# Table of Contents

## Section 1 – General Information

<table>
<thead>
<tr>
<th>Introduction</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement in Recognized Student Groups</td>
<td>4</td>
</tr>
<tr>
<td>Recognized Student Group Categories</td>
<td>5</td>
</tr>
<tr>
<td>Student Life Office</td>
<td>5</td>
</tr>
<tr>
<td><strong>Recognized Student Group Advisors</strong></td>
<td>6</td>
</tr>
<tr>
<td>Responsibilities of the Advisor</td>
<td>6</td>
</tr>
<tr>
<td>Responsibilities of the Members to the Advisor</td>
<td>7</td>
</tr>
</tbody>
</table>

## Section 2 – Recognition and Registration of Student Groups

| Membership Eligibility Statement | 8 |
| Statement of Legal Liability | 9 |
| Benefits of Recognition | 9 |
| Conditions for Recognition | 9 |
| Model Constitution | 10 |
| Registration of Recognized Groups | 10 |
| Notification of Changes | 11 |
| Dissolution of Recognized Student Groups | 11 |
| Appropriation of Funds during Dissolution of a Student Group | 11 |

## Section 3 – College Regulations and Policies

| Events | 13 |
| Travel | 13 |
| Use of College Vehicles | 14 |
| Website & Social Networking Guidelines | 15 |
| Raffle Guidelines | 15 |
| Statement of Responsibility during use of College Facilities | 15 |
| Use of LLCC Name and Logo | 16 |
| Student Conduct | 16 |
| Hazing | 17 |
| Sexual Harassment | 19 |
| Violations of College Regulations and Policies | 20 |
| Withdrawal of Recognition | 21 |

## Section 4 – Group Finances

| Financial Management | 23 |
| Potential Funding Sources | 23 |
| Admission to Events | 23 |
| Dues or Fees | 23 |
| Fundraisers | 23 |
| Grant Funding | 24 |
| Student Activity Fee Funding | 24 |
| **Financial Forms and Their Use** | 25 |
| Bookstore Charge Forms | 25 |
Section 5 – Additional Resources and Services

Club Resource Room 27
College Facility Reservations 27
Community Service 27
Mailboxes 27
Marketing Resources 27

Design and Printing Services 27
Student Life Office Website, Student E-mail, Employee News 28
Sandwich Boards, Bulletin Boards, Display Cases and Stands 28
The Lamp 28
Trainings/Resources 29

Section 6 – Student Development Transcript

Student Development Transcript 30
Section 1 – General Information

Introduction
In an effort to encourage a formal, organized system of student activities, LLCC has policies and procedures in place for recognizing student groups. Groups are identified as clubs, organizations, or teams based on the following descriptions:

Clubs-A student club is a group that is formed around a common interest.
Organizations-A student organization is a group that serves an institution wide significant function to the college community (Student Government Association, The Lamp, Logger Activities Board)
Teams-A student team is a group that participates in academic competitions on an intercollegiate level.

The Student Life Office has various services available to assist recognized groups in their operations. The registration process is designed to permit students to create a recognized group intended to fulfill a common purpose and provide opportunities for students to foster individual growth and development through responsible involvement in co-curricular activities. A recognized student group is given certain privileges and assumes responsibilities as a group.

Registration and recognition of a student group results from compliance with the requirements and conditions outlined in this handbook. Registration and recognition does not directly imply Lincoln Land Community College approval of the group or its activities. Groups must apply for recognition by completing the registration process with the Student Life Office in order to take advantage of the privileges accorded recognized student groups by LLCC.

Involvement in Recognized Student Groups
Recognized student groups are a vital part of campus life at LLCC. The Student Life Office believes that participation in a recognized group is one of the most meaningful and rewarding experiences in which a student can get involved and affords students the opportunity to meet other students, network with faculty & staff, and develop various skills.

Involvement in recognized student groups should provide students opportunities to…

- Develop various skills including leadership, communication, social, intellectual, and physical.
- Develop and participate in activities that reinforce classroom instruction and supplement academic learning.
- Develop and participate in activities that provide a means of uniting the campus community by promoting positive relations between students, faculty, and staff from diverse backgrounds.
o Develop and participate in activities that bring cultural, intellectual, educational, recreational and/or social stimulation to the campus community.

Recognized Student Group Categories

**Academic Excellence** - Promote and recognize scholastic excellence.

**Academic/Professional** - Based on a particular academic field or profession and provide opportunities to explore a chosen field of study and career options.

**Arts/Entertainment** - Offer students an opportunity to explore and/or perform in the arts including theater, film, or music.

**Cultural** – Offer opportunities to explore various cultural or ethnic backgrounds.

**General Interest** - Offer opportunities to get involved in a variety of student activities that are not generally offered in any other category.

**Political Involvement** – Promote involvement in the political process at the national, state, and local levels.

**Education Service Areas** - Offer students attending at Education Service Area sites an opportunity to become involved at their respective locations.

**Religious** - Offer students opportunities for spiritual growth.

**Social Issues/Service** - Involved in education and activism regarding social issues and/or provide opportunities to participate in community service.

**Student Governing Body** – The Student Government Association is the only official student governing body of LLCC.

Student Life Office

**Mission Statement**
The mission of the Student Life Office is to enhance the educational experience by providing quality programs and services that further student development and present opportunities for students to become engaged in campus life.

