FSCJ Student Organization Handbook

Florida State College at Jacksonville

Student Life & Leadership

Revised 8.31.2022

Before printing this entire document, please note that it is not necessary to turn the entire packet in to Student Life & Leadership when chartering or re-charting a Student Organzition. Only the Student Organization Charter/Re-Charter Form, Student Organization Constitution, Student Organization Membership Roster, and Advisor Agreement is required to charter or re-charter.

For more information, please contact Student Life & Leadership at getinvolved@fscj.edu.

The Purpose of Student Organization Handbook:

This handbook is meant to serve as a general guideline for the establishment of student initiated co-curricular student organizations at Florida State College at Jacksonville (FSCJ). Student Life & Leadership has the responsibility of advising student organization advisors and student members in regards to their planned activities. It is the responsibility of the student organizations to inform Student Life & Leadership of their plans. This can be done through personal contact and/or written requests.

FSCJ is governed by the District Board of Trustees. Most of the activities of an organization will be directly guided by the college's Administrative Procedures Manual (APM's) and Rules of the Board of Trustees. Student Life & Leadership will assist student organization advisors and officers in interpreting APM's. It is best to inquire first as it may save you time, energy, and possibly money.

Student initiated co-curricular student organizations do not include groups which exist as an established part of the college curriculum and/or competitive teams which are coached by employees who are compensated for their duties. These organizations are required to handle their earned funds, if any, in the same manner as all student organizations (outlined in this handbook), but they are not required to charter/re-charter as they are groups that are formed by the FSCJ. These "exempt" groups include varsity athletic teams, Band, Chorale, Brain Bowl, Forensics, Theatre, The Campus Voice, The Experience, Phi Theta Kappa, and the Student Government Association.

Role of Student Life & Leadership:

The office of Student Life & Leadership shall act as a resource for all co-curricular student organizations. The Student Life & Leadership office will also serve as the location for the permanent and official organization records. These records will include but not necessarily be limited to the following:

- Charter/constitution (see guidelines to charter)
- Financial Records (see organization finances)
- Written record of business meeting and/or form to justify club expenditures

Organization advisors and student officers should feel free to utilize the Student Life & Leadership staff to assist the organization. Assistance with promotions, set-ups for events, advice on purchases, use of the telephone for organization business, and other related activities are available upon request.

Student Life & Leadership is responsible for guiding the actions of a student organization to ensure that the activities follow established FSCJ policies. Areas covered by specific college policies and APM's include, but are not limited to, travel, funding, and chartering.

It is imperative that the Student Life & Leadership be informed of all of the activities planned and conducted by a student organization. This will assist the office in serving as the information resource for campus and community activities and also enable the office to offer assistance to the organization when appropriate.

Guidelines to Charter/Re-charter A Student Organization:

A request to charter/re-charter a student organization must be submitted to Student Life & Leadership in order to charter/re-charter an organization. A new organization can be chartered at any time throughout the school year. An existing organization should re-charter annually by October 1st. If an organization remains continuously active with no changes in advisor or Constitution, a simple email at the beginning of the new academic year may suffice as a re-charter. If an organization fails to re-charter for two consecutive years (using October 1st as the deadline) then that organization is considered disbanded. The earned organization funds, if any, will be equally disbursed among the campus organizations that are presently chartered. Student organizations will not be allowed to utilize approved college and/or organization funds and other FSCJ resources without a current charter on file.

A submitted charter/re-charter must include the following to be considered for approval:

1. Name of the student organization.
2. A one-paragraph description of the purpose of the organization.
3. A list of planned projects for the academic year.
4. A list of at least seven currently enrolled members with student numbers, addresses, phone numbers.
5. The name of the elected officers.
6. A signed Advisor Agreement.

The review process for an organization charter follows:

1. The campus Student Life & Leadership Advisor will review the form and may request recommendations from the Student Engagement, student leaders, faculty, and administrators.
2. The campus Student Life & Leadership Advisor will recommend to approve or disapprove the request.
3. If the campus Student Life & Leadership approves the request, he/she will recommend to the Collegewide Student Life & Leadership Advisor over student organizations, that a charter be issued to the organization.
4. Upon approval by the Associate Director of Student Engagement, a charter authorizing the existence of the organization will be issued.

The Collegewide Student Life & Leadership Advisor over student organizations or the Associate Director of Student Engagement over Student Life & Leadership will update the student organization in the listing of chartered student organizations.

If the request is denied, the club or organization has the right to appeal. Appeals process information is available in the Student Life & Leadership Office. All charters will be kept in the organization's permanent file in the Student Life & Leadership.

Membership:

Membership in all student organizations is open to all registered students without regard to race, color, religious beliefs, national origin, sex, marital status, or disability. Active membership is limited to students currently enrolled at the FSCJ. Honorary membership can be given to alumni if this is addressed in the constitution; however, only currently registered students may be funded for college travel and ride in FSCJ vans.

Hazing:

Hazing of any form is prohibited. "Hazing" means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of FSCJ.

Constitution:

A constitution for a chartered organization should be submitted to the Student Life & Leadership Office within 30 days from the date that the initial charter is granted to the organization. The constitution will be kept in the organization's permanent file. The chartered organization may conduct business during the 30-day period following the approval of the initial charter. No business may be conducted after this period without a constitution on file. Student Life & Leadership will review all constitutions. The constitution will remain in effect until it is amended by the organization. The constitution will become null and void if an organization disbands. Organizations can use the constitution provided in this handbook or develop their own.

Appeals Process:

The organization has the right to appeal if its application to form a club or organization or re-charter is denied. If the organization decides to appeal, the following process is provided.

1. The appeal will be made in writing to the campus Student Life & Leadership delineating the reason(s) for the appeal. This information shall be sent to the Director of Student Engagement.
2. The Director of Student Engagement will request the proposed organization’s file and a written statement from the appropriate Student Life & Leadership indicating the reason for denial and confer with the Associate Vice President of Student Success.
3. The Associate Vice President of Student Success will recommend a course of action to Student Life & Leadership.
4. Student Life & Leadership will inform the organization of the Associate Vice President’s decision. The decision of the Associate Vice President of Student Success is final.

