

**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.

All student organizations must abide by the rules and regulations found in the Student Organization Handbook

**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 office of the Student Activities Coordinator.*

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 Student Activities Coordinator, Chancellor and the Board of Visitors before it is recognized as a college supported, sponsored, or recognized club or organization.
5. The Student Activities Coordinator, Chancellor and/or Board of Visitors must approve the disbanding of any student organization.

HLC Criterion: 1C

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**Policy History:**

March 4, 2024  
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 Student Activities Coordinator
2. Receive confirmation from Student Activities Coordinator of activity approval, location, and limitations.
  - a. Student Activities Coordinator will forward request to Facilities and Grounds
  - b. Student Activities Coordinator will notify the group representative once all approvals are in place
  - c. Student Activities Coordinator will notify group representative of any restrictions that may apply.

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**Procedure History:**

February 27, 2024  
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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**ADVISOR INFORMATION**

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All student organization advisors must be full or part time employees of UA Cossatot and follow the guidelines listed below.

1. Be familiar with the purpose, by-laws, and activities of the Student Organization for which you are advising
2. Participate in all major organizational planning
3. Assist the Student Organization in identifying goals and help the members and officers clarify their areas of responsibility.
4. Observe and evaluate student performance regarding their involvement with the Student Organization.
5. Be familiar with UA Cossatot policies and procedures.
6. Be available as a mentor to organization members to assist them with personal and organizational problems and decisions.
7. Teach basic leadership skills and provide the officers with elements of good organizational and administrative practice.
8. Provide information to UA Cossatot officials concerning the Student Organization when requested.
9. You must be active within your organization and on campus to be eligible to receive a stipend.

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**Procedure History:**

February 27, 2024

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