

Florida Christian College

Student Council Handbook

Purpose

The purpose of Student Council is to provide a forum for students to officially express their views to the institution and to work with the Student Life Office to plan events that benefit the college community including, but not limited to, events designed to enhance spiritual development. The responsibilities of the Student Council to the student body are as follows:

- A. To promote the spiritual well-being of all fellow students
- B. To represent student requests and needs to the administration of the college
- C. To uphold student interests
- D. To plan campus-wide social activities

Student Council Liaison

The Executive Director of Student Life is the liaison between Student Council and the faculty and administration of FCC to communicate questions or suggestions posed by Student Council. He or she will also serve as a consultant to the group, answering questions regarding procedure or policy.

Events/Responsibilities

New Student Mailing

Each summer, the Student Council President is asked to write a letter that will be sent to all incoming new students. This needs to be turned in, electronically via email, to the Student Life Office, no later than the second week of June.

Orientation

During New Student Orientation (the week before Fall classes begin), Student Council sponsors an evening activity for the new students, usually on Thursday. In the past, there have been cookouts, group games, and coffee houses in the SUB; however, Student Council cabinets are welcome to come up with their own ideas. The Student Life Office will provide dates.

Convocation

The Student Council President will officially induct the new students into the FCC family during Convocation (first Chapel service of the fall semester).

See You At The Pole

This event takes place at the beginning of the school year – it needs to be planned for and publicized during the first week of school. For the date and further information regarding this event, please refer to the web site at <http://www.syatp.com/>.

Thursday Night Devotions

The Thursday Night Devotions should occur every week around 10:00 p.m. during both semesters. Student Council is in charge of scheduling speakers, worship leaders, and publicity.

Exam Jam

Student Council plans and holds Exam Jam to help relieve the stress of Midterms and/or Finals Week of both semesters. Student Council is responsible to arrange for food, decorations, and activities as necessary. They are also responsible for cleanup.

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Christmas Decorating Contest

Some time between the end of Thanksgiving Break and the end of finals week, Student Council runs a Christmas Decorating Contest. Publicity for this event should take place beginning no later than early November to give students enough time to decorate their apartments. Prizes are sponsored and awarded by Student Council.

Spirit Week & Homecoming

Themes are planned for each day of the week prior to the Homecoming game celebration (i.e. dress like your favorite professor day, faculty/staff encouragement day, school colors day, specific prayer concerns day, etc.). Student Council plans and holds half-time games and/or contests with prizes. In addition, Student Council assists the Student Life Office in the election and announcement of the Homecoming Court immediately following the homecoming game. Publicity should be in place no later than two weeks prior to the events.

Christian Service - Service Project

Student Council sponsors different Christian Service Projects during the year. Some past projects have included campus cleanups, adopt a highway, or passing out sodas at the local high schools.

Student Gift

Student Council provides a gift to the entire student body at the end of each school year. Some examples include key chains, t-shirts, Bibles, Bible covers, etc. Student Council may combine their efforts and/or funds with the Senior Class gift, if desired.

Facility Reservation

If the Student Council needs to use any on-campus facility for any reason (meetings, events, etc.), it must be reserved ahead of time. See the Operations Control Manager to make reservations and to pick up keys if necessary.

Copies

Occasionally, Student Council needs to make flyers and distribute information. Student Life will help you get copies made.

Student Council Funds

Student Council receives a portion of the activity fee that is paid by the students each semester. Funds are calculated according to the number of students. Allow two weeks into each semester for the calculations to be available from the Student Life Office. Unused funds will roll over from year to year. If additional funds are needed, the Student Council must raise them and turn earnings in to the Student Life Office to be deposited into their account. Funds are to be used for Student Council events, outings, and special projects.

Check Requests

Check Request forms are available in the Student Life Office. The Student Council Treasurer must submit check requests to the Student Life Office; the treasurer submits all receipts as well.

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To ensure that the money is received in time for the events, please submit all check requests as soon as possible (preferably 24 hours before the check is needed). When it is necessary to use a blank check, save all receipts from the purchases and submit them to the Student Life Office as soon as possible. If a student or sponsor makes purchases for the event using personal funds, submit receipts and fill out a check request form in the Student Life Office. Blank check requests and requests over \$200 *must* be approved and signed by the Executive Director of Student Life or his/her designated representative.

