

## STUDENT ORGANIZATIONS

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UA Cossatot staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insight. Faculty and staff seeks to provide an environment in which students may become self-disciplined, self-reliant, and socially sensitive individuals.

Students at UA Cossatot have the opportunity to become members of several clubs and organizations. They may participate in any college activity for which they are eligible. All student organizations have faculty and/or staff sponsors and report to the Chancellor or designee.

## NEW ORGANIZATIONS

A group of students may establish a recognized organization at the College by taking the following steps: *(All documentation relating to Student Organizations, including contracts and miscellaneous forms, must be submitted and kept on file in the Chancellor's office.)*

1. Draft a Statement of Purpose of the organization and show how the organization will help carry out the mission of the College.
2. Draft a set of by-laws for the organization showing how the organization will help carry out the mission of the College.
3. Draft an annual plan of activities and services the students will participate in to further their development, support the College, and/or provide a service to the community.
4. Receive the approval of the Chancellor and the Board of Visitors. A student group must receive approval by the Board of Visitors before it is recognized as a college supported, sponsored, or recognized club or organization.
5. The Chancellor and the Board of Visitors must approve the disbanding of any student organization.

HLC Criterion: 1C

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### Policy History:

September 11, 2023  
July 9, 2018  
January 12, 2015  
January 1, 2011

September 10, 2018  
March 26, 2007  
September 29, 2003  
July 30, 2001

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**ORGANIZATIONAL FUNDRAISING ACTIVITIES**

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All fundraising activities must be in connection with a recognized campus organization. No private fundraisers may be held on any UA Cossatot campus.

In order to hold an organizational fundraiser, a representative of the organization must take the following steps:

1. Complete an Organizational Fundraising Information Sheet (see appendix)
  - a. Information sheets should be submitted to the Director of Student Services
  - b. Director of Student Services will forward request to Facilities and Grounds
2. Receive confirmation of activity approval, location, and limitations
  - a. Director of Student Services will notify the group representative once all approvals are in place

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Procedure History:

May 21, 2018

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**REQUESTING FUNDS FROM AGENCY ACCOUNTS**

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Monies deposited into Agency Accounts for student organizations and ancillary Faculty/Staff (Agency Accounts) may be requested for payment of expenses by taking the following steps:

1. Expenses are determined by members of the agency or committee organization
2. Expenses are approved by faculty/staff organization advisor
3. Organizational representative completes a Miscellaneous Payment Request in Workday and attaches appropriate documentation such as receipts, invoices, etc.
4. The request is routed to appropriate security roles in Workday for approval
5. Once all approvals have been made, the Business Office will complete the payment

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**Procedure History:**

May 22, 2023  
May 21, 2018

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