

STUDENT LIFE ACTIVITIES GUIDE

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Information is subject to change

To receive this document in an alternative format call V/493-0555 or TTY 493-0558.

STUDENTS CONNECTING TO STUDENT LIFE

Student Life Mission Statement

The student life program at North Hennepin Community College promotes:

- ❖ Student growth and development
- ❖ Student leadership and governance opportunities, activities and services
- ❖ Social, cultural, intellectual, emotional and physical wellness of students

North Hennepin Community College provides its students with academic learning and provides opportunities for personal development both individually and collectively. The mission statement does not dictate specific programs or areas, but rather prescribe that the student life program provides opportunities to students to grow, develop and achieve individual or group potentials. The student life program is to serve as a resource for expanding the educational learning, and developing and maintaining human relationships essential to survival in today's global society. It provides exploratory experiences that complement the holistic approach to academic learning.

Student Life Goals and Objectives

Goal 1: Increase participation in student leadership and government activities.

Objective 1: More students will participate in student government activities, student organizations and appropriate college committees.

Objective 2: Develop a leadership program for students involved in leadership positions in committees and student government.

Goal 2: Increase the awareness of student life activities through increased communication.

Objective 1: Create and implement a marketing plan for student life.

Objective 2: Enhance the current dissemination of information on the student life program.

Goal 3: Promote and offer a balanced array of social, intellectual, cultural, emotional and physical wellness activities.

Objective 1: The student life program will offer social activities.

Objective 2: The student life program will offer activities designed to Promote intellectual development.

Objective 3: The student life program will increase cultural and disability awareness.

Student Life Goals and Objectives (cont.)

Objective 4: The student life program will offer a variety of recreational and physical development opportunities.

Goal 4: Manage the student life resources to be aligned with the strategic plan.

Objective 1: Align the annual student life budgeting process with elements of the student life strategic plan.

Objective 2: Develop various resources and revenue sources to implement the student life strategic plan.

Goal 5: Evaluate each student life area.

Objective 1: Develop various methods to evaluate the student life initiatives based upon the student life program.

Student Life Clubs, Organizations and Associations

General Information

Existing student organizations are requested annually to complete an organization representative/alternate form. New organizations are required to complete the Student Senate application for chartered organization form and submit it to the Student Senate. Forms are in this guidebook and are also available by contacting the Student Senate or Donna Hinrichs in the Campus Center, at the Student Life desk. Funding requests may be made upon completion of each organization or club submitting the application form.

The Student Life committee annually requests existing student clubs and organizations and activities to submit their budget request during spring semester for the following academic year. If you have questions, contact your advisor, Kitty Hennemann or Donna Hinrichs at the Student Life desk.

STUDENT LIFE ACTIVITY GUIDEBOOK

The Student Senate must recognize any official organization at North Hennepin Community College. In this Activity Guidebook are the procedures to follow when establishing a new organization. We hope the general information in this guidebook will provide assistance with whatever you need. The Student Life Office (CC112) or the Student Senate Office (CC 116-117) can answer further questions you may have.

ADVISING STATEMENT

All registered student organizations must have at least one advisor. An advisor must be a College employee: faculty, staff or administrator. Advisors serve as liaison's to the student organizations and provide assistance regarding financial matters, travel arrangements, and programming. The

(Advising Statement cont.)

Student Life Office requires the attendance of an advisor at activities planned by the organization. Attendance of the advisor(s) at meetings is preferred.

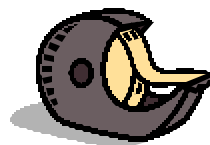
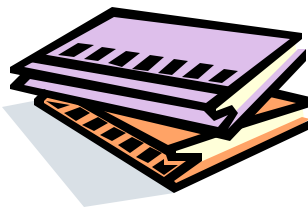
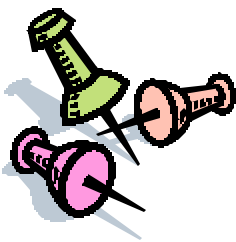
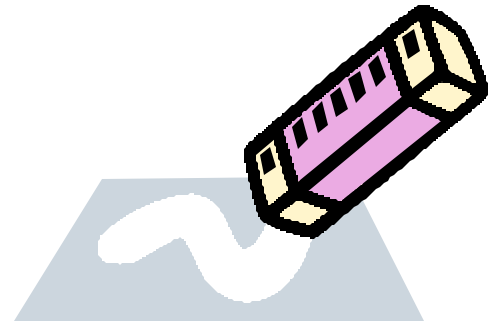
In general, the advisor should be familiar with all activities and projects that are being planned; the constitution, bylaws and other rules of the organization, college policies and procedures.

The Student Life Office (CC 112) can answer further questions you may have.

North Hennepin Community College is an equal opportunity affirmative action, Title IX institution that provides access to education, service and employment regardless of race, color, creed, national origin, age, sex or disability. All organizations and support groups shall ensure that all meetings, programs, services and activities, and the materials associated with them are accessible. If you have any questions, please contact the Disability Access Office at 763-493-0555/V or 763-493-0558/TTY.

