INTRODUCTION

Student Life & Leadership and the Associated Students of North Idaho College (ASNIC) Student Government prioritize student success and opportunities for personal and group development. We know that through clubs, students can experience leadership and community building firsthand. Recognized clubs have the ability to create lasting connections and provide ways to be active and involved in campus life.

This handbook is provided for ASNIC Clubs to support their organizational development, guide planning activities and events, and to assist in reaching goals and making a positive impact.

ASNIC Student Government established the Intra-Club Council (ICC) to provide clubs with the opportunity to receive official recognition from the college and offer a public forum to present and promote their needs and interests. The ASNIC Constitution and Bylaws provide the scope of authority and purpose for ASNIC clubs.

Membership of the Intra-Club Council shall consist of a representative from each ASNIC Club, two ASNIC-appointed senators, and the Vice President of Student Government. The Vice President of Student Government will serve as the chair.

The Intra-Club Council has limited governance over club affairs as it relates to the sustainability and development of clubs. ICC will meet on a monthly basis to approve new clubs, share projects, hold clubs accountable to the procedures set within the handbook, and make recommendations for the handbook on an annual basis. Under special circumstances, ASNIC may temporarily remove governing powers.

The ASNIC Clubs Handbook will be reviewed by the Vice President of ASNIC and the Intra Club Council on an annual basis to ensure a high-quality approach to the creation, policy development, operations, and management of ASNIC Clubs. Once revision recommendations are approved by ICC, the draft copy will be submitted to the ASNIC Student Government and approved by simple majority vote.
ASNIC STUDENT GOVERNMENT AND STUDENT LIFE AND LEADERSHIP

The ASNIC Student Government and Student Life and Leadership office are here to help students who are interested in being involved with ASNIC Clubs at North Idaho College. The ASNIC Vice President and ASNIC Advisors can be helpful resources and provide support for individuals who are interested in starting an ASNIC club. If you have any questions, please contact us.

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Website via Cardinal Life

Mailing address:
Edminster Student Union Building – Second Floor
c/o ASNIC
1000 West Garden Avenue
Coeur d’Alene, ID 83814

Office Hours: Monday-Thursday 7:30-5:00 and Friday 7:30-2:30
Appointments are encouraged

Cardinal Life

Cardinal Life is your connection to campus life information on line at North Idaho College. Every NIC student and employee has a secure user profile with Cardinal Life. Your profile can be accessed through the MYNIC portal via www.nic.edu

Join “ASNIC Clubs” page for information, updates, and helpful files.
STARTING AN ASNIC CLUB

ASNIC Clubs are student initiated and student led, and they serve a variety of student needs and interests. Club activities serve as an excellent opportunity for student involvement, leadership development, and community building. Forming and functioning as an ASNIC Club allows for recognition and support across campus.

Clubs officially recognized by ICC receive the following privileges:
- Receive one time startup funds of $150 (dependent on available funding)
- Access and book campus facilities at no cost (unless additional direct costs are generated)
- Eligible to apply for funding support through monthly FAST (Funding Approval Student Taskforce) meetings
- Access the ASNIC club room in Edminster Student Union Building (SUB) 220 and use the supplies (e.g. computers, sandwich boards) for free
- Receive invitations for student development opportunities
- Advertise on campus bulletin boards, NIC website, Facebook, campus screensavers, banner space, table tents, NIC college calendar, and other official outlets
- Conduct approved fundraising for club activities
- Eligible for ASNIC end-of-the-year awards

NIC Students may start a new ASNIC Club at any point during the year. A minimum of three currently enrolled students at North Idaho College may form a club by completing the application procedure below.

Starting a new ASNIC Club takes three easy steps:

1. Fill out the Register a New Organization form on Cardinal Life
   a. Advisor Agreement on Cardinal Life: Identify and enlist a full-time faculty or staff member to serve as an advisor for your organization
   b. Constitution: Utilize template in Cardinal Life to create a club constitution

2. Schedule a meeting with ASNIC Vice President, the suggested faculty or staff member who would serve as club advisor, and the Coordinator for Campus Life Programs to review paperwork, ICC requirements, and campus policies and procedures.