Tax Exempt Forms

FCC is a non-profit, tax-exempt organization. Show the tax exempt form contained in this document to vendors in order to take advantage of the school's exemption from sales tax and to save money on items purchased for Student Council events. This form is to be used for school purchases only. It is illegal to use it for personal items.

Letterhead

All external communication must be submitted to the Student Life Office for approval. Letterhead must only be used for official Student Council purposes.

Vendors

The following is a list of frequently used vendors. This information is provided to help with ideas; feel free to find your own resources. Make sure that the vendor you choose to work with knows that FCC is a tax exempt organization. A blank or prepared school check must be used to make purchases with most vendors, so submit your check and membership card requests early to the Student Life Office.

* BJ's Wholesale Club (request the college's membership card in advance)
1100 W. Osceola Parkway
Kissimmee, FL 34741

Chik-Fil-A
13448 S. Apopka-Vineland Rd.
Orlando, FL 32821-6316
(407) 827-7032

Cici's Pizza
1400 E. Vine St.
Kissimmee, FL 34744
(407) 870-7711

Domino's Pizza
1922 E. Osceola Pkwy.
Kissimmee, FL
(407) 348-4100

Jesters Party Supply

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2830 N. Orange Blossom Trail
Kissimmee, FL 34744
(407) 870-9141

Publix Super Market
2340 Fortune Road
Kissimmee, FL
(407) 348-6800

* Sam's Club (request the college's membership card in advance)
9498 S. Orange Blossom Trail
Orlando, FL 32837

* Sam's Club (request the college's membership card in advance)
4763 W. Irlo Bronson Memorial Hwy.
Kissimmee, FL

* Wal-Mart Super Center (Customer ID # 1612987 for tax exempt purchases)
1471 E. Osceola Pkwy.
Kissimmee, FL
(407) 870-2277

* Wal-Mart Super Center (Customer ID # 63339 for tax exempt purchases)
4400 13th Street
St. Cloud, FL
(407) 957-1300

Wishing Well Florist
26 Broadway
Kissimmee, FL 34741
(407) 846-1816

Other Resources

Robert's Rules of Order are guidelines for conducting meetings professionally and orderly. For more information, refer to <http://www.roberts-rules.com/>. Appropriate excerpts from this web resource are included with this handbook.

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Excerpt from 2008-2009 Student Life Handbook:

STUDENT COUNCIL

The student body speaks officially through the Student Council. This organization comprises representatives selected by the individual class groups into which the student body is divided (other members of the Council may be selected from the student body at large by the duly elected representatives). The entire student body elects officers annually. The President of the Council presides over all Council meetings and is the official channel through which requests and suggestions are made to the institution. Regular Council members must maintain at least a 2.0 CGPA; officers must maintain at least a 2.66 CGPA.

Non-member students are welcome to attend the meetings of the Student Council as observers; those who wish to address the Council should make formal arrangements through their class representatives. Faculty members, Trustees, or others who might wish to address the Council should make prior arrangements through the President of the Student Council.

Role of Student Council in Decision Making

The student body speaks officially through the Student Council. In general, the procedure is as follows:

A student or student group initiates discussion of a concern or suggestion in a Class meeting or with a Class Representative. It is a good practice to provide the Class Representative with a written version of the concern or suggestion.

The Student Council Representative brings the issue of concern or suggestion to the Student Council.

The Student Council seeks input from any appropriate source, including faculty and administrative personnel.

The Student Council passes a resolution addressed to the appropriate office or party.

The Student Council President delivers the resolution to the Vice President of Student Life for presentation to the faculty or to the Administrative Council. The Vice President of Student Life informs the Student Council President of any actions taken.

Advice from the Student Council is solicited by the College in other ways. For example, Council members are routinely asked for their suggestions to improve each new edition of the Student Life Handbook; also, they are often asked for input to the College's ongoing self-evaluation studies. A copy of the Student Council Constitution is available from the Student Life Office upon request.