

# CLUB AND ORGANIZATION HANDBOOK



**STUDENT LIFE**

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**Kirkwood**  
COMMUNITY COLLEGE

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## Section A: Introduction & Purpose

### Welcome Message

Welcome to Kirkwood Community College's guide for student clubs and organizations! Kirkwood supports the opportunity for students to gather and form groups based on shared interests, helping to create a sense of teamwork, collaboration, and an environment to expand the college experience beyond the classroom. The Student Life Office is here to support your efforts in creating an engaging community on campus!

### Purpose of the Handbook

This handbook is designed to help student groups understand Kirkwood's requirements, opportunities, and resources for clubs and organizations. It serves as your guide for starting a new club, maintaining active status, hosting events, fundraising, and more. The importance of this handbook is integral to the success of clubs and organizations.

## Section B: Recognition

### What is an Active Club

An active club or organization at Kirkwood is a group of students who have followed the proper guidelines of establishing themselves through an application, constitution, approval from the Student Life office, and submission of relevant updated information (including rosters) each semester.

### Benefits of Being a Recognized Organization

Benefits of forming a recognized club or organization include:

- The opportunity to host meetings and events on campus
- Ability to post flyers on designated campus boards
- Access to facilities and resources
- Networking with other students, faculty, and staff
- Potential funding opportunities through the Kirkwood Foundation and Student Life

While clubs and organizations can complement specific classes and academic programs, participation in clubs and organizations cannot be strictly based upon enrollment into a specific academic program or class. All club and organization meetings need to occur outside of academic classes.

There are four types of groups that can form as a club or organization. Each group must pick the ONE type that makes the most sense.

General Interest Clubs: Groups are typically open to any enrolled student with a common interest in a specific topic, interest, or hobby.

College-Supported Groups: Groups that are organized by a Kirkwood department.

Academic and Honor Organizations: Groups formed with a connection to a specific academic department or general academic area.

Club Sports or Recreation: Groups that form with an interest in competition, recreation, or are athletic in nature.

## Section C: Registration Process

### How to Start a New Club

Only registered students or faculty/staff may initiate a new club.

A club is eligible to form when:

- There are at least five interested students
- There is an eligible full time Kirkwood faculty or part time or full time staff member willing to serve as the main advisor. There can be more than one advisor and those advisors can be adjunct faculty.

### **The Process**

1. Complete a New Club or Organization Application  
Meet with Student Life (with at least one student and the proposed advisor) for a discussion and to receive “pending” status  
Pending status allows:
  - Posting one flyer to promote a kick-off meeting
  - Reserving one table on campus for recruitmentPending status does not allow:
  - Hosting regular events
  - Promoting the club beyond the initial informational meeting
2. Hold an informational meeting
3. Develop and submit a constitution
4. Await Student Life’s approval for active status
5. Submit a roster through PEAK at the earliest convenience and by the next deadline.

### **Annual Registration / Renewal Requirements**

Each semester:

Advisors must submit an updated student roster through PEAK:

- Fall: by October 15
- Spring: by February 15

Annually:

- Advisors must review and confirm the constitution is current or submit necessary updates by October 15
- All Advisors complete the required hazing training
- At least one advisor attends the fall information meeting each year

### **Minimum Membership and Officer Requirements**

- Minimum of five student members required to start a club
- At least two students must be designated as officers (this could be a specific title of President and Vice president or as vague as Club Constitution Signers)

### **Officer eligibility:**

- Must be enrolled in at least 6 credits during fall and spring semesters
- Clubs and Organizations must have a minimum of 51% student membership
- Only students may vote

## Section D: Club or Organization Constitution

Before any group becomes active, a constitution needs to be submitted. A template constitution and examples can be provided by the Student Life office. Each club's constitution will look different, but all need to include, at a minimum, the information outlined below:

**Article 1** – Name: What is your group officially known as?

**Article 2** – Overview and Affiliations

Section 1 – Overview and History of the Group: What's the goal of the group?