3. Present the new club information at the next ICC meeting. ICC will vote on club status and must approve by a majority vote.

The Student Life & Leadership staff or an ASNIC Representative is available to assist in the process of starting a new club.
REQUIREMENTS FOR ASNIC CLUBS

In order for your ASNIC Club to be officially recognized by ICC, they must adhere to these requirements:

1) **Membership**– Each club must maintain a minimum of three (3) currently enrolled students at North Idaho College. The club must designate two officers for the club to fill the role of President and one other role. Community members may not be club members unless currently enrolled in NIC. Employees of NIC are not allowed to be members of a club except in special cases with prior approval.

2) **Officers**– Officers must not exceed a term of four (4) semesters in any one position.

3) **Advisor**– All club advisors must be employed as a full-time faculty or staff member of North Idaho College. See Roles of ASNIC Club Advisor in Appendix A. As a special exception, clubs can enlist a community advisor if they offer expertise that is otherwise not accessible through campus with prior approval and must submit a HR Non-Employee Volunteer Form and submit it to the Coordinator of Student Life and Leadership.

4) **Meetings**
   a) Attend all ICC meetings held on the first Tuesday of every month.
      i) Individuals can represent no more than 2 clubs at a given ICC Meeting.
   b) All clubs and organizations must have a representative present at the first FAST training of the academic year. Meetings are held the third Tuesday of the month as established by the ICC Chair.
      i) The first FAST Meeting includes a Treasurer Training.
   c) Clubs may not meet during the summer without prior approval.

5) **Use Cardinal Life for all official club business**
   a) Update club portal profile with accurate information each semester
   b) Maintain an up to date official Club roster using the Roster tab
   c) The ‘Create an Event’ form on Cardinal Life- must be completed by all clubs and organizations for all meeting notifications, events, facility requests, risk management, travel, fundraising, and food service requests.
      i) Find the “Create Event” form while in “Manage Organization” view for your club on Cardinal Life. Continue to the Organization menu and click “Events”
      ii) Clubs are strongly encouraged to schedule events a semester in advance.
   d) Log participation hours for all events, meetings, travel, within one week of the event.
   e) Submit end of semester reports and rosters that review activities and participation no later than the first day of the last week of each semester.

**Policy Requirements:**

- All club policies procedures and actions must follow North Idaho College’s Non-Discriminatory Policy. All ASNIC Clubs must be open to all students. All ASNIC Clubs shall not discriminate on the basis of race, color, religion, sex, age, national or ethnic
origin, disability, military status, status as a veteran, or on the basis of sexual, racial, or ethnic orientation in the selection of its members or in its programs, unless federal or state laws allow for such exceptions.

- **Student Code of Conduct** – All clubs and organizations must comply with North Idaho College’s policies and Student Code of Conduct and the ASNIC Student Government’s Code of Ethics found in their Constitution.
- **Title IX**
- Financial Policies: Note: Clubs may be put on inactive status for misuse of funds or running a negative balance in a club account for a probationary period.

- Clubs whose activities may pose a high safety risk to members must complete and turn in a liability waiver.

**Risk Management**

All ASNIC recognized clubs must adhere to North Idaho College’s Risk Management Policies. North Idaho College strives to provide a safe environment for employees, students and visitors. Risk Management includes activities that reduce the college’s risk of financial loss from property and liability claims, injuries to employees, or damage to reputation.

**INACTIVE/DISBANDED CLUBS**

Clubs that do not meet all outlined requirements or fail to comply with ICC procedures will be deemed inactive. In this case, the ICC Chairperson will notify clubs of such status, and confirm the change in status at the next ICC meeting.