10 Key Reasons to be involved in Student Life!

- Leadership development
- Develop life-long friendships
- Learn about other cultures
- Network with faculty, staff and administrators
- Develop new interests and expand your horizons
- Work as a member of a team
- Build fun into your College life
- Get involved in College committees
- Enhance personal growth
- Apply classroom learning



North Hennepin Community College

Student Life Activities and Contact Names

2003-04

<u>Activity</u>	<u>Contact Person</u>	<u>Phone Number</u>
*Art Gallery	Will Agar Fine Arts Center	763-424-0779
Chamber Singers	Karla Miller Fine Arts Center	763-424-0792
*Concert Choir	Karla Miller Fine Arts Center	763-424-0792
Community Choir	Karla Miller Fine Arts Center	763-424-0792
Open Gym and Open Weight Room	John Kern Activities Center	763-424-0801
Recreational Sports	Suzan Lamey Activities Center	763-424-0800
Theatre Productions	Robert Devereaux Robert Fuecker Julien Phillips Fine Arts Center	763-424-0786 763-424-0790 763-424-0893
*Fine Art Festivals	Will Agar	763-424-0779
Art	Karla Miller	763-424-0729
Music	Fine Arts Center	

North Hennepin Community College

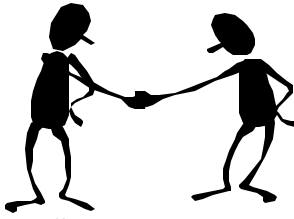
Student Life Clubs, Organizations and Associations and Advisors
2003-04

<u>Organization</u>	<u>Advisors</u>	<u>Phone Number</u>
ANEW	Barbara Johnston	763-424-0826
Asian Culture Club	Mel Xiong	763-424-0888
Alliance To Teach Equality N Truth In Oppressed Nations - ATTENTION	To Be Determined	
Black Student Council Against Racism	Michael Birchard	763-424-0944
Christian Student Organization	Jane Reinke	763-424-0819
Indian Student Association	To Be Determined	
Global Studies Organization	Julien Phillips Karen Johnson	763-424-0893 763-493-0529
Kappa Beta Delta	Kaye Olson Tim Neary	763-488-0215 763-488-0205
Liberian Student Association	Karla Miller	763-424-0792
Muslim Student Association	Conrad Balfour	763-424-0849
<u>Now Hands Can</u> <u>Communicate Organization</u>	Diane Mikkelson	763-493-0579 TTY V/763-424-0775
Phi Theta Kappa	Peggy LePage Tom Staael	763-424-0874 763-424-0906
Student Biology Club Societas Biologica Disciplorum	Paul Melchoir	763-493-0512
Student Nurses' Association	Linda Bambach	763-488-0233
Student Senate	Kitty Hennemann Donna Hinrichs	763-424-0803 763-424-0802

10 TEAM BUILDING TECHNIQUES

- Have fun!
- Act with initiative and courage, as if it all depends on you.
- Do everything with enthusiasm: It's contagious.
- Help each other win, and take pride in each other's victories.
- Maintain a positive mental attitude no matter what the circumstances.
- Look for ways to make new ideas work, not for reasons they won't.
- Help each other be right, not wrong.
- Don't lose faith.
- If in doubt, check it out.
- Speak positively about each other and your Organization at every opportunity.





STUDENT LIFE CLUBS, ORGANIZATIONS AND ASSOCIATIONS

Advocacy Network for the Education and Empowerment of Women (ANEW)

The ANEW Woman space (inside CC116-117) was created in collaboration with a group of re-entry women alumnae to provide a quiet place on campus for women to relax, study, exchange ideas, and network. A variety of brochures of special interest to women are available. Information concerning scholarships, internships, community meetings, and counseling and support services are posted on a bulletin board, and there is a lending library, with books on a wide array of topics. Students are encouraged to drop in, as often and for as long as they wish. Advisor: Dr. Barbara J. Johnston (LRC146) at 763-424-0826, or see Donna at the Student Life desk in the Campus Center.

Alliance To Teach Equality N Truth In Oppressed Nations - ATTENTION (ATTN)

ATTN is a campus organization dedicated to improving the climate for gay, lesbian, bisexual and transgender people at NHCC and the surrounding community. ATTN is an organization open to all people who are concerned with addressing the harmful effects of discrimination based on sexual orientation and gender identification. The organization is committed to raising awareness and abolishing ignorance, discrimination and violence. Advisor: TBA

Asian Culture Club (ACC)

ACC is an organization that provides support, friendship and opportunities for Asian students to develop leadership skills through different programs. On campus activities are varied, including serving as mentors to new entering students, being a peer tutor and sponsoring events for NHCC's community to experience aspects of Asian culture. Advisor: Mel Xiong 763-493-0888

Black Student Council Against Racism (BSCAR)

