Student Club Handbook

Updated July 2022 & Approved July 26, 2022
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Introduction

Western Dakota Technical College believes that student clubs are a vital part of the campus community. Student clubs play a major role in creating a positive social, cultural, and academic environment at the school. Participation in student clubs enhances personal development and growth and can serve as an important source of personal and professional support.

This handbook is designed to assist you in starting a student club and in understanding the policies and procedures that will enable your group to function effectively. In addition, there is information on the various campus offices that can assist you.

For questions, support, and assistance in starting a club, please contact the Student Success Center.

Sincerely,

The Student Success Center
studentsuccesscenter@wdt.edu

Policy 4009: Student Clubs
https://www.wdt.edu/assets/docs/uploads/about/policies/4009.pdf
Student Club Creation and Maintenance

Creating a New Student Club
Any current student at Western Dakota Technical College may propose starting a student club. Please read all information carefully and work through the requirements in order.

Club Creation Checklist:

☐ Read the Student Club Handbook
☐ Review the current and inactive Student Clubs list to confirm this club doesn’t exist already
☐ Complete the New Club Interest Application (emailed out by Club Facilitator at the start of Fall & Spring term & available on the MyWDT Student Success Portal)
☐ Review the email sent by the Club Facilitator that contains the Active Club Status Renewal Form
   NOTE: The club has four (4) weeks from the date they submit the New Club Interest Application to then submit their Active Club Status form, constitution, and by-laws
☐ Schedule and develop advertising for up to two (2) informal meetings
☐ Receive approval from the Student Resource Coordinator to post advertising
   (email studentsuccesscenter@WDT.edu)
☐ Hold informal meeting(s)
☐ At informal meetings review the “Maintaining Active Club Status” expectations

Maintaining Active Club Status
All student clubs must renew their active status each fall by the last working day of September. The renewal process ensures each club is operating as intended. If a new club is formed after the start of the fall term, they will have four (4) weeks from when they submitted their New Club Interest Application to complete the Active Club Status Renewal Form.

Active Club Status Renewal Checklist:

☐ Attend the Club Orientation meeting
☐ Schedule and develop advertising for an organizational meeting
☐ Receive approval from the Student Resource Coordinator to post advertising
   (email studentsuccesscenter@WDT.edu)
☐ Hold an organizational meeting
   ○ Review the Roles and Responsibilities information
   ○ Elect officers
   ○ Create or modify the club’s constitution
   ○ Create or modify the club’s by-laws
☐ Complete the Active Club Status Renewal Form (emailed out by the Student Clubs Facilitator following the Club Orientation meeting and/or submission of the New Club Interest Application)
☐ Submit the Active Club Status Renewal Form, current constitution, and current by-laws to the Student Clubs Facilitator
   Follow the directions in the email sent by the Student Clubs Facilitator to the club officers and Student Accounts Coordinator to establish the club’s custodial account
Student Club Operation and Compliance

- According to the WDTC Handbook, no student club may sponsor a student activity at which alcoholic beverages are to be consumed.
- All student clubs must accept responsibility for knowing and adhering to the WDTC Notice of Non-Discrimination. See Appendix A.
- Clubs must follow all policies and procedures in the Student Handbook and Student Club Handbook.
  - Student Handbook:
- Student clubs that would like to sponsor bingo games or lotteries as part of their fundraising efforts must follow the approval process outlined in the “Special Rules Applying to Hosting Bingo or Other Lottery Events” in the Finances portion of the Student Clubs Handbook

Roles and Responsibilities

Elected Officers’ Role:

- Establish and maintain processes for facilitating club activities
- Provide required information to the Advisor and Student Clubs Facilitator regarding all club activities, including constitution, by-laws, meeting schedules, meeting agendas and minutes, and any other documentation required to maintain club recognition
- Serve as representative of club at monthly Club/Student Activities Leadership TEAM (SALT) all-campus meetings
- Meet regularly with the advisor to discuss all plans and/or concerns
- Obtain the advisor's consent prior to making commitments
- Establish, through Student Accounts, a business account for use in your club’s financial transactions and purchases
- Run club meetings
- Develop and use sound record-keeping practices (including meeting minutes) and financial procedures
- Provide the minutes of meetings, as well as any other materials that are sent to members

