





Spring:

Ocala Campus — Spring Fling/Health Fair and Student Activities Reception

Citrus Campus — TBD

Levy Campus — One event such as Spring Fling, Stressbusters, etc.

2. Must participate in at least one service project each semester (campuswide or other project).

Fall:

Ocala Campus — United Way, Light the Night, food drives, etc.

Citrus Campus — TBD

Levy Campus — Backpack program (Food 4 Kids), etc.

Spring:

Ocala Campus — March of Dimes, Habitat for Humanity, etc.

Citrus Campus — TBD

Levy Campus — Backpack program (Food 4 Kids), etc.

3. Membership:

New clubs must have a minimum of 10 members to charter or recharter. Each club must have a minimum of seven active members to remain active. All clubs are open for membership to any student interested in participating and following the guidelines of the club. Members must be currently enrolled at CF. (Numbers may vary by campus.)

4. Must have an approved faculty or staff advisor.

### C. Student Leadership Organizations

1. Must participate in two planned campuswide activities each semester.

Fall:

Ocala Campus — Club Rush and International Food Festival

Citrus Campus — TBD

Levy Campus — Club Rush, Stressbusters, etc.

Spring:

Ocala Campus — Spring Fling/Health Fair and Student Activities Reception

Citrus Campus — TBD

Levy Campus — Spring Fling, Stressbusters, etc.

2. Must participate in at least one service project each semester (campuswide or other project).

Fall:

Ocala Campus — United Way, Light the Night, food drives, etc.

Citrus Campus — TBD

Levy Campus — Backpack program (Food 4 Kids), etc.

Spring:

Ocala Campus — March of Dimes, Habitat for Humanity, etc.

Citrus Campus — TBD

Levy Campus — Backpack program (Food 4 Kids), etc.

3. Membership: Members will be selected based on established criteria. All students are invited to interview, but selection is limited. Members must be currently enrolled at CF. (See attached list of student leadership organizations.)

4. Must have an approved faculty or staff advisor.

### D. Athletics

1. Must participate in one planned campus wide activities each semester.

Fall — Club Rush and International Food Festival

Spring — Spring Fling/Health Fair and Student Activities Reception

2. Must participate in at least two service project each semester (campuswide or other project).
  - Fall — United Way, Light the Night, food drives, etc.
  - Spring — March of Dimes, Habitat for Humanity, etc.
3. Membership: Athletics are open to all students; however, members are selected by the head coaches through recruitment, visits and tryouts. Members must be currently enrolled at CF. (See attached list of athletics.)
4. Must have a coach.

#### IV. Rights and Responsibilities of Active Clubs:

##### A. Rights:

1. Use of Facilities (may vary by campus)
  - a. Student clubs/organizations must be recognized in order to have priority to reserve college facilities.
  - b. College facilities are available for use by recognized student clubs/organizations pursuant to college policies, procedures and guidelines mandated by the division which governs the specific venue.
2. Use of Student Life Vehicles:
  - a. Recognized student clubs/organizations may request use of the Student Life vehicles.
3. Publicity
  - a. Only recognized student clubs/organizations may post printed materials at College of Central Florida locations. These materials must follow the guidelines listed in Departmental Procedure: **Student Posting Procedure** (SA-SL24) and be approved by the Office of Student Life prior to posting.
  - b. Only recognized student clubs/organizations may use the College of Central Florida logo. Any printed materials, including posted advertisements, t-shirts, etc. which use the College of Central Florida logo must be approved by the Office of Student Life and Marketing and Public Relations.
  - c. All club-related news releases must be done through Marketing and Public Relations.
4. Funding
  - a. Florida Statute 1009.23 states that: “The student activity and service fees (SASF) shall be paid into a student activity and service fund at the Florida College System institution and shall be expended for lawful purposes to benefit the student body in general.”
  - b. Student clubs/organizations must be recognized in order to request a SASF allocation.
  - c. Any materials that are purchased with SASF funds are technically property of the college. If a club becomes inactive, any materials will be managed by Student Life. Once active status is reestablished, materials will be redistributed to the club.
5. Participation in Campus Activities
  - a. Student organizations shall be open to all currently enrolled students regardless of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its programs as well as political opinions or affiliations, or veteran status.
  - b. All student organizations and clubs must be officially recognized in order to meet on campus and utilize college facilities.
  - c. Any student club or organization whose membership attends any campus activity or college function must abide by the Student Code of Conduct and Board of

Trustees policy manual. If found to be in violation of these codes, individual or organizational sanctions may be enforced.

#### B. Responsibilities:

1. Maintaining Active Status
  - a. Refer to the above information regarding active status.
  - b. Student groups not recognized by the college as official organizations or clubs may not participate in the student activity fee budget, planned activities, or free rental of college facilities, or the use of College of Central Florida in its name or represent generally that it is an official student organization or club.
2. Governance
  - a. Student clubs/organizations shall have the authority and responsibility to create their own structure and operating rules, provided they are consistent with college rules established by the College of Central Florida District Board of Trustees, the administrative rules of the Department of Education, and the laws of the State of Florida and the United States of America, as applicable. In addition, student clubs and organizations must abide by their Student Life-approved constitution and bylaws.
  - b. The director of Student Life or the director's designee will be responsible for ascertaining the appropriateness of the organization and the subsequent monitoring of each organization's activities as per the charter.
3. Leadership Expectations: Group leadership (president and vice president, editor and co-editor, captain and co-captain, etc.) must maintain a 2.5 minimum GPA and be enrolled in a minimum of six credit hours to serve (Student Life Committee, 2/14/2014). All club/organization members must be in good standing to remain active members. Due to excess credit hours, exceptions may be made for credit hours of graduating students.
4. Volunteers: All volunteers (not CF students or employees) must contact the Office of Student Life to review and complete the volunteer registration process.

#### V. Supplements/Reassigned Time:

A. Academic-Supported Organizations: Supplements/reassigned time for academic-supported organizations will be the primary responsibility of the vice president for Academic Affairs or designee.

#### B. Student Clubs:

1. The Office of Student Life will disburse one stipend per year to an advisor for each active student club. Amount will be determined by budget.
2. Stipends will be distributed at the end of each semester, based on activity of the student club and submissions of appropriate paperwork by the advisor.
3. Adding an additional advisor to a student club will be at the club's discretion. However, if the club wishes to request an additional stipend, it will need to justify this in writing. A decision will be made by the Office of Student Life.

**VI. Required Advisor Activities:** A club/organization must have an approved advisor to be considered active. At a minimum, advisors must:

#### A. Academic-Supported Organizations:

1. Submit rosters of enrolled students each semester
2. Submit report of organization activity (mid-year and end-of-year reports)
3. Submit budget request forms as required for budgeting purposes for the following year.