BSCAR is for students of African descent to come together on common ground and discuss issues that influence their every day life in the community and at NHCC. Some recent activities include Poetry Nights and the Pan African Student Leadership Conference. Advisor: Michael Birchard 763-424-0944

Christian Student Organization (CSO) - Bible Study/ Prayer Group

Need a Light? Join the seekers for support and fellowship. Find guidance in solving life's problems through Bible study discussions, retreats, Christian conferences, praise and worship nights, a prayer box and a prayer booth in the Campus Center, and other fun events. Past CSO activities have also included lecturers on "evolution VS Creationism" and talks on a variety of current topics. Impact Movement, is a subgroup of the Christian Student Organization reaching African American students. Look for meeting information in the *Student Life Campus News*, flyers on bulletin boards, and the wall calendar in the Campus Center. CSO is a ministry of Campus Crusade for Christ. Advisor: Jane Reinke 763-424-0819 or jane.reinke@nhcc.mnscu.edu.

STUDENT LIFE CLUBS, ORGANIZATIONS AND ASSOCIATIONS(cont.)

Global Studies Organization (GSO)

GSO is a student centered organization whose goal is to promote understanding and appreciation of various physical and human environments around the world through study, seminars, guest speakers, visits (on site and off site) and other forms of experimental learning. Monthly meetings. Advisor: Julien Phillips 763-424-0893 and Karen Johnson 763-493-0529

Indian Student Association (ISA)

ISA formed for the purpose of promoting awareness of South Asian cultures on campus, as well as creating a base for the South Asian students from various backgrounds to come together. Look for meeting information in the Student Life Campus News, flyers on bulletin boards, and the Wall Calendar in the Campus Center. ISA welcomes students of all nationalities to become members. Advisor: To Be Determined

Kappa Beta Delta (KBD)

KBD is an international honor society whose purpose is to encourage and recognize scholarship and accomplishment among business students pursuing associate degrees; and to encourage and promote personal and professional improvement and a life distinguished by honorable service to humankind. Membership in the society is the highest national recognition a business student can receive at a two-year accredited institution. Advisor: Kay Olson 763-488-0215 and Tim Neary 763-488-0205

Liberian Student Association (LSA)

LSA is for students from Liberia to meet and discuss issues that affect their ability to be successful in a college community atmosphere. The students will be involved in activities in the surrounding communities. Students have activities that invite the College community to experience Liberian culture such as the Liberian Awareness Day. Advisor: Karla Miller 763-424-0792

Muslim Student Association (MSA)

MSA is an organization that promotes unity and peace, aims at bringing about awareness and understanding of the Islamic religion. MSA hopes to unite Muslims and bring about efficiency in their lives on campus. Advisor: Conrad Balfour 763-424-0849

Now Hands Can Communicate Organization (N.H.C.C.O.)

N.H.C.C.O. is an organization that provides support and opportunities for deaf and hard of hearing students. N.H.C.C.O. hosts and participates in a wide variety of activities. Some happenings include a theatre workshop and performance by Sourdes Theatre for the Deaf, guest speakers on topics related to the deaf and hard of hearing, and hosting an AWARE fair for deaf awareness week. Check the *Student Life Campus News* for meeting information. Advisor: Diane Mikkelson 763-493-0579 (TTY) or 763-424-0775 (Voice)

Phi Theta Kappa (PTK)

PTK is the oldest and most widely recognized Honor Society for two-year colleges, providing a variety of opportunities. Membership is by invitation, based on academic achievement. Through the four Hallmarks of Scholarship, Leadership, Fellowship and Service, students broaden their horizons, enhance their capabilities and enrich their lives. Not only do PTK members have an

STUDENT LIFE CLUBS, ORGANIZATIONS AND ASSOCIATIONS(cont.)

advantage earning exclusive scholarships, but they may also participate in various projects on campus. Advisors: Peggy LePage 763-424-0874 and Tom Staael 763-424-0906.

Student Biology Club (SBC) Societas Biologiae Disciplorum

Explore the world of biology with SBC. This group is for students interested in-group activities that will broaden their experiences in the many diverse sub-fields of biology. The group's activities will include field ecology trips in- and out-of-state, excursions to natural resource areas, hands-on lab activities, and guest presenters from various organizations such as zoos and museums. Biology and non-biology majors are encouraged to join. Advisor: Paul Melchior 763-493-0512 or paul.melchior@nhcc.mnscu.edu.

Student Nurses' Association (SNA)

SNA is an organization to help nursing and pre-nursing students promote growth in fellowship and leadership, academically and professionally. The organization strives to raise awareness of health issues on campus and the surrounding community through sponsoring activities such as blood pressure screenings, blood drives, and other student initiated activities that vary from year to year. Advisor: Linda Bambach, 763-488-0233 or Linda.bambach@nhcc.edu.