The Student Life Office is an important resource for every college student. Studies have shown that college students that become involved in co-curricular activities benefit tremendously. Students are encouraged to become involved in student life on campus and to participate in the many co-curricular activities offered. Involvement in the total college community furthers student learning and personal development contributing to student success and satisfaction with the educational experience.
The Student Life Office supports recognized student groups in a number of ways including:

1. Connecting students with recognized groups that fit their personal/career goals, hobbies and interests;

2. Encouraging the success of recognized groups by providing leadership skill development opportunities, resources, and specialized programs; and

3. Offering professional advising and an array of support services.

Student Life Office Contact Information and Staff Members:
Lower Level, Menard Hall
217-786-2241
studentlife@llcc.edu
www.llcc.edu/studentlife

Michelle Burger, Student Engagement Coordinator
Amber Berman, Program Assistant
Brittney Leach, Graphic Design Intern

RECOGNIZED STUDENT GROUP ADVISORS

Responsibilities of the Advisor
LLCC requires groups seeking recognition status to have an advisor. The scope of a group’s activities, the effectiveness of its officers, the time commitments of the advisor and several other factors determine the nature of an advisor’s involvement with the group. Student members should recognize the value of having a good advisor, and use that advisor as a resource person whenever and wherever necessary. In short, a good advisor plays an essential role in a group’s success.

An advisor’s FUNCTION is fourfold:
1. To be a consultant to help with the group’s growth and development;

2. To provide continuity to the group;

3. To guide members in the area of program content and purpose; and

4. To act as an authorized and responsible agent of the group ensuring compliance with College policies & procedures.

The advisor may be a director or an observer, but the best approach lies somewhere in between. Choose your advisor well. If your constitution calls for your academic department to appoint one, make certain your input is considered. Discuss with your members and with your advisor what you want the advisor’s role to be. Take into consideration that the advisor has to maintain a liaison role between the group and LLCC. An advisor is a consultant and should be a stabilizing source when you need help.
Both the advisor and the student members should understand that the advisor is there to help the group and that the advisor is, with the exception of paid staff advisors, chosen and retained at the group’s discretion. Student members should realize that an advisor also has the right to resign.

For further information, the Lincoln Land Board Policy Manual, Policy 5.33, outlines the Board policy concerning the advisement of recognized student groups.

**Responsibilities of the Members to the Advisor**

The group members have some definite responsibilities to the advisor. The following are some guidelines to assist in building a healthy member/advisor relationship.

1. Meet with your advisor at least one day before your meeting to go over the agenda and topics to be discussed at the meeting. If you are unsure about how to run the meeting or deal with a situation that may arise, use your advisor’s knowledge and experience to come up with solutions.

2. Meet with your advisor after the meeting to brief him/her about what happened, if he or she could not attend. Be willing to ask for advice if any problems or issues arise. Keep the advisor posted on the progress of the group.

3. Share your advisor! Make your advisor feel like they are part of your group. Introduce them to new members or visitors and ask for input in discussions. You may even want to include in your agenda a section for “Advisor’s Comments/Communications.”

4. Thank your advisor for a job well done. Advisors should be shown appreciation for the work that they do on behalf of the group. In most instances, advisors are graciously volunteering their time to serve the group.

One way to recognize an advisor is with a nomination for the Lella Schaaf Advisor of the Year award. This award is given to an advisor each year at an annual recognition event and the advisor’s name is displayed on a plaque in the Student Life Office. The advisor is selected by a committee of student leaders. The committee looks for advisors that have gone above and beyond expectations to serve students. Nomination forms are available in the Student Life Office.
SECTION 2 - RECOGNITION & REGISTRATION OF STUDENT GROUPS

Membership Eligibility Statement
Membership in a recognized student group shall be open to all LLCC students in good standing. Recognized student groups may not discriminate on the basis of age, color, creed, handicap, national origin, race, religion, sex or sexual orientation unless pursuant to an exception recognized by law.

All recognized student groups shall be in compliance with Federal regulations pertaining to non-discrimination on the basis of sex education programs, as outlined in Title IX of the Education Amendment of 1972:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Section 86.14 “This part does not apply to the membership practices of social fraternities and sororities which are exempt from taxation under Section 501 (a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at institutions of high education” or “the YMCA, YWCA, Girl Scouts, Boy Scouts, and Camp Fire Girls.”

In accordance with Section 504 of the Rehabilitation Act of 1973:

“No qualified handicapped student shall, on the basis of handicap, be excluded from participation in or denied the benefits of any extracurricular activities or programs, including student groups.”

In accordance with the Lincoln Land Community College Nondiscrimination Policy as stated in Section 1.6 of the LLCC Board Policy Manual:

“Lincoln Land Community College shall not discriminate against any student, employee, prospective employee, or any other person on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, political affiliation, sexual orientation, or any other status protected by the provisions of the Illinois Human Rights Act or other applicable law. As such, it will not tolerate derogatory references by any student or employee with respect to differences regarding any such protected status. Discrimination by a student or employee shall be cause for disciplinary action including, but not limited to, expulsion of the student or termination of the employee. The College shall designate a compliance officer to assure compliance with these provisions. In accordance with Illinois law, Lincoln Land Community College shall reasonably accommodate the religious observance of individual students in regard to admissions, class attendance, and the scheduling of examinations and work requirements. Any student who believes that there has been unreasonable denial of an
educational benefit due to such student’s religious belief or practices may seek redress through the Student Grievance and Appeals Process as provided in Board Policy 5.40.”

Statement of Legal Liability
Lincoln Land Community College does not assume liability for a recognized student group’s financial transactions, activities, or the actions of individual group members, who are found in violation of College policies, local, state or federal laws. The College recognizes that students are adults and that, they, and the groups to which they belong, are expected to obey the law and take responsibility for their conduct. The College recognizes expressly that students and student groups are not agents of the College and the College will not assume any responsibility for them on or off campus. The College cautions that recognized student groups will be subject to disciplinary action if their conduct threatens disorder, public disturbances, danger to themselves and others, or property damage.

Benefits of Recognition
Recognition of a student group permits the group:

1. The use of LLCC’s name in conjunction with that of the group’s for official purposes,
2. The ability to reserve LLCC’s facilities under College policies governing that usage,
3. Access to relevant publications and inclusion in mailings by the Student Life Office,
4. Access to Student Activity Fee funds for qualifying groups,
5. Access to support services, including but not limited to: mailboxes, solicitation of membership, design and printing, and leadership development opportunities.