Public Records and Saving Meeting Minutes:

- According to the Florida Public Records Law, Chapter 119, Florida Statues, student organization meeting minutes and charters are considered public record and can be requested via a public records request.
- Article 1, Section 24, Access to Public Records and Meetings (Constitution of the State of Florida) addresses public records.
  - Meeting minutes must be taken and saved per the state of Florida retention and disposition schedule (GS1-SL Item 33) for one anniversary year.
  - Contact the Records Management Program Coordinator Catherine M. Hodges at 904.632.3196 or catherine.hodges@fscj.edu for more information.
- What does this mean for student organizations? When a student organization is deciding to spend from either their Activity & Service Fees or Fund 6 budget, the decision should be made during a meeting with members present (quorum is determined by the Student Organization’s constitution). Meeting minutes should include the date, the time, who attended, when the meeting was called to order, the outcome of the vote, and when the meeting was adjourned.
- This information from the meeting minutes will be shared on the Purchase or Travel Form in the section that requisitions Brief summary of organizations proposed expenditure (Include date of meeting/names of members).
- Meeting minutes should be shared with members at the next regularly scheduled meeting.

Organization Funding and Finances:

Organizations can request college funds through the Student Life & Leadership Office and/or, with the approval of the Student Life & Leadership and the FSCJ Foundation, earn funds through dues, donations, and fundraising activities.

All funds, whether they are college (A&S Fees) or organization funds (Fund 6), must be accessible to college officials for audit purposes. In order to insure this, all funds must be kept in FSCJ accounts. The creation of a student organization budget can be made through Student Life & Leadership. Organizations are not permitted to open and maintain financial accounts outside of the college.

All financial transactions must follow college procedures and guidelines.

Activities & Service Fee Requests:

Activity & Service (A&S) Fees support the co-curricular learning experiences of the student body. Student organizations can apply for funding based on funding tier that they fall into (please contact Student Life & Leadership to determine what tier each Student Organization falls into). These funds may also be referred to as Fund 2. Funding proposals for the following academic year will occur towards the end of the spring semester. Funding will be allocated on a first-come, first-served basis. After the initial funding allocations, funding proposals may be made throughout the academic year, depending on remaining funds. Please refer to the A&S Fee Funding Deadlines for specific dates. Student organizations will need to reapply for funding every year. In-person funding proposals shall be made by students. Advisors should be present, but as part of the learning opportunity, proposals shall be made only by students. The written application must be completed in its entirety and submitted within the publicized timeframe and a minimum of three learning outcomes need to be included. In the event of student travel, within 30 days of the completion of student travel, a written reflection by each traveling student must be submitted

Organization Funds:

These are funds earned by student organization through approved activities, such as dues, donations, and fund raising activities. These funds may also be referred to as Fund 6. These funds must be deposited in a student organization account through the Student Life & Leadership. Organizations are prohibited from establishing and maintaining financial accounts at institutions other than the college. Student Life & Leadership will issue a receipt to the individual who is depositing the organization funds. All disbursements of these funds must be requested through Student Life & Leadership.

Expenditures of these funds will follow normal FSCJ guidelines. Documentation and receipts are required for all deposits and expenditures.

At no time may organization funds be spent without first depositing the funds in the appropriate college account. This will allow an audit trail and protect the club members, advisor, and other college personnel from personal liability.

In order to help gather donations, student organizations may request the creation of a QuickPay Link by contacting Student Life & Leadership. Once the FSCJ Finance Department receives the request from Student Life & Leadership, they will set up a QuickPay Link that accept credit and debit cards and deposits the funds into the student organization's Fund 6 account. Please allow a two-week turnaround time for this request. Please see QuickPay Link Request Form in the appendix.

Organizations that do not have a current charter on file will not be allowed to utilize college or organization funds.

Establishment of Organizational Accounts and Disbursement Procedures

Purpose: The purpose of this procedure is to outline the process for a group at the College to request an organizational account for the receipt or payment of funds related to the group's purpose.

Procedure:

A. General rules

1. Student organizations must have a charter on file in order to be allowed to utilize student activity funding or to generate funds as a club.

2. Student and college affiliated employee organizations that earn funds through dues, donations and other fundraising activities may request an account at the College be maintained for their group's purpose. Student activity clubs and college affiliated employee organizations are prohibited from opening their own bank accounts at financial institutions.

3. Moneys collected from fund raising activities must be promptly deposited (generally two business days) through a Campus Student Financial Services Office. Deposits should be made intact. This means that small amounts should not be used to pay petty cash items prior to depositing collected funds.

4. For student organizations, all disbursement requests will be submitted by students in writing to Student Life and Leadership. All organization disbursement requests will be approved by the student organization advisor, highest ranking student organization officer, and the campus Student Life and Leadership Advisor. Written documentation/records of the club meetings should substantiate the request and be submitted to the Student Life and Leadership Administrative Assistant in order to request a disbursement prior to approval within Student Services. All disbursement request documentation is then subject to a compliance review by accounts payable prior to check disbursement.

5. Employee groups can request disbursements through the budget manager assigned to the account.

6. Student Life and Leadership and the Budget Managers of employee organizations are responsible for ensuring that all documentation and expenditures fall within approved College rules and administrative procedures. In addition, club funds cannot be used for the following:
   a. Alcohol
   b. Illegal substances
   c. Disbursements back to students (club officers cannot pay themselves as it presents a conflict of interest.)

7. FSCJ's Finance Department reserves the right to close Agency funds and transfer the balance to the Scholarship Fund if:
   a. The cash balance is $50 or less and there is no activity for two years or
   b. The cash balance is greater than $50 without any activity for 3 years (This is the definition of a dormant account per Florida Statute 717).

B. How to Request an Organizational Account at the College
   1. Once approval has been met in the Student Life and Leadership area, then the club advisor needs to obtain a current Agency Fund Authorization Form from financesecurity@fscj.edu, complete it, and send an executed version back to the same email for review. College affiliated employee organizations may open an organizational account with the same form.
   2. The Director of Accounting will review the request. Approved accounts will be established and the requestor will be notified of the account numbers associated with their new account. If the account is not approved, the Director of Accounting will contact the requestor to discuss the reasons for non-approval

Procedures & Policies Regarding Organization Funds:

Deposits:

1. If a student organization seeks to create a fund 6 account to deposit funds into that student organization must notify Student Life & Leadership in order for the account to be created. Student Life & Leadership will contact FSCJ Finance to request a fund 6 account (Finance terminology: Department) be created for the student organization.
2. All student organizations must deposit funds they have raised into their campus club account through their Campus Business Office.
3. The Business Office will issue a receipt for deposited funds and will deposit the funds into the student organization's account.