Student Senate (SS)

SS a member of the Minnesota State College Student Association, which represents student issues with the Minnesota State Colleges and Universities Board of Trustees. The system-wide college Student Government provides opportunities for students to be involved with student issues at both the College, state and Federal level. This is an excellent way to voice and represent concerns of the student body. Many things are happening at North Hennepin Community College, and you have the opportunity to get involved and participate in the decision making process at the College. Look for meeting information in the Student Life Campus News. Advisor: Kitty Hennemann 763-424-0803. Student Senate office: 763-493-0526.

STUDENT ACTIVITIES

Art Gallery

Calling all student artists to display your talent. Submit your works for evaluation by a jury of guest artists. The best student works are displayed in the Fine Arts Art Gallery, and receive honors, cash, and purchase prizes. The annual student show in April is a source of excitement and pride for North Hennepin. The Art Gallery, also, exhibits painting, sculpture, prints, and drawings by artists from the northern Midwest; invitational exhibits; nationally circulating shows, and works from the Walker Art Center permanent collection. Exhibits change every six weeks during the academic year. Contact: Will Agar at 763-424-0779 in the Humanities Office in the Fine Arts Building.

Fine Arts Festivals

Meet talent from around the state. On a yearly basis, Art and Music festivals are held for all two-year MnSCU colleges. The Art festival is held in the Fall and gathers students from around the state to attend workshops led by well-known artists. For the Spring Music festival, students work with band and vocal clinicians to work on a final mass band and choir performance, which also features selected soloists. Contact: Karla Miller 763- 424-0792 for Music; Will Agar 763-424-0779 for Art.

STUDENT ACTIVITIES (cont)

Theatre Productions and Opportunities

There are opportunities for you on-stage, off-stage and backstage through the College's Theatre Ensemble. Each semester the theatre department produces two productions. Auditions are open to all students regardless of their experience. You do not need to be taking theatre department courses to be involved. During one of the semesters, whenever possible, one of the studio productions will be student directed one-acts. Auditions are posted in the Fine Arts Center across from the Humanities office, FA 154. All productions offer students opportunities as performers and technicians; no experienced is required. Students participating in any aspect of a production may register for Theatre 1600: Theatre Practicum and receive credit for their experiential learning. Studio productions usually rehearse from four to five weeks while major productions rehearse from six to eight weeks.

Volunteers are always welcome to participate in any aspect of the theatre from out front at the ticket office or house manager to backstage running crews. Contact Robert Devereaux –763-424-0786 (FA 152) or Robert Fuecker – 763-424-0790 Fine Arts backstage scene shop. All students are entitled to receive free ticket vouchers for the fall and spring productions. These may be claimed at the College Bookstore approximately one to two weeks before the opening of the production. Please refer to the Student Life Campus News or the Wall Calendar in the Campus Center.

Publications

The North Star Student Newspaper: Get involved in producing your award-winning campus newspaper, *The North Star*. Your paper is a student-run enterprise, in which all the writing, editing, designing, and even advertising is accomplished by students. Students decide what's in the paper; they make it a success -- and you can be a part of it. Get your issues covered. Have your own "by line." Earn commissions on advertising. Get involved in campus life. Write for college credit or pure enjoyment (you don't have to sign up for a class). Contact Jack Nist, North Star adviser, at 763-493-0516 or at jnist@nhcc.mnscu.edu.

Under Construction. Get published! Whatever your medium, Under Construction is the perfect forum for you to express yourself. This multi-media magazine publishes drawings, paintings, photography, poetry, fiction and non-fiction. North Hennepin's award-winning literary and arts magazine offers students a large audience for their creative work, as well as valuable experience in magazine editing and layout. See your work in print! Contact Lance Kiland 763-424-0780 or Jean Fouilloux 763-424-0962.

Music

Concert Choir

Lift up your voice in song - be part of NHCC's Concert Choir. The College choir performs a number of times each semester. In addition to its regularly scheduled concerts, the choir performs for celebrations around the campus. The choir adds variety to its performance by singing a cappella or with instruments. Its concert material ranges from American spirituals and Broadway songs to classical works. To broaden and enhance its experience, the choir performs joint concerts with other community college choirs; and most recently had 20 members participate in a two-year College Choral Festival in New York's Carnegie hall. Contact Karla Miller: 763-424-0792 or email karla.miller@nhcc.mnscu.edu.

Music (cont.)

Community Choir

College meets community, and oh what a sound! The Community Choir brings students together with members from the community, and meets on Tuesday evenings every semester. You may participate in the choir by registering for academic credit or paying a community fee of \$40. The community fee is a perfect solution for you to be able to sing with friends and family who are not students at NHCC. Invite them to be part of the fun and sing in concert with you. The group sings many styles including some vocal jazz. The Community Choir performs its own music and combines with the College choir on selected pieces. Contact Karla Miller at 763-424-0792 or karla.miller@nhcc.mnscu.edu.