All benefits are subject to the application and interpretation of current LLCC policies, regulations and procedures.

Conditions for Recognition
1. The group should fill an apparent need for students not currently being met by an existing recognized group on campus.
2. The group must have sufficient membership to sustain its existence. It is recommended that a minimum of 10 active members be involved in the group to ensure its chances of success.
3. All members of a student group must be registered LLCC students in good standing.
4. All club officers must be registered LLCC students in good standing and enrolled in at least six credit hours during the current semester.

5. The group must have at least one Advisor who is an employee of LLCC. Student Life must approve the Advisor before the recognition process is complete. In cases where an LLCC employee cannot be identified to serve as advisor, groups can request an advisor outside of LLCC that is a resident of the district. Such arrangements must be approved by the LLCC Board of Trustees.

6. All groups seeking recognition status must submit the following materials to the Student Life Office each academic year: 1) a copy of the completed recognition form, 2) a copy of the group’s current constitution (see the next section “Model Constitution” for more information), and 3) a membership list.

7. The purpose and activities of the group must not be in violation of civil law or LLCC regulations.

8. Upon receipt of the completed recognition materials for new groups, a meeting will be set with the proposed president, advisor, and members of the SGA. The purpose of this meeting is to provide an opportunity for the discussion of all recognition materials submitted for approval.

9. Following the proposed group’s presentation to the SGA and the subsequent vote for approval by the SGA, Student Life will notify the group’s advisor in writing regarding the approval status of the group’s recognition.

10. Assuming that all necessary items for recognition of a new group are completed in an appropriate and timely manner, recognition of a new student group should be completed within two weeks from the submission of the relevant forms and documents in the fall and spring semesters when regular SGA meetings are scheduled.

Model Constitution
The purpose of the model constitution is to provide guidelines for a group to develop its own document. In many cases, the model can be altered to meet the needs of an individual group, but the items that must be included are on the model. Model constitutions are available in the Student Life Office.

Registration of Recognized Groups
In the fall of each year, it is necessary to re-register existing recognized student groups. This process begins with a registration form, which must be completed by the group’s current officers and advisor. The form is returned to the Student Life Office and kept on file. All of the club officers and advisor(s) are required to complete a training via Blackboard each year for the club to be considered in good standing. Clubs that are not in good standing may not schedule activities, submit requests for reimbursements, schedule meeting spaces, or request to travel.
Forms and information pertaining to registration and training will be e-mailed to existing advisors during the registration period. Additional forms may be obtained in the Student Life Office. Failure to register an existing group by the designated deadline may result in the expiration of that group’s recognition status (see the section on Dissolution of a Recognized Group).

The purpose of annual registration is to provide the Student Life Office with vital information such as meeting dates & times to be shared with prospective members who inquire about the group and to assist the Student Life Office in gauging the status of recognized student groups.

**Notification of Changes**
In an effort to keep files current, recognized groups must notify the Student Life Office of any changes in the group during the academic year (e.g. officers, constitution, addresses, e-mail addresses, and phone numbers).

**Dissolution of Recognized Student Groups**
A recognized student group or the Student Life Office may dissolve the group for any of the following reasons:

1. The group has taken a majority vote to do so.
   a. The majority vote determines the group is no longer needed/wanted on campus.
   b. Written notification should be given to the Student Life Office within 30 days of the vote.
2. The group has been inactive for three years.
   a. A group will be deemed inactive after one year of not receiving a Registration Form.
   b. A group will be deemed dormant during the second year of not receiving a Registration Form.
   c. A group will be considered dissolved after the third year of not receiving a Registration Form.
3. The Student Life Office has withdrawn the group’s recognition.

Before a recognized group is dissolved completely, a flyer notifying the student population will be posted for 2 weeks on campus bulletin boards and outside the Student Life Office.

**Appropriation of Funds during Dissolution of a Student Group**
When a recognized student group goes through dissolution, the funds should be appropriated in the following ways:

1. All outstanding bills & vouchers shall be paid.
2. Current members in good standing shall be reimbursed for any dues paid in the current academic year to a group which either votes to dissolve or has its recognition revoked. Group records will determine dues paid.
a. If there are not enough funds to reimburse everyone, the funds shall be divided equally.

b. If dues are not required by members, members will not receive funds.

3. Funds still available shall be transferred to the SGA Group Funds account for emergency funding and new group start-up funds.
SECTION 3 - COLLEGE REGULATIONS AND POLICIES

As a means of establishing guidelines for behavior of the students and/or the recognized groups to which they belong, the Student Life Office and the Lincoln Land Community College Board of Trustees have established the following policies and procedures.

Events

All recognized group activities must be registered with the Student Life Office. Event registration forms are available online and in the Student Life Office. If your group will be soliciting funds, merchandise, or services from local companies, businesses, individuals, or agencies, a list should accompany your request form. Any solicitations on or off campus must be approved in advance by the Student Life Office and the LLCC Foundation. If a recognized student group wishes to promote through off-campus media regarding a particular event, the group must go through the LLCC Public Relations & Marketing Department to make this contact.

Travel

Recognized groups are welcome to travel for such things as conventions, meetings, educational trips, social activities, etc., but this travel must be approved prior to the trip. The papers for receiving this approval are available in the Student Life Office. A checklist is also provided to assist advisors in this process.

Travel that is not pre-approved may result in the denial of reimbursement for travel expenses.

