

Campus and Community Service Projects

All students at Florida Gateway College are encouraged to volunteer within their campus and community. Individuals and clubs are given extra incentives to volunteer through the Service Projects Program. Students may opt to participate in this program as an individual or as part of a campus club. The program is coordinated through the Student Activities Office. If your club as a whole is participating in a project list all participants name on the form and the individual hours they contributed.

Application Process:

1. Obtain a Service Program Form from the Student Activities Office.
2. At the end of the service the benefiting agency or individual will sign the application as verification of service performed.
3. Within five days, the applicant should return the Service Program Form to the Student Activities Office.
4. The coordinator will approve or disapprove service and return a copy to the applicant or club advisor for their records.

See service form for point system.

Please note:

- Service hours will not be awarded for projects receiving any monetary compensation.
- Service hours must directly affect an agency or individual.
- Service hours will be awarded for documented planning, preparation, and execution.
- Service hours will not be awarded for club related activities.

Award Categories:

The Student Activities Coordinator or designated representative will track the number of hours accumulated by each individual or club. These hours will be tallied prior to the Student Government Awards Ceremony. The winner of each category will be recognized at that time. The possible categories are as follows:

- Campus Volunteer of the Year –Individual
- Community Volunteer of the Year –Individual
- Campus Service Award 1st–Clubs
- Community Service Award 1st–Clubs

Club Booths for Campus Events

Clubs will be required to participate in campus events. At these events clubs will be responsible for creating a display for a table. The display tables must be manned at all times.

Clubs will need to fill out a booth request form. Booths must be relevant to the issue at hand. Booth themes will be approved on a first come first serve basis. Booths must be in good taste (we do not censor for the sake of censorship, but we do act as a voice of common sense if needed).

Tables are already set up, and your club will need to bring a minimum amount of info/display/props as stated below.

Booth Checklist

Required

_____ Display board (tri-fold boards can be purchased at Wal-Mart)

_____ sign/banner with club name

_____ Minimum one person manning booth

Suggested

_____ Video

_____ Music

_____ Games

_____ Giveaways

_____ display items/artifacts

_____ Educational materials

_____ Art

Campus Activity or Fundraising Procedures

When deciding to hold an event on campus, the club should consult with the club advisor and decide on the goals for the event. The club advisor will ensure that the club has ample time to complete the proper paperwork necessary to hold the activity or event. If the activity involves requisitions or contracts, the club should begin this process at least 45 days prior to the event.

Activity/Fundraising Procedures:

Student Activity or Fundraising Application

- A club must have an advisor sign a completed application in order to sponsor any event/fundraiser, on or off campus.
- The application must be submitted to the Student Activities Office a minimum of 10 days prior to the activity/fundraiser.
- Activity applications must be approved by the Coor. of Student Activities, and the Vice President of Student Services.
- After approval, the yellow portion of the application will be returned to the club advisor.

Purchase Requisitions

- All club purchase requisitions must be signed by the club sponsor, Coor. of Student Activities, and the Vice President of Student Services. Do not wait for the last minute to begin your paperwork process; you do not want to foot the bill for club activities.
- All monies received through a purchase requisition **MUST** be used for the purpose stated on the requisition. You cannot use money you received for a fundraising basket to purchase pizza for your club meeting. **Clubs will be responsible for reimbursing the College for misused funds.**
- All receipts must be turned in to the SAO.
- All receipts should equal the amount of the requisition.
- Ask before you act: ext. 4317

Contracts

All entertainers, speakers, performers, artist, etc. are required to sign contracts whether or not they are receiving payment.

- I. Obtain a contract form from the Business Office if the artist does not provide one.
- II. Complete contract information and have the artist sign the contract.
- III. Forward the completed form to Student Activities.
- IV. All contracts must be reviewed by the Purchasing Department and signed by the College President.
- V. After final approval, the signed contract will be retained in the Purchasing Department. Please make a copy for your records.

Reserving Event/Fundraising Locations

Select one of the many locations on campus to hold your event. To reserve the Performing Arts Center, the Conference Center, the Board Room, the Admin Conference Room, the Allied Health Auditorium, or Pine Square, contact Media and Community Information at ext. 4498. The Student Activities building can be reserved through the Student Activities Office at ext. 4316. Don't forget to make your reservation early and fill out the appropriate paperwork.

Advertising

Make sure publicity is planned well in advance. Copies and posters can be made in the Student Activities Office. DO NOT post flyers or posters on the walls or doorways of buildings. Any off campus advertising must go through the Public Information Office located above the library.

Follow Up

- Please leave your activity area cleaner than when you found it!
- Turn all original receipts in to the Student Activities Office.
- If you received money through the CAT fund please fill out Activity follow up report.

Activity/Event Project Checklist

Name of Event:	
Date of Event:	
Location of Event:	Space Reserved? Y/N

Advertising

Type	Assigned to:	Due Date	Follow-up Date
Campus Flyers			
Flyers to Faculty			
Cafeteria Flyers			
Hand Bills			
Campus Newsletter			
Information Table			
Other			

Materials/Supplies

Materials/Supplies	Who's getting it	Cost	Due Date
Food			
Decorations			
Contract/Rider signed			
Misc.			

Event Day Assignment

Work Assignment	Who	Start Time	Finish Time
Set-up			
Decorations			
Food			
Music			
Clean-Up			
Misc.			

Follow-Up

Activity	Who	When	Comments
Thank You Notes			
Reimbursements/Refunds			
Removal of Flyers/Signs			
Further Clean Up			
Misc.			

Scrapbook/Documentation

Items for Scrapbook			
Pictures			
Copies of Signs			
Misc.			

Comments/Afterthoughts

Travel Procedures

The College encourages students to travel for educational and recreational purposes. The Board of Trustees mandates a club advisor or approved representative must accompany students during any College sponsored student travel. There are many steps to planning a student trip due to liability issues. Most forms referred to in the following text are available in the Student Activities Office. Remember all student travel must be approved by the appropriate personnel, so please start your paperwork at least 45 days ahead of your event.

Travel Documents:

- Advisors Temporary Duty Form /Out of District Travel Voucher
- Student Travel Application
- Vehicle Request

Please turn all forms into the Student Activities Department to forward to the appropriate college personnel.

Temporary Duty/Travel Forms

- The advisor or approved representative must complete this form and submit it to the Student Activities Office with the appropriate supervisor's signature.
- Appropriate documentation must be attached to this form including but not limited to an agenda, letter of invitation, documented hotel quotes, or other supporting information.
- The Student Activities Office will forward all completed forms to the Vice President of Student Services.
- Anyone traveling outside the State of Florida must receive permission from the College President.
- Please turn in the paperwork with enough time to receive approval from appropriate personnel and processing from the Business Office. The Student Activities Office WILL NOT push late paperwork through the appropriate channels, please turn in all paperwork within a timely manner.
- Following your trip, advisors will need to fill out an Out of District travel voucher, and attach appropriate documentation.