**Inactive Status**

- All club activities, events, and meetings must be canceled until status is regained.
- All access to club funds is suspended.
- Benefits of club membership will be suspended.
- Clubs can remain inactive status for up to four semesters at which time their membership and funds are disbanded.

**To re-activate**

- Meet with ICC Chair and ASNIC Advisor(s) to work on Reactivation Plan.
- Update any required missing forms (club roster, budget submission, etc.)
- Present Reactivation Plan to ICC and receive majority approval

**Disbanded Clubs**

Clubs will be considered disbanded if they spend more than four consecutive semesters on the inactive list. Any remaining funds will be kept in the club account will be moved to the ASNIC Fund Balance account. If a club is disbanded, to reform they would be required to go through the process for a new club, but they would not be eligible for new startup funds.
Probation

Clubs who have been sanctioned by ICC may be put on a probationary period that restricts travel or access to funds dependent on circumstances. A club would have to complete a Reactivation Form with the Club Advisor and ASNIC Student Government Vice President and have it passed by majority vote of the ICC to move out of a probationary status.

EVENTS

ASNIC Clubs are permitted to request and use NIC facilities at no cost for events associated with their club purpose (unless the event requires additional direct costs (e.g. the use of usher for a large event). Any special costs required to conduct an event must be discussed and approved to by the Club President and Club Advisor prior to an event taking place. ASNIC Clubs must adhere to the following guidelines. These guidelines are in place to assist and aid in the successful event planning process.

Events must be student driven and led. Club events may not be driven by outside entities.

Submit a ‘Create Event’ Form on Cardinal Life

This form must be completed by all clubs for all meeting. This form gathers information on the facility request, risk management procedures, travel, fundraising events, and food service requests. This form is to be submitted 14 days in advance of any event, 1 month in advance to a large event, and at least 6 weeks in advance of travel. Club events should be held on-campus as much as possible. Off campus events must have prior approval and adhere to Risk Management procedures. Travel off campus must include the Club Advisor unless prior approval has been obtained.

Catering at an Event

North Idaho College Dining Services offers many catering options for your events. Outside food is not permitted on campus as part of a scheduled event or activity according to the NIC Purchasing Guidelines. All catering start through ‘Create an Event’ form on Cardinal Life and indicating that catering is required.

To request catering at an event:

1) Create your catering order at http://northidahocollege.catertrax.com/
2) Complete a Purchase Order Request
   a) Have your Club Advisor sign the purchase order request
3) Turn in signed Purchase Order Request to the ASNIC Student Government Office
4) An ASNIC Student Government staff member will send the Purchase Order number to you and NIC Dining Services to complete the order

Food requests must be placed 14 days before an event. All catering on campus must be requested through NIC Dining Services.
Note: The Student Union Advisory Board Policy #5 allows exceptions to be made for events where specialty, ethnic, or international cuisine that is not commonly produced by Dining Service will be sold as a fundraiser. Dining Services has the first right of refusal for providing all food services on the NIC campus and for NIC activities. Any use of this exception must have prior approval.

Any other exceptions (including the three listed below) must be requested in writing 14 days in advance, after completing a ‘Create Event’ form on Cardinal Life. Utilizing club funds to purchase food from any vendor other than NIC Dining Services is not permitted. Exceptions could include:

1. Events with limited audience,
2. Off campus events, or
3. Events receiving donated food product from a local commercial vendor.

Exceptions must have prior approval through Student Life and Leadership and Sodexo Dining Services.

Films and Music

Clubs interested in showing movies must work with Student Life and Leadership Staff to obtain proper rights and documentation to be approved to show movies. All movies will be ordered by Student Life and Leadership staff to ensure proper payment, delivery, and return of movies.

Contracts, Vendors, and Performers

All contracts can only be signed by the Vice President for Finance and Business Affairs. Clubs hoping to contract goods or services should review the campus policy. A certificate of insurance is needed from outside vendors and performers. Please work closely with the Club Advisor and review campus policies for additional information.

