Student Clubs & Organizations Manual
& College Van Usage Procedures

MIDDLESEX COUNTY COLLEGE

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MIDDLESEXCC.EDU/STUDENT-LIFE

MIDDLESEXCC.EDU/STUDENT-LIFE/CLUBCENTRAL
Club Central serves as a hub for resources important to all student clubs and organizations, such as event forms, manuals, procedures, etc.
**ADVISOR’S ROLE**

1. Provide guidance to student clubs and organizations and inform them of college policies, regulations, resources, funding procedures, etc.

2. Provide all necessary approvals for the club/organizations needed by the Student Life Office such as, but not limited to, event request, trip information forms, etc.

3. Assist students in all financial planning for the organization and submit the necessary forms to process checks or reimbursement for programs and events.

4. Advisors, or an approved substitute, are required to be present at any club meetings or events that take place on campus after 5 p.m. and are encouraged to attend as many meetings or events as possible during the 9 a.m. to 5 p.m. hours as their position allows.

5. Events held off campus, such as trips to museums, restaurants, theaters and community service projects, require the advisor or an approved substitute to be present during the whole event. Advisors must travel to and from the event with all the participating students and submit the necessary forms for the off campus trip to the appropriate departments. (required forms include: Event Request Form, Trip Information Form, Waiver)

6. Advisors are to communicate to the organization any necessary information required by the Student Life Office, such as travel procedures, deadlines for budget requests, officer contact, etc.

7. Advisors are to inform the Student Life Office immediately of any major problems occurring in the organization such as conflicts among officers, members, problems at an event or program, etc.

8. Advisors are to support the organization, encourage leadership training to everyone especially the officers, but not run or control the organization.

9. Student clubs and organizations with a physical component must have advisors present at every meeting and practice.

10. Serve as the official staff representative of the college.

11. Work closely with the club to ensure a cooperative relationship between the advisor and the club membership.

12. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.

13. Be familiar with all club processes and procedures.

14. Ensure that all reasonable steps are taken to ensure the safety and welfare of club members.

15. Serve as main or co-administrator of the student organization Canvas page.
HOW TO CREATE/REGISTER A STUDENT ORGANIZATION ON CAMPUS

I. Charter Policies
Prospective campus organizations must comply with the following procedures in order to be eligible for recognition by the College:

   a. All organization charters, constitutions, recruitment procedures and practices must be free of any and all regulations or restrictions for membership on the basis of race, creed, color, religion or national origin. Policies or practices not so in accordance, be they written or unwritten, are prohibited. Any infractions of this rule will result in immediate charter revocation.

   b. All student clubs and organizations constitutions must comply with procedures established by the College.

   d. All articles and sections of the constitution must be explicitly defined and must not conflict with any other statement within the constitution or by-laws.

   e. Compliance with all other policies established by the Student Life Office.

II. Organization Registration Procedures

   a. All organizations are required to submit an updated constitution to the Student Life Office at the beginning of each academic school year.

   b. All organizations must meet with the Student Life Office to discuss constitutional acceptability and select an advisor (faculty/staff/administrator).

   c. A list of members (minimum of seven) including officers and their MCC ID number along with the advisor name(s) and contact information must be submitted using the Student Organization Registration process designated for each academic year by the Student Life Office.

   d. All members of student clubs and organizations consisting of a physical component, must submit proof of health insurance and a proof of a physical examination from a licensed physician indicating that they are fit to participate in the club activity and must sign a waiver before participating.

   e. All student clubs and organizations seeking recognition must send a representative to the designated mandatory Student Club/Organization Leadership Development Workshops.

   f. The Student Life Office will notify each organization with an update on their recognition status after all submitted documents are reviewed and approved.
SAMPLE CONSTITUTION:

(Insert Club Name Here) CONSTITUTION

Article I  Name of club
The name of this club shall be (Insert Club Name Here), a recognized club/organization at Middlesex County College.

Article II  Purpose of club
The purpose of (Insert name here and include a brief sentence or two giving a general overview of what your club or organization is about).

Article III  Membership
Membership in (Insert Club Name Here) is open to all currently enrolled Middlesex County College students who are in good overall standing (academic and social) with the College, and does not discriminate based on race, gender religion, sexual orientation, etc. This is also where you would put information regarding other membership responsibilities that would keep them in good standing (EXAMPLE: “must attend at least three (3) general meetings to be considered active.”).

Article IV  Qualification and election of officers
Section 1. This is where you would list the qualifications for being an officer in the club/organization (EXAMPLE: “must be currently enrolled at Middlesex County College, and must be in good overall standing (academic and social) with the College.”)

Section 2. This is where you would list the officers of the club/organization (EXAMPLE: “President, Vice-President, Secretary and Treasurer”)

Section 3. This is where you list the basic process for electing an officer as well as a general timeframe as to when elections should take place (EXAMPLE: “Officer elections will be held no later than the last meeting of the spring semester. One week prior to the election, members will be able to nominate individuals for open positions. Once a nomination is seconded and approved, nominees will be able to speak to the membership at the following meeting just prior to the vote. The election will be done by secret ballot by club members who are in good standing with the club.”

Article V  Duties of officers
This is where you would list the officers of your club individually and list their specific responsibilities. The officers listed here should be identical to the officer you listed in ARTICLE IV, SECTION 2. The following EXAMPLE will show you the proper format:

Section 1. President
a. Preside over all meetings.
b. Call special meetings.
c. Carry out the provisions of the constitution.
d. Appoint committees and chairpersons.
e. Oversee all committee activities.
f. (LIST ANY ADDITIONAL RESPONSIBILITIES.)
Section 2. Vice-President
   a. Assume the duties of the President in his/her absence.
   b. Attend all governing council meetings.
   c. Report the results of the governing council meetings at club meetings.
   d. (LIST ANY ADDITIONAL RESPONSIBILITIES.)

Section 3. Secretary
   a. Record and keep accurate minutes of all meetings.
   b. Act as correspondence clerk.
   c. Print and distribute agenda for all meetings.
   d. (LIST ANY ADDITIONAL RESPONSIBILITIES.)

Section 4. Treasurer
   a. Handle funds and finances for club.
   b. Pay bills and complete necessary financial paperwork.
   c. Make financial reports at least once a month at meetings.
   d. (LIST ANY ADDITIONAL RESPONSIBILITIES.)

Article VI Executive Council
If your officers meet prior to the general club meetings, then you would need to define them and their responsibilities as an “Executive Council.” The following EXAMPLE will show you the proper format:

Section 1. The Executive Council will consist of the President, Vice-President, Secretary and Treasurer, and shall meet as often as necessary.