Student Travel Application

- All students traveling on a college sponsored activity must be listed on the student travel application whether they are riding in the college van or providing their own transportation.
- Any student using their personal vehicle must be marked on the form with an asterisk.
- The club advisor should turn in the signed form to the Student Activities Office to forward to the appropriate personnel. (Vice President of Student Services, College President, Business Office, and College Facilities)
- After final approval, the application will be filed in the Student Activities Office.

These forms are located on the Student Activities Website.

*For your information....

While on the trip any ***serious*** injury should be reported immediately to the Coordinator of Student Activities. 386-754-4317 Work
386-623-1193 Cell

Students must fill out any emergency medical contact form before they are allowed to travel on an FGC sponsored event. These forms should be in the advisors possession for the duration of the trip.

Club Travel Checklist

Pre-trip (Turn into Student Activities Office)

- _____ Obtain W-9 forms from individual vendors
- _____ Complete Temporary Duty
- _____ Turn completed requisition into student activities office

- Hotel requisition
- Meal money requisition
- Registration requisition

- _____ Complete vehicle request if necessary
- _____ Complete Student trip forms

- Student Approval to Travel (carbon)
- Release of Rights
- Commuter Van Guidelines
- Individual Transportation Release
- Student Conduct
- Permission for Emergency Treatment
- Pick up check(s) from cashier's office

*Be sure to take ***copies*** of the tax exempt form.

Post-Trip (Turn into Student Activities Office) MUST BE TURNED IN WITHIN FIVE WORKING DAYS OF TRAVEL.

- _____ Travel Follow-Up Report (Required by College Policy)
- _____ Out of District travel voucher
- _____ Hotel receipt (must show zero balance)
- _____ Registration receipt
- _____ Meal money receipt
- _____ Other receipts (tolls, parking, etc.)

Commuter Van Passenger Guidelines

I have listed below guidelines for commuter van passengers as well as the obligations of commuter van personnel. **Failure to comply with these guidelines will result in the following penalties: 1st violation - a written warning, 2nd violation - suspension from van privileges for up to one semester. After two violations, penalties will be handled on a case by case basis. If the rented van must be detailed, the club will have to fund this expense.**

Guidelines for Van Passengers:

1. Eating and drinking is permitted as long as van is maintained. Eating is limited to snacks only. All drinks must have a screw on cap.
2. Do not use profanity while riding in the van.
3. Keep the noise level down while riding in the van.
4. Be on time both in the morning and the afternoon.
5. The van driver makes decisions regarding radio use and volume level.
6. The van will not wait any longer than fifteen minutes from set time to depart.
7. If a student is not returning home on the van, they must contact driver in person.
8. Please be sure all trash and any spills have been cleaned up prior to returning the vehicle to the College.
9. If it is necessary to have the vehicle detailed, the Club will be responsible for paying this fee.
10. Any questions or concerns with the driver or any other van issue, must be directed them to the Student Activities Coordinator.

These guidelines are subject to the driver’s discretion. If you have any questions or issues, please feel free to contact Student Activities Office.

_____ Advisor Signature

I have read and understood the above van guidelines:

Name	Telephone	Signature	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Florida Gateway College

RELEASE OF ALL RIGHTS (page 1 of 3)

ACTIVITY: _____

READ THIS BEFORE SIGNING! IT IS A COMPLETE RELEASE OF YOUR RIGHTS AND SHOULD BE SIGNED ONLY IF UNDERSTOOD IN FULL.

In consideration of receiving permission from Florida Gateway College and Student Activities (hereinafter also referred to as "College") to participate in the above stated activity, I (we) _____ the undersigned(s) agree to the following stipulations, terms and conditions:

I HEREBY RELEASE, WAIVE, DISCHARGE AND FOREVER COVENANT NOT TO SUE the State of Florida, The District Board of Trustees of FLORIDA GATEWAY COLLEGE, and Trustees, employees or staff members of the College or any other participant, organization or any subdivision thereof, any persons in any restricted area, promoters, sponsors, advertisers, owners and lessees of the premises for anything arising out of the activities contemplated herein.

I understand that the College does not require me to participate in this activity, but I want to do so despite the possible dangers and risks and despite this Release because of the benefits I believe I will receive from the activity.

In consideration of receiving permission to participate in this activity, I therefore agree to assume and take upon myself ALL of the risks and responsibilities in any way associated with this activity. I herein release the College and all other persons or entities referred to herein from any and all liability, claims and actions that may arise from injury or harm to me from my death or from damage to my property in connection with this activity.

I fully and completely understand that this Release covers liability, claims and actions caused entirely or in part by any acts or failure to act of the College including, but not limited to, negligence, mistake, failure to supervise or any other improper act including the intentional acts of persons with whom I will work or others. This does not release my rights to sue any individuals who hurt me intentionally. I have, however, waived ALL my rights to sue or claim against the College or their supervisors, employers, etc. for anything or for any reason.

I agree to abide by all rules and regulations of FLORIDA GATEWAY COLLEGE, to uphold the college's Student Conduct Code and policies of Student Life regarding safety and the use of any and all equipment. I understand that no drugs or alcoholic beverages of any type are allowed and that I will be asked to leave the premises if I am suspected to be under the influences of the same.

I recognize that there are dangers associated with this activity including, but not limited to,

_____. The fact that any specific risk may not be listed will not limit the waiver or release I give in this Release. I recognize that this Release means I am giving up, among other things, all rights to make any claims or sue Student Life and is as broad and inclusive as permitted in the State of Florida for injuries, damages and losses I may incur. I also understand that this Release binds my heirs, executors, administrators and assignees as well as me.

**COMPLETE RELEASE OF ALL RIGHTS for Students under 18 years of age (page 3 of 3) –
1 page for each minor**

I have read the Complete Release of All Rights form, I fully understand it, and I allow my minor child to participate in the activity. I have been told that if I do not understand any of this I can and should contact a lawyer of my choice before I sign. If any sentence or part of this Release is deemed invalid, the remainder shall still be in force.

All signatures must be in ink. Witness must be a Florida Gateway College Employee or Notary Public.

Date: _____

FGC ID#: _____

Student Name (Printed): _____

Student Signature: _____

Witness Name (Printed): _____

Witness Signature: _____

Witness FGC ID # (if FGC employee, otherwise, Notary Public must witness): _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Witness Name (Printed): _____

Witness Signature: _____

Witness FGC ID # (if FGC employee, otherwise, Notary Public must witness): _____



Florida Gateway College

Individual Transportation Release

We, the undersigned individuals, have each chosen of our own free will to provide our own transportation to and from _____ (*destination*) on _____ (*dates*). We understand that we are each individually responsible for all aspects of this transportation including any personal injury or loss that may occur. We further acknowledge that Florida Gateway College and its board members, and employees are not responsible, either monetarily or legally, for any aspects of said transportation.

