



SUBJECT: Student Activities

REFERENCE:

1. PURPOSE

To establish procedure for planning of student activities.

2. SCOPE AND APPLICABILITY

All students and employees

3. DEFINITIONS

4. POLICY

Student Activities are a vital part of the college program at Southern West Virginia Community and Technical College. The Student Activities personnel at the campuses and centers strive to involve students in various activities that promote wholesome social growth in the ecological environment of the college.

5. BACKGROUND OR EXCLUSIONS

6. GENERAL PROVISIONS

7. RESPONSIBILITIES AND PROCEDURES

A. When a club or a student government association desires to sponsor an event on campus at Southern, the following steps will be followed:

1. A student activities form stating all pertinent information relating to the activity must be submitted to the campus Counselor twenty (20) days prior to the activity. The campus Counselor will then notify the Vice President for Student Services as to the circumstances relating to the event.
2. The sponsoring group will need to check with the Director of Purchasing to ascertain if the person or activity is registered to do business with the State of West Virginia. This is necessary if payment by Southern is required.
3. If an off-campus facility is to be used for the activity, a rental agreement for the use of the facility must be submitted to the campus Counselor three (3) weeks prior to the date of the event. A space rental form must then be completed and submitted to the Director of Purchasing to assure



payment for the facility. The group renting and using the off-campus facility must assume responsibility for any damages that may result from the performance of the activity.

- 4. If an event is to be held on campus or at a center, the campus Counselor will assume the responsibility for scheduling the event with the Campus Manager.
- B. Any supplies or equipment to be purchased in connection with a student activity must be purchased according to proper procedures as outlined by the College. Proper approval of the purchase must be obtained in advance of the purchase. The following steps should be followed in making a purchase:
- 1. SGA Treasurer will submit a completed purchase requisition and contract, if required, to the Counselor.
 - 2. The campus Counselor will submit a purchase request and contract, if required, to the Vice President for Student Services for approval.
 - 3. The purchase requisition will be submitted to the Director of Purchasing for processing.
 - 4. After approval has been received from the Vice President for Finance, the item/s may be obtained or ordered.

8. CANCELLATION

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

September 1, 2000