



**STUDENT GOVERNMENT ASSOCIATION**  
**GUIDELINES & REGULATIONS**  
**2011-2012**

State

**MISSION STATEMENT**

The purpose of the South Florida State College Student Government Association, hereinafter known as the SFSC-SGA, is to serve as the official voice of the student body and as a liaison between the student body, faculty and administration; promote educational and social student activities; promote leadership development; and, encourage responsibility, self-discipline and good citizenship through student participation in college and State service activities endorsed by the college.

**SFSC: SGA**

**S = Strive to succeed in leadership and academic roles**

**G = Give back to the student body and local community**

**A = Achieve and Accomplish higher goals**

**WHAT IS THE STUDENT GOVERNMENT ASSOCIATION?**

The Student Government Association (SGA) represents the "official voice" of the student body of South Florida State College. The South Florida State College SGA is dedicated to making sure the interests and concerns of students are heard on all campuses. The leadership of SGA keeps an open door policy and would love to speak with and support you in any way possible.

**REMEMBER, SGA'S GOT YOUR BACK!**

**WHY REGISTER YOUR ORGANIZATION?**

It is through registration as a student organization, club, and/or study program that your group is officially recognized by and affiliated with South Florida State College. This affiliation permits your group to promote events and activities, reserve campus facilities, raise or apply for funds, assist with official college functions, and utilize services from the office of student activities and other campus departments.

**HOW TO REGISTER YOUR ORGANIZATION?**

Your organization must complete an organization registration form, develop and attach a constitution and have the President/Primary Leader or Treasurer/Financial Officer (assign club/student leaders), complete an organization registration before submitting the packet. Orientation is offered online only. Please sign up online at [www.southflorida.edu](http://www.southflorida.edu) starting May 1<sup>st</sup> up to the start of the school year each fall. The registration process is effective for the academic year.

**REGISTRATION GUIDELINES**

- You must provide names of five (5) student officers or leaders of your organization. These must include the President/primary leader, and Treasurer/financial officer. All must read and sign statement number 10.
- Organizations may not discriminate on the basis of race, color, national origin, religion, sex, age, disability, marital status, political affiliation, or sexual orientation when accepting membership.
- Only currently registered SFSC students may vote, hold office or direct and control the programs and finances of student organizations.



- Complete organization registration form with as much detail as possible.
- Obtain signature of organization's advisor.
- The purpose of your group must be very clear, and specific. Applications with purpose statements which are vague, confusing or similar to another group's will be returned for more clarifications and conciseness.
- Submit registration pact to the SFSC-SGA or Office of Student Life

## **DISCRIMINATION AND HARASSMENT**

The Student Government Association, in accordance with South Florida State College's policies and procedures, pledges to provide equal access to activities, events, and opportunities afforded all students regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, and sexual orientation. The college also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in college programs and activities. All groups operating on campus and recognized by the college are governed by this policy.

## **WHAT IS FUNDRAISING?**

Fundraising by student organizations or clubs at south Florida State College is defined as "any activity in which money is collected on or off campus and using the college as the basis of the accumulation". Some examples of fundraising are: Tournament entry fees, t-shirt and bake sales, ticket sales, and raffles. If you intend to implore local businesses for money you must first contact directly the SFSC foundation at 453-3133. The foundation exists to enhance community awareness of the college, to encourage, solicit, and accept gifts, to receive bequests, and to account for, manage, and help to appreciate cash or non-cash gifts donated to the foundation.

## **GENERAL GUIDELINES TO ACTIVITIES AND FUNDRAISING**

- You must be a currently registered SFSC student organization, club, and/or study program in good standing.
- Please complete an activity clearance request form, clear the date with Community relations, and submit to the Dean, Student Services for official sanction of the specific activity.
- Club trips should have an educational, cultural, or leadership development purpose.
- If requesting SGA funds, attach appropriate documentation, i.e. meeting agenda or conference itinerary, copy of registration form, copy of hotel costs, list of SFSC students attending, number of SFSC staff members attending. Note: College funds may not be used to pay for individuals who are not enrolled at the college.
- Officially recognized student organizations may request additional student activity funds for the purpose of sponsorship assistance with campus events.
- An organizations participation in SGA will be taken into account when considering the request for additional funds. Some factors for consideration will include:
  - Representative attendance at SGA meetings.
  - Participation in SGA sponsored events, club rush, fall fest, orange and white spirit day, spring fest, etc.
  - Sponsor, organize and supervise a game or event for the student body on campus or campuses during the new academic year.
  - Previous request for SGA funding during the academic year.
  - Organizations fundraising efforts.
- If planning a campus event, turn in completed activity clearance requests to the SFSC-SGA office by Thursdays at 1 pm at least one month prior to the event.
- If a club representative is not at the SGA meeting when an activity clearance request is on the agenda, the activity clearance request will be tabled until the next scheduled meeting.
- If your event is in a reserved campus facility:



- Make the facility reservation with the records office, ext. 7417 in building B and fill out a room request form which your advisor can obtain on outlook, public folders and is labeled "forms".
- Submit a copy of your approved request to use campus facilities form along with your activity clearance.
- If your activity is approved, you must then finalize your paperwork with Student Services before the cancellation date of your reservation.
- If you plan to sell an apparel item, e.g. t-shirt, caps, sweatshirts, etc. Or a button/bumper sticker with design, you must complete and submit the Community Relations Design approval form with activity clearance request form.
- Advisors, check your SGA mailbox after five working days for the status of your form. If your activity is approved you will receive an approval notice and any additional facility reservation paperwork if needed.