Section 2. Duties of the Executive Council
   a. To formulate policy between regular meetings for the general membership.
   b. To execute policies determined by general membership.
   c. To govern activities of the club.
   d. To compile agenda for general meetings
   e. (LIST ANY ADDITIONAL RESPONSIBILITIES.)

Article VII Impeachment, removal, replacement of officers and members
This is where you list the process in which an officer and/or members can be removed from their position and how a replacement is selected. Make sure to be clear on what the grounds for impeachments are and what the vote is that’s needed and how vacant positions can be filled. The following EXAMPLE will show you the proper format:

Section 1. All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2. Grounds for impeachment/removal are negligence and any form of misconduct which is damaging to the club. An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the membership must vote; prior to impeachment/removal the accused will be given an opportunity to address the membership.

Section 3. Any officer vacancies shall be filled by an election held within two weeks.
Section 4. Advisors must be aware of all impeachment process and be present at all meetings involving the impeachment process of any officer.
Article VIII  Meetings
This is where you want to list the specifics that must take place regarding your meetings...BUT DON’T WORRY ABOUT A DAY AND TIME! The following EXAMPLE will show you the proper format:
Section 1.  There must be at least one (1) meeting per month.

Section 2.  An agenda must be submitted to the membership prior to the start of the meeting.

Section 3.  There must be a quorum (a “quorum” is 50% plus 1 of the active membership) present to vote on motions or other issues.

Section 4.  Minutes of the meetings will be kept by the Secretary and distributed to the membership prior to the next meeting.

Section 5.  The Treasurer will make a written and oral report at least once a month at the meeting.

Article IX  Committees
This is where you would list any standing committees, with a brief description of each. Your other option is to put the following, and saving the naming and description of the committees for your bylaws:
Section 1.  The standing committees of this club shall be appointed as necessary.

Article X  Advisor
This is the area where you want to give a general overview of what the role and responsibilities are of your club advisor. The following EXAMPLE will show you the proper format:
Section 1.
  a. Serve as the official staff representative of the college.
  b. Work closely with the club to ensure a cooperative relationship between the advisor and the club membership.
  c. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
  d. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
  e. Be familiar with all club processes and procedures.
  f. Ensure that all reasonable steps are taken to ensure the safety and welfare of club members.
  g. To sign all club/organization requisitions for the club/organizations, and to make sure that all expenditures are correct within all existing policies.
  h. (List any additional responsibilities)

Article XIII  Amendments to the constitution
This is the area where you would explain the vote necessary to make changes to your constitution. The following EXAMPLE will show you the proper format:
Section 1.  Any amendment change requires a two-thirds vote at a general club meeting. There must be a quorum present at the meeting where the changes would be voted upon.
PARLIAMENTARY PROCEDURE
A BASIC APPROACH TO CONDUCTING YOUR MEETINGS

How to Prepare for a Meeting
If a club is going to function properly, it has to have meetings at regular intervals. Before a meeting, the presiding officer should prepare an agenda so that there will be a direction to the discussions that will take place. Below is a model of an agenda that could be used.

AGENDA
1. Call to order.
2. Roll call.
3. Motion to approve minutes of the last regular meetings.
4. Payment of bills.
5. Committee reports.
7. Unfinished business.

Suggested Rules:
No meeting should be a “free for all” however, don’t get so technical that the meeting becomes mainly concerned with correct procedure. Orderliness and effectiveness are primarily important. The basic reason for having any standard procedure is to dispose of the business before the assembly as quickly, efficiently, and justly as possible. The five basic theses of parliamentary procedure are:
1. Only one subject may be discussed at a time.
2. Every member of the assembly has equal rights.
3. Each issue presented is entitled to free debate.
4. The rights of the minority must be protected.
5. The will of the majority must rule.

Definitions:
1. Motion: A formal proposal that assembly take a certain motion. This method whereby the business is presented to the entire assembly. There are four types of motions.

   Main Motion: One made to bring a particular item of business before the assembly. No main motion may be made while another is pending.

   Subsidiary Motion: One which may be applied to a main motion in order to modify, delay or dispose of the main motion.

   Privileged Motion: One which, although it need not have any relation to the pending motion, is of such importance and urgency that it is entitled to immediate consideration.
Incidental Motion: One which arises accidentally from the business at hand and which must be decided upon before the pending question can be further considered.

2. Pending: A question is pending when it has been stated by the chair, but has not been disposed of as yet. If it is the one last stated by the chair, it is called the immediately pending question since it must be the first disposed of.

3. Previous Question: A motion made to close a debate upon a matter of business and to have a vote taken at once upon the immediately pending question requires a two-thirds vote.

4. Put the Question: Chair asks for a vote on the question.

Method of Conducting Business
The chairperson (i.e., President) runs the meeting, unless he/she appoints someone else. Duties include:

a. Call the meeting to order.
b. Announce business according to agenda.
c. State and put to a vote all motions/resolutions.
d. Restrain members within rules of order.

Stick to your agenda. Set time limit for discussion of each item. If you exceed time limit, either vote to extend time by majority vote, table until the next meeting, or set up a subcommittee to formulate recommendations.

Specific Item:

a. Chairperson prevents the agenda item, sets discussion for approximately five minutes. Chair recognizes one person at a time based on order chair recognizes them – it is helpful for the secretary to keep track of order.
b. When a motion is made, it should be opened to further discussion of new points related to Motion A. Vote then takes place. Normally, a majority vote passes the motion unless it is for a charter revision or impeachment.
c. Key to smooth discussion making is realizing that discussions serve to bring out all the relevant points related to an agenda item. The voting decides the issue. There is no need to continue a discussion which repeats the same points over and over. Call the motion, which means the discussion is ended and voting takes place.
d. When motion passes, which implies further action to be taken, the responsibilities for action should be delegated to individuals with a timetable for completion of those responsibilities.
EVENT POLICY

1. Clubs and organizations are allowed to hold the following types of events on college property only: parties, fashion shows, dances, talent shows, plays, bake sales, speaker presentations, lectures, movie screenings. All events require Student Life Office approval.

2. Online Event Request Forms ([middlesexcc.edu/student-life/clubcentral]) must be properly filled out by the club advisors or officers and submitted to the Student Life Office no later than four weeks prior to the requested event date.

3. When required by the Student Life Office, advisors or an approved substitute must be present at events and also during set-up and tear down. The advisor should remain at the event until all students have departed from the location.