Section 2 – External Affiliations: Are you connected with a local group, national organization, other?

Section 3 – Description: What will be put on the website to help promote your group?

**Article 3** – Eligibility of Members: Who can join? Only students? What about nonstudents? A minimum of 51 percent of members must be currently enrolled students and only students will have voting rights.

**Article 4** – Advisor Eligibility and Requirements

Section 1 – Eligibility of Advisor(s): Can the advisor be anyone who meets the college's requirements? Does the advisor need to be someone from a specific academic area?

Section 2 – Requirements of Advisor(s): Does the advisor need to do anything special that's not laid out in the advisor section of this handbook?

**Article 5** – Leadership

Section 1 – Officer Positions and Eligibility: Each officer needs to be enrolled in a minimum of 6 credits. Beyond that, what do those positions look like? Do you have a president and vice president? Do you have co-chairs?

Section 2 – Term of Office: When do elected students start their roles? When do their roles end?

Section 3 – Method of Elections: How do elections work?

Section 4 – Removal/Resignation of Officers: How do you vote out your own club president? Can you?

Section 5 – Replacement of Officers: Your club president just transferred schools; how do you replace that person?

**Article 6** – Dues and Fundraising

Section 1 – Dues: Does it cost anything to join?

Section 2 – Fundraising: What do you plan to do with money you fundraise?

Section 3 – Scholarships: Most clubs don't have this, but does yours offer scholarships from the money you raise?

**Article 7** – Meetings

Section 1 – Frequency of Meetings: How often do you plan to host meetings?

Section 2 – Quorum: How many (or what percentage) need to be in attendance to do official business?

Section 3 – Parliamentary Authority: Will you use "Robert's Rules of Order"? ("I move that we ..." – "I second that motion.") Something else? Nothing?

**Article 8** – Amendments: What are the rules for changing the constitution?

**Article 9** – Constitutional Approval: When does this constitution take effect? Do you need to list a specific date or can it simply say, when signatures of club leaders, advisor and Student Life office have all signed and dated this constitution? Once the document is signed, it also signifies that everyone agrees not only to the club's specific constitution, but the policies and procedures set by Kirkwood Community College.

Clubs can add additional sections under each article as long as they come after the sections already listed. Groups may choose to add additional articles as well, but they need to come between articles 7 and 8 listed here (just bump articles 8 and 9 so they remain the last two articles of your constitution).

## Section E: Policies and Compliance

### Adherence to College Policies and the Student Code of Conduct

All clubs and organizations are required to operate in accordance with the policies and expectations outlined in the Kirkwood Student Handbook. This includes, but is not limited to, policies related to student conduct, nondiscrimination, harassment, and alcohol and drug use. Club and organization advisors and student leaders are responsible for ensuring that all members understand and follow these policies and procedures during meetings, events, and any activities affiliated with the group.

### Anti-Hazing Procedures and Expectations

Kirkwood Community College prohibits any form of “hazing” in its programs, activities, and by student organizations. Hazing is defined as any intentional, knowing, or reckless act committed by a person (alone or acting with others), against another student or prospective member of an organization, regardless of the willingness of such other person or persons to participate, that:

- Is a condition of initiation into admission, affiliation with, or continued maintenance of membership in a student group and/or organization, **regardless of consent**; and
- Causes or creates an unreasonable risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury

This includes but is not limited to:

- whipping, beating, striking, electronic shocking, placing harmful substances on someone’s body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and/or
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

### Reporting Hazing

All Kirkwood employees, including faculty, staff, and student workers, must **report incidents of known or alleged hazing**.

Reports can be submitted via:

- The Campus Hazing Reporting Form
- The Dean of Students Office,
- Kirkwood Public Safety

Students are also strongly encouraged to report instances of hazing to College officials using one of the above reporting methods.

### Nondiscrimination and Inclusion Policy

Clubs cannot restrict membership based on race, color, religion, gender, sexual orientation,



national origin, disability, or other protected characteristics. Clubs should foster inclusive environments and engage with diverse ideas and people. Membership must be open to any enrolled student unless eligibility is specified for academic or honor societies, or in the case of clubs which hold tryouts or have a selection process which doesn't violate any guidelines listed above.