4. The student organization funds will be held in an individual student organization account. Student Life & Leadership can assist with accessing the current budget balance, but organizations are encouraged to also maintain their own financial records.

Disbursements:

1. All requests for disbursements will be submitted in writing to Student Life & Leadership. All disbursement requests will be approved by the student organization advisor, highest-ranking student organization officer, and the campus Student Life & Leadership Advisor. Written documentation/records of the club meetings (i.e., memo, note, and minutes) should substantiate the request and must be submitted to the Student Life & Leadership Administrative Assistant in order to disburse funds.
2. Checks will be issued in ten days or less based on Friday and Wednesday cutoffs. Contact Student Life & Leadership for specific procedures.
3. If the request is for a travel advance, receipts and any change must be turned in within two business days after the conclusion of the event (please see the Student Travel Checklist in the appendix). If the check is made payable to a vendor, appropriate receipts must be turned in to Student Life & Leadership. It is the duty of the student organization's representative and the Student Life & Leadership to gather all of the documents necessary in order to reconcile the student organization travel. It is the responsibility of Student Life & Leadership to reconcile the advance payment with the receipts with FSCJ Finance.
4. Student Life & Leadership is responsible to the student organization and the college for ensuring that all documentation and expenditures fall within the approved college guidelines.
5. No funds may be spent on alcohol, illegal substances, or for any purpose deemed illegal.
6. Club funds cannot be dispersed back to students (such as in the event of a disbanded club or graduating students).

Procedures for Student Travel:

All requests and documentation for student travel funds must be submitted at least 30 days in advance of the planned travel. Please note that no travel funding is guaranteed; groups are advised not to pay for any portion of a given trip (i.e. registration fees) without prior approval of the expenditure. It is strongly advised that clubs that are associated with an academic program, fund advisor travel from the academic department budget. Exceptions can be made based on the availability of Student Life & Leadership budgets. Documentation must include an agenda of the event in question, a breakdown of requested funding (including registration fees, lodging costs, meal per diem and gas/misc. needs), a travel authorization in PeopleSoft for the organization's advisor, and delegate contracts/liability waivers for all students attending. The advisor must submit receipts and assist in reconciling the trip with Student Life & Leadership no later than two business days after returning from the trip. See the Student Organization Travel Checklist.

Fresh-Food Procedures & Bake Sale Procedures:

When a student organization provides food to students, please make sure that it is in an area that food is permitted. If the food is being provided in close proximity of an area that does not permit food, the student organization should advise students not to take the food into the unauthorized area as it is being picked up.

Fresh-Food Procedures:

1. Make sure all foods are purchased from an approved source, not expired, and pre-assembled (example: do not buy ground beef and form patties on your own).
2. Anyone handling the food for prep or cooking must wash hands prior to service and wear gloves for duration of event (common sense, but needs to be emphasized).
3. Uncooked food must be kept cold and on ice until utilized for cooking (cooler, etc.).
4. Cooked food for distribution must be kept in closed containers (chaffing dish, etc.) keeping them warm and from exposure to insects and the elements.

5. Someone from the group hosting the event must act as a "server" and provide food directly to the students from the closed containers while wearing gloves and using tongs or other proper utensils (students receiving food should not place their hands inside the containers to access the food).
6. Make sure the location is set-up somewhere near a sink or bathroom with a sink accessible in order to allow the group hosting/cooking to wash hands when necessary (DOH requirement). It might also be a good idea to have a bottle or two of hand sanitizer out for the students to use before/after eating to aid sanitation as well, if possible.

Bake Sale Procedures:

1. Common confectionaries (cookies, candies, cakes, pastries, etc.) made at home are not permitted to be sold or given away on any campus. In order to provide foods to sell or give away, they must be purchased from a licensed food vendor. Licensed food vendors can include licensed grocery stores, restaurants, and food trucks.
2. For example, if a tray of cookies is purchased from Publix in order to be resold, the cookies must be individually bagged using food appropriate gloves. This must be done before the event starts.
3. For more information, please see the *Safety Memoranda 16-02: Food Service Regulations* in the appendix.

First Refusal Rights of Contracted Café Vendors:

All contracted café vendors (Chartwells or Subway) should be given the first right of refusal when bringing food to give away to students in an open forum. This does not apply to student organization meetings, but if a student organization is going to sponsor an event that food is given away to many students, please request a "catering" quote from the contracted café vendor and follow up with the café if the student organization is or is not going to use the café's services. By giving the contracted café vendors the first right of refusal we are honoring the terms of their contracts with FSCJ as well as continuing to foster good working relationships. For Student Life sponsored events where food ***not available via the contracted café vendor*** will be sold or given to students (i.e. barbeque cookouts, jambalaya day, etc), the appropriate Student Life leader shall email the Executive Director for Budget and Auxiliary Services for authorization to hold such an event. When written approval is received, it should be forwarded to the appropriate DCO, who will in turn provide the notification to the contracted café vendor.

Food Trucks:

For any student organization that desires to bring a food truck onto campus, please keep in mind that food truck vendors need specific insurances, licenses, and permission in order to come onto campus. For more information, please refer to section that addresses Food Trucks in the *Safety Memoranda 16-02: Food Service Regulations* in the appendix.

Reserving Campus Rooms and College Facilities:

Contact your Student Life & Leadership or Director of Campus Operations office to reserve rooms or facilities on your campus. Events that impact other students or employees on campus (i.e. car washes, cookouts, Spring Fling, etc) must be coordinated well in advance of the event with the DCO, Maintenance, Security, and other staff as needed. A summary of dates, times, setup/breakdown needs, and security/maintenance/IT requirements must be provided in writing to all involved. Locations or dates of student organization meetings or sponsored events should not be advertised until the student organization has received written confirmation of the reservation from either the campus Student Life & Leadership or Director of Campus Operations office.