4. Attendance at a student club or organization event is reserved for registered Middlesex County College Students. In order for event attendance to be open to the surrounding community and guests, approval from the Student Life Office is required.

5. When approved by the Student Life Office, events allow only Middlesex County College students who have a VALID ID TO PARTICIPATE WITH ONE GUEST. Attendance is limited to the room capacity of the location and its layout.

6. Ticket sales, for events that require it, must be coordinated by the Student Life Office and Middlesex County College prior to the event. The Student Life Office along with the sponsoring student organization will determine the deadline for ticket sales for individual events. Every participant’s name should be on the attendance list at the door.

7. Only the Student Life Office and Middlesex County College can facilitate ticket sales, not the individual organization. Student organizations are allowed to provide a suggested list of names of members, volunteers, performers and special guests who are to receive complimentary tickets to events sponsored by the group. The Student Life Office reserves the right to approve or deny submitted lists.

8. Identification markers such as wristbands, personalized ID cards, tickets, etc. should be used for all events for both workers and participants.

9. The Middlesex County College Police Department decides how many officers are needed for each event. Consideration is given for the type of event, estimated number of participants, admission cost, etc. Events held Monday to Friday; 9:00 a.m. – 5:00 p.m. may also require police coverage.

10. Organizations or clubs should be prepared to pay out of their budget additional costs for overtime for police and custodial services. ([p.33: Request for Police Services Form])
11. Alumni from clubs or organizations are not allowed to participate unless they are a guest of a current student and the event has received prior approval to implement a guest policy or a guest of the presenter at the program and have been approved by the Student Life Office. They no longer have a current Middlesex County College ID and should not be encouraged by club members to try and enter events.

12. Depending on the type of event, the campus police may want to use metal detectors on the participants and search backpacks or pocketbooks before participants enter the event.

13. Student organization leaders may have to assist the campus police in manning doors and entrances so that individuals without tickets and not on the list cannot enter the event.

14. The Student Life Office determines the deadline for admittance to an event.

15. Abide by all laws.
Middlesex County College Posting Procedures
The following guide is designed to allow registered student organizations, administrative and academic departments, individual students, and individual employees to properly post items on Middlesex County College property in a manner consistent with the mission of the college.

a. Requirements

All display material must include:
- Name of the sponsoring organization, department, or responsible individual.
- Dates, time, location of program and contact information.
- Mandatory Middlesex County College branding images.

In addition:
- Sponsors are responsible for the removal of materials after the date of the event. Materials not removed on a timely basis may result in loss of future posting approval.
- Materials must not be obscene or defamatory and must not violate College policy or federal, state, or local laws.
- Any material not written in English requires an English translation to be kept on file with the Student Life Office.

b. Locations
Posting is permitted on any tack strip or bulletin board located in campus buildings. Posting is not permitted on any bulletin boards designated to academic and campus departments.

c. General Guidelines
- Campus groups need prior approval for posters or postings in compliance with the branding guidelines and this procedure. One copy of the poster should be given to the Student Life Office prior to posting and will be kept on file.
- Commercial advertising and solicitation (such as trips, cars for sale, apartments or home rental, etc.) are not allowed.
- Posters regarding the sale of textbooks and research studies are not allowed.
- Posters promoting off-campus employment opportunities are not permitted. Use the online employment posting in the Career Services Office.
• Posters or flyers must be affixed with thumbtacks and pushpins, not glue, staples, or tape. Only tack strips or bulletin boards in each building may be used for posting.
• Posters or flyers are limited to one (1) per tack strip or bulletin board per event.
• Posters or flyers may not be placed on the interior or exterior walls, floors, doors, windows, sidewalks, or on campus grounds.
• Posting that violates the Code of Student Conduct is not permitted.

Prohibitions
• Using masking and duct tape or other adhesives (including paste, glue, and spray adhesive).
• Using nails, staples, or other metal fasteners.
• Attaching posters or flyers or spray painting on woodwork, walls, tress, doors, light/telephone poles, sidewalks/walkways, stairwells, vehicles, roads, grassy areas, windows/transparent surfaces, or other areas not expressly permitted through this procedure.
• Posting messages or symbols on grassy areas.
• Hanging banners on external surfaces without approval.
• Causing damage to personal or college property.

d. Additional Restrictions and Requirements
Middlesex County College acknowledges that a procedure of this nature may not anticipate every possible issue that may arise with respect to on-campus posting. As a result, the college reserves the right to impose reasonable sanctions and/or requirements with respect to time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this procedure.

e. Enforcement
• Posting displayed in violation of this procedure will be removed regardless of content.

f. Sanctions
Sanctions for violation of this procedure includes, but are not limited to: loss of future posting and/or facilities use of privileges, other disciplinary sanctions, and other educational sanctions appropriate to the circumstances. Charges for cost of repair to campus facilities may be charged if damage is caused.

g. Middlesex County College reserves the right to update and amend this posting procedure at any time.
EVENTS OFF CAMPUS WITH TRAVEL

1. Excursions off campus can include trips to museums, theater shows, restaurants, amusement parks, special exhibits, etc.

2. An Online Event Request Form (middlesexcc.edu/student-life/clubcentral) should be submitted a minimum of four (4) weeks prior to the intended travel date and must include the date, location, group, costs, etc.

3. Advisors or an approved substitute are required to accompany students to and from the event.

4. When traveling to an event the advisor may travel with the students in several different ways. The preferred way is to use the College vans (p.34-42: College Van Usage Procedures). The other option for travel is by charter bus. Charter bus rentals are coordinated by the Student Life Office and charged to the budget of the sponsoring club or organization. The advisor must travel with the group at all times.

5. Students attending excursions should stay together as a group throughout the event and the advisor must submit the list of attendees and a signed Waiver Form (p.30) for all attendees to the Student Life Office (p.31-32: Student Activity Trip Information form) and the Middlesex County Campus Police Department before leaving campus.

6. Students attending the excursion should park their cars in the same parking lot at the College so when they return to campus they are all in the same vicinity for safety. This is especially important for night time and weekend events when there is less staff and police coverage on campus. A Student Activity Trip Information form (p.31-32) consisting of the names of all attendees and the location of their parked cars must be submitted immediately before departure to the Middlesex County College Police department located at The Gateway.

7. Tickets can be purchased in advance for an event by submitting an Online Event Request Form (middlesexcc.edu/student-life/clubcentral) The Student Life Office coordinates the purchase of all tickets (please refer to Guidelines on Spending Student Fees). Student clubs and organizations are prohibited from collecting funds to hold spots for off campus trips.

