

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
STUDENT DEVELOPMENT AND SPECIAL SERVICES  
SIP-4634**

**SUBJECT:** Student Activities

**REFERENCE:** None

**ORIGINATION:** October 15, 2009

**EFFECTIVE:** October 15, 2009

**REVIEWED:** October 14, 2022

**SECTION 1. PURPOSE**

1.1 To establish procedure for planning of student activities.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 Student Government Associations, student clubs and organizations, Student Success Advisors and the Chief Student Services Officer.

**SECTION 3. DEFINITIONS**

3.1 None.

**SECTION 4. PROCEDURE**

4.1 Students wishing to coordinate an official student activity shall communicate with the Student Success Advisor/SGA Advisor to assure physical and financial resources are available.

4.2 The Student Success Advisor/SGA Advisor shall communicate with the Chief Student Services Officer for approval of budget expenditures and resource allocation.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

5.1 None.

**SECTION 6. GENERAL PROVISIONS**

6.1 None.

**SECTION 7. RESPONSIBILITIES AND PROCEDURES**

7.1 When a student club, student organization, or Student Government Association desires to sponsor an event on campus at Southern, the following steps must be followed:

- 7.1.1 A student activities form stating all pertinent information relating to the activity must be submitted to the Student Success Advisor/SGA Advisor twenty (20) days prior to the activity. The Student Success Advisor will then notify the Chief Student Services Officer to the circumstances relating to the event.
  - 7.1.2 The sponsoring group will check with the Director of Budgets and 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.
  - 7.1.3 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 Student Success Advisor/SGA Advisor three (3) weeks prior to the event. A space rental form must be completed and submitted to the Director of Budgets and 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.
  - 7.1.4 If an event is to be held on campus or at a site, the Student Success Advisor/SGA Advisor will assume the responsibility for scheduling the event with the Director of Campus Operations.
- 7.2 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:
- 7.2.1 The Treasurer or President of the student club, student organization or Student Government Association will notify the Student Success Advisor/SGA Advisor of the supplies or equipment needed for the event and the preferred state vendor.
  - 7.2.2 The Student Success Advisor/SGA Advisor will submit a requisition request to the Chief Student Services Officer.
  - 7.2.3 The purchase requisition will be submitted to the Executive Assistant to the Chief Student Services Officer.
  - 7.2.4 After approval has been received from the Chief Student Services Officer, the supplies or equipment may be obtained or ordered.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

**Attachments:** None.

**Distribution:** All employees of Southern West Virginia Community and Technical College.

**Revision Notes:** October 15, 2009 - The policy SCP-4634 was rescinded by the Board of Governors to become a unit procedure on October 15, 2009.

October 14, 2022 – Revisions reflect title changes only.