As stated in Section 5.34 of the LLCC Board Policy Manual, the following guidelines apply to group travel:

1. If an LLCC vehicle is used for travel, or if transportation services are contracted with an outside vendor, only members of the student group/athletic team/class and official group advisors/coaching staff/class instructors may travel in the LLCC vehicle or College-hired vehicle. Spouses or partners of official group advisors/coaching staff/class instructors and dependent children of official group advisors/coaching staff/class instructors may travel in the college vehicle or college-hired vehicle with advance written approval of the appropriate LLCC vice president. Any additional costs created by the travel of these family members shall be paid by the individuals. If any other personnel are required (e.g. statisticians, additional chaperones), these persons must be approved in advance by the appropriate Vice President (Student Services in the case of athletics and student groups, Academic Services in the case of class field trips). Only those individuals with a bona fide function related to the activity shall be authorized for travel.

2. If traveling overnight, only members of the student group/athletic team/class and official group advisors/coaching staff/class instructors or other personnel approved in advance by the appropriate vice president (Student Services in the case of athletics and student groups, Academic Services in the case of class field trips) are allowed to occupy the designated accommodations overnight. Spouses or partners of
advisors/coaches/instructors and dependent children of advisors/coaches/instructors may occupy the designated accommodations also; however any additional costs incurred by their occupancy shall be paid by the individuals. Furthermore, the official group advisors/coaching staff/class instructors will appropriately assign all trip participants to their specific accommodations and participants are obligated to follow these assignments at all times.

3. The group advisor or an alternate representative approved by Student Life is present on the trip/tour.

4. The group advisor completes and submits the Trip/Tour Approval Form, a Participation Form, and institutional travel form.

5. The group advisor submits a completed and signed Trip/Tour Conduct Form for each participant prior to departure and keeps copies of each student’s form with him/her for the duration of travel.

6. The group advisor submits all original, itemized receipts to the Student Life Office for payment.

7. The participants in any trip/tour must comply with Federal, State, and local statutes, as well as Board policy, including but not limited to Policy 5.36 (Student Conduct).

8. All trip/tour participants shall participate in all scheduled trip/tour activities.

Failure to follow these guidelines may result in immediate disciplinary action by the group’s advisor including but not limited to restriction on present or future trip/tour participation or the premature termination of participation in the trip/tour at the cost of the individual. LLCC may choose to take additional disciplinary action. Action may also be taken against a group for failure to comply with the guidelines. Should an incident occur during a trip; the group advisor must report the incident (including any immediate disciplinary action taken) to the Vice President for Student Services for record and possible further action.

If the planned trip is within the State of Illinois or the Metro St. Louis area, the trip/tour is considered an In-State trip. If the planned trip is outside of the In-State travel area, the Trip/Tour Approval Form must be completed and approved by Student Life and the Lincoln Land Community College Board of Trustees prior to the desired travel.

Note: In order for a travel item to be considered at an LLCC Board of Trustees meeting, the travel request must be added to the board agenda. The LLCC Board of Trustees meets the fourth Wednesday of each month, out of state travel requests must be submitted eight weeks prior to the time that any reservations need to be made, funds expended, or travel takes place to allow appropriate time for submission to the board agenda.
Use of College Vehicles
Recognized groups may request college vehicles for group travel. When submitting your pre-travel paperwork please indicate your need for a college vehicle and the Program Assistant will gladly reserve one (or more if needed) through Matt Hobrock in the Finance Department. The advisor should pick up the keys from Matt prior to departure and a Shell credit card will be included for gasoline along the way. Any organization using a college vehicle should fill up the tank at the Shell station on Toronto Road just before coming back to campus. The club will be automatically charged for all gasoline purchased during the trip. For further information regarding the use of LLCC vehicles for group travel and the fuel policy, please contact Matt Hobrock at 786-2469.

Website and Social Networking Guidelines
Lincoln Land Community College does not provide server space for recognized student groups with the exception of those groups categorized as organizations. Recognized student groups may create websites utilizing an outside web space provider. The group should submit this web address to the Student Life Office to provide a link to the site from the Student Life Office website. The Lincoln Land Community College web page disclaimer and non-discrimination policy will appear when the link is activated by an individual before connecting to the site. Student group websites should contain the website author’s name and contact information.

If a student group at LLCC creates a Facebook page or Twitter account that could be affiliated with LLCC, the page or account administrator must forward the address of the page/account and contact information for the person responsible to the Student Life Office; the Student Life Office will forward this information to Public Relations & Marketing. Page/account administrators should keep content fresh and appropriate to an educational institution and remember that content should represent the group and the college, not the account administrator.

Existing policies governing student and employee behavior apply to student group Facebook and Twitter pages. The college takes no responsibility for content developed by nonemployees.

Raffle Guidelines
Recognized student groups at LLCC must comply with Section 28-1 of the Illinois Criminal Code regarding raffles, lotteries, and other similar games of chance. A copy of the Code is available from the County Clerk’s Office in the Sangamon County Building in Springfield.

In order to receive a raffle license in Sangamon County, a group must fill out an application at the Sangamon County Building, in the County Clerk’s Office (Room 101) and pay a licensing fee of $25.00 or 1% of the Total Prize Value, whichever is greater. The license only applies in Sangamon County and is valid for six (6) months.

Other counties in the area have similar regulations and fees, and these licenses must be acquired in order to sell raffle tickets outside of Sangamon County.
All recognized groups must have a copy of the licensing agreement received from the county on file with the Student Life Office prior to raffle tickets or lottery materials being distributed and sold. Failure to receive proper permission for a raffle can result in action taken against the group, as delineated in the sections of this book that deal with the withdrawal of recognition and violation of regulations and policies.

**Statement of Responsibility During Use of College Facilities**

Recognized groups using LLCC facilities are responsible for the behavioral conduct occurring at or because of their respective event(s). This responsibility is inherent in the scheduling and usage of LLCC facilities. Charges will be assessed to any group whose events result in damages to LLCC facilities. Repeated misuse of a facility may result in the suspension of a group’s privileges.