### **Financial and Fundraising Guidelines**

All fundraising activities must be pre-approved through Student Life. Failure to do so will result in the club not being able to deposit funds and potential additional suspensions. All fundraisers must comply with campus policies, have funds deposited in 24 hours and avoid prohibited sales like raffles (due to Iowa gaming laws). All clubs and organizations may not have an off-campus bank account or use any digital payment options like Venmo or PayPal. Fundraising cannot benefit an individual student unless explicitly stated in the club constitution for scholarships and approved through Student Life.

### **Risk Management and Liability**

All events and activities must be pre-approved through Student Life. Advisors must be present at any higher-risk activity. Clubs should follow risk management best practices. Clubs and Advisors must comply with campus travel policies including Domestic Travel Policy and Practice and Vehicle and Equipment Use Procedure.

Failure to comply may result in suspension of the club or organization or disciplinary action for specific individuals within the group.

## **Section F: Inactive Clubs and Organizations**

Groups that fail to meet the minimum qualifications to form a club, or those failing to submit an updated roster and constitution, will be considered inactive. Inactive clubs are not able to post flyers, reserve space, or host any meetings or activities until becoming active.

Any club or organization that meets as part of academic classes, or clubs whose membership is based on enrollment within specific classes or programs will move to inactive status.

Any group that has been inactive for longer than the period of one year needs to start with a new club application. Clubs active within the last year that have the same advisor do not need to submit a new club application; however, they must update their constitution and complete club requirements before active status is granted. Student Life can grant pending status to any inactive club for the sole purpose of hosting an informational meeting, but the group must meet the minimum qualifications prior to pending status approval. Club status can also be a suspended. For clubs who do not abide by the club handbook, could face a suspension which is determined for a length of time by the Student Life Office. While suspended, the club moves to inactive status.

Any money in a club account can be moved from the inactive club account to an active club account with approval from the Student Life office. Any money remaining in the club account after two years of inactive status will be forfeited by the club and transferred to a Student Life account.

## **Section G: Suspension of Clubs and Organizations**

Clubs and organizations can be suspended without notice for a specified length of time that could range from two weeks up to one year. Suspension of clubs and organizations is at the

discretion of the Student Life office. Any suspended club or organization will have any financial accounts frozen and be unable to act as a recognized group which includes, but is not limited to, the ability to post flyers, set up tables, book rooms, travel, and promote their group or activities.

The following criteria may be used to suspend any club or organization that has:

- Been found to violate the rules and regulations of this club and organization handbook and/or the policies and procedures set forth by Kirkwood Community College.
- Been found to have an off-campus bank account.
- Been found to misappropriate club/organization funds.
- Carried out activities and/or travel without proper approval.
- Carried out an activity deemed not in the best interest of the college (in the opinion of the director of student life or his/her representative).

## **Section H: The Club or Organization Advisor**

### **Advisor Expectations**

- Advisors must be full-time faculty or full- or part-time staff
- Adjunct faculty may serve as co-advisors but not as the primary advisor

The advisor or advisors of clubs and organizations at Kirkwood play an important part in helping to lead each group. The advisor of each club or organization is a member of the full-time faculty or is a full- or part-time staff member at Kirkwood Community College whose primary function is to actively advise, counsel, and serve as a resource to students involved or interested in the group. Note that any students who are also employed part time at the college are not eligible to serve as advisor to any group. Adjunct faculty are not eligible to serve as the primary advisor of any club or organization. Additional staff or faculty (including adjunct faculty) can also be listed as co-advisors to the group if teaching in the same semester in which they advise.

### **Advisors Responsibility:**

- Guide the group according to college policies and this handbook
- Attend leadership meetings and significant club decisions
- Oversee constitution updates
- Serve as primary contact for Student Life
- Approve all forms and expenditures
- Supervise events outside normal business hours, events using funds, or off-campus activities.
- Have no vote unless the club constitution grants it

Note that the advisor has no vote unless outlined in the club constitution; however, he or she must approve any proposed club activity or expense.