Sustainability

When planning an event please keep in mind the impact to the environment use materials and goods that are environmentally friendly and can be re-used. If you are interested in obtaining on campus storage, work with Student Life and Leadership staff before purchasing items or storage containers to ensure there is a place to keep items. Storage for items is very limited on campus. Club items may not be stored off campus.

Universal Design

Universal design is an approach to making facilities, information, and activities accessible to and usable by everyone. Universal design means instead of designing for the average user, you design for people with a broad range of characteristics such as native language, gender, racial and ethnic background, age, and disability. Make sure that presenters and staff are trained to
support people with disabilities, respond to specific requests for accommodations in a timely manner, and know who to contact regarding disability-related issues. Ensure that everyone feels welcome to club activities. Be sure to use the required accommodation language on all promotional materials.

To request accommodations for your events, contact Disability Support Services at 208-665-4520.

**Damages**

Damages to an event space are the responsibility of the club and will be charged to the club account.

**ADVERTISING**

**Social Media**

All club social media sites are considered official representation of North Idaho College and must follow [Social Media Guidelines](#). Prior to establishing a social media presence for college use, students must notify their Club Advisor. Club leadership must contact the NIC Communications and Marketing Department to provide information on the media request and review and consent to NIC Social Media Guidelines. Clubs must supply username and password to the NIC Communications and Marketing Department and the Club Advisor.

**Fliers/Posters**

Please ensure to include the club name, date(s) of the event, contact information, and accommodation language

To have flyers printed on campus, email the Copy Center at copycenter@nic.edu with your club account number, how many copies you would like, and copy request details. Ensure that you have enough funds in your account before you request copies

**Bulletin boards**

- Fliers can be sent to the Communications and Marketing Coordinator to be distributed across campus via intercampus mail.
- Posters and fliers may be distributed on campus bulletin boards. Do not post anywhere else besides designated boards. (Faculty boards are not designated boards.)
- Refer to NIC administrative guidelines for specific bulletin board location and procedures (see [ASNIC Clubs on Cardinal Life](#)).

**Electronic Posters**

- A .jpeg image of a flier can be sent to the ASNIC Student Government office for electronic distribution. Email directly to the Coordinator for Student Life and
Leadership. The image will be displayed on screensavers located throughout the campus.

Other Advertising

Table tents, sandwich boards (check out on list in ASNIC club room), sidewalk chalk, and tabling in the Student Union plaza are all possibilities for advertising. An event request must be completed to request a table in the Student Union, and a club member must be present at all times during the tabling reservation.

Communications & Marketing

The North Idaho College Communications and Marketing Office is available and willing to help clubs promote large events and support and provide social media advertising options.

FINANCIAL OVERVIEW

In partnership with Auxiliary Services and Student Life and Leadership, an individualized account and account number is provided to each club. Club account balances and information on past activities and purchases are kept by the Coordinator for Campus Life Programs.

North Idaho College is a public institution; it is subject to state law governing the handling of funds. This includes yearly audits of all club accounts. NIC has established policies and procedures that govern financial practices for the College. All recognized clubs must abide by the rules to maintain their recognized club status. All financial procedures must adhere to North Idaho College’s financial policies.

Cash Handling

- All money collected by a club or organization must be deposited into the club account.
- All deposits should be made directly to the Auxiliary Services Accountant located in the Student Union Operations Suite. Appointments should be made to ensure availability.
- To complete a deposit, fill out the **ASNIC/ICC Deposit Form** completely with the ASNIC Club account number. The club treasurer will receive a deposit receipt upon request after making the deposit. The club treasurer, in conjunction with the Club Advisor, should keep records of all transactions.
- A secure cash box can be checked out in the ASNIC Student Government office. Cash handling procedures can be reviewed by Student Life and Leadership Office or with Auxiliary Services Accountant for specific events or activities.

How to Spend Club Funds

To access club funds the following methods are required.