8. Student clubs and organizations and their advisors should make clear on their Online Event Request Forms (middlesexcc.edu/student-life/clubcentral) where they are going, how many participants and their preferred mode of transportation. If initial plans change, advisors and student organization officers must notify the Student Life Office explaining their change in plans and have those plans reapproved.

9. Anytime organizational funds are used, whether they are Student Activities fees or trust account monies, the event will be viewed as an authorized event sponsored by the College. In order to receive funding, the advisor and student organization officers must submit the appropriate forms. Student club and organization members saying they went as just friends and not as an official function of the club using club funding, will not be tolerated or reimbursed.
10. Tips for services that are paid during an off campus event are not eligible for reimbursement. (ie: dining tip at restaurants, bus driver tip, etc.)

11. An advisor, directly after their return from the event, must inform the Campus Police of their return and of any incidents that took place. The Student Life Office should also be notified promptly.

12. An accurate list of attendees, receipts, gas credit card, van keys and van report forms, if college vans were used, must be submitted by the club/organization advisor to the Student Life Office at the beginning of the next business day.

13. Incidents that occur while on the trip such as a participant becoming ill, vehicle accident, problems with a participant, etc., should be reported immediately to the Campus Police Department (732-906-2500) and to the Student Life Office. (732-906-2569).

14. Any incidents should be reported not only verbally which would be an immediate notification, but should also be submitted in written form concerning what happened, where and when, who was involved, who was contacted and any additional actions needed (example: van #2 needs to be repaired before using again since mirror was broken on trip).

15. The Student Life Office reserve the right to deny a student club or organization’s request for an Off Campus Trip due to safety concerns, distance, time of travel, etc.

MOVIE SCREENINGS

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home.

In some instances, no license is required to view a videotape, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained.

This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

The Student Life Office has partnered with Swank Motion Pictures, an online CE/CME education distributor and public performance licensing agent, to legally acquire feature films for public showings on the campus. Any inquiry regarding the availability of a movie must be made with the Student Life Office at least three (3) weeks in advance of the intended screening date in order to allow time for the delivery of the film.
SELLING ITEMS ON CAMPUS

1. The Student Life Office oversees all retail activities of student clubs and organizations.

2. In order to sell items, a formal request must be made in using the Online Event Request Form (middlesexcc.edu/student-life/clubcentral).

3. Sales of items/goods are only permitted in the College Center building of the Edison Campus. The directors of the New Brunswick Center and Perth Amboy center are responsible for approving and designating locations at their sites.

4. Only baked food items [such as; cookies, brownies, cupcakes, etc.] can be sold and all items must be purchased from a licensed vendor. Student clubs and organizations must provide proof of purchase for items being sold. No other food/beverage may be sold or given away for free on campus. All other items must first be approved by the Student Life Office.

5. During the sale of baked goods, student clubs and organizations are required to indicate the name and ingredients of each item.

6. Event organizers should arrive approximately one (1) hour before their event start time to make sure all set-up requests have been completed.

7. All forms must be submitted at least four (4) weeks prior to the date of the event. Club and organization advisors will be notified within seven (5) business days of the decision.

8. Immediately following the sale, all funds must be turned into the Student Life Office. The funds will be deposited into the sponsoring club or organization trust account no later than the next business day.

9. Student clubs and organizations allocated funds cannot be used to purchase baked goods or other items intended for sale as a fundraiser.

10. Personal funds used for the purchase of baked good and other items intended for sale as a fundraiser are not eligible for reimbursement.
GENERAL GUIDELINES CONCERNING THE STUDENT ACTIVITIES FEE

1. Organizations and clubs should only be spending Student Activity fees after getting advisor approval and approval from the Student Life Office.

2. At no time should any funds, whether Student Activities fees or trust account funds, be used to purchase alcohol. Even if students are of age, no alcohol should be present at any event including sit down dinners.

3. Students are not allowed to use Student Activity fees for personal items such as uniforms, clothing, etc. These expenses should be purchased from fund raising unless they will remain property of the College.

4. Clubs and organizations are not allowed to require dues in order to participate and should not be collected to attend meetings. Clubs and organizations associated with a national group can request that students voluntarily contribute to be a national member if necessary.
BUDGETS AND SPENDING PROCEDURES

1. Each year, the Student Life Office allocates monies to active student clubs and organizations out of the Student Activity fee. Allocations range from five hundred dollars ($500) to one thousand dollars ($1,000) for most student clubs and organizations. Request for larger allocations, including justification, can be made to the Student Life Office upon registration at the beginning of the Fall semester of each academic year.

2. Allocations for each club and organization are sent to advisors and club officers after all registration documents are properly submitted and the club registration status is approved. Allocations are for the entire academic year and proper planning should take place so that funds are evenly spent in the Fall and Spring semester.

3. Funds not used at the end of the academic year are returned to the general fund at Middlesex County College. All student club and organization paperwork must be submitted by May 1, 2018 so that money is not taken out of the following year’s allocation.
   a. Trust accounts are funds generated by the club or organization through approved fundraising events and/or programs. This money is placed in a non-interest bearing account at the College. A financial transaction (withdrawal, deposit) must be made every academic school year in order for a trust account to remain active. Trust accounts that see no activity for a period exceeding one (1) academic school year will be deemed inactive and the funds will no longer be accessible.

4. In order to spend funds from an organization’s allocated or trust account, the Online Event Request Form (middlesexcc.edu/student-life/clubcentral) must be submitted to the Student Life Office. All catering services are coordinated by the Student Life Office staff only and food orders should be made fourteen (14) working days in advance. Catering services from vendors other than the College’s contracted dining services are prohibited.

5. In cases where a contract is required such as payment to a speaker, disk jockey, artist, musician, entertainer, etc. only Middlesex County College Professional Service Agreements are to be used.

6. An advisor must be listed on and approve all Online Event Request Forms (middlesexcc.edu/student-life/clubcentral) and can request a check to be made out prior to an event or to be reimbursed. Reimbursement is allowed for approved travel expenses, food purchases, ticket purchases, etc. Reimbursements should never be done in place of a contract where the College is paying an outside group or individual who should be paying taxes on the funds. All expenditures must be approved by the Student Life Office prior to any monies being spent.

7. Once the Business Office has approved the contract, one copy will be sent back to the party performing the service or entertainment.

8. In order to process the checks, some other information is required depending on the amount being spent. For instance, every Professional Service Agreement must be accompanied by a W-9 form filled
out by the group or individual receiving payment. Anyone receiving payment over $2,000 requires the W-9 form and a State of New Jersey Business Certificate (note: a LLC from another state cannot be used).

