4. Do NOT speak with the media- The Marketing department will handle all public relations for an incident, if you are contacted, refer them to the Marketing team.

Use of College Facilities and Property

Facilities and College Properties Procedure; FVCC Board Policy, Chapter XII- College Facilities, Section 30: Use of College

Facilities (Flathead and Lincoln County Campuses)

Definitions

Non-affiliated users include those with no association, formal or informal, with the College. Affiliated users, those formally established or recognized by the College such as college student organizations, College departments, individual College faculty or staff members, may sponsor non-affiliated users to utilize College facilities for purposes consistent with the College's mission and with the objectives of the affiliated users ("Events").

Sponsor Responsibilities

Event sponsors must have substantial participation in, and responsibility for, planning and executing the Event, including:

1. Completing and submitting the Facilities Use Agreement to the College's Program Coordinator, Events at least fourteen (14) days prior to the Event;
2. Coordinating security with the Campus Resource Officer;
3. Ensuring that the sponsor is listed on all promotional and/or marketing materials as the Event Sponsor, and presenting any such materials to the Marketing Department for approval of content prior to their public use;
4. Attending the Event (in the case of a college student organization sponsoring an Event, all officers of the organization must attend the Event) to introduce the sponsored organization and themselves as the Event Sponsor, welcome guests to campus, and to troubleshoot any problems that may arise. If a faculty or staff sponsor is unable to attend the Event, he or she must designate another College employee to attend in his or her absence, who will then fulfill these responsibilities;
5. Accepting fiscal responsibility for all costs of the Event, including invoices not paid by the non-affiliated user and any property damage arising from the Event;
6. Ensuring that the College's Standards of Conduct are enforced at the Event; and
7. Notifying the appropriate contacts, at least one week in advance, if the event is cancelled or if the event's time and location need to be changed. Such changes will be approved based upon the availability of space and the sponsor's demonstrated ability to manage the changes.

Facilities and Property Rental Agreements

College facilities and property are primarily dedicated for educational use and secondarily for activities hosted by the College or affiliated groups. Individuals or non-affiliated groups may use facilities during college hours, and such usage will be subject to rental fees and availability of FVCC staff to supervise college facilities. FVCC reserves the right to cancel reservations and refuse all requests involving rental or usage of its facilities and property. Final decision for use of college facilities and property shall be made by the president and his/her designee.

Charges for facility use are dependent on the Event's requirements for the size of the room, media services, etc., and apply to affiliated and non-affiliated users. Approval by the College's general liability insurance carrier will be a major consideration in the approval of the rental and usage of college facilities. The Program Coordinator, Events, or designee shall be responsible for scheduling and terms of agreement, and the Business Office will be responsible for the billing for facility usage.

Standards of Conduct

The College considers the behavior described in the following sub-sections as inappropriate for the College community. These expectations and rules apply to all non-affiliated users. For full details of the Code of Conduct please see: Here [Chapter VII-Section 60-Code of Conduct and Complaints.pdf \(fvcc.edu\)](#)

Behavior that violates these expectations and rules includes, but is not limited to:

1. Discrimination: Any act that materially interferes with any individual's employment, education, living environment or participation in a FVCC program based upon an individual's race, color, religion, creed, political ideas, sex, gender identity, gender expression, sexual orientation, age, marital or family status, pregnancy, veteran's status, service in the uniformed services as defined by state and federal law, physical or mental disability, genetic information, national origin or ancestry except as authorized by law.
2. Harassment: Any unwelcome conduct based on actual or perceived status including: race, color, religion, creed, political ideas, sex, gender identity, gender expression, sexual orientation, age, marital or family status, pregnancy, veteran's status, service in the uniformed services as defined by state and federal law, physical or mental disability, genetic information, national origin or ancestry except as authorized by law.
3. Weapons. Possessing, concealing, brandishing, or giving the appearance of being in possession of a weapon. A weapon is defined as an instrument, article, or substance that is designed, used or likely to be used to commit a criminal offence, cause bodily harm, or property damage including, but not limited to, any type of firearm, a knife with a blade 4 inches more in length, a sword, a straight razor, a throwing star, nun-chucks, or brass or other metal knuckles, or other potentially dangerous items;
4. Tobacco: Use or possession of any form of tobacco or nicotine delivery device that has not been approved by the FDA for cessation on college property or at college-sponsored events as addressed in Board Policy Chapter I Section 85;
5. Alcohol. Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the College's Alcohol Policy;
6. Drugs - Illegal Use: Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs as defined by city, state or federal laws. This includes mind-altering drugs, designer drugs or synthetic substances used as a substitute for a controlled substance, except as expressly permitted by law or College policy. This also includes the abuse, distribution, or improper use of prescription drugs.
7. Disruptive Behavior. Substantial disruption of college operations including interference with or obstruction of teaching, research, administration, other College activities, and/or authorized non-College activities which occur on campus;
8. Damage and Destruction. Intentional, reckless and/or unauthorized damage to or destruction of college property or the private property of another;

9. IT and Acceptable Use. Violating the College Acceptable Use Policy. If standards of conduct are violated, the following may apply: loss of use of FVCC facilities, fines, and/or legal action.