## Section I: Events and Activities

Hosting meetings, setting up a table on campus, or hosting an activity put on by the club is often the majority of what groups on campus do. Student Life can help set up all of these requests for you; the event or activity must have prior approval. The Activity Request Form is the starting point to book rooms, set up a table, or host any other type of activity or event on or off campus.

Here are some examples of the types of events and activities, some details relating to each, and clarity on which form to complete:

**Informational Meeting:** This would be for pending status clubs to book their informational meeting space. If the club is using a department to book space, clubs must still complete this form to notify Student Life as to where and when this meeting will take place.

**Recurring Meeting:** For active clubs, who have either a recurring or consistent meeting time. If the club is using a department to book space, clubs must still complete this form to notify Student Life as to where and when this meeting will take place.

**Table Event:** This can include an informational table to promote upcoming club and organization events or fundraisers, for recruitment, or to promote the mission/goals of your group. Whatever it might be, Student Life can help set up the table and figure out what might make the most sense in terms of location, time of day, etc. When at a tabling event, students are required to stand behind their designated table; they cannot approach students, come out from behind the table with clipboards, or engage with students away from their table location. You must allow students the opportunity to come to your table instead of you leaving your table to approach students.

**Bake Sale:** For when the students provide their own products following the guidelines listed in the fundraising section of this handbook. These would be tabling events that last a day to a couple of days. Just like other tabling events, you must remain behind your designated table. Note that food-related sales may be off-limits in areas next to Kirkwood food service operations.

**On-Campus Activity/Event (open to the Kirkwood community):** When clubs would like to host activities or events that is being promoted to other students. The activity form helps Student Life with booking the space and needs for the event.

**On-Campus Activity/Event (open to the public):** When clubs would like to host activities or events that is being promoted to the Cedar Rapids Community. The activity form helps Student Life with booking the space and needs for the event.

**Off-Campus (non-travel) Activity:** Off-campus activities that are not defined as travel (below) will be approved under the same process as events and activities held on campus and described above. In addition to the Activity Request Form, the group needs permission (if applicable) from the location where the activity is to take place.

**Travel:** Please see Section M for more information on Traveling.

**Other:** There are many other activities that may not fit into another category. Here are several of those activities.

- **Food Sales:** Specifically for sales that students are working with outside vendors (such as cookie dough or popcorn). Tabling can be used as a way to promote the sale of these and the bake sale rules apply. Working with outside vendors, the club is required to do their due diligence prior to agreeing to work with them. Knowing their payment process and ensuring that Kirkwood has their information on file (W9).
- **Movie or Film Showings:** The Federal Copyright Act prohibits the showing of copyrighted movies or films without purchasing the license for each showing. (Even if you own a DVD, it doesn't give you the right to show it.) Any group interested in

hosting a movie can discuss the process of obtaining a license by reaching out to Student Life.

- Apparel Sales (or other long term sales): Similar to the food sales, working with outside vendors, the club is required to do their due diligence prior to agree to work with them. Knowing their payment process and ensuring that Kirkwood has their information on file (W9). Clubs can use tabling to promote this.
- Donations and Related Activities: Any group wishing to have a donation drive or similar activity can do so with prior approval from Student Life and any other departments or areas impacted by the activity. The project needs to be sponsored by a department, academic class, or club. An individual cannot host a drive.
  - The donation boxes can be placed in areas around campus as long as that area/building grants permission. Who grants permission is dependent upon the desired area of campus. If Iowa Hall is the location, Student Life will grant permission. Please reach out to [student.life@kirkwood.edu](mailto:student.life@kirkwood.edu) for contact information of other specific places.