9. Individuals and groups receive payment after the services are completed (exceptions to this rule can be for hotel reservations, conference registrations, ticket purchases, banquet reservations, etc.).

10. Organization/club advisors and officers who choose to be reimbursed for club activities may do so after their Online Event Request form (middlesexcc.edu/student-life/clubcentral) and all expected expenses are approved. At this time, you should also pick up a Tax Exempt form since the College does not pay tax in some instances. Check with the Student Life Office prior to making any purchases to inquire about the college’s tax-exempt status. Your fast pay reimbursement will not contain tax.

11. Advisors and club/organization members who spend their own funds, pending approval, must keep in mind that reimbursement can take up to three weeks and in some instances, longer.

12. In order to be reimbursed, individuals must fill out a Fast Pay form (p.21-22). Original receipts must be brought to the Student Life Office. Reimbursements for credit card charges require a credit card statement stating the charges and an itemized receipt. When using checks, a copy of the check and proof that the check has been cashed are required.

13. Tips for services that are paid during an off campus event are not eligible for reimbursement. (ie: dining tip at restaurants, bus driver tip, etc.)

14. If an advisor has taken students to a restaurant, play, movie, etc. a list of all attendees must be attached. Any unused tickets must also be turned in.

15. Please be careful to fill out all forms entirely. This is an issue for many individuals concerning identity theft about putting in their Social Security number.

16. Forms must be approved by the Student Life Office when using a budget code starting with the number three (3).

17. The purchase of all items by student clubs or organizations including promotional items bearing the club or organization’s name and logo and Middlesex County College name and logo must be facilitated by the Student Life Office and approved by the Middlesex County College Marketing department. If approved, promotional items such as pens, water bottles, cups, clothing etc. must include the Middlesex County College name and/or approved college logos.

18. Requests for promotional items for student clubs and organizations must be made and approved by the end of the second full week of each semester.
1. The Fall semester Activities Fair is held the first Monday after Labor Day each year from 11 a.m. to 1 p.m. on the College lawn. In case of inclement weather, the fair is held in the College Center cafeterias. The Activities Fair is an opportunity for clubs and organizations to promote themselves to the college community.

2. A Spring semester Fair is held in late January or early February in Cafeterias B & C. Advisors and club officers will receive a notification concerning the date in January.

3. All student clubs and organizations must register with the Student Life Office no later than the assigned registration deadline. The Student Life Office will notify the college community of the registration deadline and processes at the beginning of each semester.

4. All registered clubs and organizations will be notified of their budget allocation for the academic year approximately 48 hours after their registration status has been confirmed. It is understood that the group should budget to spend half its budget each semester.

5. Student clubs and organizations are not allowed to have outside bank accounts and all monies raised must be deposited in to a college trust account.

6. Student Clubs and Organizations Leadership Development Workshops, hosted by the Student Life Office, are held once a month. Student clubs and organizations are required to send a representative to each workshop in order to maintain funding and their active status.

7. All student clubs and organizations are required to do a minimum of one (1) community service per semester.
Middlesex County College

FAST PAY

This form is to be used for requesting payment for items or services that DO NOT require a purchase requisition or a purchase order. Send all properly completed forms, on blue paper stock, with required supporting documentation, budget number, and signatures to the Accounts Payable Office OR, for employment contract related reimbursements, to the Human Resources Office. The expected processing time is 1 week from receipt of a complete and properly prepared fast pay form request. For more information, refer to the information printed on the back of this form.

Please issue a check to: _______________________________________________________________

(Name of employee or vendor)

Employee (Y/N) □

NJBRC

In the amount of $ ___________________ (limited to $2,500)

(On file with Purchasing dept.)

Social Security or Tax Payer I.D. Number: □□□□□□□□□□□□

(Payments will not be made without this number)

Home/Business address: _____________________________________________________________

______________________________________

________________________

Budget code to be charged: □ - □□□□□□□□□ - ububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububububu
UP TO $2500.00

A. Fast pay forms cannot be used for capital expenditures.

B. No fast pay forms will be issued for any materials requiring physical receipt in central receiving.

C. If any of the supporting documents are to be sent to the vendor, it is the requestor’s responsibility to provide one file copy and the original that is to be mailed with the check.

D. Fast pay forms can be issued for the following:
   1. Institutional Memberships - Completed membership applications must be attached.
   2. Subscriptions - Initial or renewal documents must be attached.
   3. Registrations - Examples include: seminars, workshops, athletics, or conferences, and completed applications must be attached.
   4. Employee Reimbursements:
      a. Medical, AARP medical and personal memberships are to be sent to the Human Resources department for approval. Human Resources will forward it to Accounts Payable.
      b. Tuition reimbursement must have an approved tuition reimbursement application attached and be submitted to the appropriate Vice President who will then forward it to Accounts Payable.
      c. Other reimbursements that fall within standard purchasing guidelines including travel, mileage, meals, hotel etc. must be submitted with original receipts.

Important –
   - Sales tax will not be reimbursed. A tax exempt letter and ST-4 form can be found on the MCC Infonet under purchasing forms.
   - Gas will not be reimbursed. The college gas credit card must be used for travel with the college vehicles and can be obtained from the Purchasing dept.
   - Mileage is reimbursed for the shorter of the distance from home or the college to the destination.
   - Social Security Number is not required if a check is to be issued to an MCC employee.
PROFESSIONAL SERVICES AGREEMENT
This is a Professional Services Agreement (this "Agreement") dated as of __________, 201_ between Middlesex County College ("College"), 2600 Woodbridge Ave. Edison, NJ 08818, and _____________________________________________________________________________________
______________________________________________________________________________________________________
("Consultant"). The parties hereby agree that Consultant shall provide professional services to Middlesex County College in accordance with the terms and conditions set forth below.

1. **Scope of Services**

   Consultant agrees to perform the services described in Exhibit A, Scope of Work.

2. **Compensation**

   Conditioned upon satisfactory performance, Middlesex County College will pay the Consultant the amounts defined in Exhibit A as fees. The fees specified in Exhibit A represent the College's total financial commitment to the Consultant for all services and deliverables under this agreement. If there is no dispute about the work performed, Middlesex County College shall review and approve the Consultant's statements of services and make payment.

3. **Term**

   This Agreement shall remain in effect as described in Exhibit A, unless otherwise extended or terminated in accordance with this Agreement. Services may not begin nor payment authorized prior to the execution of this Agreement by an authorized signatory of the College.