CARE Team Support

This team's mission is to promote a safe and productive learning, living, and working environment by addressing students' needs through coordination and assessment of information and developing a supportive plan.

If you sense something that does not seem right, the team asks that you submit a CARE Referral or contact the FVCC CARE coordinator at (406) 756-3812 or email CAREteam@fvcc.edu

Marketing

Marketing Materials:

Marketing provides Canva templates for Clubs to use for posters and digital announcements. Please use these templates to create materials for your events. You can change the colorways by using the official FVCC palette that is loaded up in Canva and customize with your own photos and messaging. If you need access to the Canva account, contact wjeschke@fvcc.edu

Logo Specifications:

The FVCC logo should not be altered in any way on any materials.

Website Calendar of Events, Media Screens, Social Media posts and Privy Press:

If you would like your event listed on the website [Calendar of Events](#), on media screens or via social media posts, you can submit a [Marketing request](#). Please note the deadlines for submissions at the top of the page.

*The Privy Press is a weekly printed info sheet that goes in campus restrooms and recommended form of communication to inform students about events.

Media Contact:

Any contact, including telephone calls, emails, personal visits, etc., that you receive from any member of the media should be communicated immediately to the Assistant Director of Marketing and Communications. Please email pertinent information to marketing@fvcc.edu. The Marketing team will follow up regarding any next steps.

Sign Boards (SANDWICH BOARDS)

Sign boards are in the entryways of the following buildings:

- Arts and Technology
- Blake Hall
- Learning Resource Center
- These boards, if empty, are available for club use. They need to be returned as quickly as possible and are not to be placed near Hwy 93 for safety reasons.

Guidelines for Campus Bulletin Boards

1. All posters and flyers are required to be approved and posted by the FVCC Marketing Department.
2. Please drop off up to eight copies of the poster/flyer you would like posted in the basket located at the front counter in the Foundation Office, Blake Hall Room 105. The eight copies will ensure your posters/flyers are posted in each building that contains a community bulletin board.
3. Posters/flyers containing offensive language or imagery, or posters/flyers containing political agendas, messages or campaign materials will not be posted.
4. Leave your name and phone number on the back of one of the posters/flyers in case we have any questions, or we are unable to post them due to the nature of the signage.
5. Posters/flyers will be posted every Friday.
6. Please do not post anything on building entry doors or windows.

Resources

Agenda and Minutes

Depending on how you look at it, attending a club meeting is either the most rewarding or the most boring part of being a club member. Ideally, the meeting should provide direction and incentive for members and is the best way to facilitate communication. The trick is to make meetings work for you and the club members, not against you.

Things to Remember in a Meeting

1. Make certain that a meeting is necessary before you call one. Unnecessary meetings can cause members to lose interest in the group. Evaluate your meeting frequency, do you need to meet once a week, or can you meet bi-weekly?
2. Develop an agenda ahead of time and send it out to the members in advance. That way they can see what the meeting will cover and may be more interested in attending.
3. Start on time; be prepared; keep to the agenda.
4. Create a climate where people feel free to disagree or to bring up personal concern.
5. End the meeting with confirming what must be done before the next meeting.
6. Review responsibilities or tasks to be accomplished for the next meeting at the end of the meeting.

An example of agenda and minutes action planning form can be found on FVCC Connect and navigate to the Student Government group and find the file tab.

Controlling a Meeting

President

1. Maintaining control of a meeting is imperative for a meeting to be productive.
2. Choose a location for the meeting that will be comfortable and controllable. Try to keep your meeting in the same location throughout the semester.
3. Establish rules for your meetings and consistently enforce those rules.
4. Use parliamentary procedure. Try to limit deviations or freelance discussions.
5. Require all meeting participants to treat each other with respect
6. Make sure that all participants have a copy of the last meeting's minutes and the current meeting's agenda.
7. Stick to your agenda.
8. Make yourself available to individuals after the meeting.
9. Always start on time.
10. Always take a few minutes to congratulate/celebrate members who have been doing an excellent job and to welcome new members!