For all payment methods utilize the “Payment and Purchase Order Request Form”. Hardcopies are available in the ASNIC office or electronic version on Cardinal Life under files. All requests
should be associated with a ‘Create an Event’ form on Cardinal Life (if associated with an upcoming event). Using a purchase order has several advantages: it saves 6% by not paying sales tax, the purchase is authorized by Student Life and Leadership ahead of time, and it allows tracking of club expenses.

- The preferred method of purchasing is the use of a Purchase Order (PO). A PO is an authorization given to the vendor that you have authority to spend money on behalf of your account. PO authorizations or the PO number are delivered/mailed/faxed to a vendor that will authorize you to make a purchase on behalf of your club without paying via cash or check at the time of the purchase. This is the preferred method because it ensures payments are approved prior to purchase.
- An ASNIC credit card can be checked out to use in the ASNIC Student Government office for online purchase where other methods are not readily available. The ASNIC credit card cannot be taken off site. To use the credit card, a purchase order must be completed and submitted prior to use.
- A payment request may be used to reimburse a club member in concert with a PO. A Payment Request (PR) may be used if a vendor does not accept a PO or if a signed contract stating conditions (service provided and rate) is obtained, reimbursement for funds spent, also to individual. Students are not encouraged to use this method unless they get prior approval for purchases. There is no guarantee of reimbursement to students if goods/services are purchased without prior approval.

Payment and Purchase Order Procedure:

**Step 1:** The club representative completes an "ASNIC Club Purchase Order - Payment Request Form" with signatures and information and submits the form to the ASNIC Office

**Step 2:** The ASNIC accountant produces the physical Purchase Order/Payment

**Step 3:** The ASNIC Club representative communicates the PO to the appropriate vendor

**Step 4:** The vendor submits an invoice upon receipt of goods or completion of services.

**Step 5:** Deliver all receipts, invoices, and packing slips to the ASNIC Student Government Office within two days of purchase (or receipt of the item in the case of packing slips).

Negative club balances are not permitted, and as such clubs may not spend more money than they have in their club account at any time.

**ASNIC CLUB FUNDING THROUGH FAST**

**FAST Grants**

The Funding Approval Student Taskforce (FAST) is the mechanism by which ASNIC Clubs may request funds from the ASNIC budget. FAST Grants are available for clubs seeking leadership development opportunities including, but not limited to, conference registration; educational opportunities; hosting guest speakers; club retreats; individual and team building activities (such as leadership assessments); and to support club activities that fulfill their mission, such as events on campus, volunteer projects, and supplies.
**Funding Criteria**

To serve as a member on the FAST Board, see Appendix B.

Funding Criteria are those funding related statements that FAST (Funding Approval Student Taskforce) cannot change in and of itself. They include things such as State and Federal Law, and NIC System Policy. This section is subject to change in the event of a change in any of the above mentioned areas.

1. Student fee allocations are subject to all local, state, and national laws including North Idaho College Policy - Student Activity Fee Funds (5.12).
2. The club organization must be open to all students that are eligible or qualified for the organization.
3. ASNIC Clubs are not allowed to give FAST funds to other organizations.
4. FAST will provide any student or NIC Club Advisor access to all documents and records related to a FAST funding decision. This may include but is not limited to (1) any forms that were submitted by the organization to FAST, (2) meeting minutes, and/or (3) any final written decision of FAST. ASNIC Clubs that are denied funding will be provided a written statement of reasons for the denial upon written request.
5. All FAST funding decisions will be made in a viewpoint-neutral manner.

**How to request FAST Grants:**

1. An ASNIC Club member must submit a FAST Grant Request Form on Cardinal Life by the first Tuesday of the month. The form requires a detailed budget to accompany the request, and requires the review and approval of the Club Advisor.
2. Attend FAST Meeting the third Tuesday of the month to present their request.
3. Consider these aspects when requesting funds:
   - The purpose of the funding will benefit the whole campus.
   - The funding proposal will benefit students in the club.
   - The funding proposal fulfills the club’s Mission.
   - The funding proposal supports NIC’s Mission, Vision, and Values.
   - Cardinal Life participation and involvement.