4. **Termination**

   The College may terminate this Agreement in whole or part without cause by providing no less than fifteen (15) days written notice. Should such termination be exercised, the College shall compensate the Consultant in full for all such services performed through the date of such termination.

5. **Status**

   Consultant agrees that he/she shall at all times during this assignment be considered an independent contractor of Middlesex County College. Consultant shall be free from the College's direction and control. Consultant shall be exclusively responsible for the payment of any and all employment and other tax obligations arising out of payments from Middlesex County College. Consultant shall not represent himself/herself as an agent, representative or employee of Middlesex County College.
In addition, Consultant acknowledges that he/she is entitled to no benefits available to Middlesex County College employees, including but not limited to worker’s compensation or unemployment compensation. Consultant also acknowledges that he/she is not employed by Middlesex County College in any other capacity and that he/she shall not hold any position with Middlesex County College during the term of this Agreement.

Consultant represents and warrants that he/she possesses the requisite experience and expertise to perform this obligation in accordance with the highest professional standards. In the event that Consultant becomes unable to perform his/her assigned duties, Middlesex County College may, in its sole discretion, terminate this Agreement, suspend this Agreement, or take any other steps it deems appropriate.

The parties agree that "time is of the essence" with respect to the Consultant's performance.

6. **Confidential Information**

Consultant shall treat as confidential all records, data, accounts and other information regarding the College and its affiliates that become known to the Consultant through its activities performing this agreement. The Consultant shall keep Middlesex County College information strictly confidential by using the same care and discretion that would be standard in the industry and otherwise required by applicable law, including the Family Educational Rights and Privacy Act (FERPA).

The College will treat as confidential all of the Consultant's proprietary methodologies, software and materials the Consultant provides to the College and which are marked "Confidential" or "Proprietary." Except as otherwise required by applicable law or regulation, including but not limited to, the New Jersey Open Public Records Act, the parties agree to keep confidential all non-public information relating to this agreement.

7. **Intellectual Property**

All materials developed by Consultant for the College will belong exclusively to Middlesex County College, and will be deemed to have been developed and created by Consultant for the College as "work for hire." Consultant will execute any and all documents necessary to assign and transfer to the College all intellectual property and other rights in materials and information created for the College pursuant to this Agreement.

8. **Conflict of Interest and Commitment**

During the term of this Agreement, Consultant agrees that he/she shall avoid any conflict of interest, including but not limited to any situations in which financial or other personal considerations directly or significantly affect, or have the appearance of directly or significantly affecting his/her professional duties in carrying out the responsibilities under
this Agreement. The Consultant shall not assign, delegate or subcontract any of the work or services covered by this agreement, nor shall any of the interests in this agreement be assigned or transferred, without the prior written approval of the College.

9. **Indemnification**

Consultant agrees to comply with all applicable federal, state and local laws in connection with the performance of Consultant’s obligations under this Agreement. The Consultant agrees to defend, indemnify and hold harmless the College against any claim, costs, liability, expense, or loss sustained by reason arising from negligent, willful, or unlawful acts or omissions by the Consultant of this Agreement.

10. **Governing Law**

This agreement shall be construed in accordance with the laws of the State of New Jersey.

11. **Notices**

All notices, demands and other communications required or permitted hereunder or in connection herewith shall be in writing and delivered or mailed by first class mail, postage prepaid, as follows:

**If to Middlesex County College:**

Middlesex County College  
Purchasing Department  
2600 Woodbridge Ave  
Edison, NJ 08818

**If to Consultant:**

Name  
Address  
Address

12. **Entire Agreement**

This Agreement and the Exhibits hereto attached set forth the entire understanding between the parties hereto and supersedes all prior written or oral agreements relating to the services to be rendered. Any additions, deletions or modifications shall not be binding on either party unless accepted and approved in writing by duly authorized representatives of both parties.
13. **No Waiver**

Neither the failure nor delay by either party to exercise any right, remedy, power or privilege under the Agreement shall operate or be construed as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege, nor shall any waiver with respect to any occurrence be construed as a waiver with respect to any other occurrence. No waiver of any right, remedy, power or privilege under this Agreement will be effective unless in writing signed by the party to be charged thereby.

This Agreement may be signed in two or more counterparts, each of which shall be deemed an original, and all of which taken together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives as of the day and year first above written

**CONSULTANT**

Name __________________________

Title __________________________

Date __________________________

**MIDDLESEX COUNTY COLLEGE**

Name David Fricke

Title Director of Purchasing

Date __________________________
PROFESSIONAL SERVICES AGREEMENT
EXHIBIT A
Scope of Work

1. Provide a detailed explanation of the services to be performed.

2. What are the project milestones required during the project, include schedule.

3. Deliverables and acceptance criteria

4. Place of performance

5. Fee

6. Term
Request for Taxpayer Identification Number and Certification

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual/sole proprietor or single-member LLC
   - Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)
   - Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
   - Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)
   - Applies to accounts maintained outside the U.S.

5 Address (number, street, and apt. or suite no.)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

[ ] [ ] [ ] [ ] [ ] [ ]

or

Employer identification number

[ ] [ ] [ ] [ ] [ ] [ ]

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Signature of

U.S. person

Date

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10231X

Form W-9 (Rev. 12-2014)
Account Name: ____________________________________________________________________

**PURPOSE OF THE CLUB OR ORGANIZATION AND/OR REASON FOR CHANGE:**

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

(STUDENT OFFICERS (If appropriate): EXPIRATION DATE:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>President</td>
<td>________________________________</td>
</tr>
<tr>
<td>Vice President</td>
<td>________________________________</td>
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<tr>
<td>Treasurer</td>
<td>________________________________</td>
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<td>Secretary</td>
<td>________________________________</td>
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<tr>
<td>Other</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

Faculty / Staff Advisor ________________________________

Authorized signatory for disbursement requests

<table>
<thead>
<tr>
<th>Business Office Approval:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Approved by __________________</td>
<td>Date __________________</td>
</tr>
<tr>
<td>GL Account # (4 – 4XXX00 – 2132 – X – 00)</td>
<td></td>
</tr>
<tr>
<td>Trust Fund Account #</td>
<td></td>
</tr>
</tbody>
</table>

*White: Business Office  yellow: will be returned to originator*
WAIVER, RELEASE AND INDEMNIFICATION AGREEMENT

Student Name: ____________________  Trip and Date: ______________________

Instructor / Advisor: ________________

I __________________ (student), am a student at Middlesex County College and have agreed to participate in the current student activity trip. My participation is wholly voluntary. In consideration of the College’s agreement to permit me to participate, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

1. I, individually, and on behalf of my heirs, successors, assigns, and personal representatives, hereby release and forever discharge the College and its employees, agents, officers, trustees, and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses, or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney fees, which arise out of, result from, occur during or are connected in any manner with my participation in the Program, any related or independent travel, any activities or field trips, regardless of whether they are sponsored, supervised or controlled by the college, except for any injury or damage as may be caused by the gross negligence and/or wanton misconduct of the agents or employees of the College.

2. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless the college and its employees, agents, officers, trustees, and representatives (in their official and individual capacities) from any and all liability, loss, damage, or expense, including attorney fees, which arise out of, occur during, or are in any way connected with my participation, any related independent travel, any activities or field trips regardless of whether they are sponsored, supervised or controlled by the College.

3. I agree that this Waiver, Release and Indemnification Agreement is to be constructed under the laws of the State of New Jersey, and that if any portion hereof is held invalid, the balance hereof shall, notwithstanding, continue in full legal force and effect. In signing this document I have had the opportunity to consult with legal counsel, have read this entire document and understand its terms, that by signing it I am giving up substantial legal rights I might otherwise have, and that I am signing it knowingly and voluntarily.

Dated:

______________________________
Signature of Student or of Parent/Guardian (required if student is under 18 years of age)

______________________________
Print name of Student or Print Name of Parent/Guardian
Student Activity Trip Information Form

Please complete the requested information on this form with as much detail as possible. This form, along with the required Waiver, Release and Indemnification Agreement(s), should be completed in its entirety and submitted to the College Police Department before your departure. Please be sure to check that the printed names, signatures and dates are filled out as required on the waivers.

Contact the College Police at 732-906-2500 if you have any questions, or if anything changes after the forms are submitted.

Destination(s) of scheduled trip: ________________________________________________

Instructor/Advisor (print neatly): ________________________________________________

Instructor/Advisor available contact phone number during this trip: ________________

Date & Time of trip scheduled departure: ________________________________

Date & Time of trip scheduled return: _______________________________________

Please circle the appropriate response:

Mode of transportation?

☐ Chartered Bus    ☐ College Vehicle(s)    ☐ Private Transportation

If Chartered Bus, which company? _______________________________________

Will staff/student vehicles be left on campus overnight? Yes  No

If yes, staff members and students acknowledge their responsibility to provide the College Police Department with a complete detailed list of any automobiles being left on the campus to include vehicle information, which parking lot the vehicle is being left in, and the driver/owner’s name and contact information.

Additional Information: ______________________________________________________

_________________________________________________________________________

ccr/drd  7-30-12

Please complete the other side
Please list the names and contact information of all those individuals scheduled to participate in this trip:

<table>
<thead>
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REQUEST FOR POLICE SERVICES

IMPORTANT: This request must be filed with the Police Department at least seven (7) days prior to the event. For information call 548-6000, extension 2500.

ORIGINATOR: __________________________ ORGANIZATION: __________________________

EVENT: _______________ DATE: __________ APPROXIMATE TIME: __________

LOCATION: _______________ NUMBER OF OFFICERS REQUESTED: __________

TO WHOM OFFICER(S) WILL REPORT: __________________________

(Faculty, Staff, or non-college person in charge)

SPECIAL INSTRUCTIONS TO OFFICER(S): __________________________

APPROVED BY: COLLEGE ADMINISTRATOR: __________________________ BUDGET CODE: __________________________

OFFICER’S USE ONLY

IMPORTANT: Time not worked will not be paid

DATE: ___________ ON DUTY: ___________ OFF DUTY: ___________ TOTAL ACTUALLY WORKED: ___________

DUTIES PERFORMED: __________________________

AFFIDAVIT: I do solemnly declare and certify under the penalties of the law that the information within this bill is correct and in all its particulars; that the times listed are times actually worked; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

OFFICER’S SIGNATURE: __________________________

APPROVAL AT EVENT

NOTE: The person in charge of the event must sign below.

1. ACTUAL TIME OFFICER WORKED: From ___________ to ___________

2. OFFICER PERFORMED ALL DUTIES NECESSARY: YES__________ NO__________

If no, please explain: __________________________

SIGNATURE OF PERSON IN CHARGE: __________________________

PAYMENT AUTHORIZATION

TO: The Payroll Department

AUTHORIZED SIGNATURE: __________________________

(Police Administrator)

HOURS WORKED: ___________ RATE PER HOUR: ___________

c:excel/forms/security request
College Van Usage Procedures
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PROCEDURES FOR SCHEDULING VANS

1. College vans are scheduled through the Student Life Office located in the College Center on a first-come, first-serve basis. All requests should be made between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

2. The vans may be reserved for the purpose of travel related to Student Life or Athletics. They can also be used for other official College business after priority has been given to Student Life and Athletics.

3. All requests should be made at the earliest known date, since vans are in use constantly.

VAN CANCELLATIONS

1. All cancellations should be called in to the Student Life Office at the earliest known date.

2. Failure to properly cancel a reservation may result in a club, organization or athletic team having to pay for a rented vehicle scheduled for another group whose van request was previously denied.

WHO CAN DRIVE

1. The authorized driver(s) must have a current operator’s license and must be an employee of the College (full-time or part-time), over 21 years of age or older.

2. All drivers must have their license validated by the College Campus Police through New Jersey Motor Vehicle Services. The license must be submitted for validation at least 3 business days prior to travel.

3. All drivers should have read and obtained the manual on the use of the college vans from the Student Life Office and will be instructed regarding the basic operations of the vehicle.

DISTANCE REGULATIONS

1. For distances greater than 150 miles, there must be at least two authorized drivers.

2. The distance to be traveled in a one-day period must not exceed 500 miles. For longer distances, an overnight stop and accommodations must be scheduled.

3. The total distance for a single trip must not exceed 1,000 miles one way.

4. Travel must be done during daylight hours to the maximum extent possible.
KEY PICKUP AND RETURN

1. Keys for the van(s) are to be picked up and returned to the Student Life Office between 9:00 a.m. and 4:00 p.m., Monday through Friday. For weekend events keys should be picked up Friday prior to the weekend event during the above stated time.

2. Coaches of Athletic teams can pick up keys at the Department of Intercollegiate Athletics from either the Director or Assistant Director of Athletics.

3. All keys should be returned to the appropriate office immediately following the trip.

4. Vehicle card and post trip checklist forms must be filled out and returned with the keys. See sample forms located on the Appendix pages.