Paying Vendors with OPS Contracts

If a student organization wants to pay a vendor out of either their Activities & Service (A&S) fee or Fund 6 budgets for any variety of services (e.g. a guest dance instructor, an expert to speak about civility, a photo booth vendor for a campus wide event, etc.), the vendor will need to complete an OPS contract. Please see the procedures for paying vendors with OPS Contracts in the appendix, but the main points to keep in mind are:

- Contractors are not permitted to start work until all required signatures have been obtained. So, please do not guarantee the vendor that they will be paid until the document has the following signatures:
    - If below $1,000.00: 1) Budget Admin, 2) Supervising Admin, 3) Exec. Chair/or Appropriate VP and the 4) AVP of Finance
    - If $1,000.00 and more: All signatures listed above plus: 5) Appropriate VP and 6) College President
- Please plan ahead and begin processing with the perspective vendor **at least three weeks** prior to contract start date so the appropriate signatures can be gathered and the OPS Documents can arrive in the Finance Department for signature routing at least **one week** prior to the contract start date.
- Rather than printing the OPS contract for a traditional handwritten signature, please have the vendor sign the third page with a digital ID and email the document to your campus Student Life & Leadership staff to send on for the signatures. Attached are instructions on how to create a digital ID.
- If you do not have Adobe Reader set as your default reader and either the blank W-9 or OPS Contract Agreement document are opened with Microsoft Explorer, the fillable text fields or the digital ID feature will not be available. Please right click on the desired file and select "Open with" and choose "Adobe Reader" to open the document with Adobe Reader.

Social Media Guidelines

FSCJ Social Media Guidelines can be found at https://www.fscj.edu/discover/governance-administration/policies-and-procedures/social-media-procedures. If a student organization desires to have a presence on Facebook, they should create a Facebook Group rather than a Facebook page. Please see the instructions on how to create a group in the appendix. For any social media sites created, please add either Kelly Thurlow, Kelly.bell.c@gmail.com, Integrated Communications Manager or Jill Johnson, Johnsonjillk@gmail.com, Director of Marketing and Communications to the site as an administrator. There are many FSCJ social media accounts that are no longer utilized as the students have moved on and never took down the site. To ensure that social media sites associated with FSCJ are kept current, please include Kelly Thurlow or Jill Johnson as an administrator so that college personnel are still able to take down the site if it becomes inactive for over a year.

Reserving Campus Rooms and College Facilities

Contact your Student Life & Leadership or Director of Campus Operations office to reserve rooms or facilities on your campus. Locations of student organization meetings or sponsored events should not be advertised until the student organization has received confirmation of the reservation from either the campus Student Life & Leadership or Director of Campus Operations office.

Before printing this entire document, please note that it is not necessary to turn the entire packet in to Student Life & Leadership when chartering or re-charting a Student Organzition. Only the Student Organization Charter/Re-Charter Form, Student Organization Constitution, Student Organization Membership Roster, and Advisor Agreement is required to charter or re-charter.

Student Organization Handbook Appendix:

1. Purchase or Travel Request Form

2. Student Organization Travel Checklist
3. Student Organization Fundraising for Nonprofit Agency Procedures
4. Student Organization Donation Solicitation Procedure
5. QuickPay Link Request Form
6. A&S Fee Application
7. Bake Sale Request Form & Safety Memoranda 16-02: Food Service Regulations
8. OPS Contract Procedures
    - OPS Contract
    - Vendor Information Submission into eSupplier
    - W9
    - ACH Form
9. Social Media
    - Steps to Create a Facebook Group.

Before printing these documents, please visit the Student Life & Leadership webpage at https://www.fscj.edu/student-services/student-life/student-life-leadership/clubs-organizations to download electronic versions of the documents.

Purchase or Travel Request

Student Organizations

Chartfields
Org Unit
Department
Project
Accounts

Campus: ___________________ Organization Name: _______________________________________

Travel or Purchase: ____________ Requestor Name & Position: ______________________________

Source of Funds: ______________ Amount of funds Requested: ______________________________
(College or Organization)

Date of event: _______________ other: ____

Brief summary of organizations proposed expenditure:
(Include date of meeting/names of members)

____
____
____
____

	Item Description	Item #	Cost per item	Quantity	Total Cost
1.			$0.00	0	$0.00
2.			$0.00	0	$0.00
3.					$0.00
4.					$0.00
5.					$0.00
6.					$0.00
7.					$0.00
8.					$0.00
9.					$0.00
10.					$0.00
11.					$0.00
12.					$0.00
13.					$0.00
14.					$0.00
15.					$0.00
16.					$0.00
17.					$0.00
18.					$0.00
19.					$0.00
20.					$0.00

Grand Total	$0.00

Signature of Advisor and Organization President: ____

All requests should be submitted to the appropriate Associate Director of Student Engagement.

Name of employee submitting request	Signature	Date
Associate Director of Student Engagement	Signature or email (APPROVED)	Date
Dean of Students	Signature	Date

Florida State College at Jacksonville
Student Organization Travel Checklist

- ☐ 1. Advisor informs Student Life & Leadership of Student Organization's requested travel *at least* thirty (30) days prior to travel commencement. <u>Submitting request does not guarantee funding, so request must be approved prior to formal, non-refundable reservations being made.</u>
- ☐ 2. All requests for disbursements must be submitted in writing to Student Life & Leadership. All disbursement requests will be approved by:
  - ☐ A. the student organization;
  - ☐ B. organization advisor; and
  - ☐ C. Student Life & Leadership.

  Student organizations are advised <u>not</u> to pay for any portion of a given trip (i.e. registration fees) without prior approval of the expenditure.
- ☐ 3. If the funding is coming from a Student Life & Leadership budget, the travel ratio of students to staff is ten students per staff member.
- ☐ 4. Submitted documentation must include:
  - ☐ A. an agenda of the event in question;
  - ☐ B. a breakdown of requested funding including registration fees, lodging costs, meal per diem and gas/miscellaneous needs;
  - ☐ C. an approve travel authorization in PeopleSoft for the organization's advisor; and
  - ☐ D. delegate contracts and liability waivers for all students attending.
- ☐ 5. Arrangements for the college van based on travel need must also be made in advance.
  - ☐ A. The van driver must be on the college's list of approved drivers.
  - ☐ B. There are a maximum number of individuals allowed in specific college vans. Check to make certain the van you requested is the appropriate size vehicle.
- ☐ 6. Only registered Florida State College at Jacksonville students and approved college staff are permitted to travel in a college van. Should a club advisor choose to bring a spouse or other family members on the trip, it is entirely at his or her expense.
- ☐ 7. The advisor must submit receipts and assist in reconciling the trip with Student Life & Leadership no later than two business days after returning from the trip. Checks will be issued in ten days or less based on Friday and Wednesday cutoffs.

