

# **Guidebook for IVCC Student Organizations**

## How to Arrange an Organization Sponsored Activity

All campus organizations are urged to plan activities from which the student body might benefit. The following list of requirements and explanations details the procedures which all student organizations must follow when they wish to sponsor and conduct a social event.

The steps which must be taken before the event is held are arranged chronologically as follows:

1. Reserve and document the time, date, desired location, and purpose of the activity within 25LIVE. Organizations are advised to plan ahead and schedule their activities as early as possible so dates will be open and facilities will be available. Activities are scheduled and facilities are committed on a “first come, first served” basis.
2. Organizations should submit a Request for Requisition to initiate a Purchase Order to acquire any materials, supplies or contracts which may be required as part of the activity.
3. All posters/flyers announcing activities must be approved by the Associate Vice President for Academic Affairs C-311, and displayed only in approved areas.

### The Following Rules Also Apply To Organization Sponsored Activities

1. The organization sponsoring social events are identified as hosts of the activity. As hosts, all members of the organization are responsible for maintaining order and cleaning up. The organization is also financially responsible for any breakage and damage occurring. Organizations using meeting rooms or other campus areas are responsible for its appearance after the meeting or event. In particular, check to see that all special equipment, dishes, utensils, papers, and refuse are removed.
2. Security, fire, and safety precautions are to be observed. Decorations are to be flameproof; exits are to be open and unobstructed at all times; and other appropriate precautions taken to prevent injuries.
3. Organizations are advised to schedule their activities within the hours of normal college operation. The college is open Monday through Friday from 7:00 a.m. to 10:00 p.m. Closing hours of all social events on campus are not to extend beyond 12:00 midnight unless the organization receives prior approval for an extended end time.

## Scheduling Organization Meetings

Requests should be made well in advance of the scheduled meeting(s), otherwise the room/space may not be available or properly prepared by the custodial staff.

25LIVE is the scheduling program used by IVCC. Advisors have the capability of reserving rooms and set up requirements through 25LIVE.

Questions and problems with 25LIVE or event/meeting cancellations should be directed to: Facilities in A-109 or 224-0300.

## Bulletin Boards

ALL signage installed in sign holders and on bulletin boards throughout the college is to be approved through the office of the Associate Vice President for Academic Affairs (C-311).

Numerous bulletin boards are located on campus for the posting of college business items only.

No community advertisements/announcements are allowed on these boards. These bulletin boards are located on the second and third floors of Buildings A, B, C, D, and E. There is also a

bulletin board in the cafeteria. In addition, there are two bulletin boards in the lower level of the gym.

One bulletin board located near the bookstore in Building C is for community advertisements and announcements. No approval for posting is needed.

In order to gain permission to hang your information in the sign holders, on the bulletin boards, please take your proposed signage to the Office of the Associate Vice President for Academic Affairs (C-311) for approval.

Due to the limited number of bulletin boards, no signs will be hung more than two weeks prior to the event on the sign. Any signs found blocking or placed over the top of another sign will be removed. Please limit the size of your signage to 8 ½ x 11 whenever possible. It is the responsibility of the organization to post and remove their own signs.

*All signs are to be removed from the sign holders and bulletin boards within 48 hours of the completion of the event.*

**NO SIGNS MAY BE POSTED ON ANY WALLS OR WINDOWS. SIGNS POSTED ANYWHERE OTHER THAN BULLETIN BOARDS, SIGN STANDS, OR SIGN HOLDERS WILL BE REMOVED.**

### **Campus Newspaper**

The campus newspaper, the IV Leader, is published tri-weekly to monthly, and may be used for publicizing organization activities. It is suggested that one student in each organization be responsible for getting publicity to the campus newspaper regularly.

### **Office of Community Relations**

The Office of Community Relations can assist your organization with publicity for the local newspapers or other media. They can also announce activities and events electronic sign. The office is can be found in C-202 or contacted at 224-0465 for information or assistance.

### **Copy Services**

Duplicating services are available at the college. Requests for this service are to be approved by the respective organization advisors. The nominal cost for duplicating services will be billed to each organization each month.

### **Use of College Telephone System**

With the approval of the organization advisor(s), the college telephone system may be used by organization officers in their pursuit of approved organization business. When calls are placed outside the toll-free area, the organization will be billed for the charges by the Business Office.

### **Web Site**

The Student Activities website includes a description of each campus organization. There is also available space for each organization to create a separate page for their organization. All organizations are encouraged to review the description, as well as create and update a web page for their organization. A calendar is also available for advertising meetings, events, and activities.

To make changes to the overall description or place something onto the calendar, contact Lisa Witalka in CTC-203 or at 224-0502.

For information and assistance in creating or updating a web page for your organization, contact the web administrator at [webmaster@ivcc.edu](mailto:webmaster@ivcc.edu).