Chamber Singers

Be part of a select group of talented vocalists. This group is formed by audition only in the fall of each school year. There are 12 to 16 members chosen to perform madrigal, chamber choir, vocal jazz, and show tunes. They perform at special events on campus such as the Scholarship Luncheon and holiday festivities, as well as perform in the community for audiences at area high schools, Rotary clubs, and the North Hennepin Chamber of Commerce. Contact Karla Miller at 763-424-0792 or karla.miller@nhcc.mnscu.edu.

Recreational Sports

Provides a recreational outlet for intramurals, sport clubs, recreation tournaments, special events, as well as physical wellness activities. Participants must be currently enrolled as an NHCC student and show a current student I.D. card. Contact Suzan La mey, Director of Recreational Sports at 763-424-0800.

Open Gym and Open Weight Room

Student Life provides open gym and weight room to currently enrolled students. Student Identification is required. Hours are determined each semester. Hours will be in the Student Life Campus News, posted on all the bulletin boards, and on the Activity Wall Calendar in the Campus Center. Students are responsible for following the rules posted. Contact John Kern at 763-424-0801.

We're always looking for new ideas!!!

Have an idea that's not listed in this handbook?

Create it and Student Life will help implement it! Past events that have been student initiated and implemented include a Women's History Day in honor of Women's History Month, a celebration of El Cinco de Mayo, and Asian Pride Celebration.

Contact Donna Hinrichs or Kitty Hennemann for details:

Stop at the Student Life desk in the Campus Center or call 763-424-0802 or 763-424-0803 or email donna.hinrichs@nhcc.mnscu.edu or kitty.hennemann@nhcc.mnscu.edu

CAMPUS RESOURCES AND SERVICES

Student Life Desk

◆ Poster Approval ◆ Lost and Found ◆ Paper Cutter ◆ Heavy duty Paper Punch (able to punch up to 50 sheets at a time) ◆ Stapler ◆ Tape ◆ Glue ◆ Dictionary ◆ Phone Books

◆ A Fax Machine (for outgoing faxes only) and a phone, for local calls only, are located in the Student Senate area CC116-117.

FUN THINGS:

Jenga (Truth or Dare), Taboo, UNO, Skip-Bo, Boggle, 2 sets of playing cards and chess pieces

Audio-Visual Equipment

ITC (Instructional Technology Center) provides a variety of audio-visual equipment that can be reserved for student life activities. This includes TV's, VCR's, camcorders, PA system and overhead projectors. These requests must be made 24 hours in advance of the function and must be emailed to ITC by the advisor of the club and organization. Also available are laminating service and large rolls of construction paper. Contact person: Joseph Collins – ITC@nhcc.mnscu.edu

Duplicating/Copying/Postage/Supplies

Duplicating, postal services and supplies can be provided for your club or organization. All campus divisions, including organizations, are charged for these services. See Donna Hinrichs as the Student Life desk for the assigned code number for Student Life. The copier in the Campus Center is limited to 25 copies only. Duplicating request forms are available from Central Services and the Student Life desk. If you have any questions, contact Donna Hinrichs at the Student Life desk in the Campus Center at 763-424-0802 or Central Services at 763-424-0771.

Facilities Usage

Chartered organizations and support groups have access to the campus facilities. When a room is reserved and a special set-up is requested a Work Order for Plant Services must be completed and delivered to Plant Services. Room reservations, including classrooms, should be made as early as possible. To reserve a classroom, call 763-424-0940. If you need to reserve a conference room, call 763-424-0812. If you need assistance, please see Donna Hinrichs at the Student Life desk.

Food Service

Taher Inc. Food Service can provide catering for organization events or meetings, including lunches, dinners, as well as refreshments. Food should be ordered at least 5-10 days in advance of the event. To order food, complete a campus requisition form, obtain the advisor's signature and Kitty Hennemann's or Donna Hinrich's, and then place the food order with Ellen Johnson, Taher Inc. at 763-425-6445. Food services must be provided by Taher, Inc. unless you receive prior approval from the Director of Student Life, Kitty Hennemann, located in the Campus Center.

Campus Resources and Services (cont.)

Activity Wall Calendar – Campus Center

The purpose of the Activity Wall Calendar, in the Campus Center, is to communicate student activities and campus events. To have information placed on the Activity Calendar, stop at the Student Life desk and complete the Campus Activity Calendar form. If you have questions, see Donna at the Student Life desk.

Student Life Campus News (Student Bulletin)

The *Student Life Campus News* tells what is happening at North Hennepin. It has a calendar of events, announcements, invitations, opportunities, and deadlines for registration, club membership, sign-up for special programs, fee payments, recreational sports, and auditions for theatrical and musical performances. Because all official college notices appear in the *Student Life Campus News*, the College holds students responsible for reading it.

If organizations have a message to communicate campus-wide, the *Student Life Campus News* may be the medium. Send notices on e-mail to donna.hinrichs@nhcc.mnscu.edu or bring your notice to the Student Life desk in the Campus Center. The deadline for notices is the Monday prior to publishing. Deadline dates are also indicated in each bi-weekly edition.