**Use of LLCC Name and Logo**

The LLCC Board of Trustees has established a policy regarding the appropriate use of the College’s name and logo on printed materials. This policy states that any materials (such as flyers, brochures, newsletters, promotional items such as clothing, posters and other printed materials) that bear LLCC’s name must be designed or approved by the LLCC Public Relations and Marketing office (PRM).

Consistent enforcement of this Board policy affects all recognized student groups. Thus, any items such as those listed above (but not limited to just those items) which bear the LLCC name will need to adhere to this policy.

To comply with this policy, recognized groups will need to meet any printing needs by either seeking the assistance of the Graphic Design Intern or designing their own artwork and working directly with the Student Life Office to obtain proper approval.

When choosing any of these options, please remember to allow appropriate lead time for obtaining approvals and submitting the actual order. **If you choose the option of working with the Student Life Office Graphics Intern, please remember to allow at least two (2) weeks for the completion of the design and ordering.**

If you have any questions as to whether or not something your group wishes to do falls under this guideline, please contact the Student Life Office.

**Student Conduct (Board Policy 5.36)**

The Student Code of Conduct as set forth below applies specifically to student behavior and shall be in effect when the requirements of Policy 5.4 (Student Rights) have not been violated. Therefore, violations of any rule of the following Code of Conduct shall result in appropriate disciplinary action.

Behavioral expectations of students are as follows:
1. Students shall exhibit integrity and honesty. They shall refrain from cheating, plagiarism, and other forms of academic dishonesty and shall be truthful in the information they provide to the College and their representation of College documents, records, or identification to others.
2. Students shall abide by federal, state, and local statutes and LLCC Board policy.
3. Students shall exhibit respect for themselves, others, and the property of others. They shall also respect the rights of others to hold and express differing viewpoints from their own. They shall contribute to an educational environment free of harassment, intimidation, and other behaviors that threaten the well being of themselves or others.

4. Students shall comply with the directions of College officials acting in the performance of their duties.

5. Students shall maintain an environment free from illegal drugs and unauthorized alcohol.

**Hazing**

LLCC expressly prohibits the hazing of its students. Lincoln Land Community College defines hazing as any act or action taken, however communicated, involving or resulting in abusive physical contact or mental harassment to a member or prospective member, whether on or off LLCC property or other location, designed to or the result of which is to produce excessive mental or physical discomfort, embarrassment, or harassment.

Lincoln Land Community College does not condone or tolerate any acts of hazing, harassment, or humiliation. Any such act that interferes with scholastic activities, which are not consistent with State or Federal law or LLCC regulations, are expressly forbidden. Students who cause infractions are subject to disciplinary action.

Activities and situations include, but are not limited to, the following acts:

1. Pre-pledging, illegal pledging, or underground activities.
2. Acts of mental and physical abuse including, but not limited to, paddling, slapping, kicking, pushing, yelling, biting, belittling, excessive exercise, beating or physical abuse of any kind.
3. Dietary restrictions.
4. Late work activities beyond 10:00 PM or early morning activities before 8:00 AM, which may interfere with scholastic work.
5. Sleep deprivation; activities that deprive prospective members the opportunity for sufficient sleep. (Minimum of six hours per day)
6. Encouraging or forcing the use of alcohol or drugs.
7. Any type of scavenger hunt, quest, road trip or any activity that would endanger a prospective member(s) or others.
8. Stroking or physically touching in an indecent or inappropriate manner.
9. Morally degrading or humiliating activities which prospective members are required to perform that cause extreme embarrassment or which are contrary to the individual’s moral values or religious beliefs.
10. Any activity in violation of Illinois laws/statutes or Board of Trustees policy.
11. Activities that subject prospective members to public nuisance, spectacle, or buffoonery.

12. Forgery, alteration, and falsification of college or group records and documents.

13. Aiding or abetting theft, fraud, embezzlement of funds, destruction of personal or private property, or academic misconduct.

14. Any request or action that results in the misuse or mismanagement of a prospective member’s personal property (e.g. car, clothing, jewelry, money, etc.).

15. Being required to wear specific apparel.

Enforcement
Should hazing activities come to the attention of any member of the LLCC community, the activity should be reported to the Student Life Office.

The process for dealing with alleged hazing incidents shall be as follows:

1. Upon receipt of the complaint, the Student Life Office shall investigate the incident.

2. Should the investigation substantiate a violation of this policy, a hearing shall be held, at which the group may respond to the information presented to the Student Life Office.

3. The Vice President for Student Services or designee will conduct the hearing.

4. The recommendation resulting from the hearing will be forwarded and may be appealed to the Vice President for Student Services.

5. Should the student group have a national affiliation or incorporation, the national office shall be notified of the alleged incident and the results of the hearing.

Should the hearing substantiate an occurrence of hazing, the Vice President for Student Services will recommend the sanction authorized below that best suits the severity of the hazing incident.

1. CENSURE – Censure may include the required completion of a program designed with the intent of eliminating hazing. The Vice President for Student Services, Student Life, and the group’s officers and advisor(s) will devise the program. The Student Life Office will monitor the program.

2. PROBATION – The group will be placed on probation for one calendar year. The Vice President for Student Services and
Student Life will determine the conditions of the probation.

3. SUSPENSION – The group shall be suspended. The terms of the suspension shall be defined in the sanction, including criteria that the group must meet within a specified period of time to regain LLCC recognition.

4. REVOCATION – The group will have its status as a recognized group revoked with the loss of all LLCC recognition and privileges. The national office of a group so affiliated will be requested to cancel the charter of the group.

In addition to the enforcement regarding student groups, LLCC may initiate appropriate disciplinary action against individual students for issues arising from the incident. Hazing will be determined as an activity of the group when:

1. The group was aware of the impending action, evidence of which might be a vote having taken place by the group, regardless of the outcome.

2. The action originated or took place on property owned or controlled by the group or if the action occurred during a group-endorsed event.