The boxes for donations must be provided by the club or department. Student Life does not provide the boxes. Each box needs to be labeled with the following information:

    - Name of the Department, Club, or the Class name hosting drive
    - What items are being accepted
    - The date/timeline of how long the boxes will be accepting donations
    - Specific date for when the items will be picked up
    - A contact person for someone to reach out to with questions
    - Student Life cannot store the boxes for donations or donations. The Club or Department must already have these determined. Flyers can be provided to Student Life to be posted around campus. The flyers need to provide the specific information listed on the box label with contact information for the group and the timeline of the project.
  - Items for donation can be clothes, hygiene products, non-perishable food, or school supplies for example. Items NOT allowed to be accepted for donation would be perishable food, unsafe items, or items promoting drugs and alcohol.

If the club would like to provide food for their meeting or activity (outside of bake sales), please use the [Club Catering Menu from the Café](#) for prices specifically made for Clubs. You can complete the [catering form found here to submit your requests](#).

## Section J: Posting and Promotion Guidelines

### Postings

One of the most common requested forms of promotion is the use of the college's approved bulletin boards across campus. Here are the guidelines for posting on approved boards:

- All flyers or posters must be approved by Student Life, Career Services, and/or Communications & Marketing prior to posting.
- Flyers or posters can be sent or given to the Student Life office physically or digitally (Sent to [student.life@kirkwood.edu](mailto:student.life@kirkwood.edu)). If edits need to be made, Student Life will contact the club or organization. Student Life will print (in color if needed). Once approved, please allow three business days for these to be posted by Student Life.

- Approval to host the event/activity/meeting must also be granted by the Student Life office prior to any flyers being approved.
- Posting flyers on campus is limited to the designated boards. Note that not every bulletin board on campus is open for posting and that most are designated for specific academic departments or areas. Posting flyers on walls, vending machines, in classrooms, restroom stalls, and any- where other than the designated campus announcement boards is not permitted.
- Internal postings (Kirkwood department or registered club or organization) can promote an approved event or activity with a specific date or dates, time, and location and will be posted to the Student Life boards. These posters are permitted no sooner than three weeks prior to an event or activity and will be removed the day after the event. Internal postings (Kirkwood department or registered club or organization) for general promotion will be posted to General Campus Information boards. All posters and flyers will be removed at the end of the semester or when the information on the poster has expired, whichever comes first.
- External postings (community or job openings) and are only allowed on designated boards in Cedar Hall (with the approval of Student Life and/or Career Services).
- Posters are limited in size to 12x18 inches and must be flat (nothing 3D).

Exceptions to any posting guideline outlined here is given on a case-by-case basis by the Student Life and/or Communications & Marketing offices. Additional forms of promotion, such as sidewalk chalk or table tents, will be granted on a case-by-case basis at the discretion of the Student Life and/or Communications & Marketing offices.

### **Social Media**

Social media can be a great way to keep club and organization members connected as well as to promote group activities. Groups looking to use social media must follow these regulations:

- Registered clubs and organizations are permitted to have their own social media accounts as long as they don't violate anything written in this handbook or the policies and procedures set forth by Kirkwood Community College.
- Advisors of the group (or the Student Life office if the advisor is not interested) must be an administrator of the account and/or given the login information to access the account if needed.

The Student Life office can use Instagram to help promote club and organization activities that have prior approval.

## **Section K: Fundraising and Payments**

### **Fundraising**

Fundraising or collecting money to support activities is an important function for nearly all clubs and organizations. There are a handful of guidelines that will help you through this process to make sure things are being done the right way. All fundraising activities must be approved prior to promotion or hosting the fundraising activity. Fundraisers cannot support individual students unless defined through the student scholarship process (working with Student Life and the Kirkwood Foundation) and laid out in the club or organization constitution. Failure to abide by these guidelines can result in suspension of club or organization status.

Here are a few areas related to fundraising that will help guide you through this process:

Sales: Members of student groups directing or participating in the sale must be

currently registered for classes or be employed by the college. This includes bake sales, T-shirt fundraisers, or any other time a product or service is being exchanged for money.