Florida State College at Jacksonville
Student Organization
Fundraising for Nonprofit Agency Procedures

For Florida State College at Jacksonville (FSCJ) Student Organizations that desire to fundraise for a nonprofit agency as well as national efforts/movements, please review the following steps:

1. Identify the nonprofit agency that your student organization would like to support.
2. To ensure that there are no conflicts of interest with the FSCJ Foundation donor base, please send the name of nonprofit you would like to support to foundation@fscj.edu.
    a. Please provide the following information:
        i. Name of Student Organization:
        ii. Name of Nonprofit Agency fundraising will benefit:
        iii. Kind of fundraising efforts that will occur:
        iv. Date(s) that fundraising efforts will occur:
3. Allow for the Foundation to review the submission and comment when necessary before starting to fundraise for the requested nonprofit.
4. If you receive approval from the Foundation, please work with your Student Organization Advisor and campus Student Life & Leadership office for logistical support of the fundraising.
5. If the nonprofit agency is not able to enter their information into the eSupplier system, request a W-9 and ACH form from Student Life & Leadership to send the nonprofit to complete the forms. Send the completed forms to Student Life & Leadership to have the nonprofit agency entered into the College's finance system.
6. Deposit the funds raised in your Student Organization account. Contact your Student Organization Advisor or campus Student Life & Leadership office for more information.
7. Submit a Purchase Request Form and Student Organization Expenditure Form to your Student Life & Leadership office in order to send the donation to the nonprofit agency that you fundraised for.
8. Please be aware that if nonprofit agency is not currently in the FSCJ finance system, it may take a four weeks for the nonprofit agency to be entered into the finance system and for payment to be made. Please plan ahead.

If you have any questions, please do not hesitate to contact Student Life & Leadership at getinvolved@fscj.edu.

Student Organization Donation Solicitation Procedures

If a Florida State College at Jacksonville (FSCJ) student organization solicits donations from a business or individual who is not seeking for the donation to be tax deductible, the student organization can work with Student Life & Leadership to simply deposit the donation into their designated Fund 6 account.

If the business or individual making the donation to the FSCJ student organization is seeking for the donation to be tax deductible, they need to make the check payable to and mail it to:

Florida State College at Jacksonville Foundation, Inc.
501 West State Street, Suite 104
Jacksonville, Florida 32202

The donor should indicate on the check for which student organization the funds are to be deposited.

The student organization receiving the donation shall notify Student Life & Leadership at getinvolved@fscj.edu that donation has been mailed to the FSCJ Foundation for the benefit of their organization.

Student Life & Leadership will contact the FSCJ Foundation at foundation@fscj.edu to verify that the donation has been received. Upon receipt of the funds in the FSCJ Foundation, the Foundation shall transfer those funds to the student organization's designated Fund 6 account.

Foundation staff shall prepare and send a tax deduction letter that the business can use to report their donation(s).

If you have any questions, please do not hesitate to contact Student Life & Leadership at getinvolved@fscj.edu.

QuickPay Link Request Form

1. Student Organization Name: ____

2. Name of Event: ____

3. Budget synced with QuickPay Link (There must be a designated Fund 6 in order for a QuickPay Link to be created):
   Fund 06 / Org Unit 2000006 / Department ______ / Account 2110000

4. Desired date range for the QuickPay Link to be open (Cannot exceed one academic term): _____________________

   ____

What do you want included on the QuickPay Link:

__ Description of the event: ____
____
__ Name of person making donation
__ Date donation was made
__ Student EMPL ID (if you want to track student use)
__ Student Cell Phone Number
__ Emergency Contact Name & Phone Number
__ I have reviewed the Expectiations of Student Conduct found in the current FSCJ Catalog and understand these expectations apply during student travel.
__ Other: ____
____

Please send the form to Student Life & Leadership at getinvolved@fscj.edu.

Activity & Service Fee Collegewide Funding Application
STUDENT ORGANIZATION & PERFORMING GROUPS

This form is for student organizations and performing groups to request funding for the 2017-2018 fiscal year.

Advisor's Name: ______________________________

Student's Name: ______________________________

Organization Home Campus: ______________________________

Advisor's Email: ______________________________

Student's Email: ______________________________

Student's Role/Title in Organization: ______________________________

Both the student and advisor have watched the proposal training video or attended an A&S fee funding request training session.

Yes

No - *If you are having trouble viewing the video or have not attended a training session, please contact Jamie Ayres 904-646-2009 or Kerry Roth 904-256-6985 to make arrangements for training. Proposal Training is REQUIRED PRIOR TO SUBMITTING PROPOSALS.*

What is the proposed timeframe for the funding?

One-time funding within the fiscal year.

Funding to be utilized throughout the fiscal year.

Project Overview:

Title of the Request/Project: ______________________________

Purpose of the Organization/Mission of the Department: ______________________________

Briefly Describe the Project for which Funding is Being Requested:

Intended Learning Outcome(s): Minimum of Three
Ex. As the result of participating in this project, students will be able/know how to…
Learning outcome handout available upon request.

1.

2.

3.

Intended Audience/Primary Beneficiary of Funding:

FSCJ Students

FSCJ Staff/Faculty

Entire FSCJ College Community

Off Campus Community

Anticipated Logistic Support Needed from Student Engagement:

Instructions for Facilities/Lodging Reservations

Instructions for Student Travel; transportation arrangements (fuel, airline, college van, rental car)

Information on purchases/vendors

Assessment/Documentation Support

Other: ____

____

Charter Information:
This organization has had active, uninterrupted membership and a current charter for:

1 academic year or less

2-4 academic year

5-9 academic year

10+ academic years

Unsure

<u>Is this a Nationally Affiliated Organization?</u>

Yes (list name): ____

No

Unsure

<u>Is this a Statewide Affiliated Organization?</u>

Yes (list name): ____

No

Unsure

<u>Approximate Number of FSCJ Students Who Directly Benefit from this Organization:</u>

____

<u>How has the Organization Been Involved with the Community? (ex. Fundraising, Supply Drives, Volunteerism, or N/A)</u>

____

____

<u>How has the Organization Reached Out to Campuses besides the Primary Campus?</u>

____

____

<u>Describe the Impact this Organization has had on the FSCJ Student Body:</u>

____

____

<u>Describe the Contribution(s) this Organization has made to FSCJ. Include any national or state recognition(s) (awards, honors, etc.):</u>

____

____

Please note: Within 30 days of the completion of student travel, a written reflection by each traveling student must be submitted to Jamie Ayres (j.ayres@fscj.edu). This reflection needs to address the impact of the experience and its connection to a student's academic and life-long learning experiences. Failure to submit this reflection will impact future funding applications.