## Cash Box

Organizations can contact the Accounting Office at least two days prior to any fundraising event to request a cash box. Indicate how much and in what bills or currency you would like the money. The cash box can be picked up in Accounting the day of your event. The cash box should be returned to the Accounting Office immediately after your event along with a completed Cash Reconciliation Sheet (found in the cash box or on-line) which must be signed by the Organization Advisor.

## Deposit of Monies

All monies taken in by any organization should be immediately deposited in the College Business Office. When delivering money to the Business Office, identify the source of the funds on the Cash Reconciliation Sheet and obtain a receipt for the organization's financial records. Monies will be deposited in the Student Activity Fund and credited to the organization making the deposit. Be sure to receive and maintain in your files a copy of the receipt for each deposit. If event ends after college business hours, all receipts from any college activity or organization function must be deposited in the Business Office on the next class day following the receipt of monies.

## Contracts

All formal contracts should be forwarded to the Coordinator of Student Activities who will send them to the Vice President for Business Services and Finance for approval.

***NO FORMAL CONTRACTS CAN BE ENTERED INTO BY ANYONE EXCEPT THE VICE PRESIDENT FOR BUSINESS SERVICES AND FINANCE.*** After the contract is signed by the Vice President for Business Services and Finance, it will be returned to the organization's advisor. A copy of the contract should accompany the Request for Requisition form to be processed in the system to generate a Purchase Order. The contractual limit of any student organization is the uncommitted and non-obligated portion remaining of their individual budget. All informal contracts must be described on the Request for Requisition form with the amount of the check required and submitted to the Coordinator of Proof of insurance or rider forms are required and should be submitted to the Vice President for Business Services and Finance office located in C-338.

## Furniture and Computer Purchases

Any organization wishing to purchase furniture must contact the Purchasing Department at 224-0418. Any organization wishing to purchase computer hardware or software must contact Information Technology Services in C-115 or at 224-0555 for assistance.

## Use of College Vehicle

**IVCC's ADMINISTRATIVE POLICY:** Vehicles owned by Illinois Valley Community College are intended to be used by authorized drivers for the purpose of conducting College-related business. It is expected that authorized drivers will ensure that the guidelines outlined below are followed. Intentional misuse or negligent use of College vehicles and/or failure to adhere to the guidelines established may result in disciplinary action for the employee. Only those employees who have been designated as "authorized drivers" may drive a College vehicle.

### **PROCEDURES FOR USE OF COLLEGE VEHICLES:**

Full-time and part-time employees, coaches, and other authorized individuals over 21 years old who have had their motor vehicle record (MVR) checked and approved by the College are considered authorized drivers of Illinois Valley Community College vehicles.

***All Student Activities use of all College vehicles must comply with the College's Administrative Policies as outlined in the Administrative Procedures Manual.***

### **DETAILS:**

1. Authorized drivers who drive College vehicles on authorized business must possess a current and valid driver's license.
2. Texting and use of a cell phone or any other devices (including portable GPS devices without audio) that can cause distractions while driving is prohibited.
3. Authorized drivers must obtain necessary approvals for the use of a College vehicle and authorize the College to obtain a copy of their motor vehicle record (MVR) prior to driving a College vehicle. The College may revoke authorized driver status of College vehicles if driving status changes.
4. The Office of Human Resources will process all MVR's and will communicate the names of authorized drivers to the Reservation Coordinator. The Reservation Coordinator will be responsible for maintaining the authorized driver list and verifying that the individual is on the authorized driver list before reserving a College vehicle.
5. Vehicle use is limited to College business only. Only an authorized driver may drive a College vehicle.
6. An employee who possesses a valid driver's license may drive their own personal vehicle even if they are not an authorized driver for IVCC.
7. Authorized drivers must report a Type A violation to the Office of Human Resources the next business day following the incident.
8. An Illinois Valley Community College employee must be in the College vehicle at all times when it is in use. The employee must be the main driver of the College vehicle during long trips where shared driving is required. Authorization for Facilities' student workers to use College vehicles must be approved by the Vice President for Business Services and Finance.
9. Authorized drivers are not permitted under any circumstances to operate a College vehicle when any physical or mental impairment causes the driver to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the driver is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
10. Smoking or the use of other tobacco products in any College vehicle is strictly forbidden.
11. Authorized drivers must report any accident involving a College vehicle to Campus Security and their supervisor regardless of the extent of damage or lack of injuries. The supervisor will notify the Office of Human Resources for follow-up on injuries and medical insurance coverage. Such reports must be made as soon as possible, but no later than 48 hours after the accident. Drivers are expected to cooperate fully with the authorities in the event of an accident. However,

drivers should make no voluntary statement other than in reply to questions of investigating officers.

12. Authorized drivers should call Campus Security at 815-224-0314 or 815-739-1290 for 24-hour emergency response in the case of an accident, breakdown, flat tire, or other emergency situations.

If there are injuries, death or significant property damage related to the accident, contact and cooperate with police.

Do not admit fault. Do not discuss the details of the accident with anyone except the police.

Record accident details on the Accident Report Form (included in the accident kit), including information about other people involved in the accident or anyone who may have witnessed the accident, noting both the number of passengers and their names.