The *Student Life Campus News* is published every two weeks. Copies are available on Mondays at the Student Life desk in the Campus Center, the Information Center and online at www.nhcc.edu/nhcc_depts/student_life. It also is distributed in all classroom buildings every two weeks. Please include a name and a telephone number in case there are questions. Because of limited space, releases may be edited.

College Bulletin Boards

The College encourages students and clubs and organizations to display notices of interest to other students. Bulletin boards in all campus buildings are available for this purpose. Items for display on the bulletin boards must be initialed by staff at the Student Life desk and must include the American's with Disabilities Act alternative format on it. **Sample Statement:** This document can be made in alternative formats by contacting Disability Access Services at 763-493-0555 voice or 763-493-0558 TTY. See the Student Life staff in the Campus Center for details.

Liability Statement: contained on the bulletin boards at North Hennepin Community College is provided as a public service with the understanding that NHCC makes no warranties, either expressed or implied, concerning the accuracy, completeness, reliability, or suitability of the information. Nor does NHCC warrant that the use of this information is free of any claims of copyright infringement. NHCC bulletin board notices do not endorse any commercial providers or their products.

Marquee and Monitors

The use of the campus marquee and monitors is available by completing the request form, obtaining the advisor's approval, Kitty Hennemann's approval and forwarding it to Carmen Shoquist in the Community Relations office in the ES building. There are specific notices and events that have priority. If you have questions, call Carmen Shoquist at 763-424-0902.

Campus Resources and Services (cont.)

Poster Maker

Student Life has a poster maker available for student clubs, organizations, and activities to use. Design your message on a 8 ½ x 11 sheet of paper and the poster maker will enlarge it! Please stop at the Student Life desk for assistance.

Popcorn

The popcorn machine and popcorn are available to check out for Student Life clubs, organizations and activities. A sign out sheet is at the Student Life desk.

Press Releases

The staff of the Community Relations provides media relations for all parts of the campus. If you would like to send information to the news media, please contact Kitty Hennemann, 763-424-0803 or Donna Hinrichs, 763-424-0802 for further information.

Funding Requests for Clubs and Organizations

Student life funding is available for student clubs and organizations as well as instructors planning academic related activities. During the academic year, newly established clubs and organizations may request funding at the time they are seeking official recognition by the Student Senate. Please fill out the Chartered Club application form on page 21-22.

Existing student organizations are requested annually to complete an organization representative /alternate form that is available by contacting the Senate or Donna at the Student Life desk. New organizations are required to complete the Student Senate application for chartered organization form and submit it to the Student Senate. Forms are in this guidebook and are also available by contacting the Student Senate or Donna Hinrichs in the Campus Center, at the Student Life desk. Funding requests may be made upon completion of each organization or club submitting the application form.

The Student Life committee annually requests existing student clubs and organizations and activities to submit their budget request during spring semester of the following academic year. If you have questions, contact your advisor or Kitty Hennemann or Donna Hinrichs at the Student Life desk.

Academic Related Activity Funds

Student Life funding is available for an academic related activity. The instructor must complete the Academic Outreach Activity form. The form is available by contacting Donna Hinrichs. The instructor will also need to complete the College requisition form and submit it to the Student Life office in the Campus Center.

Purchases, Budgets, and Invoices

Please contact your advisor before incurring any expenses for the student organization. A purchase requisition form must be completed by the person/organization requesting funds. The requisition form needs to be completed before items can be ordered or purchased. The completed, form must be signed by the organization advisor. Forward the original and two copies of the completed requisition form to Kitty Hennemann or Donna Hinrichs. The requisition

Campus Resources and Services (cont.)

is then forwarded to Accounting and Fees for processing. Please allow 5-10 days for processing. The requisition will be assigned a PO number. Upon receiving the PO number from Accounting and Fees, the expense may be incurred. Submit the invoice to Accounting and Fees, with a copy to the Student Life Office.

In extreme circumstances, you may need to purchase something without a Purchase Order. Prior approval must be granted by the organization advisor and the Student Life Director. Please keep in mind when you purchase items without a Purchase Order that you are not reimbursed for the sales tax.

If you have funding questions contact your advisor, Kitty Hennemann, or Donna Hinrichs in the Campus Center.

Fund Raising

The sponsoring organization must make arrangements with Donna Hinrichs to reserve a table for the fundraiser. The sponsoring organization should have a representative at the table at all times and must have a sign at the table indicating the name of the sponsoring organization. See page 20 and 21 in this Activity Guide for the guideline and forms.

Vehicle Usage

The college has a vehicle that may be reserved for organization related activities. Reservations for use of a vehicle need to be made by the advisor to Plant Services. Mileage must be recorded and the group is responsible for refilling the gas tank before the vehicle is returned to the College. A card for this is provided by the College (save all receipts). If an organization does not use the college vehicle, then the mileage will be charged to the organization's account. If you have any questions regarding usage of the campus vehicle contact your advisor, Plant Services or Kitty Hennemann.