Members’ Role:

- Recruit members from the student body
- Attend meetings
- Conduct fundraisers for purposes beneficial to the club
- Sponsor events, activities, and speakers following the institution guidelines
- Participate and assist as a group in institution events
- Use the Western Dakota Technical College name and logo, properly and appropriately, as approved by the institution through the Director of Strategic Communications & Marketing
- Use available institution facilities, equipment, and services for purposes related to organizational goals, with approval
Advisor's Role:

- Must be Full-Time Staff or Faculty (No Adjuncts)
- Attend Club Orientation and Finances Training
- Listen to and provide input on ideas
- Advise group regarding financial and technical matters
- Chaperone competitions and events
- Understand the club’s constitution, by-laws, purpose, objectives, mission, and assist in formulating goals
- Assist in the development of procedures and methods for maintaining an effective club
- Serve as a liaison between the club and Student Clubs Facilitator when necessary
- Guide the club in planning and implementing events and activities
- Appropriately challenge members to think critically regarding club activities, decisions, events, and programs
- Participate in the meetings and events of the club to the greatest extent possible
- Provide continuity for the club from year-to-year

Student Clubs Facilitator:

- Must be a Student Success Coach
- Serve as a liaison between the club, club advisor, and Western Dakota Technical College when necessary
- Communicate club processes and meetings to WDTC students and advisors
- Maintain all club records

How to Write and Maintain a Constitution & By-laws

The Student Clubs Facilitator will offer in-person and virtual training opportunities on the creation and use of a constitution and by-laws. Templates will be available on the MyWDTC Student Success Portal. Club elected officials send the updated constitution & by-laws to the Student Success Center as part of the annual Maintaining Active Club Status requirements.

Constitution:
A constitution is the governing document of your student club. A well-written constitution will clarify the primary purpose and function of the student club, while ensuring longevity and sound club transactions. It outlines the purpose, leadership, and method of conducting business for the club. It is intended to provide a system to ensure fairness to all members of the club.

When developing your student club’s constitution, it is important to be clear and concise, developing a framework for the club’s success. Every member of the club should have a copy of the constitution and by-laws.

By-laws:
By-laws are secondary principles that govern the internal affairs of the club. By-laws are essentially an expansion of the articles or sections in the constitution. They describe in detail the procedures and steps the club must follow in order to conduct business effectively and efficiently.
What to include in the By-laws:

- Details regarding the membership selection process, types of membership, and procedures for disciplining and/or removing members.
- Processes regarding selection, duties, powers, and responsibilities for each officer and procedures for removal from office and filling vacant officer positions.
- Information about any standing and special committees (formation, selection, powers, and duties), along with the roles and responsibilities of committee chairs.
- Meeting information, such as how often the group will meet, how members will be notified about meetings, attendance and quorum requirements, meeting format, and parliamentary rules of order (usually Robert’s Rules of Order).
- Detailed financial procedures and information regarding budget and expenses. Amendment procedures. While constitutions generally require a 2/3 vote for adoption, by-laws can usually be accepted or changed with a majority vote.

Finances

Purchases:

To have an active student club account, each student organization must complete the Custodial Account form with the WDTC Student Accounts Office each year once the Active Club Status Renewal Form has been completed and received by the Student Clubs Facilitator.

Purchases must be voted on by the club members and documented in meeting minutes.

All expenditures require a signature from two club officers who are on that year’s Custodial Account form.

Complete and accurate purchase requests will be processed by the Student Accounts Coordinator.