Parliamentary Procedure

Here is a glance of how parliamentary procedure works! If you would like assistance with this procedure, please contact Morgan Ray at 406-756-3847 or mray@fvcc.edu.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Icebreakers

Purpose:

To “break the ice” by letting people get to know each other

When to Use:

- To start off a training, activity, or a day
- With groups of people who do not know each other, and with groups that do know each other
- To reconnect a group of people when they hit a lull or a rut

Good Icebreakers:

- Do not take much time (15 minutes’ maximum)
- Involve everyone
- Encourage people to reveal themselves
- Make us feel a bit challenged, but comfortable
- Start conversations and interactions that may be continued later
- Show us interesting, new things about people in the group

How to Facilitate:

- Set up the activity by quickly and concisely explaining it. Don’t spend too long on the set-up, or you will lose the attention of the group
- Conduct the activity by making sure things move along
- Know when to cut-off the activity before participants gets bored
- Thank everyone for participating and being willing to share about themselves

Examples:

- **People Bingo:** Make a list of statements that are likely to be true for several members in the group. Write the statements in boxes on a piece of paper-everyone should get the same sheet, so make enough copies. Give members 10 minutes to find someone, other than themselves, for whom the statement is true and have their initial inside the box. Whoever completes all the boxes first wins a prize.
- **Two Truths and a Lie:** Have members produce two true things about themselves, and one lie. Share the truths and lie with the group. Then have the group guess which statement is the lie.
- **Hog Call:** Have members pair up and decide on a two-word phrase. Have each pair go to opposite sides of the room (or if you are outside, spread out so they are about 15 to 20 yards apart and facing each other). Each person is blindfolded, and they begin by calling out their portion of the two-part phrase. For example, if the phrase is “hot dog”, one person yells “hot” and the other person yells “dog” until they find each other. When they all get together, the partners interview each other and introduce each other to the group.
- Additional icebreakers can be found online.

Energizers

To get going first thing in the morning, after meals, and when you have been sitting for a long time

Examples:

- **Human Knot:** Have everyone stand in a circle shoulder to shoulder. Ask everyone to reach out and grab the hands of two different people; the two people cannot be on either side of you. Try not to crisscross. Tell everyone to try to untangle so they are standing in a round circle without letting go of each other's hands while they are untangling.
- **Trust Circle:** Make a circle with a small group of members. Have one person stand in the middle with eyes closed and feet planted firmly. Have the group in the circle gently push on the shoulders of the person in the middle, making sure she or he does not fall, but does keep moving. The group supports the person as she/he rotates around the circle.
- Additional energizers can be found online.

Teambuilding Activities

To build trust and relationships within the group.

Examples:

- **Trust Walk:** One person is blindfolded, and the other person leads him or her to a designated place, or just around for about 5 minutes, all the while taking particularly safe care of the blindfolded person. After 5 minutes, or after reaching the designated point, switch roles. Variations to make this activity more challenging are one person can talk and one cannot, a line of blindfolded people with a leader at the beginning and end to lead the group.
- **Scavenger Hunt:** Send members on a scavenger hunt. Give everyone the same list and the same amount of time to complete it.
- **Affirmation Papers (A Closing Activity):** Give everyone a piece of paper, a piece of tape, and a pen or marker. Have them tape the piece of paper to their back. Tell everyone to walk around the room and find 5 (or more or less) people's backs to write on. They should write something they appreciate about the person whose paper they are writing on. After everyone is finished, tell participants to take the paper off their back and read it.
- Additional team building activities can be found online.

Legacy Binders

To properly leave a legacy or transition between school years, outgoing officers should keep the following documents throughout the year and organize them in a binder to hand off to the new officer.

Suggestions for what to include:

- Items related to the Student Organization
 - Organizational Mission Statement
 - Organizational Constitution and By-Laws
 - Organizational Policies and Procedures
 - Governing Organization Constitution and By-Laws
 - Student Leader Job Descriptions
 - Year-end Reports and Evaluations
 - Organizational Calendar
 - Budget Information
 - Specific Organizational Goals
 - Specific Officer/Position Goals
 - Agendas and Meeting Minutes
 - Committee Reports
 - Event/Project Summaries
- Items related to FVCC
 - FVCC Mission Statement
 - FVCC Policies and Student Handbook
- Additional Helpful Resources
 - Important Names and Numbers (Contact List)
 - Pertinent Correspondence
 - Resource List
 - Important Forms
 - Organizational Goals (Met and Unmet)
 - Unfinished Project Information
 - Dos and Don'ts, Helpful Hints, and Lessons Learned