Take photos of the accident, if camera available.

Report accident to IVCC immediately.

IVCC reserves the right to require driving record checks of any driver of College vehicles. Driving privileges of a College vehicle may be revoked if the record shows significant traffic violations.

IVCC's insurance covers everyone in the vehicle, no matter if they are employees, students, or guests of the College.

### **MOTOR VEHICLE RECORDS: (MVR)**

1. An updated MVR will be obtained for all employees whose work responsibilities require driving and may be obtained for other employees whose responsibilities may include occasional driving.
2. MVR's will be checked upon the hiring of a new employee and at least annually thereafter. Current employees whose work responsibilities include driving will have an MVR check as needed, but at least annually, and employees whose responsibilities may include occasional driving will also have an MVR check at least annually.
3. Applicants for employment whose work responsibilities will require a significant amount of driving and whose MVR reflects Type A or Type B violations may be denied employment based upon the results of the MVR. MVR's and the status of driving privileges for these particular employment candidates should be included as part of the employment interview.
4. Current employees whose work responsibilities require a significant amount of driving and whose MVR reflects Type A or Type B violations may be restricted and/or denied access to College vehicles and may not be permitted to use personal or rental vehicles for College business. Employees in this category risk disciplinary action which may include suspension and/or termination, if they are no longer legally able to operate a motor vehicle and such is required for continued employment at IVCC.

### **RESERVATION AND USE OF A COLLEGE SHUTTLE:**

1. *College shuttles are leased primarily for use by Athletics. Shuttles may be available for other groups when not in use by Athletics.*
2. Scheduling of all College shuttles will be done via a request made through 25LIVE. The Reservation Coordinator will verify the driver is on the approved list. If the driver is on the list and a College shuttle is available, the Reservation Coordinator will approve the reservation and confirm the request within 24 hours of the request. If the requesting driver is not on the approved list, the request will be denied and the requesting driver should contact the Office of Human Resources and request an MVR as soon as possible, as the MVR check may take up to one week.
3. If other occupants will be driving the vehicle at any time, that information must be communicated to the Reservation Coordinator to determine if they are on the authorized driver list.

4. Authorized drivers must complete the **Vehicle Use Form** to provide Campus Security with passenger names, date(s) of travel, estimated departure and return times, and destination. The requesting driver must provide the names of all occupants in the vehicle to Campus Security.
5. College shuttles are parked in Lot 4 and must be returned to Lot 4. Shuttle keys are located at the Athletics office.
6. I-PASS: I-PASS transponders are installed in the shuttles. Please note that if you use an I-PASS lane without the transponder, any penalties incurred will be deducted from your next payroll check.
7. Return from Journey: Clean up the shuttle interior when you are done and lock the shuttle. Return keys to the Athletic office or Campus Security. **DO NOT leave keys on the Information Desk counter.** If the College is closed, call Campus Security at 815-224-0314 or 815-739-1290 for instruction for entering the building. Report any vehicle problem or abnormality to Campus Security immediately.
8. Cancellation of Travel Plans: Contact the Reservation Coordinator as soon as possible to release the reservation of a College shuttle.
9. IVCC will not be responsible for any traffic fines, tickets and such received while driving a College shuttle.

#### **SHUTTLE ISSUES DURING TRIP:**

1. Shuttle problems during a journey: If the shuttle becomes disabled, please contact Campus Security at 815-224-0314 or 815-739-1290 and they will direct you on how to proceed. If the shuttle is disabled, have it towed off the roadway and get the name, address, and telephone number of the towing company so that arrangements can be made by Campus Security to have it towed to the College.
2. If involved in an accident, Illinois law requires an accident report be completed. Show the law enforcement agency your driver's license and the insurance card (located in the glove compartment). Call Campus Security at 815-224-0314 or 815-739-1290. Do not admit fault on the accident report, only state the facts. Do not correspond with anyone by phone or email, other than College officials, regarding the accident. Contact Campus Security upon your return and give them a copy of the accident report.
3. Stolen shuttle: Immediately report the theft to the nearest police department. Call Campus Security at 815-224-0314 or 815-739-1290.

#### **USE OF PERSONAL VEHICLE FOR COLLEGE BUSINESS:**

1. Employees or volunteers using a personal vehicle for College-approved travel shall follow all traffic laws and use safe driving practices. If an employee or volunteer uses a personal vehicle to transport other employees or students for College-approved travel, the guidelines of this policy must be followed. *For trips greater than 50 miles, one-way, rental cars are available.*  
**Please contact Purchasing**
2. No reimbursement will be made for accident-related repairs to a personal vehicle, whether these costs result from your own acts or acts of others. It is the personal obligation of the owner of such vehicle to adhere to the State of Illinois' mandatory auto liability insurance law.
3. Mileage will be reimbursed for personal use of vehicles for College travel as per Board policy.
4. Any traffic citations received during the use of a personal vehicle or College vehicle are the responsibility of the driver.