Food Sales: Food sales, or bake sales, are some of the most common fundraisers for groups on campus. No item that needs to be temperature controlled may be sold without prior approval from Student Life. This includes cold items like cheesecake, and warm items like pizza or walking tacos. Commonly sold items that are acceptable include cookies, brownies, popcorn, pretzels, doughnuts, and candy. The Café does offer a club menu for food sales or club meetings.

Solicitations: If a club or organization wishes to solicit donations of any kind from businesses in the community, they need prior approval from the Student Life office and the Kirkwood Foundation. Contact Student Life with any questions; they can also help with the process of approval from the Foundation.

Raffles: Defined as exchanging money for a chance to win a prize, raffles are not permitted because the college does not have an Iowa gaming license. Based on the Iowa Gaming Laws.

Cash Boxes: Groups that need to use a cash box can request one through Student Life, which will provide up to \$40 in startup money to give change (in \$1 bills and quarters). Please complete the Cash Box Reservation Form to reserve your cash box. It is on a first come first serve basis.

Square System: Student Life has a Square System to be used as a register that can be reserved through the Square System Reservation Form. Using the Square System will require the advisor to complete a Compliance Training from Human Resources.

Additionally, the advisor is required to be present the entirety of the time that the machine is being used and must be picked up and returned by the advisor.

Venmo/PayPal/Etc.: Currently, accepting payments via Venmo, PayPal, and similar services is not permitted from one person to another. All payments made to the club must be made via cash or check, unless using our Square System.

Deposits: Any money fundraised must be deposited into the appropriate club account within 24 hours (or on Monday for a Friday afternoon/weekend fundraiser). Deposits include a completed (with the correct GL code) [Deposit Form](#) as well as the money to be deposited, submitted to the Student Life office. Student Life will then verify the deposit and get it to Kirkwood's Finance department.

## **Payments**

Payments on behalf of any club or organization expense must come from the club or organization, or department account. Payments cannot come directly from money received from a fundraiser without first being deposited into the club or organization account. Here are a few areas related to payments that will help guide you through this process:

- Payments must adhere to the college's purchasing procedures specifically outlined in procedure 730.3. Please contact Student Life with any questions.
- Any expenses must have prior approval from the group advisor and/or the Student Life office before making the purchase.
- The college does not pay tax unless it's for hotel or meal expenses. [Tax Exempt Form link here.](#)
- The group needs an invoice, receipt, or other documentation before the college can issue payment on behalf of a club or organization.
- The college sets per diem rates as based on the United States General Services Administration ([www.gsa.gov](http://www.gsa.gov)). This limits the amount you can spend on hotels and/or meals depending on your location. Tips at restaurants are limited to 20 percent of the total bill.

- An itemized receipt is needed for all expenses. For example, if four people go out for lunch, the receipt must detail what was ordered and purchased, not just show the total amount paid.
- Reimbursement paid to an advisor or college employee needs to go through the Chrome River system. Reimbursement paid to a student will be done through a [Club/Organization Payment Form](#) filled out by the advisor of the group. Tax will not be reimbursed regardless of the situation for a student or employee.
- Sending a check from the college generally takes about two weeks after all information is collected. This includes a Payment Request Form, invoice/receipt, and a W-9 for whom the college is cutting the check to. It is the club's or organization's responsibility to obtain this information before payment can be submitted.

## Section L: Foundation Funding and Support

The Kirkwood Foundation supports club and organization activities each year in collaboration with Student Life to offer opportunities for individual groups to be rewarded for participation in various activities throughout the year. Clubs can receive funding for participation in a club and organization recruitment fair, annual food drive, and other activities. Funding information is sent from Student Life to all active clubs and organizations who have an active club account. Specific amounts are at the discretion of the Student Life office and determined at the beginning of each academic year. Some of the ways to earn Foundation Funding could include the following:

- Participation in the Club Fair in the fall semester
- Completing rosters by October 15 and February 15 (two separate times)
- Participation in the fall community service competition
- Participation in the spring community service competition.
- Grade point average per club.
- Participation/attendance at campus-wide events and activities.