BUDGET WORKSHEET:

Date Funding is needed: _____________*please note that funds are typically available July 30-May 30*

GENERAL EXPENSES		
Type of Expense:	**Details:**	**Cost:**
Apparel:		
Contract for Services:		
Organizational Dues/Memberships/Annual Contracts/National/State Chapter Dues: (no individual member dues)		
Departmental Equipment/Electronics/Furnishings:		
Food & Drink (Refreshments):		
Long-term Contracts or Service Agreements:		
Printing/Publications:		
Promotional Materials:		
Recognition Items:		
Short-Term Rentals:		
Supplies:		
Retreat Costs:		
Other:		
	TOTAL GENERAL EXPENSES:	**$**

STUDENT TRAVEL EXPENSES		
Type of Expense:	**Details:** (number of students, number of hotel rooms, length of stay)	**Cost:**
Lodging/Hotel Cost:		
Transportation Costs: (Mileage, Airline Ticket, etc.)		
Per Diem:		
Fuel:		
Parking:		
Participation Registration:		
	TOTAL TRAVEL EXPENSES:	**$**

ANTICIPATED SUPPLEMENTAL FUNDING		
Type of Funding:	**Details:**	**Amount:**
Fundraising:		
Student Contributions:		
Grant Funds:		
FSCJ Foundation:		
Department Funds:		
Other:		
	TOTAL ANTICIPATED SUPPLEMENTAL FUNDING:	**$**

TOTAL REQUEST from A&S FEE COMMITTEE: $

By signing this form, you confirm that you are either the organization's advisor or an active student member. By submitting this request, you confirm that you have reviewed FSCJ APM: 6Hx7-11.2: Student Activities. In which it explains:

> The College President is authorized to establish, or cause to be established, procedures for the approval of student organizations and clubs using the College name including student organizations and clubs funded by Student Activity Fees or College Funds. These procedures shall address the activities and conduct of these student organizations and clubs including the accounting of funds. A. Any organization or club established pursuant to this Rule shall comply with applicable laws, ordinances, rules and policies. Any violation of a law, ordinance, rule or policy, on or off campus by the organization or club may result in the imposition of penalties, including the rescission of the authorization for the student organization or club to operate under the sanction of the College.

As well as the Florida State Statute 1009.23(7) which states:

> Each Florida College System institution board of trustees may establish a separate activity and service fee not to exceed 10 percent of the tuition fee, according to rules of the State Board of Education. The student activity and service fee shall be collected as a component part of the tuition and fees. The student activity and service fees shall be paid into a student activity and service fund at the Florida College System institution and shall be expended for lawful purposes to benefit the student body in general. These purposes include, but are not limited to, student publications and grants to duly recognized student organizations, the membership of which is open to all students at the Florida College System institution without regard to race, sex, or religion. No Florida College System institution shall be required to lower any activity and service fee approved by the board of trustees of the Florida College System institution and in effect prior to October 26, 2007, in order to comply with the provisions of this subsection.

I HAVE ANSWERED ALL QUESTIONS COMPLETELY, WITH ACCURACY AND TO THE BEST OF MY ABILITY.

Signature of Student: ______________________________ Date: ______________

Signature of Advisor: ______________________________ Date: ______________

FLORIDA STATE COLLEGE AT JACKSONVILLE

Environmental Health and Safety Department

Non-Permitted Bake Sale Request Form

Name:

Organization:

Event (Date, Time, Campus, and Location):

Purpose:

Items for Sale:

Campus Representative (Student Life/Services) Date

Occupational Health and Environmental Safety Coordinator Date

☐ Approved ☐ Rejected

Safety Memoranda 16-02:

Food Service Regulations

All food service on the campus of Florida State College at Jacksonville is regulated by the Florida Department of Health in either Duval or Nassau County. Food service includes all sale and distribution of food and food products on campus, whether for sale or given away. The different ways that food may be distributed on campus are outlined below. You may be required to obtain a Temporary Event Permit for food that is not distributed directly from a licensed establishment or does not comply with the Cottage Food Industry Act.

On-Campus Licensed Vendors

The College contracts with appropriately licensed vendors to provide food service in campus cafeterias, restaurants, and vending machines. Department of Health routinely inspects such facilities to ensure they are compliant with applicable codes and regulations.

On-Campus Licensed Food Service Operated by FSCJ

The Culinary programs, currently located at Downtown campus, are operated by the College and are licensed to provide food service. In addition, the College operates several licensed concession stands throughout the College. Department of Health routinely inspects such facilities to ensure they are compliant with applicable codes and regulations.

Off-Campus Licensed Vendors (Including Licensed Food Trucks)

There are numerous local vendors that offer pickup, delivery, or catering of the food they prepare. The College requires that all food purchased *for events* be from a vendor with:

- A valid food service license issued by a Florida regulatory agency. The vendor should be able to provide you a copy of a license issued by Department of Business of Professional Regulation, Department of Health, or Department of Agriculture and Consumer Services.
- A satisfactory inspection from the licensing entity.
- Liability insurance (including products) in the amount of $1,000,000/$2,000,000, including worker's compensation coverage per Florida statue. (If an off campus vendor wishes to serve a hot buffet utilizing chaffing dishes or similar equipment, FSCJ must be named additional insured by written endorsement on the vendor's liability insurance)
- Automobile insurance in the amount of $1,000,000, if the vendor is a mobile food vendor (food truck).