Purchasing Methods:

Club Advisors and officers can purchase items for clubs using one of the following methods:

1. Submitting a Check Request
   a. When using a check request, the Club Advisor will need to bring an invoice from the vendor to Student Accounts. The invoice will be stamped, and two club officers who are on that year’s Custodial Account form will sign to authorize the purchase.

2. Using the Club P-Card.
   a. When using the club P-Card, the Club Advisor will need to check out the P-Card from Student Accounts. The P-Card will need to be returned within 24 hours from the check-out time. Only the Club Advisor can make purchases using the club P-Card.
      i. The P-Card can be used to purchase supplies for an on-campus event, such as the Blood Drive. Once the Club Advisor has purchased the items, they will need to return the P-Card to Student Accounts immediately with the receipt from the purchase. If the receipt is lost, it will become a payroll deduction for the Club Advisor.
3. Submitting for an Advisor Reimbursement.
   a. When submitting for an advisor reimbursement, go to Student Accounts with the receipt or proof of purchase. The receipt will be stamped and signed by two club officers who are on that year’s Custodial Account form. It will then be entered as a check request into the accounts system.

   **Meeting minutes are needed in order to process all purchases and reimbursements.

Fundraising:

In completing the Active Club Status Renewal each Club describes how they plan to raise funds and how they plan to spend those funds. Each Club should consider their own fundraising efforts the primary source of their budget. The Student Success Center allocations should not be viewed as the only and/or primary source of funding available to student clubs. Other sources of funding can include fundraising activities and industry sponsorships. Student clubs are also encouraged to co-sponsor events to efficiently use the limited funding available. The Advisor for each club and the Student Clubs Facilitator are available to help with fundraising planning and budget questions. The Student Success Center maintains funds to support activities of an educational, cultural, social, recreational, or service nature which will primarily benefit currently enrolled Western Dakota Technical College students and the community.

Allocation Process:

1. Student Club determines need of funds for event/project and emails the Student Clubs Facilitator at studentsuccesscenter@wdct.edu to receive a copy of the Allocation Form.
2. Club members and advisor email the completed form, along with relevant meeting minutes, to the Student Clubs Facilitator at studentsuccesscenter@wdct.edu.
3. The Club Allocation Committee reviews the request within two weeks of receiving the completed form.
4. The Student Clubs Facilitator sends the Club Allocation Committee’s decision via email.
   a. Approved: Approved requests are emailed to the Club Advisor, Club Officer listed on the request form, and the Student Accounts Coordinator.
      The funds are transferred to the Club’s Custodial Account. The club should follow the Purchasing Methods information outlined in the Club Handbook.
   b. Denied: The Club Advisor and Club Officer listed on the request form are emailed the reason for denial.
Special Rules Applying to Hosting Bingo or Other Lottery Events

Bingo, Raffle, or 50/50 Event

If your student club plans to sell tickets for bingo, a raffle, a 50/50, or any other such lottery event, permission must be gained from the City Attorney’s Office. A letter must be submitted along with a notarized affidavit concerning bingo or raffle 30 days prior to the event. A sample letter and affidavit are included in the “Additional Information” section.

Extra considerations include:

- No separate organization or professional person can be employed to conduct the game or lottery.
- No compensation of any kind in excess of the state minimum wage per hour, or sixty dollars, whichever is greater, will be paid to any person for services rendered in connection with the conduct of the bingo game or lottery.
- No prize in excess of $2,000 is awarded at any one play of bingo.
- For lotteries, the actual value of the prize must be stated before any chances for the lottery are sold.
Additional Resources
These resources and templates may be helpful to understanding the creation, maintenance, and operation of student clubs. The Clubs Facilitator will provide annual training on this material, and it will be located in the MyWDT Student Success Portal.

