

CSC ADVISOR GUIDE

POLICY 3300: ADVISORS

- Each recognized student organization (RSO) shall have an advisor who is an employee of the College.
- Advisors may be assigned by the College to assist a particular recognized student organization; or, advisors may work with the recognized student organization in a volunteer capacity as service to the College, community, and profession, if approved as a volunteer by the Senior Student Affairs Officer.
- The role of an advisor is to:
 - Communicate with, guide, and assist the organization
 - Attend organization meetings, events, and fundraisers
 - Be knowledgeable of all policies that may impact the organization
 - Monitor compliance with Board and College policies and budgetary/financial guidelines established by the College and student government

EVENTS

- Per Board Policy 3300, advisors are to be present during all organizational events/programming/meetings.
- The event planning process is listed step by step on the “Event Planning” page under Student Activities on the CSC website. This includes steps to propose, advertise, and evaluate organization events.
- If the event goes beyond 10pm on campus, the advisor must complete a Building Extended Hours Form with the Conferencing Office. Signing off on this form signifies that the advisor is responsible for the building during those extended hours and will be present the entire time.

CONTRACTS

- Any speaker, performer, band, presenter, or DJ must have a contract for payment to be made.
- **Only the Vice President of Administration and Finance (VPAF) can sign on behalf of CSC, so do not sign any agreement or contact for your organization.**

- If a contractor is performing their services for free but is receiving compensation via college resources (a meal, snack, etc.), a contract must be completed.
- Organizations should contact the contractor(s) to get prices, needs for the event (food, lodging, etc.), and dates and time of performance.
- Initial contract information must be provided to the Student Activities Coordinator at a minimum of one month prior to the event via the [Event Proposal Form](#) linked on the “Event Planning” page under Student Activities on the CSC website.
- **All CSC contracts must be filled out and completed in collaboration with the Student Activities Coordinator.**
- Contractors may send you their contract template, please work with the Student Activities Coordinator to guarantee the contractor’s contract is up to CSC’s standards. Typically, these contracts go through multiple iterations and revisions.
- **Contracts not fully completed prior to the event will not be signed by the VPAF.**
- When in doubt, contact the Student Activities Coordinator to determine if a contract is needed for your organization’s event.

TRAVEL

- Please refer to the [Activities Fee Board \(AFB\) Trip Guidelines](#) and [Student Senate Fund Request Form](#) under the CAB webpage on the CSC website.
- Note that the **fund requests should be filled out 10 weeks prior to when funds are needed.** Fund requests must be reviewed by AFB who makes a fund recommendation to Student Senate which is then voted on.
- Per Board Policy 3300, advisors must accompany the clubs if travel involves an overnight stay.
- The Student Activities Coordinator can assist with booking, but the organization needs to provide all the travel information (hotel name, list of students & advisor, etc.).

RECEIVING CLUB ITEMS

- **If CSC faculty or staff are receiving any food or beverage purchased with student organization funds, there must be a Food Expense Worksheet (FEW) completed beforehand and signed by the Vice President of Administration and Finance (VPAF).**
 - Ex: Group meals, snacks, beverages, etc.
- **If CSC faculty or staff are receiving any item purchased with student organization funds, there must be a Clothing Purchase Approval Form completed beforehand and signed by the Vice President of Administration and Finance (VPAF).**

- Ex: Hats, sweatshirts, t-shirts, etc.

PRIZES

- All gift cards must be given away as a prize meaning student organizations cannot buy a gift card to use for organization purchases.
 - Ex: Student organizations cannot buy a Dominos Gift card to buy pizza for a meeting, but a club member/advisor could personally buy the pizza or use their funds to purchase it via the Student Activities Coordinator.
- All prizes must be accounted for using the Program Prize Sheet linked on the “Event Planning” page under Student Activities on the CSC website.
- Prize Sheets must be submitted via the Event Evaluation Form linked on the “Event Planning” page under Student Activities on the CSC website or to the Student Activities Office **within 7 days of awarding prizes.**
- Prizes may not exceed \$300 for any 1 item.

PURCHASES

- Purchases made in or delivered to Nebraska **cannot include sales tax.** See the Student Activities Coordinator for a copy of CSC’s Tax-Exempt Form 13 before making any purchases.
- Any purchase that includes sales tax made in or delivered to Nebraska must have the tax refunded.
- For information on how to make purchases using organization funds, please see the “Event Planning” page under Student Activities on the CSC website.

INVOICES

- If a vendor would like to be paid via check, request an invoice addressed to the College with attn. to the student organization name.
- Purchases made in or delivered to Nebraska **cannot include sales tax.** If sales tax is included on an invoice, it must be removed before payment will be made.
- Student organizations are responsible for submitting correct invoices for payment, including verifying that sales tax has been removed when necessary.
- Invoices typically take a month to process, so make your vendor aware of the payment timeline. If your invoice is not given to the Student Activities Coordinator promptly, the vendor will not be paid promptly.

- **All invoices must be paid within 45 days per State Law. For invoices to make it through the payment process in time, they must be submitted to the Student Activities Coordinator no later than 7 days after purchase.**

COMPLIANCE

- Organization funds will be frozen if the organization is unable to meet the requirements stated above.