5. All vans are to be picked up and returned to Lot # 4.

SERVICE STATION CREDIT CARDS

1. A service station credit card may be obtained from the Business Office at least three days in advance for long-distance trips. Credit card usage form must be obtained from the Student Life Office and approved in advance.

2. The faculty member or advisor of the group should sign for any charges made to the card. The name of the club or organization should also be written below the signature.

3. All charge receipts and credit cards should be returned promptly to the Business Office.

4. Athletic teams can obtain a service station credit card from the Director of Athletics. Receipts should be signed by the coach with the team’s name written below. All charge receipts and credit cards should be returned promptly to the Department of Intercollegiate Athletics.

GAS

1. All drivers of the vans are advised to check the gas gauge before leaving campus.

2. A service station credit card should be picked up in advance before use of the vans as set forth in the “Service Station Credit Cards” section above.

3. Vans should be returned with at least ½ tank of gas.

4. Failure to return the van with gas may result in a fine or suspension of use.
SAFETY CHECK

1. Driver should fill out information on vehicle card pre-trip checklist located inside the van and return a copy of the form to the Student Life Office or Athletics Department before starting on a trip if at all possible.

2. Before entering the van, a visual check should be done on the following: headlights, tires, note any dents or scratches, fluid drippings from engine or gas tank. (For long trips, check the oil.)

3. Open back doors of the van and check that the following are in their appropriate position:
   - Spare tire
   - Lug wrench
   - Jack

4. Start van. Let van warm up then do a second visual check outside van.

5. After doing a safety check, please report any potential problems to the Student Life Office before leaving campus.

***Note - All passengers must wear a seatbelt!

HELPFUL HINTS ON DRIVING A VAN

1. When driving, start turns sooner in a van than in a car.
2. A van is harder to park. It is recommended that someone get out of the van and direct the driver when parallel parking.
3. Remember that a multi-passenger van operates differently than a passenger vehicle.
4. For safety, do not exceed posted speed limits.

TRANSPORTATION OPTIONS WHEN A COLLEGE VAN IS NOT AVAILABLE

1. Rent a van or automobile from a rental agency. The Student Life Office or Athletics Department, in coordination with the Purchasing Department, will try to assist a club or organization or athletic team in securing a vehicle from an outside rental agency directly. Do not make arrangements with an outside rental agency directly. In order to be eligible for rental, drivers must be eligible in accordance with the “Who can Drive” section above.

2. Rent a bus with the approval and assistance from the Student Life Office and Purchasing Department.
RESTRICTIONS AND FINES
1. Use of alcohol and drugs are prohibited in college vehicles.
2. Abuse of the vans by any group will result in suspension of organization’s future use and charges for repair of damages.
3. Drivers are responsible personally for any tickets such as parking or speeding incurred while using the vans.

PROCEDURES FOR ACCIDENTS
For All Motor Vehicle Accidents:
1. Do not remove vehicles from the site of the accident until police arrive, unless the location presents danger to you or other drivers. If the vehicle has to be removed to prevent further damage or injury, pull out of driving lane on to the shoulder if possible and turn off the ignition.
2. Activate the four way flashers on the vehicle.
3. Immediately contact the local police (dial 911) to advise them of the accident and to get medical assistance if there are any injuries.
4. **DO NOT** admit fault or give written statements.
5. Exchange driver information listed on your Certificate of Insurance. At a minimum write down:
   - Driver’s name;
   - Driver’s license number and state;
   - Phone number;
   - Address;
   - Insurance company and policy number;
   - License Plate.
6. Be prepared to provide the following additional information when you return to campus:
   - Damage to vehicle;
   - Injury to driver or passengers, if any;
   - Name(s) of any passengers, date, time, and phone numbers;
   - Name(s) and phone numbers of any witnesses;
   - If vehicle was towed, by whom and to where;
   - Copy of any photographs;
   - Name of police agency who took the report.

7. When local police respond to the accident, request the officer’s name, badge number, department phone number and the incident report/case number. If the local police will not file a report (because of minimal damage and there are no injuries), ask them to make note in their records that you called in the accident.

8. Contact Middlesex County College Police as soon as you are able. Please give College Police as complete report of incident and status of the passengers and van as possible. They can be reached at (732) 906-2500.
Middlesex County College

ANNUAL DRIVER’S LICENSE VERIFICATION AND SELF DISCLOSURE FORM

Only employees of Middlesex County College, with valid driver’s licenses, and over the age of 21, are authorized to operate college-owned or lease vehicles, as only they are afforded protection under New Jersey Tort Claim Act. Any individual who is on the Middlesex County College payroll is considered an employee, including student workers who have driving responsibilities within their job descriptions. An employee’s use of a college vehicle must be within the scope of his/her employment and for official college business only. Personal use is not permitted.

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<td>Expiration Date of License</td>
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I understand that by submitting this form, along with a clear photocopy of my current driver’s license, I authorize Middlesex County College to obtain an abstract of my driving history. I further, understand that if my abstract is found not to be in good standing (eight or few points and no DWI violations) and/or if I am found to not have a valid driver’s license, I will not be allowed to drive any college vehicle, regardless of my specific job requirements.

Further, I understand that I must immediately (within 3 days - or before the use of a college vehicle) disclose to the college all moving violations that occur between the annual driver’s license checks.

__________________________  ____________________
Employee Signature                Date Submitted

PLEASE ATTACH A CLEAR PHOTOCOPY OF YOUR CURRENT DRIVER’S LICENSE
GAS CREDIT CARD USAGE FORM  
(Sample)

MIDDLESEX COUNTY COLLEGE  
FINANCE DIVISION

DATE CREDIT CARD RECEIVED:

TRAVEL DESTINATION:

PURPOSE OF TRAVEL:

DEPARTMENT / CLUB / ORGANIZATION NAME:

BUDGET CODE TO BE CHARGED:

EMPLOYEE SIGNATURE:

DEPARTMENT HEAD APPROVAL:

RETURN CREDIT CARD WITH RECEIPTS IMMEDIATELY FOLLOWING THE TRIP

FINANCE DIVISION USE ONLY:

COMPANY: 

CREDIT CARD NUMBER: ________________

ISSUED CREDIT CARD PROCEDURE __________________ (ISSUER’S INITIALS)

DATE RETURNED: ________________

WAS CREDIT CARD USED? YES ________________ NO ________________
Student Life Office
732-906-2569
College Center – 213
student_life@middlesexcc.edu
Middlesexcc.edu/student-life