Appendix A: Discrimination and Harassment

Appendix B: New Club Interest Application

Appendix C: Active Club Status Renewal Form

Appendix D: Sample Agenda

Appendix E: Sample Meeting Minutes

Appendix F: Sample Claim Form

Appendix G: Blank Claim Form

Appendix H: Petty Cash Request Form

Appendix I: Allocation Request Form

Appendix J: Sample Raffle Permission Request Letter

Appendix K: Sample Affidavit of Authorization for Bingo Game or Raffle
Appendix A: Discrimination and Harassment
All employees, non-employees, and students have a responsibility to maintain a positive learning, work and school activity environment by reporting all incidents or suspected incidents of discrimination and/or harassment involving themselves or others.

Notice of Non-Discrimination:

WDTC will not tolerate racism, discrimination, harassment, exploitation or victimization of students, school employees, non-employees, or any person who is an invitee of WDTC for any reason, including but not limited to race, color, ethnic background, national origin, pregnancy, marital status, religion, creed, age, sex, citizenship, political affiliation, mental and/or physical challenge, disability, sexual orientation, genetic information, gender identity, gender expression, status as a veteran, or any other status protected under applicable federal, state or local law. WDTC is committed to providing an environment free from harassment and other forms of discrimination for students, employees, non-employees and its invitees. The following person has been designated to handle inquiries or complaints regarding the non-discrimination policies: Director of Student Success who serves as the Title IX Coordinator.

Title IX at Western Dakota Tech:
Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Western Dakota Technical College (WDTC) does not discriminate on the basis of sex in the education programs or activities that it operates including admissions and employment.

Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or

Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution’s education program or activity; or

Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the WDTC Title IX Coordinator, or by any other means that results in the WDTC Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the WDTC Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Whitney Bischoff, Title IX Coordinator; 800 Mickelson Drive, Office D160A, Rapid City, SD, 57703; 605-718-2965; Whitney.Bischoff@wtd.edu.
WDTC Policies 2001/4001, 2001/4001.Procedure.001, and 2001/4001.Procedure. 002 provide information on WDTC’s grievance procedures and grievance processes, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how WDTC will respond.

Procedure. 001 https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure001.pdf
Procedure. 002
https://www.wdt.edu/assets/docs/uploads/about/policies/4001procedure002.pdf

Inquiries about the application of Title IX may be referred to the WDTC Title IX Coordinator, to the Assistant Secretary, or to both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.
Appendix B: New Club Interest Application

Please type or clearly print all information.

Organization Name: ________________________________________________________

Student Contact Person: ____________________________________________________

Phone Number: ____________________________________________________________

WDTC Email: ________________________________________________________________

Advisor: ________________________________________________________________

Phone Number: ____________________________________________________________

WDTC Email: ________________________________________________________________

Interested Students - Five signatures are required

Name (Printed): __________________________ Signature: _______________________ 

________________________________________ _______________________________

________________________________________ _______________________________

________________________________________ _______________________________

________________________________________ _______________________________

Student Signature: ___________________________________________ Date: __________

Advisor Signature: ___________________________________________ Date: __________

Return this application to the Student Clubs Facilitator.

Student Clubs Facilitator: __________________________ Date: ______________
Appendix C: Active Club Status Renewal Form (2022-2023)

Name of Program: ____________________________________________________________

Name of Club: ______________________________________________________________

Name of Club Advisor: _______________________________________________________

Purpose of Club: __________________________________________________________________________________________

Type of Club:

☐ Service and/or Learning Club with a Co-Curricular Focus: a club that contributes to the education of students, includes learning outcomes and is tied to the WDTC mission.
  ○ Note: Services and/or Learning Clubs will work with the WDTC Assessment Coordinators

☐ Fundraising and/or Social Club: a club that does not contribute to the education of students, does not include learning outcomes and is not directly tied to the WDTC mission.
  ○ Note: Fundraising and/or Social Clubs are focused on fundraising efforts and providing a social element to students on campus, specifically those in the club.