3. One or more officers were aware of the planned activity and did nothing to stop it from happening.

4. Group members or officers knew of the incident and refused to supply the College with any information regarding the incident.

**Sexual Harassment**

Lincoln Land Community College’s sexual harassment policy is stated in Section 1.7 of the LLCC Board Policy Manual, and states:

“Lincoln Land Community College (the “College”) is committed to providing a working and learning environment that is free from sexual harassment, and it is the policy of this College that sexual harassment of employees, students, and other individuals at any College facility or in connection with any College activity in any form will not be tolerated. Management and supervisory personnel, at all levels, are responsible for taking reasonable and necessary action to prevent sexual harassment. Sexual harassment is prohibited by Titles VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and the Illinois Human Rights Act. Retaliation for making a good faith complaint of sexual harassment or for participating in an investigation is also prohibited by law.”

Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
A. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment or educational experience.

B. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.

C. Such conduct is sufficiently severe and pervasive so as to alter the conditions of or has the purpose or effect of substantially interfering with an individual’s academic or professional performance by creating an intimidating, hostile, or offensive working or educational environment.

D. Verbal or physical conduct relating to an individual’s gender when the harassing conduct is sufficiently severe, persistent, or pervasive so as to alter the conditions of or has the purpose or effect of substantially interfering with an individual’s academic or professional performance by creating an intimidating, hostile, or offensive working or educational environment or otherwise interferes with an individual’s employment or educational opportunities.

Sexual harassment may either consist of harassment of a sexual nature which is perceived by the complainant as unwelcome or harassment based on a person’s gender. It consists of conduct that is verbal and/or physical. The College’s prohibition against sexual harassment applies whether the harassment is between people of the same or different gender.

Examples of sexual harassment include, but are not limited to, the following:

A. Educational, extra-curricular, or employment opportunities and benefits are awarded to an individual who submits (voluntarily or under coercion) to sexual advances or sexual favors or are denied to an individual who does not submit.

B. An individual’s sexuality is emphasized in a manner that impairs or prevents that person’s full enjoyment or advantage of educational, extra-curricular, or employment opportunities.

C. An individual is pressured for sexual activity and that pressure is unwelcome.

D. An individual is subjected to harassing behavior, whether physical, verbal, or by written words or symbols, and the harassing behavior is directed at the individual because of gender.

E. Sexual violence, including rape, sexual assault, sexual battery and sexual coercion.

Sexual harassment does not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College’s educational mission.

Lincoln Land Community College has adopted procedures defined in the Board Policy manual to promptly and fairly address concerns and complaints about sexual harassment. Complaints may be submitted informally or formally, for more information on these procedures, see Section 1.7 of the LLCC Board Policy Manual.
Violations of College Regulations and Policies

The Student Life Office is responsible for monitoring the compliance of student groups with LLCC regulations and policies. Reports of complaints about recognized student groups should be forwarded to the Student Life Office for consideration and action.

When a complaint or report of a violation of a LLCC regulation or policy is brought to the attention of the Student Life Office, it shall be treated in the following manner:

1. The Student Life Office shall establish the validity of the violation.

2. If it is determined that a violation did occur, the Student Life Office will recommend disciplinary action be taken against the group.

3. If a recognized student group agrees with the disciplinary action recommended by the Student Life Office, that action will become effective immediately. In addition, the group will receive a written follow-up detailing the disciplinary recommendation within the shortest reasonable time after the recommendation(s) have been made.

4. If a group disputes the initial findings or recommendations, the group may appeal to the Vice President for Student Services.

Disciplinary actions that can be taken against a recognized student group include, but are not limited to, the following:

1. WRITTEN REPRIMAND – A group can be issued a written reprimand indicating that its actions were unacceptable by LLCC standards and that any repeated violation will warrant further disciplinary action. A written reprimand does not include recognized student group privileges being withdrawn.

2. PROBATION OR SUSPENSION – A group placed on probation or suspension may be restricted from the use of LLCC facilities and/or services for a specified period of time. The terms and/or conditions of the probationary or suspension status will be clearly outlined in writing by the Student Life Office and provided in a timely manner to the recognized group.

3. INTERIM SUSPENSION – In special circumstances, a recognized student group may be placed on interim suspension pending an investigation by the Student Life Office regarding an alleged violation of LLCC regulations. This action will be taken only in those situations where there is reasonable cause to believe that a recognized student group’s actions are of such a nature as to pose a clear and present threat of harm or injury to a person and/or damage to property.

4. WITHDRAWAL OF RECOGNITION – A recognized student group may have its recognition withdrawn permanently.
The disciplinary action taken against a recognized student group does not exempt disciplinary action from being taken against individual members of that group who are responsible for the violations of regulations or policies. Correspondingly, the disciplining of individuals does not preclude disciplining of the group for actions taken for and by its members.

**Withdrawal of Recognition**
The Student Life Office may cancel a group’s recognition status for any, but not limited to, the following reasons:

1. Violations of LLCC policies, local, state or Federal law.
2. Failure to pay group debts to LLCC (will also result in disciplinary action).
3. Falsification of any registration information.
4. Non-compliance with group registration procedures and constitution requirements.

Student groups are subject to the student disciplinary regulations. Students, LLCC employees, and the general public may initiate disciplinary action against a student group for alleged violations of LLCC policies.

In most cases, where cancellation of a group occurs, re-recognition is possible upon review and approval by the Student Life Office.
SECTION 4 - GROUP FINANCES

After a student group is recognized, the Student Life Office will notify the Finance Department to set up a financial account in their name. This account is available for groups to deposit money from fundraisers, membership dues, etc. and make payments for expenses. **Recognized student groups are NOT allowed to maintain accounts outside of LLCC.**

**Financial Management**
The Treasurer of each group, under the direction of the Advisor, is responsible for sound financial management. Up-to-date financial records must be kept. A record of each group’s account is available from the Student Life Office. In order to remain a recognized group, accounts must remain on campus. All financial transactions of any recognized student group **MUST** be processed through the LLCC Finance Department.