The ASNIC Student Government Board can serve in place of the FAST in cases where the FAST is not able to meet time-sensitive requests (e.g. at the start of a semester before a FAST Board meeting is scheduled).

**FUNDRAISING AND ON CAMPUS SALES**

ASNIC Clubs are eligible to conduct fundraising events. Every fundraising event proposed by a club must be submitted for review and approval by completing a ‘Create Event’ form on Cardinal Life. Clubs that proceed with a fundraising effort without review and approval by the ASNIC Office may have their club status revoked.
Fundraising and On Campus Sales

1. All fundraising activities must have prior approval of the Coordinator for Life and Leadership and be reviewed and approved by the Club Advisor.
2. Clubs may have up to three (3) unique fundraising activities or sales per semester if located in the Student Union.
3. Clubs may have more than three fundraising activities if they are not all based in the Student Union.
   a. The full Foundation Fundraising Policy can be found here.
   b. The full Foundation Fundraising Procedure can be found here.

Off-campus Fundraising

It is required to work with the NIC Development Office when considering fundraising with off campus businesses. Every fundraising event or activity proposed by a club must be submitted first on Cardinal Life. Then the Student Life and Leadership Office will guide the club through the appropriate process.

Off campus solicitation requires approval because often the Development Office is officially working with an off-campus company or organization to secure donations and build relationships. If numerous affiliated NIC group’s approach them with funding requests it may jeopardize the Foundation’s work. The Foundation office can provide direction and assistance for raising funds off campus. Therefore, all off campus solicitation requests must follow the procedures outlined above.

Fundraising on behalf of a non-profit organization is allowed with the following criteria. Donations solicited are advertised as a donation to the non-profit.

TRAVEL PROCEDURES

All travel must be approved via Cardinal Life, follow NIC Travel Procedures, and use a college car (if driving).

“NIC Board of Trustees policy governs travel for college personnel. Administrators, instructors, classified personnel and students may travel on college-sponsored trips, provided they have sufficient budget to accommodate travel costs. NIC encourages travel to events like conferences, conventions, and convocations that are thought to improve educational quality.”

How to request travel:

1. Start all travel by completing a ‘Create an Event’ form on Cardinal Life at a minimum 6 weeks before travel date. Detailed route/flight and hotel information are required.
2. Schedule a meeting with the Coordinator for Campus Life Programs to review travel plans.
3. The Club Advisor will work in conjunction with Coordinator for Student Life and Leadership to complete travel authorization.
4. All travel participants must complete the Liability Waiver and turn in to the ASNIC Student Government staff prior to travel.

Renting an NIC Vehicle

In order to request and use an NIC Vehicle, a driver-training course must be completed. For more information, please contact the NIC Facilities Department or view the fleet service operation guidelines on NICs website.

Clubs must have their Club Advisor present when traveling. If the Club Advisor is not available to travel, please consult with ASNIC staff to find an alternative college representative. Students must be listed on the event form to participate. Individuals not listed on the event form are not permitted to participate. All participants will travel as a group. Students will not travel in personal vehicles or any other mechanism not listed on the event form. Any exceptions to this may be requested by emailing the Student Life & Leadership staff. The final approval of the request for exception is at the discretion of the Vice President of Student Services.

Club members who are under 18 must submit parental/guardian approval to travel by submitting the Events Release Form (included in the Appendix)

A Travel Recap Form must be completed and turned in to the Coordinator for Campus Life Programs within two weeks of any approved travel. The Club Advisor is required to complete and submit a travel recap form to the Coordinator for Student Life and Leadership within 2 weeks of completing travel.