How we plan to raise funds:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

How we plan to spend funds raised:

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________
Appendix D: Sample Agenda

CLUB NAME

AGENDA

DATE HERE

I. CALL TO ORDER  
President officially calls meeting to order.

II. APPROVAL OF MINUTES  
Ask if there are any changes to the minutes and get a vote for approval.

III. OFFICER REPORTS  
Vice President gives report.  
Secretary report on correspondence sent/received.  
Treasurer gives financial report.

IV. OLD BUSINESS  
Discuss any items that were brought up at previous meetings and that still need to be discussed.

V. NEW BUSINESS  
Bring up new agenda items here.

VI. ANNOUNCEMENTS  
Ask if there are any announcements. Give date, time, and location of next meeting.

VII. MEETING ADJOURNMENT  
President adjourns the meeting
Appendix E: Sample Meeting Minutes

MEETING MINUTES

DATE

MEMBERS PRESENT:
J. Doe, M. Smith, B. Brown, A. White, W. Student, X. Advisor, etc.

CALL TO ORDER:
The meeting was called to order by President Smith at 12:00 pm.

APPROVAL OF MINUTES:
Minutes were read and approved.

OFFICER REPORTS:
Vice President—Students have requested more social events. The group decided to host two social events this semester.
Secretary—Thank you letters were sent to the sponsors of our last event.
Treasurer—we currently have $5986.34 in our account, with no outstanding charges at this time.

OLD BUSINESS:
Leadership Seminar—Vice President Doe reported on upcoming leadership event. We will be bringing in a speaker on leadership on April 24. The event will be open to the entire campus. The room reservation has been completed.
Billy made a motion to spend $200 on refreshments for the event. Al seconded the motion. Motion passed. Bob agreed to be in charge of ordering refreshments. Sue will contact IT to get the technological equipment lined up.
Picnic—President Smith updated everyone on the picnic plans. The food has been ordered through WDTC Food.
Services. We are planning on 100 people attending. A sign-up sheet was sent around for members to sign up for times to help serve food and clean up during the picnic.
NEW BUSINESS:
Concerns about WDTC's safety protocol in emergency situations was brought forward by one member. President Smith agreed to contact the WDTC Safety Committee to get a copy of the current protocol.

Future Agenda Items:
   Leadership Seminar
   Picnic
   Safety Protocol

ANNOUNCEMENTS:
Ed announced that the Business program will be holding an ice cream social on April 2nd at noon in the Commons, and all students are invited to attend.

MEETING ADJOURNMENT:
The meeting was adjourned by President Smith at 12:45 pm

NEXT MEETING:
Tuesday, April 24, 2017 at 12:00 pm in Classrooms A.

MINUTES TAKEN BY:
Ann White, Secretary
CERTIFICATE OF CLAIM
Western Dakota Technical College
800 Mickelson Drive
Rapid City, SD 57703

Date: May 02, 07
Claimant Name: XYZ T-shirts
Name: Invoice #
Address: 123 Main Street Invoice Date 5/2/2007
City, State, Zip Rapid City, SD 57701

PLEASE ITEMIZE
UNIT PRICE TOTAL

25 T-shirts with club logo 5.00 125.00
Tax (6.5%) 7.50 7.50

x Jane Doe__
Student Representative

x Bill Smith __
Club Advisor

ITEMIZED INVOICE MUST ACCOMPANY CLAIM
FOR SCHOOL USE ONLY Total Page $132.50
State
of South Dakota County Penn.
Account # Total I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.
60-L-091-XXXX $132.50

I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.

Signature of Claimant

FOM, WDTI Title
SS#
Appendix G: Blank Claim Form

CERTIFICATE OF CLAIM
Western Dakota Technical College
800 Mickelson Drive
Rapid City, SD 57703

Date: ____________________________
Claimant Name: ______________________
Address: ___________________________
City, State, Zip ______________________

Purchase Order #: ______________________
Invoice #: ___________________________
Invoice Date: _________________________

<table>
<thead>
<tr>
<th>PLEASE ITEMIZE</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
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<td></td>
<td></td>
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</tbody>
</table>

XX
Student Representative

XX
Student Representative

ITEMIZED INVOICE MUST ACCOMPANY CLAIM

FOR SCHOOL USE ONLY
Approving Authority Must Provide Acct No. Here

Account #: Total: ______________________

I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.