Under no circumstances may a group enter into a contract for services rendered unless it is signed by an LLCC faculty or staff member and has the approval of Student Life. Those groups without an LLCC faculty or staff advisor may contact Student Life to advise them during this process. **Group members should never enter into verbal or written contracts, all contracts must be initiated by a faculty or staff member and final approval granted by Student Life and the Vice President of Student Services.**

Descriptions of relevant financial forms are included in this handbook.

**Potential Funding Sources**

**Admission to Events**
Charging admission is an excellent way of recovering costs for a project. If admission is charged, tickets should be used as a method of accounting for funds. After any event where admission is charged, the group’s Treasurer is required to submit a post-program report of finances to the Student Life Office. Remember, admission charges require staffing (ticket sellers, ticket takers, door control, etc.). In some cases, the Finance Department will sell tickets to events for recognized student groups. Please contact Robin Ackman at 786-2762 for more information.

**Dues or Fees**
Recognized groups may decide to charge members for participation. This fee must be set fairly and must not be used to discriminate against membership.

**Fundraisers**
Recognized groups participating in a fundraising activity must submit an Activity Registration Form to the Student Life Office. This form should include a description of the fundraising activity, anticipated dates, location, and anticipated income. **All fundraising activities must be approved in advance by the Student Life Office and/or the LLCC Foundation as appropriate.** If your group will be soliciting funds, merchandise, or services from local companies, businesses, individuals, or agencies, a list should accompany your request form. **If you are selling an item that includes any artwork, a proof must be submitted to the Public Relations & Marketing Department before the merchandise can be ordered.**
Student groups that are interested in fundraising for fellow students in need may deposit funds into an account within the LLCC Foundation Office set up for that purpose. Decisions on the awarding of any funds will be determined by the Foundation Office and set college procedures. *Outside of reimbursements for approved club expenses, the college is unable to write checks out directly to students.*

**Grant Funding**
Any group who wishes to apply for grant funding from external agencies or groups must follow the procedures outlined by the LLCC Board of Trustees. The procedural steps that would need to be followed by groups seeking grant funding are delineated below:

1. All submittals of grants must be routed through the office of Institutional Research for review. This review will focus on budgetary issues, LLCC commitment of resources and time and confirmation that the project is in concert with our mission and strategic plan.

2. The President will sign approval for all grants not requiring, specifically, the signature of the Board of Trustees.

If your group would like to apply for an external grant and has questions, please feel free to contact the Student Life Office.

**Student Activity Fee Funding**
Limited funding is available each year from funds collected through the Student Activity Fee that is paid by each student. During the Spring Semester of each academic year, advisors and club officers will receive the Student Activity Fee Handbook and Request Form to request funds for the following fiscal year.

Each group that meets the Student Life Office criteria for eligibility may submit a request for SAF Funds. This request is a formal proposal written by the group outlining their past activities, plans for the upcoming year, and a detailed budget. Groups submitting these proposals give presentations to the SAFAC (Student Activity Fee Allocation Committee). This committee then allocates funds to groups based on available funds, the amount of funds requested, and the strength of written requests and presentations. Groups that are awarded funding receive their allocation at the beginning of the fiscal year.

Groups that have unanticipated expenses arise or were unable to request funds ahead of time can submit a request for emergency funding. The Student Government Association oversees the application and allocation process from the student group emergency fund. Applications are available in the Student Life Office. Please note that a limited amount of emergency funding is available each academic year.

Student Activity Fee money is allocated to student groups with the expectation that it will be utilized for programs or activities that meet the diverse needs of the student body thus enhancing the overall quality of student life at LLCC. This type of funding cannot be used as payment for advisors or coaches; financial support for political parties or individual candidates; contributions to any private person, group, association, or
business except for goods and services rendered; purchase of alcohol; purchase of classroom furniture/equipment; or purchases not deemed appropriate as defined by LLCC policies and procedures. If you have any questions on the appropriate use of Student Activity Fee funds, please contact the Student Life Office.

Financial Forms and Their Use
The following section describes the forms used within LLCC, when to use them, and how to fill them out. You may contact the Student Life Office for assistance in filling out a form.

Bookstore Charge Forms
Recognized groups may charge items from the LLCC Bookstore directly to their campus account with a Charge Approval Form.

Deposits
All deposits (with the exception of large private donations) should be taken to the Student Life Office to ensure a copy of the deposit form is kept on file with all other club information. A deposit form with the appropriate signatures should accompany deposits. The form should contain the appropriate account number, a list of the total amount enclosed, and what the money represents (income from sales, dues, contributions, etc.). Any coins for deposit must be wrapped prior to taking them to the Student Life Office. Coin wraps are available in the Student Life Office.

Food Service Charge Form
Subway and Nelson’s Catering are the food service contractors for LLCC. As part of LLCC’s contract with the current food service companies, they are the only commercial food companies that can be used on-campus functions, unless the company grants permission to utilize a different company. Make certain that you comply with this regulation, as violating this section would cause LLCC to violate the contract it has with the food service company. Recognized groups can charge food service directly to their campus account. Speak with the Program Assistant in the Student Life Office for assistance on placing an order.

Purchase Order Request Form
If a group wishes to purchase equipment or items for group use, a purchase order must be submitted for approval. Student members or the advisor should contact the Student Life Office Program Assistant to request a purchase order. If your item includes any artwork, a proof must be submitted to the Public Relations & Marketing Department before a purchase order can be created. Once these approvals are obtained, the Finance Department will send the purchase order to the company supplying the merchandise. Clubs may not use their funds to purchase t-shirts, equipment, or items for group use without prior approval.