Date	Name (printed)	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____



Florida Gateway College

Student Conduct on College Sponsored Trips

As a student about to engage in a College trip, it is important that you abide by certain guidelines that relate to safety, liability, and general conduct. While on any College activity, you are representing not only yourself and your organization, but also Florida Gateway College (FGC). By agreeing to and abiding by these minimum standards, you can ensure that Florida Gateway’s long, well deserved tradition of pride and distinction will continue.

Students who do not complete and sign this form will not participate in the trip.

1. No student (regardless of age) may drink alcoholic beverages while on a Florida Gateway College trip.
2. Students representing FGC may not leave the pre-approved conference area without the advisor’s approval.
3. Students of the opposite sex may not be assigned to or share the same room/sleeping quarters. (Requirement may be waived by Vice President of Student Services.)
4. Advisors and students cannot share or be assigned to the same room or sleeping quarters.
5. Students will be financially liable for any room charges (phone calls, room service, pay-per-view, wireless, etc.) and any applicable damage charged to rooms at which they were assigned.
6. All Florida Gateway College policies and local, state, and national laws are to be followed while upon FGC trips.

I, _____ fully understand the terms and expectations outlined in this contract, and I agree to abide by all of them in spirit and in letter.

Student Signature	Date	Witness/Advisor	Date
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Purchasing Procedures

Purchase Requisitions

- All club purchase requisitions must be signed by the club sponsor, Coor. of Student Activities, and Vice President of Student Services. Do not wait for the last minute to begin your paperwork process; you do not want to foot the bill for club activities.
- All monies received through a purchase requisition **MUST** be used for the purpose stated on the requisition. You cannot use money you received for a fundraising basket to purchase pizza for your club meeting. **Clubs will be responsible for reimbursing the College for misused funds.**
- All receipts must be turned in to the SAO.
- All receipts should equal the amount of the requisition.
- Ask before you act: ext. 4317

Lodging

- Include parking fees if applicable on the purchase requisition. Students who use their personal vehicles will not be reimbursed for parking expenses.
- Be sure to take a tax exempt form with you to the hotel.
- Retain all original receipts from the hotel, each receipt should show a zero balance. Do not use the hotel's quick check out process, all bills must be itemized.

Registration

- Attach a copy of the program or conference agenda to purchase requisition.
- The purchasing department will mail a copy of the purchase order to your vendor, if applicable. If you want to hand deliver the check to the hotel, you must make a note on the requisition.
- If a prepay check is being processed, the cashier will call the club advisor when it is ready.
- Keep original receipts you receive for registration to turn in to the Student Activities Office.

Meal Money

Meal money can only be distributed to students taking a trip for longer than a day. If all of your students do not participate in said trip you may not distribute the left over money to the remaining participants.

- Meal Expense guidelines are as follows:

Breakfast	\$6.00 Departing before 6:00 am and returning after 8:00 am
Lunch	\$ 11.00 Departing before 12:00 pm and returning after 2:00 pm
Dinner	\$ 19.00 Departing before 6:00 pm and returning after 8:00 pm

- Include the category of meals and the number of each on purchase requisition.
- Club advisors will receive a check to cash and distribute to club members.
- Club advisors will be responsible for having club members fill out the Meal Money Receipt form. This form is available in the Student Activities Office.

Meal Money Receipt

Destination: _____
Departure Date: _____
Return Date: _____

Meal Total Per Person = _____
Total number of students attending: _____
Total amount of meal money dispersed: _____

I received the amount listed below for the activity named above from:
Advisor/Chaperone: _____

	<u>Print Name</u>	<u>Signature</u>	<u>Amt Received</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

Note: No one whether traveling out of state or in state, shall be funded for any meal or lodging included in a convention or conference fee.

Clubs Activities and Travel Applications

The Activities Budget Committee (ABC) is responsible for allocating revenue received from Student Activity fees collected as part of tuition. A portion of the Student Activity fees collected is designated into the Club Activities and Travel Budget. The purpose of this budget is to supplement and fund various programs or trips the club would like to participate in. The committee understands the importance of these activities and supports them, but has a small portion of money to work with.

Funding received from this budget may be used for, but are not limited to educational materials, food, guest speakers, and travel.

Eligibility Requirements

- Florida Gateway College clubs who have received a charter.
- New clubs are permitted to submit a Clubs Activities and Travel application pending completion of club charter packet.
- A club advisor or club member must attend the club workshop.
- Clubs must remain in good standing with the Student Government Association. Clubs are required to participate in College events and attend Legislative Assembly meetings.
- It is suggested, but not required that clubs attempt their own fundraising projects.

Application Process

- Complete and submit a Travel application or an Activity application to the Student Activities office by the required deadline.
- A student representative from the club must make a presentation to the Activities Budget Committee. The applicants will be notified in advance of the date of their presentation. If a club is making a presentation, it is recommended that the club advisor be available for the presentation.
- The Student Activities Coordinator will forward the decision of the committee to the proper personnel for final approval.

Approval Process

- The Student Activities Coordinator will notify the club advisor in writing of the decision that the committee made. If partial or full funding was approved please follow the next steps.
- A requisitions will need to be completed in a timely manner
- The Business Office will not process requisitions unless Temporary Duty forms are on file.

Follow Up

- According to College Policy, a Travel/Project Follow-up Report must be completed.
- All receipts turned into the Student Activities Office within 5 business days.
- Each club's cooperation in this area determines the future funding of projects and travel.

POLICY

TITLE: Campus Student Organizations

NUMBER: 6Hx12:9-03

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Vice President for Instruction and Student Services

OTHER: State Board of Education Rule
6A-14.0262;
Florida Statutes 240.313; 240.319

DATE: See History
Below

It is the policy of the District Board of Trustees that only honorary fraternities or societies may be established on the campus. Service clubs, pre-professional clubs and organizations with religious orientation are also allowed. Social clubs, social fraternities, and secret societies are prohibited.

History: Adopted: 12/10/74; Effective: 12/10/74; Revised: 9/8/81, 6/15/82, 7/14/87, 8/13/96

PROCEDURE

TITLE: Campus Student Organizations

PAGE: 1 of 3

AUTHORITY: District Board of Trustees

DATE: See History
Below

RESPONSIBILITY: Vice President for Instruction and Student Services

NUMBER OF RELATED BOARD POLICY: 6Hx12:9-03

1. All student organizations and clubs must be chartered by the Student Government Association.
2. Club Charters:
 - A. Charters are designed for the purpose of furthering the activities of responsible clubs and organizations on campus.
 - B. Charters are designed to prohibit the activities of any irresponsible, illegal or unreasonable club or organization on campus.
 - C. At the beginning of each school year, the Student Government Association will charter and/or renew charters of all recognized clubs or organizations on campus. Clubs or organizations wishing to be chartered should submit the following information to the Student Government Association:
 - a. Names and positions of officers
 - b. Name(s) of Advisor(s)
 - c. Any changes in constitution

History: Adopted: Effective: Revised: 9/13/91, 8/13/96

3. Procedures for Chartering New Clubs and Organizations:

Submit the following to the Coordinator of Student Activities who will forward it to the Vice President for Instruction and Student Services and the Student Government Association Executive Board for their constitution and name of club.