Payment for Travel

In addition to the ‘Create an Event’ form on Cardinal Life, supporting documents are required to pay for travel expenses.
1) All travel requires a Travel Authorization Form in order to allow for purchases and reimbursements.
2) Flight Travel: Arrange with a college travel agent to get a travel estimate or with the Coordinator of Student Life & Leadership after the Travel Authorization Form is approved.
3) Ground Transportation: Clubs must provide a budget number when reserving a college vehicle. Personal vehicles should not be used for club travel.
4) If individual members are contributing to the cost of travel, they must deposit their personal contribution into the club account. All costs associated with travel should be paid from the club account with supporting documentation. Clubs are obligated to pay for/make payments towards their trip prior to attending the event. At no time is a club allowed to spend more than the current balance of their club account.

Appeal Process

Any exceptions, including if an advisor is unable to accompany a club, can be submitted by emailing the Student Life & Leadership staff and the Vice President of Student Services. The approval of the appeal is at the discretion of the Vice President of Student Services.
APPENDIX A
RESPONSIBILITIES OF ASNIC CLUB ADVISORS

Advisors to ASNIC Clubs at NIC provide important assistance to student leaders. Advisors assist student groups to be effective in accomplishing organizational goals while helping enrich the personal and social development of students involved in student activities.

Each ASNIC Club must have an advisor who is a full-time employee of NIC. ASNIC Clubs may have co-advisors who are not NIC employees. Off campus co-advisors must register with HR as volunteers.

Advisors assist student clubs and organizations in the following ways:

1. Serve as a resource to club leaders and members. Advisor will provide knowledge of policies and procedures, benefits and opportunities that enhance the club’s goals and objectives.

2. Assist students in the development and implementation of programs, activities and/or events in order to achieve group goals and objectives.

3. Attend group meetings, scheduled events and trips. Advisors are required to travel on club trips.

4. Assists students adhere to college and ASNIC Student Government policies and procedures such as travel, risk management, and purchasing. Review and become familiar with the material in the ASNIC Club Handbook published by ASNIC.

5. Assist club in supervising the financial activities of the group using procedures established by the college business manager. Approve payment request forms submitted by student leaders when required.

6. Complete Travel Authorization Forms and Travel Recap documentation

7. Attend required club advisor training sessions.

8. Work closely with the Club members and Student Life and Leadership Office staff in resolving problems that may arise with specific organizations, student leaders, and/or student sponsored events.

9. Serve as a leadership role model and mentor to student members of the club or organization.

I, ____________________________, accept the advisor responsibilities listed above for the ____________________________ Club, for the __________ academic year.

Club Advisor Signature: ____________________________ Phone: __________

STUDENT CLUB OFFICERS: ____________________________
APPENDIX B

HOW TO SERVE AS A MEMBER ON FAST

ICC Representatives serving on FAST: The ICC Chair will facilitate application and selection process at the ICC meeting in September. Interested parties should turn in their application on Cardinal Life by the first Tuesday in September. ICC will confirm up to four committee selections at the first meeting in October.

ASNIC Representatives serving on FAST: Two ASNIC representatives will be nominated by ASNIC Student Government by September. All FAST members must abstain from voting in matters that impact clubs in which they are members.

Expectations:
- Students selected will serve from September to May
- Attend and participate in all prep meetings before FAST Meetings (8 meetings)
- Attend and participate in all ICC Meetings (9 meetings)
- Understand all ASNIC Club Policies and Procedures
- Knowledge of campus activities and events
- Hear and judge all ICC requests, engage in funding conversation, and determine funding requests by all ICC clubs
- Remain impartial and judge requests based on criteria outlined by ICC and the merit of the request
- Respond to group correspondents and be available for additional meetings as necessary

Benefits of being an FAST Representative:
- Improve leadership skills
- Develop group dynamic, communication, and public speaking skills
- Network with faculty, students, and administration
- Enhanced resume experience
- Possibility of a tuition waiver of $500 per semester awarded at the end of each semester (dependent of availability of funds)

Requirements to apply:
- Enrolled in Fall and with plans to continue enrollment at NIC in the spring
- Past or current club participation
- Must meet Student Academic Standards with a minimum 2.5 GPA as outlined in the ASNIC Constitution.
APPENDIX C:  
Event Release Waiver Form