In addition, food trucks hosted on campus must:

- Maintain operation areas free of waste, combustible materials, and obstructions

- Not cause or permit noises or odors which constitute a nuisance
- Provide a covered trash receptacle
- Procure potable water and dispose of all waste and wastewater at their licensed commissary

Event organizers are responsible for obtaining the appropriate documents and ensuring compliance. Documents should be maintained for 5 years following the event.

Cottage Food Act Vendors

The Cottage Industry Food Act permits certain homemade foods, primarily baked goods and confections which comply with the Act's requirements, to be sold to the public without obtaining a business license or food hygiene permit from the Florida Department of Health (DOH). Regulation of the Cottage Food Industry prohibits the sale of Cottage Food products at a licensed facility/location (which includes the College); therefore, Cottage Food products from at-home manufacturers are not permitted for sale on College property. A pamphlet outlining the requirements of the Act is available at:

http://www.freshfromflorida.com/Divisions-Offices/Food-Safety/Business-Resources/Food-Establishment-Inspections/Cottage-Foods

Hosting A Public Event

You may be required to obtain a Temporary Event Permit for any public event offering food on the College campus that is not distributed directly from a licensed establishment, regardless of whether the food is sold or given away. Public events *include* bake sales, open club meetings, advertisement and recruiting events, informational sessions, etc. Public events *do not include* invitation only events such as office parties, members only club meetings, etc.

Permit costs, if any, are determined by the Department of Health and will be the responsibility of the hosting organization. The application, temporary event requirements, and associated regulations can be found at:

Duval County Office/ Florida Department of Health: http://duval.floridahealth.gov/programs-and-services/environmental-health/food-hygiene/index.html

Fees associated for Duval County DOH Food Hygiene Permits:
http://duval.floridahealth.gov/programs-and-services/environmental-health/_documents/food-fee-sheet-2015-web.pdf

Non-Permitted Campus Bake Sales

In accordance with recommendations from the DOH in Duval County, it has been determined that Risk Management and the Environmental Health and Safety Department of the College are able to provide approval for bake sales on College campuses (without the required Temporary Food Permit) under the following circumstances and conditions:

- Organizations requesting authorization for a bake sale must request approval to do such through the Occupational Health and Environmental Safety Coordinator of the College, a minimum of one week prior to the requested date of the event. A copy of the approval request form is located at the end of this memorandum.
- Goods for sale at the event are strictly limited to those already coming from an approved source; this means all items sold must be purchased from an existing, licensed food business (i.e., Publix, Winn-Dixie, BJs, Costco, etc.) and cannot be made at-home by students or other third-parties.
- Goods for sale must be re-packaged and handled appropriately, prior to the event itself, with the use of food-grade disposable gloves (non-powder lined) to separate individual items from their original packaging and be placed into individual wrappings or aggregate bags for sale. Non-contained food items will not be permitted for sale
- Organizations can request a bake sale a maximum of three times per-semester, with a minimum of thirty (30) days in-between individual events.

Food Pantry

There has been recurring interest over the last few years by several campuses of the College to pursue a student-based Food Pantry that would assist and serve under-privileged students of the College community. While noble in its intention and scope, the requirements for organizing and running a successful Food Pantry are difficult to establish and must be fully researched by the interested parties wishing to pursue one. Food provided for/from the pantry does fall under supervision of the Florida Department of Agriculture and Consumer Services (FDACS), as well as the DOH, and is subject to inspection. Careful and proper planning must be done to be successful in establishing such a venture on a College campus, and all parties interested will need to gain approval from the College's Legal Department, Risk Management/Environmental Health and Safety Department, and will be responsible for initiating contact with both the FDACS and DOH to ensure necessary guidelines related to information safety, storage, and food hygiene are properly instituted and maintained. Further information on proper regulations for Food Pantry operations can be found in the link below.

Florida Department of Agriculture and Consumer Services Food Pantry Guidelines:
http://www.freshfromflorida.com/content/download/66932/1605199/TEFAP_Manual_2016_Published_All_DRAFT.pdf

Contact Information

For additional information regarding the permitting process please contact Adeline Dobson with the Florida Department of Health in Duval County at 904-253-2596. For information regarding events hosted at the Nassau Center call 904-530-6800. For bake sale approvals, please complete the proper form and submit to the College's Occupational Health and Environmental Safety Coordinator. Once accepted/rejected, the form will be signed and returned to the requesting party and also carbon-copied over to the Director of Administrative Services or Executive Director of the hosting campus or center.

OPS Contract Procedures

"Other Professional Services" contract which are used to pay vendors. Vendor needs to fill out and sign the OPS-Contract digitally through an e-signature rather than printing and physically signing the document. This will make it much easier to get the signatures of the VP of Student Success, AVP of Student Success, and AVP of Finance.

OPS DEADLINES, CONTRACTOR START DATES & SIGNATURE REQUIREMENTS

If the vendor is not currently in the FSCJ finance system, please have them enter their information into PeopleSoft using the eSupplier system. Please share this link to begin the process
http://www.fscj.edu/discover/governance-administration/purchasing/vendor-application

a. Please copy and paste the above URL into the browser.
b. Click on esupplier.fscj.edu. This will take the supplier to the registration portal.
c. Click on "Register as a Supplier" under "Not a Bidder or Supplier".
d. This will take the supplier to the registration pages that will need to be filled out.

If the vendor is not able to enter their information into the eSupplier system, please share the W-9 and ACH form in the Student Organization Handbook with the vendor to complete. Send the completed forms to Student Life & Leadership to have the nonprofit agency entered into the College's finance system.

Please be advised that an OPS Contractor **cannot** officially begin work until all signatures have been obtained by the following:

- If below $1,000.00: 1) Budget Admin, 2) Supervising Admin, 3) Exec. Chair/or Appropriate VP and the 4) AVP of Finance
- If $1,000.00 and more: All signatures listed above plus: 5) Appropriate VP and 6) College President

The OPS Contract coordinator will be responsible for gaining signatures from the Budget Admin, Supervising Admin and Exec. Chair/or Appropriate VP. For signatures from all other parties, please email send to Tracy James for routing. Email: tracy.james@fscj.edu or Interoffice Mail to: Tracy James, AO-307E.

Please begin processing with the perspective vendor **at least three weeks** prior to contract start date so the appropriate signatures can be gathered and the OPS Documents can arrive in the Finance Department for signature routing at least **one week** prior to the contract start date.