### **FOR EASY APPROVAL, KNOW THE FUNDRAISING GUIDELINES**

- ✓ A registered student organization, club, and/or study program may not conduct a fund raiser without an approved activity clearance.
- ✓ If you are co-sponsoring your fundraising activity with another student organization, all co-sponsoring groups must complete separate activity forms but submit them together. Your activity will not be approved until all applications are received.
- ✓ Groups may sell noncommercial items related to the purpose of the organization.
- ✓ Food, especially bake sale items and beverages may be sold on the campuses. Please read the segment on "Guidelines for Bake Sales" it is highly recommended.
- ✓ Proceeds from fundraisers can be spent on programming and operational expenses for your organization. Examples include: Advertising, facility rental, trophies, printing and mailing costs, transportation, conference fees, etc.
- ✓ Proceeds from fundraisers cannot be used for personal gain. Examples include: Rent or mortgage payments, furnishings, or personal investments, etc.
- ✓ Student organizations or clubs planning to use on off-campus or commercial promoter, (must fill out an off-campus form) to help sponsor an event must contact the SGA advisor before making any arrangements or submitting an activity clearance form.
- ✓ Student organizations and clubs may not sign any contracts on behalf of the college or act as an agent of the college.
- ✓ Raffles/Tickets:
  - State of Florida law request that "Drawing by Chance" or "Drawing" means an enterprise in which, from the entries submitted by the public to the organization conducting the drawing, one or more entries are selected by chance to win a prize. The term "drawing" does not include those enterprises, commonly known as "Matching", "Instant Winner", or "Preselected Sweepstakes", which involve the distribution of winning numbers, previously designated as such to the public. "Organization" means an organization which is exempt from federal income taxation (South Florida State College) pursuant to 26 U.S.C. s. 501 ( c ), (3), (4), (7), (8), (10), or (19), and which as a current determination letter from the Internal Revenue Service, and it's Bona Fide Members or Officers.
  - All brochures, advertisements, notices, tickets, or entry blanks used in connection with a drawing by chance shall conspicuously disclose: The date, hour, and place where the winner will be chosen and the prizes will be awarded, unless the brochures, advertisements, notices, tickets, or entry blanks are not offered to the public more than 3 days prior to the drawing. However, any organization or other person who sells or offers for sale in this state a ticket or entry blank for a raffles or other drawing of chance, without complying with the requirements is guilty of a misdemeanor of the second degree. All fundraising activities shall comply with licensing and tax laws as well as college and campus regulations.



## **FOOD AND BAKE SALE GUIDELINES & SUGGESTIONS**

Student organizations holding bake sales on SFSC campuses are required to obtain approval from Student Activities, located at Panther Activities Center (PAC) extension 784-7435. Provided the food items on the following list are prepackaged as individual servings, they may be sold at campus bake sales: candy, cake, pies, cookies, cupcakes, and breads. At this time, approved bake sales may be prepared, assembled, portioned, and packaged in private homes provided good sanitation practices are followed throughout the process.

- All food ingredients must be pure, wholesome and free from contamination and adulteration.
- Sound sanitation practices, such as using clean hands, equipment, and preparation surfaces, must be followed when preparing, packaging, storing, transporting, displaying, and selling, bake sale items.
- Persons preparing, packaging, storing, transporting, displaying, and selling food or bake sale items must be free of communicable diseases such as flu, common colds and hepatitis. Their hands and arms must be free of open sounds, cuts and sores.
- All food items and plates or containers they are served on must be completely wrapped as individual servings. Clear plastic food wrap is suitable and readily available covering.
- Eating utensils must be single use and disposable. The utensils must be displayed in a manner that protects them from dirt, hand and or droplet contamination.
- Persons contributing to or participating in food/bake sales must wash their hands before working and after each break including smoking and restroom breaks.
- Organizers must maintain a list of all persons contributing food items for sale. The list should include each contributor's name, address, and telephone number and identify the item they contributed.
- Ingredient information should be available upon request, or each item should be properly labeled. Displaying a sign indicating "Ingredient information is available upon request" and maintain on site photocopies of recipes of foods offered for sale is sufficient.
- Students, faculty, and staff: You eat food and drink beverages at your own risk. In no event shall South Florida State College be liable for any direct, indirect, incidental, consequential, special and exemplary damages, or any damages whatsoever, arising from the use of food or beverages sold by the Student Government Association and/or college.