- A. Statement of purpose, constitution and name of club.
- B. Bylaws (if any).
- C. Name(s) of Advisor(s). (The advisor must be approved by the Coordinator of Student Activities.)
- D. Names and positions of officers.

4. Any organization that fails to function according to its approved constitution or the constitution of the Student Government Association may be placed on probation or suspension.

5. Charters give clubs and organizations the following privileges:

- A. Said club may hold meetings on campus.
- B. Said club will be allowed to sponsor student functions.
- C. Student Government Association may underwrite said club's student functions if underwriting is absolutely necessary.
- D. Said club will be permitted to select one member and one alternate to serve on the Student Government Association Senate.
- E. Said club will be allowed to sponsor money-making projects approved by the Director of Student Activities.
- F. Said club may participate in contests sponsored by the Student Government Association.
- G. Said club may participate in the Service Point Program
- H. Said club may participate in the annual Student Government Association Awards Banquet.

- I. Said club may use College facilities.
- J. Said club may use the College's name in publicizing its activities.
- K. Said club's name and statement of purpose will be included in the Student Handbook.
- L. Said club may apply for funding for projects and travel from the Activities Budget Committee.

POLICY

TITLE: Chaperons for College Sponsored Events

NUMBER: 6Hx12:9-19

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Vice President for Instruction and Student Services

OTHER: Florida Statutes 240.319

DATE: See History Below

It is the policy of the Board of Trustees that all College sponsored extracurricular or co-curricular activities shall be chaperoned by appropriate personnel approved by the Vice President for Instruction and Student Services or his/her designated representative.

History: Adopted: 9/15/87; Effective: 9/15/87; Revised: 2/11/92; 3/11/97

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: College Sponsored Student Travel Number 6Hx12:9-33

AUTHORITY: District Board of Trustees Page: 1

RESPONSIBILITY: Vice President for Date: See History Below
Instruction & Student Services

OTHER: Florida Statute 240.319
State Board of Education Rule 6A-14.0262

It is the policy of the District Board of Trustees to establish procedures for College sponsored student travel (funded or non-funded). College sponsored student travel does not include those instances whereby the student is required to report to an off-campus site for instructional purposes.

History: Adopted:[07/12/94](#); Effective:[07/12/94](#);

TITLE: College Sponsored Student Travel

Page 1 of 2

AUTHORITY: District Board of Trustees

Date: See History
Below

RESPONSIBILITY: Vice President for Instruction and Student Services

NUMBER OF RELATED POLICY: 6Hx12:9-33

In accordance with Policy 9-33, the following procedures should be followed for College sponsored student travel (funded or non-funded):

1. All College sponsored trips for students must receive authorization from the appropriate vice president prior to departure. Requests for authorization should be submitted on an **Application for Student Travel** form for out-of-district and out-of-state travel.
2. Students participating in College sponsored trips must be accompanied by their advisor or a College representative approved by the appropriate vice president. Any exception to this rule must be approved in writing by the College President.
3. Only College employees may drive College vehicles. The following persons are allowed to travel in College vehicles: (1) College employees, (2) registered Lake City College students, and (3) other persons approved by the College to perform a function or duty related to the trip.
4. College sponsored student travel outside/inside the College district will be by College vehicle, leased commercial vehicle, or commercial common carrier.
5. Under special circumstances, a student may travel to the activity site using a mode of transportation other than that provided by the College. The College assumes no responsibility for any student traveling in a vehicle not provided by the College. If a student chooses to meet the student group at the activity site, it is understood that the College assumes no responsibility for that student until he/she reports to the College

History: Adopted:07/12/94; Effective:07/12/94; Revised: 5/13/97; 01/05/09

representative on site and establishes his/her presence at the activity site. The student must then remain with the group until the activity is officially over, at which time the College's responsibility will cease.

6. All student travel outside the state of Florida must be approved in advance by the College President.
7. Out-of-state travel by students for College sponsored student travel will be by commercial common carrier or College owned vehicles driven by College employees with proper commercial licensing.
8. **Advisor Responsibilities (Pre-Trip)**
 - A. The advisor must submit an **Application for Student Travel** form to the appropriate vice president. The name of any student using his/her own transportation will be listed on the back of this form.
 - B. A requisition requesting funds for student travel must be submitted to the appropriate vice president.
 - C. The advisor must contact the College Facilities Department to verify the availability of and reserve College vehicles. Prior to the use of a College vehicle, the advisor must submit a **Request for Vehicle** form, approved by the appropriate vice president, to the College Facilities Department.
 - D. A list of persons going on a trip must be submitted to the College Facilities Department by the advisor prior to departure. Students using their own transportation will be noted on this form.
 - E. The club advisor will be required to sign a statement that the requesting organization is in compliance with the procedure for College sponsored student travel.
9. **Advisor Responsibilities (Post-Trip)**
 - A. Within five working days after the trip, the advisor must submit a completed **Actual Travel Follow-Up Report** to the Coordinator of Student Activities, including receipts.
 - B. The advisor must list on the back of the **Actual Travel Follow-Up Report** any problems encountered (vehicle, individual(s), etc.).

POLICY

TITLE: Grievances

NUMBER: 6Hx12:6-10

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Director of Human Resources Development

OTHER: Florida Statute 1001.64; 1001.65;
State Board of Education Rule: 6A14.0261

DATE: See History Below

It is the policy of the District Board of Trustees that a grievance involves a complaint by an employee, applicant, or student that a Federal Statute, Florida Statute, a State Board of Education Rule, or a Florida Gateway College policy has been violated, misapplied, or inequitably applied.

To provide employees, applicants, and students with the fullest opportunity to bring problems to the attention of the appropriate authority, grievance procedures have been established to ensure to all employees, applicants or students a hearing and fair treatment of grievance without regard to race, creed, color, sex, national origin, disability, age marital status, genetic information or any other legally protected status in accordance with the law. It is the right of every employee, applicant, or student to express a complaint or to secure consideration of any grievances, in complete confidentiality, without fear of reprisal or retaliation.

The grievance procedure is not designed to include disputes arising from changes in policy, rule, or procedure. Disputes arising from the suspension or dismissal of any employee classified under Rule 6A-014.041 (6) FAC shall be exempt from the grievance procedures and subject to all appropriate rules and statutory regulations. Furthermore, any dispute arising from dismissal or return to annual contract of any employee holding continuing contract status shall be exempt from the grievance procedure and subject to all appropriate rules and statutory regulations.

History: Adopted: 1/11/83; Effective: 1/11/83;
Revised: 7/14/87; 3/7/89, 2/13/96, 1/11/05, 10/14/08, 02/09/10

PROCEDURE

TITLE: Grievances

PAGE: 1 of 4

AUTHORITY: District Board of Trustees

DATE: See History
Notes Below

RESPONSIBILITY: Director of Human Resources Development

NUMBER OF RELATED BOARD POLICY: 6Hx12: 6-10

A grievance involves a complaint by an employee, applicant, or student that a Federal Statute, Florida Statute, a State Board of Education Rule, or a Florida Gateway College policy has been violated, misapplied, or inequitably applied. Complaints must be filed within 60 days of the incident.