The company will either send the merchandise to the LLCC Central Receiving Department or arrangements can be made for Central Receiving staff to go to a local (Springfield) business to pick up the merchandise. Once the purchased items have been received in Central Receiving, the Finance Department will process the payment. Thus, unless otherwise indicated by Purchasing, a voucher form for payment will NOT need to be submitted and the payment will automatically be sent to the vendor with the
charges coming out of the group’s account. Please keep in mind that the purchase order process may take anywhere from two (2) to four (4) weeks.

**Vouchers**
This form is used to generate a check for payment of services rendered or merchandise purchased without a Purchase Order or to reimburse group members or advisors for appropriate expenses incurred on behalf of the group. The person or company rendering services, along with the appropriate address including city, state and zip code of the person/company, must be filled in correctly. Please include on the form the individual or company’s I.D. or Social Security Number. The proper account number to be charged must be filled in after a brief description of what the charges are for, including dates, whenever applicable. *Original, itemized receipts and/or a detailed invoice must be attached*. The form must be approved by the Advisor and Student Life prior to payment being issued. Cutoff dates for accounts payable are typically the 1st and the 15th of each month (with checks cut on the 5th and 20th) but the dates may vary due to breaks.
SECTION 5 – ADDITIONAL RESOURCES AND SERVICES

Club Resource Room
The club resource room is available to all club members. Clubs may hold their meetings in this room, but it will remain open to any and all club members during normal business hours. Club members may use the computers located in this room but must abide by the Appropriate Use of Networking Technology Resources policy and procedures. Precedence for computer use will be given to those clubs working on club business. **Club members must always enter through the Student Life Office and sign in.** LLCC staff members may periodically ask lounge patrons to present a Student ID. Failure to adhere to Club Resource Room guidelines may result in loss of privileges and/or disciplinary action.

College Facility Reservations
LLCC has many facilities available that recognized groups may use for meetings and other activities. Recognized groups may also reserve tables in high traffic areas of campus for membership recruitment drives, fundraisers, event promotion, etc. Facilities may be used free of charge by recognized groups, although some service charges may be assessed. LLCC has guidelines for the use of its facilities. Violation of these guidelines may result in the suspension of a group’s privileges. Groups desiring the use of LLCC facilities or table reservations should make their request by completing the Activity Registration Form in the Student Life Office.

Community Service
To track and report the community service projects each student group performs, the Student Life Office has the Community Service Report Form. Groups should fill this form out each time a community service project is completed. These projects can include but are not limited to food drives, direct service to local non-profit agencies, clothing drives, monetary donations, classroom presentations in area schools, and any other volunteer work performed. The Student Life Office maintains a packet of community organizations in need of volunteers.

Mailboxes
Each group has a designated mailbox in the Club Resource Room. This provides a way for the Student Life Office to communicate with the various student groups. It is the responsibility of the group to maintain its own mailbox. Please have all mail sent to your group addressed as such:

```plaintext
Group Name  
c/o Student Life Office  
Lincoln Land Community College  
PO Box 19256  
Springfield, IL  62794-9256
```
Marketing Resources
By registering events with the Student Life Office, notice is automatically given to the college community via the LincLetter, student e-mail, and the Student Life Office website.

Design and Printing Services
Design and printing services are available in the Student Life Office through the Graphic Design Intern. **A group is required to fill out the Request Form allowing at least TWO WEEKS for completion.**

Groups may not use the Duplication department for copies. All requests must go through the Student Life Office. Services available in the Student Life Office include but are not limited to:

- Copies
- Flyers/Posters
- Banners
- Table Tents
- Brochures
- Raffle Tickets
- Certificates
- Magnets
- Stickers
- Buttons

Groups may be charged for services to help cover the cost of supplies. A group will be notified before services are completed if there will be a fee.

Student Life Office Website, Student E-mail, and LincLetter
All registered events will be advertised electronically. Each group is listed on the Student Life Office website.

Sandwich Boards, Display Stands, Bulletin Boards & Display Cases
The Student Life Office maintains several bulletin boards throughout campus. Flyers may be posted on these boards by bringing copies to the Student Life Office.

The Student Life Office oversees three display cases located on the first floor of Menard Hall in the east hallway. Groups may reserve these cases for two week periods to promote the group and/or group activities depending on availability.

Sandwich boards and display stands are also available to reserve for promotion of events depending on availability. Sandwich boards may not be displayed in the A. Lincoln Commons building.

The Lamp
Student groups are encouraged to submit material to the student newspaper by contacting them at their office located on the second floor of Menard or at thelamp@llcc.edu. If a recognized student group wishes to contact off-campus media...
regarding a particular event, the group must go through the LLCC Public Relations & Marketing Department to make this contact.

**Trainings/Resources**
The Student Life Office requires group representation at various trainings throughout the academic year. For specific information, contact the Student Life Office. Student fee funding and group recognition is contingent upon attendance at relevant trainings. In addition, the Student Life Office maintains a list of “campus experts” available to speak to recognized groups on a variety of relevant topics.
SECTION 6 – STUDENT DEVELOPMENT TRANSCRIPT

The Student Development Transcript is an official record of the co-curricular activities and accomplishments of students while attending Lincoln Land Community College.

Official copies of the transcript may be used to complement a resume or academic transcript when applying to professional or graduate schools, prospective employers, or for scholarships.

The Student Development Transcript is designed to cover four areas:

- **Leadership Activities**
  Includes any leadership role or position held in a recognized group, activity or program.

- **Professional or Educational Development**
  Includes participation in co-curricular learning experiences such as workshops, seminars, conferences, or training programs generally related to personal or professional development.

- **Honors, Awards, Recognition**
  Includes any type of formal recognition for individual or group accomplishments as part of a recognized group.

- **Participation**
  Includes membership in a recognized group, activity, or program that requires sustained participation.

Any student wanting more information on the Student Development Transcript should pick up an informational packet found in the Student Life Office or speak with the Program Assistant.