NHCC FUND RAISING INITIATIVES

Student Clubs And Organizations Guidelines

1. Each organization must have the approval of their advisor. Advisors are to notify the Director of Student Life.
2. Fund raising initiatives must be specific and state the purpose, dates and times.
3. Income collected must be counted and documented each day.
4. Funds must be locked up each night and deposited the next day into the organization's cost center, with the copy of the receipt given to the Director of Student Life/designee.
5. At the conclusion of the fundraiser, a brief report describing the outcome of the fundraiser must be provided to the Director of Student Life. Information including participation, where it took place, dates, time, did it go as planned, what worked well, what didn't work well, and the total amount of money collected must be summarized in the report.
6. Be sure to review MnSCU policies 5.15 and 7.7 on the MnSCU website regarding fund raising and Gifts and Donations. <http://www.mnscu.edu/Policies>

FUND RAISING REQUEST FOR STUDENT CLUBS AND ORGANIZATIONS

Name of Organization: _____

Fundraising Event: (what item(s) is being sold) _____

Purpose: _____

Times and Dates: _____

Location: _____

Advisor's Signature: _____ Date Approved: _____

Director of Student Life Signature: _____ Date: _____

NHCC FUND RAISING REPORTING FORM

Section 1: Name of Organization: _____

Section 2: Fundraising Event: (identify product sold) _____

Purpose: _____

(Attach additional sheet if necessary to describe the purpose.)

Times and Dates: _____

Location: _____

Section 3: Total Amount of Funds Collected: _____

Section 4: Description of the fund raising event: Explain the outcome of the fund raiser, i.e. did it meet the organization's expectations, did it go as planned, what worked well, what would be changed for next time, describe the participation, students only, college wide only, opened to the community, etc.

Report submitted by: Club/Organization representative name: _____

Advisors signature and date: _____

Director of Student Life signature and date: _____

NORTH HENNEPIN COMMUNITY COLLEGE

GUIDELINES FOR CHARTERED ORGANIZATIONS AND APPLICATION FORM

1. Students interested in establishing a chartered organization must complete and submit two copies of the application form; one copy to the Student Senate and one copy to Donna Hinrichs at the Student Life desk.

The organization will need to establish: a name, develop a purpose statement, explain some ideas or activities that will facilitate the organization purpose, develop a budget, identify the frequency of meeting, identify an advisor (must be current faculty or staff), a student contact person, and a list of student participants. A representative must contact the Student Senate and request to place the organization proposal on the Student Senate agenda.

2. Members of the organization must be currently enrolled at North Hennepin Community College and be in good academic standing. Officers must have at least a 2.0 G.P.A.
3. Each organization must select a member to chair the meetings.
4. Proposed organizations are required to present the proposal and have a representative in attendance at all student senate meetings in accordance with the Student Senate Constitution. (Article VI, Section A.) Advisors are also encouraged to attend.
5. Chartered organizations must submit minutes and semester report to the Student Senate and to Donna Hinrichs at the Student Life desk.
6. Chartered organizations must submit their budget plan and a report of the previous year's activities to the Student Senate and to Donna Hinrichs at the Student Life desk in the Campus Center. The reports and budget plans are due by April of each year in order to receive funding for the following year.
7. All organizations must ensure that all meetings, programs, services, activities, and the materials associated with them are accessible. If you have any questions, please contact the Disability Access Service office at 763-493-0555.
8. North Hennepin Community College is an equal opportunity, affirmative action, Title IX institution that provides access to education, service and employment, regardless of race, color, creed, national origin, age, sex, or disability.

NORTH HENNEPIN COMMUNITY COLLEGE

APPLICATION FOR CHARTERED ORGANIZATIONS

1. Name of Organization: _____

2. Student Contact Name and Telephone Number(s): _____

3. Advisors Name and Telephone Number: _____

4. Organization Purpose Statement: _____

5. Describe briefly some ideas or activities that will facilitate the organization fulfilling its purpose:

6. Identify the budget request amount and rational requested for this organization:

7. Describe the frequency of meetings: _____

8. Please attach a list of student names, telephone numbers and e-mail addresses.

NORTH HENNEPIN COMMUNITY COLLEGE

GUIDELINES FOR NON-CHARTERED ORGANIZATIONS AND APPLICATION FORM

Non-Chartered (Organizations not recognized by the Student Senate)

1. Groups must complete and submit a request form to Donna Hinrichs at the Campus Center Student Life desk, indicating the name of the organization, name of a current staff or faculty contact person, a brief purpose statement of the organization, and identify student participants.
2. Participants must be currently enrolled at North Hennepin Community College.
3. At least one representative from each of the non-chartered organizations will meet with Donna Hinrichs on a semester basis.
4. Non-chartered organizations may request funding by completing a funding request form and submitting it to Donna Hinrichs at the Campus Center Student Life desk.
5. All organizations shall ensure that all meetings, programs, services and activities and the materials associated with them are accessible. If you have any questions, please contact the Disability Access Services office at 763-493-0555.
6. North Hennepin Community College is an equal opportunity, affirmative action, Title IX institution that provides access to education, service and employment, regardless of race, color, creed, national origin, age, sex, or disability.