INITIATION OF A GRIEVANCE - Employee

An employee having such a complaint should first confer with the department director and endeavor to resolve the problem. If there is a conflict of interest with this person, the complainant shall be directed to the Director of Human Resources Development or his/her immediate supervisor. All complaints/grievances will be afforded the strictest confidentiality without fear of reprisal or retaliation.

- Level 1 If the problem is not satisfactorily resolved informally with the department director, the employee may submit a formal written grievance, within five (5) work days, to the department director. The grievance form shall be completed in triplicate. The original shall be presented to the department director, the second copy to the Director of Human Resources Development, and the third copy retained by the employee. The department director shall provide a written disposition within five (5) work days. The Grievance Response forms may be obtained from the Human Resources Development Office. The original shall be presented to the employee, with a copy to the Director of Human Resources Development, and a copy retained by the department director.

History: Adopted: Effective: Revised: 2/13/96, 12/1/04, 10/14/08, 02/02/09

- Level 2 If the matter is not satisfactorily resolved with the department director, the employee may submit the grievance to the appropriate Vice President. The grievance must be submitted with all supporting documents to the Vice President and a copy to the Director of Human Resources Development within (10) work days from the date of the last action concerning the grievance. The Vice President will meet with the grieving employee within ten (10) work days after conclusion of the meeting, and will provide a written disposition to the employee. The Grievance Response forms may be obtained from the Human Resources Development Office. The original shall be presented to the employee, with a copy to the Director of Human Resources Development, and a copy retained by the Vice President.
- Level 3 If the matter is not satisfactorily resolved with the Vice President, the employee may submit the grievance to the President. The grievance must be submitted with all supporting documents to the President with a copy to the Director of Human Resources Development within ten (10) work days from the last action concerning the grievance. The President shall arrange for any hearing or investigation deemed necessary as soon as possible after being notified of the grievance. The President shall render a decision, in writing, by the twentieth (20th) work day after the conclusion of the hearing or investigation. The original shall be provided to the employee with a copy to the Director of Human Resources Development for the personnel file. The decision of the President shall be final.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. Any disposition which is not appealed by the employee within five (5) work days after the date of receipt will be considered settled. If a supervisor receiving a written grievance does not act within five (5) work days, the Director of Human Resources Development will take the grievance to the appropriate Vice President. The Director of Human Resources Development will take the official record of progress of a grievance within the specified time limits. In all cases, action taken will be recorded and copies kept in the official personnel records.

INITIATION OF A GRIEVANCE - Applicant

An applicant having such a complaint should first confer with the Director of Human Resources Development in an endeavor to resolve the problem. If there is a conflict of interest with this person, the complainant shall be directed to the Vice President for Business Services.

- Level 1 If the problem is not satisfactorily resolved informally with the Director of Human Resources Development, the applicant may submit a formal written grievance within five (5) work days to the Director of Human Resources Development. The grievance form shall be completed in duplicate. The original shall be presented to

the Director of Human Resources Development, and the second copy retained by the applicant. The Director of Human Resources Development shall provide a written disposition within five (5) work days. The original shall be presented to the applicant with a copy retained by the Director of Human Resources Development.

Level 2 If the matter is not satisfactorily resolved with the Director of Human Resources Development, the applicant may submit the grievance to the Vice President for Business Services. The grievance must be submitted with all supporting documents to the Vice President for Business Services and a copy to the Director of Human Resources Development within ten (10) work days from the date of the last action concerning the grievance. The Vice President for Business Services will meet with the grieving applicant within ten (10) work days after receipt of the written grievance. Within five (5) work days after conclusion of the meeting, the Vice President for Business Services will provide a written disposition to the applicant. The Grievance Response forms may be obtained from the Human Resources Development Office. The original shall be presented to the applicant with a copy to the Director of Human Resources Development and a copy retained by the Vice President for Business Services.

Level 3 If the matter is not satisfactorily resolved with the Vice President for Business Services, the applicant may submit the grievance to the President. The grievance must be submitted with all supporting documents to the President with a copy to the Director of Human Resources Development within ten (10) work days from the last action concerning the grievance. The President shall arrange for any investigation deemed necessary as soon as possible after being notified of the grievance. The President shall render a decision, in writing, by the twentieth (20th) work day after the conclusion of the hearing or investigation. The original shall be provided to the applicant with a copy to the Director of Human Resources Development for the personnel file. The decision of the President shall be final.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. Any disposition which is not appealed by the applicant within five (5) work days after the date of receipt will be considered settled. The Director of Human Resources Development shall keep an official record of progress of a grievance within the specified time limits. In all cases, action taken will be recorded and copies kept in the Human Resources Development Office.

INITIATION OF A GRIEVANCE – Student

A student having a grievance or complaint should first confer with the appropriate faculty/staff member in an endeavor to resolve the problem. If there is a conflict of interest with this person, or the Problem cannot be resolved, the complainant shall be directed to the appropriate Director,

Executive Director, or Coordinator.

Level 1 If the problem is not satisfactorily resolved informally with the appropriate Director, Executive Director, or Coordinator the student may submit a formal written grievance within five (5) work days to the appropriate Director, Executive Director, or Coordinator. The Student Grievance appeal form that documents the grievance procedure can be found in any Dean or Vice President's office and can be produced upon request. At any point during the grievance process, the student may rely upon the Florida Gateway College Ombudsman as a mediator. The grievance form shall be completed in duplicate. The original shall be presented to the appropriate Director, Executive Director, or Coordinator, and the second copy retained by the student. The appropriate Director, Executive Director, or Coordinator shall provide written disposition to the appropriate Dean within five (5) work days. The original shall be presented to the student with a copy retained by the appropriate Director, Executive Director, or Coordinator.

If there is no appropriate Director, Executive Director, or Coordinator for the student to refer to, then the student will skip Level I and transition directly from the faculty member to the appropriate Dean (Dean of Liberal Arts and Sciences, Dean of Student Services, or Dean of Occupational Programs).

Level 2 If the problem is not satisfactorily resolved informally with the appropriate Dean (Dean of Liberal Arts and Sciences, Dean of Student Services, or Dean of Occupational Programs), the student may submit a formal written grievance within five (5) work days to the appropriate Dean. The grievance form shall be completed in duplicate. The original shall be presented to the appropriate Dean and the second copy retained by the student. The appropriate Dean shall provide a written disposition to the Vice President of Instruction and Student Services within five (5) work days. The original shall be presented to the student with a copy retained by the appropriate Dean.