## Section M: Travel

Any group of students leaving campus (regardless of whether it is for a class, club, or other reason) must determine if their activity is considered travel. Travel is one of the following:

- Includes an overnight stay OR
- Involves a Kirkwood vehicle or college-provided transportation (fleet car or van, etc.) OR
- Occurs outside of the college's seven-county service area (leaving Linn, Johnson, Cedar, Benton, Washington, Iowa, or Jones counties).

If the off-campus activity is not any of the three, an Event Request Form must be filled out. If one of those three does occur it is considered travel, the group must abide by the Domestic Travel Policy and Practice and complete an [Event Request Form](#).

The travel process begins with the trip sponsor (advisor or college employee traveling with the students) of the group submitting a [Travel Notification – for Student Domestic Travel](#). It asks “who, what, when, where”-type questions about the travel. The opportunity to continue the process will be approved by that advisor's/ employee's supervisor. At that point, each student listed on the notification form will receive an email and must log in to both confirm their participation in the travel and enter emergency contact information. Once all students and advisors have completed the process, the trip will be approved. Until that happens, the

trip is not approved. Any group traveling before all steps are completed will be in violation of the Domestic Travel Procedure. Advisors must also be aware of and abide by the Vehicle and Equipment Use Procedure, Fleet Vehicles Procedure, Travel and Expenses Procedure, and any other Kirkwood policy or procedure relating to travel. All Clubs and Organizations are required to share a PDF of the Emergency Contacts document that is in the Student Domestic Travel form with Student Life PRIOR to travel. Regardless of where the funding for the trip is coming from.

It is recommended that between two and four students share a standard hotel room while traveling. Students cannot share the same hotel room as staff on the trip, and under normal circumstances, students are not permitted to room with another student who does not identify as the same gender. Exceptions to hotel arrangements can be discussed with the club advisor (trip sponsor and employees) and the Student Life office.

Note: Nonstudents and non Kirkwood employees are not permitted to participate in travel activities as part of any club or organization.

## Section N: Funding for Travel

Any club or organization can request funding from Student Life to support their travel experiences to a conference, competition, or other learning opportunity that takes place off campus that is considered travel. Clubs and organizations will complete the [Travel Funding Request Form](#) to provide all the necessary information to Student Life. Once the form is complete, Student Life will use a formula to determine the amount of funding that can be provided. This formula factors in driving versus flying, per diem hotel costs, and conference registration fees (if applicable). Funding is directly tied to participation in campus events and activities. This is based on the average number of events attended per group member over the previous two completed semesters (fall and spring, or spring and fall). Groups with an average of 2.5 events attended per club member (per semester) will receive 100% of available funding. Those less than 2.5 per semester (5 per year) will receive a percentage of available funding. (Example, 4 of 5 events = 80%, 2 of 5 events = 40%).

Funding is only given to clubs who have completed the Travel Funding Form and has shared the Emergency Contact PDF from the Student Domestic Travel Form with a Student Life team member PRIOR to the departure of the travel. These funds can only be granted to clubs that operate independently of classes and will not be given to any group traveling as part of a class. All students traveling must be on the roster for the club or organization (as submitted by the advisor of each group twice per year) to be eligible for the funding. Any club or organization must be active for a minimum of three consecutive semesters (fall and spring, but not summer) is eligible to receive funds.

## Section O: Resources and Contacts

### Key Offices and Staff

Student Life Office – [student.life@kirkwood.edu](mailto:student.life@kirkwood.edu):

- Club registration
- Events and activities
- Travel forms
- Financial procedures
- Campus Services Available to Student Organizations Through Student Life



- Room reservations
- Printing and marketing support
- Event planning assistance
- Cash box and Square device reservations

#### Career Services

- Flyer approval for certain postings (related to jobs)

#### Kirkwood Foundation

- Sponsorship Funding opportunities

### **Templates and Forms**

[New Club Application](#)

[Roster Submission \(In PEAK\)](#)

[Travel Notification Form](#)

[Travel Funding Request Form](#)

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