Total Page
State of South Dakota, County Penn.

I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct.

Signature of Claimant ______________________
Title ______________________
SS# ______________________
### Appendix H: Petty Cash Request

#### Petty Cash Request

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Event Name</th>
<th>Date/Time Needed</th>
<th>Cash Needed</th>
<th>Quarters</th>
<th>Yes</th>
<th>No</th>
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**SIGN TO RECEIVE PETTY CASH**

- **Amount Received**
- **Signature**
- **Date**

**FISCAL DEPARTMENT USE ONLY**

- **Amount Returned**
- **Signature**
- **Date**

*Petty cash must be returned to Student Accounts immediately following the event*
Appendix I: Allocation Request Form

Student Club Name: ____________________________________________

Club Officer’s Name: ___________________________________________

Phone & Email Contact: _________________________________________

Event: _______________________________________________________

Time/Location: ________________________________________________

Is this a community service event?  Yes ☐  No ☐

Amount of the allocation request: __________

Description of the event or items to be purchased: ________________________________
___________________________________
___________________________________

Purchases must be voted on by the club members and documented in meeting minutes. Please attach meeting minutes about the even/item above with your completed Allocation Request Form. The Club Officer named above will be emailed the Committee’s decision within two weeks of a completed request being submitted.

Date Request Submitted: _______________________________________

__________________________________________________________________________

Officer signature  Advisor signature

__________________________________________

Committee use only

Meeting Date: ______

Comments: _____________________________________________________________

☐ Approved

☐ Approved with changes

☐ Denied

Total Amount Allocated: __________

Director of Student Success: ____________________________ Date: ________

Student Clubs Facilitator: _________________________________ Date: ________

Accounting Assistant II: _________________________________ Date: ________
Appendix J: Sample Raffle Permission Request Letter

Requests should be mailed to:

Robin Garner
Administrative Secretary
City Attorney's Office
300 6th Street
Rapid City, SD 57701
605-394-4140
robin.garner@rcgov.org

A Sample letter is included for your reference.

Re: WDTC ______________________
Raffle (or 50/50)

To whom it may concern:

I am the advisor of the Western Dakota Technical College ____________ (organization /club) and I am writing this letter to request permission to conduct a raffle on the campus of WDTC. WDTC ______________________ (org/ club) is a non-profit organization. We would like to purchase ________________ and raffle it off. We would begin selling on _____________ (date) (pending your acknowledgement/approval) and raffle________________________ (what). The funds raised will be used for _________________________________.

If you have any other questions, please feel free to contact me. Thank you for your consideration.

Sincerely,

Advisor name
Title
800 Mickelson Drive
Rapid City, SD 57703
Contact number
State of South Dakota )
County of Pennington )

AFFIDAVIT OF AUTHORIZED
AGENT CONCERNING
BINGO GAME OR RAFFLE

I, ________________________________, being first duly sworn on oath, state as follows:

1. I hereby certify that I am a ______________________ (officer, director, or agent) of ______________________________ (name of organization), hereinafter referred to as “the Organization,” which desires to complete a bingo game or raffle within the corporate limits of the City of Rapid City.

2. I certify that I am authorized to act on behalf of the Organization.

3. I certify that the proceeds from the bingo game or raffle will not imure to the benefit of any individual.

4. I further certify that no separate organization or professional person is or will be employed to conduct or to assist in conducting the bingo game or lottery.

Dated this _____ day of ______________, 20___.

______________________________
(print name)

Subscribed and sworn to before me this _____ day of ______________, 20___.

______________________________
Notary Public, South Dakota

My Commission Expires:

(SEAL)