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TITLE: Student Organizations – Programs and Activities

EFFECTIVE DATE: October 1, 2014

LAST REVISION: October 16, 2014

Policy No. 5.592

Policy Statement

Purpose

This policy establishes the guidelines for student related programs, activities, and functions facilitated and approved by the Office of Student Programs and Resources.

Scope

This policy applies to registered and approved clubs and organizations.

Policy

The use of property or buildings of Baton Rouge Community College (BRCC) by a student or organization shall be subject to the rules of Baton Rouge Community College policy concerning use of property and facilities. All organizations registered pursuant to this policy shall be “affiliated organizations” for the purpose of BRCC’s policy concerning the use of campus policy and facilities.

Procedure

Except for routine meetings of the organization, no on-campus or off-campus program or activity shall be engaged in unless prior approval has been given by the Assistant Director of the Office of Student Programs and Resources. All activities sponsored by an organization shall be approved by the Assistant Director of the Office of Student Programs and Resources no less than (2) weeks prior to the date of the activity. Organizations may not schedule events/activities so far in advance to deny others the opportunity to utilize campus space. Organizations may not have more than (2) fundraisers per semester.

No student organization may use the college’s name to publicize any activity on-campus or off-campus unless it has been approved by the Office of Student Programs and Resources. No student organization may use the seal or symbol of the college without written permission of the Office of Student Programs and Resources.

Any student who finds it necessary to place signs on campus student advertising areas, should observe the following rules and regulations for postings on student bulletin board areas and for postings in buildings:




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1. Postings must not be placed on official student bulletin boards unless approval is secured from the Office of Student Programs and Resources.
2. Postings must not be glued, taped, or painted on surfaces, doors, walls, or windows.
3. Postings must be removed immediately after event/activity.

Any fundraising activity on-campus or off-campus shall be for the benefit of the organization or charity, and no funds shall be distributed to the officers, members or advisors of an organization for personal profit or gain. Any fund raising activity or project must be requested and approved by the Assistant Director of the Office of Student Programs and Resources using the appropriate form.

Source of Policy: Office of Student Programs and Resources (SPAR)

Related Policy: _____

Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Asst. Dir., Student Support Services

LCTCS Policy Reference: _____

LCTCS Guideline Reference: _____

Date: 10/16/14