Level 3 If the matter is not satisfactorily resolved with the Dean, the student may submit the grievance to the Vice President of Instruction and Student Services. The grievance must be submitted with all supporting documents to the Vice President of Instruction and Student Services and a copy to the appropriate Dean within ten (10) work days from the date of the last action concerning the grievance. The Vice President of Instruction and Student Services will meet with the grieving student within ten (10) work days after receipt of the written grievance. Within five (5) work days after the conclusion of the meeting, the Vice President of Instruction and Student Services will provide a written disposition to the student. The Grievance

Response forms may be obtained from the Human Resources Development Office. The original shall be presented to the student with a copy to the appropriate Dean and a copy retained by the Vice President of Instruction and Student Services.

Level 4

If the matter is not satisfactorily resolved with the Vice President of Instruction and Student Services, the student may submit the grievance to the President. The grievance must be submitted with all supporting documents to the President with a copy to the Vice President of Instruction and Student Services within ten (10) work days from the last action concerning the grievance. The President shall arrange for any investigation deemed necessary as soon as possible after being notified of the grievance. The President shall render a decision, in writing, by the twentieth (20) work day after the conclusion of the hearing or investigation. The original shall be provided to the student with a copy to the Vice President of Instruction and Student Services. The decision of the President shall be final.

POLICY

TITLE: Hazing Prohibited

NUMBER: 6Hx12:9-04

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Vice President for Instruction and Student Services

OTHER: Florida Statutes 1001.64; 1006.37; 1006.63

DATE: See History
Below

It is the policy of the District Board of Trustees to prohibit hazing as defined in Florida Statutes 240.326.

History: Adopted: 12/10/74; Effective: 12/10/74; Revised: 9/8/81, 6/15/82, 7/14/87, 8/13/96, 10/5/05

FLORIDA GATEWAY COLLEGE

POLICY

TITLE: Harassment

NUMBER: 6Hx12: 6-23

AUTHORITY: District Board of Trustees

PAGE: 1 of 2

RESPONSIBILITY: Director, Human Resources Development

OTHER: State Board of Education Rule
6A-14.0261; 6A-19.008
Florida Statutes 1001.02; 1001.03; 1001.44; 1001.65; 1001.726

DATE: See History Below

It is the policy of the District Board of Trustees that employees of the College, independent contractors performing services for the College, employees of vendors to the College, and students are to be able to perform their duties, render services, vend services and products, and/or pursue their educational goals, free from all forms of unlawful harassment or misconduct. Unlawful harassment is based on such factors as race, sex, age, religion, national origin, disability, marital status, veteran status, genetic information, or any other legally protected status in accordance with the law. The College will not tolerate harassment of its employees or students by employees, students, non-employees or non-students. Should incidents of harassment occur, the College will take steps and measures, as set forth in this policy and in the applicable statement of procedures, to address and/or remedy such behavior.

This policy will be enforced consistent with procedures set forth in the Florida Gateway College Policy and Procedures Manual. Individuals found to have violated this policy will be subject to disciplinary action which, in the case of College employees, may take the form of dismissal or of a lesser penalty. In the case of students, sanctions may be imposed up to and including dismissal or expulsion, as permitted by applicable law. In the case of employees of others, the College may take such steps as are available to it and legally permissible, including the termination of business relationships or the making of requests to the offender's employer for appropriate action.

It is, however, the Board's policy, of equal dignity with its commitment against harassment, to protect those who may be falsely or frivolously accused, by providing safeguards, and by addressing the problem of accusations themselves made in bad faith, frivolously or without reasonable grounds. College employees or students found to be in violation of this aspect of this policy will be subject to the same sanctions or penalties as those found to be guilty of harassment.

Policy 6Hx12:6-23
(Continued)
Page 2 of 2

The provisions of this policy may overlap with those of Board Policy No. 6Hx12:6-45, and these policies are not intended to be mutually exclusive. A given matter may be pursued under either policy, or under both. Neither is either policy intended to limit the Board or Administration in addressing any incident of sexual misconduct by taking such steps as may be necessary in the opinion of those concerned, to discharge applicable obligations. Under this policy, it will be appropriate for the college administration to take action against employees or students, where permitted by law, on account of conduct or behavior taking place off campus.

History: Adopted: 1/11/83; Effective: 1/11/83; Revised: 7/14/87; 3/9/93; 11/4/97; 3/14/00; 5/19/03; 2/9/10

PROCEDURE

TITLE: Harassment

PAGE: 1 of 4

AUTHORITY: District Board of Trustees

DATE: See History Below

RESPONSIBILITY: Director, Human Resources Development

NUMBER OF BOARD RELATED POLICY: 6Hx12:6-23

In compliance with Board policy 6Hx12:6-23 the following procedures should be utilized for addressing a harassment complaint:

1. For the purposes of this Procedure "harassment" includes, but is not limited to, written, verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working or educational environment or that interferes with work performance or educational opportunities. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters, or cartoons or other similar conduct. Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature. Also, see Policy 6Hx12:6-45, SEXUAL MISCONDUCT.
2. Complaints by employees concerning an incident of harassment should be reported immediately, but not later than 60 days of the incident, to the employee's direct supervisor; or to the Director of Human Resources Development at 752-1822 (ext. 4313); or directly to the employee's applicable College Vice President. Students reporting a complaint of harassment should file their complaint with the Director of Human Resources Development or, in the alternative, with the Vice President of Instruction and Student Services. Employees or students are not required to file with a designated person if that person is alleged to be harassing the employee or student.

History: Adopted: 3/9/93; Effective: 3/9/93; Revised: 11/4/97; 3/14/00; 3/5/03, 5/19/03

3. Upon the filing of a complaint of harassment by an employee or student, the Director of Human Resources Development or the designated Vice President of the College will immediately investigate such complaint in a confidential manner. Further, upon the filing of a complaint, the Director of Human Resources Development or the applicable Vice President will notify the Risk Management Consortium of such complaint and will, thereafter, advise the Consortium of developments pertaining to such complaint.
4. An investigation of a complaint pursuant to this policy will include an interview of both the victim and the accused and any witnesses identified by either party. When investigating a complaint, the College will endeavor to protect the confidentiality of all parties and will advise all individuals involved in the investigation that the College will not retaliate in any way against any individual who has brought a charge of harassment or who has cooperated in the investigation for doing so in good faith. The investigation will be completed within 10 workdays from receipt.
5. At the conclusion of the investigation, the Director of Human Resources Development and/or the designated Vice President will submit an official report to the College President within 15 work days for Board notification and to the College attorney and may request the attorney's advice as to the College's options and obligations.
6. The alleged victim and the accused will be kept apprised of the status of the investigation and shall be notified as to the conclusion(s) based on the investigation and of any action to be taken.
7. An employee of the Board or student found to have engaged in harassment, after completion of the investigation, will be subject to immediate and appropriate disciplinary action, up to and including termination/suspension or expulsion. An employee or student who in bad faith has made a false accusation of harassment shall be subject to disciplinary action, up to and including termination/suspension or expulsion.
8. Any College employee or student accused of harassment, or who is the subject of a report or complaint which the administrators investigating the matter believe may result in a charge of harassment, shall be provided the following rights:

- (a) to be informed, during the investigation and prior to being interviewed or questioned in the course of it, of the nature of the allegations made, and of the identity of the person or persons complaining or reporting the matter, unless the person(s) complaining or reporting is (are) a student or students and has (have) requested anonymity, or at the discretion of the administration in other cases, in which event the nature of the allegations but not their name or names will be given.
 - (b) to be represented by counsel if requested, with the person accused to bear the cost of same.
 - (c) to be provided a reasonable opportunity to make a statement, or produce witnesses, or to produce other evidence, in denial or contravention of the allegations, before any action is taken on them.
 - (d) to be advised, in the event of any administrative decision to take or seek adverse action in the matter, of any rights the individual may have under Sec. 120.57, Florida Statutes, or to be advised of that Section without the administration expressing any opinion as to whether it grants rights or as to what rights it grants, if any.
 - (e) in the event any administrative determination that the individual has been guilty of harassment is made, to be advised, without so stating, that the individual may have a right to request a liberty interest, or name-clearing, hearing, and that he or she may wish to consult an attorney as to that.
 - (f) to be accompanied by a fellow employee during any interview.
 - (g) to be advised of any administrative determination eventually made.
9. Nothing herein, or in the policy implemented, shall operate to create a property interest in his or her job in any College employee who would not otherwise have such an interest. Nothing herein shall operate to require the Board or administration to have cause or just cause or any cause for the recommending or taking of any disciplinary action or for dismissing any employee, if such a requirement would not otherwise exist. Nothing herein shall operate to require the Board or administration to give any annual contract instructional employee, or any other employee, a reason

for discontinuing the employment relationship or for not renewing an annual contract of employment, if such requirements would not otherwise exist. Nothing herein shall operate to change any at-will employment relationship to any other kind of relationship. If anything in this statement of policy would operate to create a property interest which would not otherwise

exist, or a "for cause" requirement for discipline or dismissal when such would not otherwise exist, or a requirement to give a reason for discontinuance of employment or non-renewal which would otherwise not exist, or to change any at-will employment relationship, then this policy shall stand amended ab initio to eliminate the part or provision which would have that effect, as if such part of provision had itself never come into being.

POLICY

TITLE: Travel and Per Diem

NUMBER: 6Hx12:6-03

AUTHORITY: District Board of Trustees

PAGE: 1

RESPONSIBILITY: Vice President for Business Services

DATE: See History Below

OTHER: State Board of Education Rules: 6A-14.0261
Florida Statute: 112.061; 1001.64; 1001.65

It is the policy of the District Board of Trustees to have written procedures in accordance with State Statutes and State Board Rules regarding travel and per diem.

History: Adopted: 12/10/74; Effective: 12/10/74; Revised: 8/12/75; Revised: 12/9/75, 12/14/76, 3/9/77, 11/8/77, 5/9/78, 9/11/79, 6/9/81, 8/17,82, 12/6/83, 7/14/87, 5/8/90, 6/12/90, 03/08/94, 6/10/97, 9/7/06

FLORIDA GATEWAY COLLEGE
PROCEDURE (1 of 2)

TITLE: Travel and Per Diem

Page: 1 of 5

RESPONSIBILITY: Vice President for Business Services

AUTHORITY: District Board of Trustees

DATE: See History
Below

NUMBER OF RELATED BOARD POLICY: 6Hx12: 6-03

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1. Request for Temporary Duty form is required in advance of the trip (airline fare--minimum of fourteen days prior notice; all other--approval prior to departure) and must be signed by department head, appropriate Vice President, and sent to the Business Office for verification of funds. All out of state will then be sent to the President for approval.
 2. An agenda, program or invitation of the meeting or trip and a copy of the registration form must be attached to the Request for Temporary Duty.
 3. If it is necessary to request advance registration fee for the meeting a requisition made to the sponsor of the meeting should be attached to the Request for Temporary Duty form for appropriate signatures. All registration forms must be attached to the requisition.

Faculty or staff advisors for student organizations may request a check be drawn directly to the hotel. A requisition should be drawn to the hotel and attached to the Travel/Temporary Duty Form. Upon final approval of travel request, the requisition(s) will be sent to Purchasing and then processed by the Business Office.

4. Travel Voucher form must be completed within five working days following the trip, and approved by the department head and sent to the Business Office for payment. All original receipts to substantiate expenses for the requested reimbursement and an official agenda of the meeting must be attached to the Travel Voucher form.

History: Adopted: 5/8/90; Effective: 5/8/90; Revised: 5/15/90, 03/08/94, 06/10/97, 06/04/98, 02/09/2000, 8/7/01;6/10/08

The official headquarters of an employee assigned to an office shall be the city or town in which the office is located except that:

The official headquarters of a person located in the field shall be the city or town nearest to the area where the majority of the person's work is performed, or such other city, town, or area as may be designated by the President provided that in all cases such designation must be in the best interests of the College and not for the convenience of the person.

Private vehicle mileage shall be reimbursed as limited by Florida Statute 112.061. Reimbursable travel mileage should be computed on the distance from the headquarters city, to the city of destination by using the mileage shown on the official map for the Department of Transportation. If the travel commences from the city in which the traveler resides and is different from his/her official headquarters then reimbursement should be calculated on the basis of the shorter distance when he/she travels directly from home.

Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

NOTE: IN-DISTRICT AND OUT OF DISTRICT TRAVEL SHOULD BE REQUESTED SEPARATELY.

Unless specifically approved otherwise in the project budget, travel under all Federal projects will be reimbursed at the same rates and under the same policies as all other travel.

A traveler may be given an advance to cover anticipated costs of a specific trip. Requests for such advances must be made to the President, through the Department Chairperson and the appropriate Vice President. Within five working days after returning from the trip, the traveler must submit a travel voucher to the Business Office and appropriate receipts to substantiate expenditures. If the travel expenses exceed the advance, the College will reimburse the traveler. In the event that the advance exceeds the expenses the traveler must submit a check for the difference with the travel voucher.

An allowance will not be made for any complimentary travel expenses. If any expense is complimentary, the abbreviation (comp.) should be inserted in the appropriate column of the request for reimbursement.

A traveler shall be entitled to the common carrier fare for such travel if determined by the agency head to be more economical. Travel may be by common carrier, College vehicle, or by private vehicle. It shall be the responsibility of the traveling employee, reviewed by the department head/chairperson to ensure that the most efficient and economical means of travel is used. Joint travel is required in a single vehicle whenever feasible. If any authorized traveler should travel by an indirect route for his or her own convenience, any extra cost shall be borne by the traveler and reimbursement shall be based only on charges for a direct route.