NORTH HENNEPIN COMMUNITY COLLEGE

APPLICATION FOR NON-CHARTERED ORGANIZATIONS

Organizations that are not recognized by the Student Senate must complete this section and return it to Donna Hinrichs at the Student Life desk.

1. Name of Organization: _____

2. Name of Advisor (must be current college staff or faculty): _____

3. Purpose Statement: _____

4. Please attach a list of student names, telephone numbers, and e-mail addresses.

5. Please contact Donna Hinrichs, at the Student Life desk, should you need to request funding for an activity that the organization will be hosting.

NORTH HENNEPIN COMMUNITY COLLEGE
STUDENT SENATE EXECUTIVE BOARD APPLICATION

PLEASE RETURN TO SENATE OFFICE OR STAFF AT THE STUDENT LIFE DESK.

NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____ WORK: _____

EMAIL: _____

Intended length of time at NHCC _____

Position for which you will run: _____

Are you on academic probation? YES NO

How many credits are you currently enrolled in?: _____

How much time per week would you be able to commit to this organization? _____

What skills will you bring to the Student Senate?

What area of concern would you like Student Senate to focus on?

What personal gains do you hope to receive from the Student Senate?

Each candidate for the executive student senate must submit twenty-five signatures from NHCC students to be listed on the ballot.

Each candidate for the Student Senate Executive Board must submit twenty-five signatures from NHCC students to be listed on the ballot.

<u>NAME</u>	<u>PROGRAM</u>	<u>DATE OF GRADUATION</u>
1.		
2.		
3.		
4.		
5.		
6.		
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8.		
9.		
10.		
11.		
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24.		
25.		

**North Hennepin Community College
Student Life Activity Wall Calendar
Campus Center**

Request Form

Student information that will be placed on the Student Life Activity Calendar includes announcements of various events, activities, student meetings and other pertinent student related information.

In order to have information posted on the Student Life Activity Calendar, complete the following information and return it to the Student Life desk in the Campus Center. If the information is received by Friday of each week, the information will be posted on the calendar by the following Monday. If you know the date(s) of the event(s) earlier, provide the information as soon as possible. The longer the information is visible on the Activity Calendar, the better the chances people may attend the event!

If you have any questions, please contact Donna Hinrichs, 763-424-0802 or Kitty Hennemann at 763-424-0803.

Name of Event: _____

Date(s): _____

Timeframe: _____

Location: _____

Sponsored by: _____

Requested by: _____

Campus phone number: _____

Date Requested: _____

To be completed by the Student Life staff:

Date received by Student Life staff _____ Received by: _____

Date information was recorded on: Office Calendar _____ Recorded by: _____

Monthly Activity Wall Calendar _____ Recorded by: _____

Send to Carmen Shoquist _____ Sent by: _____

Forward a copy to Donna for the *Student Life Campus News* and file a copy in the Activity Calendar 3 ring binder.

FREQUENTLY CALLED PHONE NUMBERS

<u>DEPARTMENT/SERVICES</u>	<u>CONTACT PERSON</u>	<u>PHONE NUMBER</u>
Accounting/Fees	Dawn Belko	763-424-0715
Bookstore	Jeanne Kiel	763-424-0810
Student Life Desk	Donna Hinrichs Kitty Hennemann	763-424-0802 763-424-0803
Central Services	Lisha Poulakis	763-424-0771
Facility Use	Dean Collins	763-424-0837
Plant Services/Maintenance	Chauntel Harrison Larry Meyers	763-424-0773 763-424-0772
Room Reservations	<u>Campus Center</u> Donna Hinrichs Kitty Hennemann	763-424-0802 763-424-0803
	<u>Educational Services Center</u> Classrooms - Kristen Fabozzi	763-424-0940
	<u>Conference Rooms</u> Deborah Pope	763-424-0812
Recreational Sports	Suzan Lamey	763-424-0800
Security	Security Jennifer Furan	763-424-0807 763-424-0806
Student Life	Kitty Hennemann Donna Hinrichs	763-424-0803 763-424-0802

North Hennepin Community College
Student Life Event Evaluation Form

Please answer the following questions. Your answers will help us to continue to provide and make improvements in our events/activities.

Section I: Date of Event _____

Name of Event _____

Sponsor of Event _____

On a scale from 1-5 circle the number that best represents your reaction to the event. 1 is least favorable and 5 most favorable.

1 2 3 4 5

Comments:

Section II: Please briefly respond in one or two sentences to the following questions:

Student Life Events/Activities

1. What part of the event/activity interested you the most?

2. Feel free to make any additional comments about the event/activity.

3. Any suggestions for future events/activities?