North Idaho College

EVENT RELEASE AND ACKNOWLEDGMENT
I, the undersigned “Participant,” have volunteered to participate in a Student Development Program, an event associated with North Idaho College (“NIC”) (the “Event”). For and in consideration of being allowed to participate in the Event and in recognition of my own personal benefit from the Event, I hereby agree as follows:

Acknowledgement. I acknowledge that I am in good health and have no physical conditions that affect my ability to participate in the Event and have not been advised otherwise by a medical practitioner. I expressly acknowledge that it is my responsibility to ensure that I am covered by medical insurance, individually, or as a part of an organization and that NIC will not provide such coverage.

Assumption of the Risk. I acknowledge and agree that my participation in the Event may expose me to hazards or risks that may result in my illness, bodily injury, emotional injury, loss, death and/or damage to property. I understand and appreciate the nature of such hazards and risks and I, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, assume all risks inherent in my participation in the Event.

Release. I, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, release, waive, discharge and acquit NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim (including claims for attorneys’ fees), damage, loss, injury, expense, cause of action, dispute and cost that may arise from, result from or occur during my participation in the Event, including my coming and going from the Event, whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

Indemnity. I agree to indemnify, defend and hold harmless NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim, damage, loss, injury, expense, cause of action, dispute and cost (including payment of fees as incurred) that may arise from, result from or occur during my participation in the Event, whether made by me or on behalf of me to the extent permitted by law, and whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

Infancy. The undersigned “Parent/Guardian” for and in consideration of their minor child, the Participant, being able to participate in the Event, hereby agrees as follows:

Parent/Guardian expressly authorizes Participant to participate in the Event and acknowledges that Participant is in good health and has no physical conditions that may affect Participant’s ability to participate in the Event and has not been advised otherwise by a medical practitioner. Parent/Guardian expressly acknowledges and covenants that Participant is covered by medical insurance.

Parent/Guardian acknowledges and agrees that Participant’s participation in the Event may expose Participant to hazards or risks that may result in Participant’s illness, bodily injury, emotional injury, loss, death and/or damage to property. Parent/Guardian understands and appreciates the nature of such hazards and risks and Parent/Guardian, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, assumes all risks inherent in Participant’s participation in the Event.

Parent/Guardian, individually, and on behalf of any community, estate, heirs, executors, administrators, assigns, insurer, and entity, releases, waives, discharges and acquits NIC, its governing board, officers,
employees, volunteers, representatives, agents and insurers, from any and all liability, claim (including claims for attorneys’ fees), damage, loss, injury, expense, cause of action, dispute and cost that may arise from, result from or occur during Participant’s participation in the Event, including Participant’s coming and going from the Event, whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

Parent/Guardian agrees to indemnify, defend and hold harmless NIC, its governing board, officers, employees, volunteers, representatives, agents and insurers, from any and all liability, claim, damage, loss, injury, expense, cause of action, dispute and cost (including payment of fees as incurred) that may arise from, result from or occur during Participant’s participation in the Event, whether made by Parent/Guardian or Participant or on behalf of Participant to the extent permitted by law, and whether caused by the negligence of NIC, its governing board, officers, employees, volunteers, representatives, agents or insurers, or by any cause whatsoever.

**Understand.** Parent/Guardian and Participant acknowledge and agree that they have read this agreement in its entirety, understand the terms herein and agree to be bound thereby.

**Severability.** If any provision of this agreement shall be found to be void, such determination shall not affect any other provision of this agreement.

**DATED** this _____ day of __________________, 20____.

PARENT/GUARDIAN:____________________________

PRINTED NAME:_________________________________

PARTICIPANT:_________________________________

PRINTED NAME:_________________________________

STUDENT ID:____________________________________

EMAIL:__________________________________________

EMERGENCY CONTACT:___________________________________

PHONE:________________________