Transportation by a common carrier when traveling on official business and paid for personally by the traveler shall be substantiated by a receipt when reimbursement is requested. Subject to prior approval by the department chairperson and appropriate vice president, the traveler may request that the cost of travel by common carrier be paid directly to the approved travel agency. It is the responsibility of the traveler to insure that the copy of the approved Travel/Temporary Duty form is submitted to the travel agency far enough in advance (14 days) to receive the lowest possible rate. First class rates by common carrier will be paid only in the event a statement is attached to the reimbursement voucher certifying that tourist or coach class was not available.

FOR PURPOSES OF REIMBURSEMENT AND METHODS OF CALCULATING FRACTIONAL DAYS OF TRAVEL, THE FOLLOWING PRINCIPLES ARE PRESCRIBED:

DEFINITIONS:

Class A Travel - Continuous travel of 24 hours or more away from official headquarters.

Class B Travel - Continuous travel of less than 24 hours but which involves overnight absence from official headquarters.

Class C Travel - Travel for short or day trips where the traveler is not away from his or her official headquarters overnight. Reimbursement for meal allowance will be paid through payroll and included in the income of the recipient and reported on Form W-2. This income is subject to withholding for social security and income tax.

Travel Day - A period of 24 hours consisting of 4 quarters of 6 hours each.

Travel Period - A period of time between the time of departure and time of return.

CLASS A AND B TRAVEL:

The travel day for Class A travel shall be a calendar day (midnight to midnight). The travel day for Class B travel shall begin at the same time as the travel period. For Class A and Class B travel, the traveler shall be reimbursed one-fourth of the authorized rate of per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and Class B travel shall include any assignment on official business outside of regular office hours and away from regular places of employment when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.

All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide college business, which convention, conference or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business. Either of the following for each day of such travel at the option of the traveler:

1. Eighty dollars per diem; or
2. If actual expenses exceed \$80.00, the amounts permitted below for subsistence plus actual expenses for lodging at a single occupancy rate must be substantiated by paid itemized bills.

Breakfast – When travel begins before 6 a.m. and extends beyond 8 a.m.

Allowance amount \$6.00

Lunch – When travel begins before 12 noon and extends beyond 2 p.m.

Allowance amount \$11.00

Dinner – When travel begins before 6 p.m. and extends beyond 8 p.m.

Allowance amount \$19.00

No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the College.

The following incidental travel expenses of the traveler may be reimbursed:

Taxi and airport limousine.

Ferry fares, and bridge, road and tunnel tolls.

Storage or parking fees.

Communication expenses for college business.

Registration fee for a convention or conference.

Procedure 6Hx12;6-03

(Continued)

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All requests for reimbursement must be made in writing on forms provided by the Business Office. Receipts will be required for all reimbursement, except for per diem and mileage and approved incidental expenses of less than \$5.00 for a single purpose where it is impractical to obtain receipts. Incidental expenses of less than \$5.00 for a single purpose will not be reimbursed without a statement from the traveler certifying that the expense was incurred on official College business and receipt could not be obtained. Communication expense for College business should be so noted.

CLASS C TRAVEL:

A traveler shall not be reimbursed on a per diem basis for Class C travel.

In-District mileage is authorized to be charged for College business at locations other than the assigned work site.

TITLE: College Vehicle Procedures

PAGE: 1 of 2

AUTHORITY: District Board of Trustees

DATE: See History
Below

RESPONSIBILITY: Vice-President of Business Services

NUMBER OF RELATED BOARD POLICY: 6Hx12:6-03

The procedures listed below described the duties of those persons authorized to assign College vehicles and the responsibilities of those individuals, groups, or organizations authorized to utilize College vehicles.

1. The use of College vehicles must be approved by the President or designated representative. Any person operating a College vehicle must possess a FGC driving permit. This permit may be issued by the designated representative upon presentation of a valid Florida driver's license. Any operator transporting students in a bus must additionally have a Florida commercial license.
2. Operators must follow rules and regulations outlined in all applicable procedures and state statutes. Failure to do so or abuse of any College vehicles may result in loss of operator privileges.
3. Scheduling of vehicles is arranged through the office of College Facilities. Instructional and instructional related uses will take priority over all other uses.
4. All requests for College vehicles must be filled out completely, signed by the person making the request, by the appropriate Vice- President and submitted to the office of

History: Adopted: 6/12/90; Effective: 6/12/90; Revised: 6/10/97

College Facilities. Any changes in approved requests must also be approved by the appropriate Vice President. The office of College Facilities will decide which vehicle is to be assigned based on information supplied on the request form. Determining factors will include length of trip, number of persons involved, and duration of trip. The person who will be operating the vehicle should pick up the keys and trip ticket. If a vehicle is to be kept at the operator's home overnight, prior written approval of the President must be obtained.

5. Approved requests for use of College vehicles are subject to preemption for other travel requests which would utilize the vehicle(s) more efficiently. The person who originated the first request will immediately be notified of any changes so that alternative plans may be made.
6. If a trip is canceled, the office of College Facilities should be notified as soon as possible so the vehicle may be rescheduled. If return time cannot be met, if any other changes in travel plans occur, or in the event of vehicle difficulties while on a trip, operators must call the office of College Facilities during duty hours or, after hours, call the designated person as indicated on the information packet in the vehicle.
7. Vehicles must be returned as scheduled. When the vehicle is returned the trip ticket must be filled out completely and turned in to the office of College Facilities. All keys, credit cards, and signed receipts must be turned in with the trip tickets. If the vehicle compound gate is open, the vehicle should be parked inside; if not, the vehicle should be parked in front of the College Facilities building. Vehicles must be cleared of trash when returned. The College assumes no responsibility for personal items left in vehicles.
8. Those vocational program directors and College Facilities employees who may be assigned service vehicles will be responsible for maintaining monthly travel logs for each assigned vehicle. Logs will be verified monthly with vehicle odometer readings. These logs will be forwarded to College Facilities for processing.

TITLE: Petty Cash and Change Funds

PAGE: 1

AUTHORITY: District Board of Trustees

DATE: See History Below

RESPONSIBILITY: Vice President for Business Services

NUMBER OF RELATED BOARD POLICY: 6HX12:5-00

A petty cash fund in an amount not to exceed to \$2,500 at each campus and one thousand dollars (\$1,000.00) at each site or center on the im prest system. The President shall designate the custodian of the fund and shall provide adequate internal controls. Fund expenditures shall follow normal purchasing procedures.

Payments made from petty cash shall be substantiated by an authorized receipt and shall not exceed \$100 in amount.

The Director, Business Services or his/her designee shall be custodian of the petty cash fund.

Change funds required for the orderly operation of the College shall be maintained. The following steps shall be followed to assure proper safeguard and usage of change funds.

- (1) Each custodian will complete a custody receipt form that will be maintained in the business office.
- (2) Each custodian of change funds shall maintain the change fund in a secure location.
- (3) Change funds shall not be used for temporary loans.
- (4) Change funds are not to be used for disbursements.

History: Adopted: 12/10/74; Effective: 12/10/74/; Revised: 7/14/87,6/13/89, 11/14/95, 9/29/98, 9/26/00, 12/12/00, 2/7/01, 9/1/07