Please be advised that signatures grant permission for an OPS contractor to officially begin work, therefore, a contractor is not permitted to start work until all required signatures have been obtained.

Vendor should provide an invoice on date of service. This invoice is matched with the already completed and signed OPS contract, and these documents are uploaded and used to do the voucher for payment.

Lastly, please use the revised OPS Contract dated 12/07/2016. To locate log into my.fscj.edu. Click Resources and Other Personal Services under the Financial Forms section.

Revised March 5, 2018

FLORIDA STATE COLLEGE AT JACKSONVILLE
OTHER PERSONAL SERVICES
INDEPENDENT CONTRACTOR AGREEMENT

This agreement made this _____ day of __________, 20____, by and between Florida State College at Jacksonville, a political subdivision of the State of Florida, hereinafter known as the "College" and ____, hereinafter known as the "Contractor."

(Must attach a W-9 form for 1099-Misc. income reporting)

1. The College agrees to the following:

A. Use the services of the Contractor for the period beginning ___________________, 20____, and ending ____________________, 20____, to perform other services as described below. (Use attachments if additional space is required.)

____
____
____
____
____

B. Pay the Contractor the sum of __________________ dollars ($_______________) based upon accepted and approved invoice(s) submitted to the College. The College's Supervising Administrator is responsible for attesting that all services under this Agreement have been satisfactorily provided to the College. Additional payment terms and schedules may be mutually negotiated and provided as an attachment to this Agreement. The College will withhold the final payment, until the College determines that the Contractor has fulfilled all of the terms of this Agreement.

C. Mail a check to the Contractor at the address contained in this Agreement for such amount as set forth in paragraph 1B above. The College shall issue a Form 1099-MISC to Contractor for remunerations of six hundred dollars ($600) or more in one calendar year.

2. The Contractor agrees to the following:

A. Provide the services described in paragraph 1A, above.

B. The Contractor shall submit invoice(s) as described in paragraph 1B, above. These will be the basis for the payment(s) agreed to by the College. Invoice(s) will not be submitted until the contracted work is complete, unless interim invoice(s) are authorized in paragraph 1B, above.

B. Assume full responsibility as an independent contractor for the management of the means and methods for accomplishing the services described in paragraph 1A, above.

C. Not to engage in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances, or to perform any illegal acts while on College property or while conducting any activity involving the College.

D. Assume responsibility for any income tax associated with the payments received from the College, as well as Social Security tax under the Self-employment Contributions Act (SECA).

E. Provide all required materials, supplies, equipment, and to pay for all expenses related to this agreement unless the College specifically agrees to provide them as documented in paragraph 1A, above.

F. Comply with all applicable federal regulations, laws, and Florida Statutes.

G. Acknowledge that this agreement is not a binding agreement until all College signatures are obtained on page 3.

3. Miscellaneous:

A. Both the College and the Contractor agree that this agreement may be cancelled at any time by either party, without cause, upon providing written notice to the other party. The Contractor further agrees that this Agreement may be cancelled by the College at any time during the term of this Agreement if the Contractor violates the terms and conditions agreed to herein, without legal action. Contractor will be paid for services and tangible deliverables provided up to the effective date of termination.

B. The relationship of the parties shall be an independent contractor relationship, and not an agency employment, joint venture or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.

C. Neither party may assign this agreement without the prior written consent of the other party.

D. This Agreement constitutes the entire agreement and understanding of the parties and supersedes all prior agreements and understandings, oral and written, with respect to the subject matter contained herein. Except as may be otherwise expressly set forth in this Agreement, neither the College or Contractor make any representations, warranties, covenants or undertakings of any kind, express or implied.

E. All amendments and modifications to this Agreement shall be made by written mutual consent of both parties, which shall include date and signatures of the parties agreeing to the amendment(s) and/or modification(s).

F. The validity, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Florida.

G. College is a political subdivision of the State of Florida. As such College's performance under this Agreement and any amendments hereto or attachments herewith, shall at all times be subject to any and all Florida laws, Florida regulations and District Board of Trustees Rules which are applicable to the College's operations, commitments and/or activities in furtherance of any terms specified herein. The parties acknowledge that College's performance under this Agreement is subject to the provisions and limitations of Section 768.28, F. S. (the provisions and limitations of which are not waived, altered, or expanded by anything herein). Furthermore, nothing contained herein shall be construed or interpreted as: (i) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (ii) the consent of the College to be sued; or (iii) a waiver of sovereign immunity of the College beyond the waiver provided in Section 768.28, F. S. As College is a political subdivision of the State of Florida, this Agreement is subject to the applicable provisions of Florida Statutes regarding public access and other issues. This Agreement is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with the Florida law including Florida provisions for conflict of law.

H. All notices under this Agreement shall be in writing and delivered by personal delivery or United States, Certified, return receipt requested, mail. Such notices shall be delivered to the following:

If to College:	________________________	**If to Contractor:**	________________________
	________________________		________________________
	________________________		________________________
	________________________		________________________
	________________________		________________________

By my signature, I attest that I am not currently employed in any capacity at Florida State College at Jacksonville.

I understand I will receive a Form 1099-Misc. from Florida State College at Jacksonville for remunerations of $600 or more in one calendar year. I understand that I am not entitled to receive benefits made available by Florida State College at Jacksonville to its full and/or part-time employees. I further agree and understand that my services are of a temporary nature, and that Florida State College at Jacksonville is not obligated to provide me with any future contracts.

Revised: 12/07/16 **Effective: 12/07/16**

I have read and understand the above agreement for my services and do hereby certify that I am qualified to receive fees as an independent contractor under Florida Statutes (I am not currently receiving monies as an employee of Florida State College at Jacksonville while contracting for the specified services).

____
Contractor's Name (please print) Date

____
Contractor's Signature Date

____
Mailing Address

____
City State Zip

Email Address: ______________________________

Donation of Services

I, ______________________________
the Contractor to this Agreement, expressly desire to donate my services to Florida State College at Jacksonville.

____
Contractor's Signature Date

Departmental Use

Budget # __________________________ (Account#: 6500700)

Voucher # __________________________ (for one payment)

Requisition # __________________________ (multiple payments)

COLLEGE REQUIRED SIGNATURES

________________ **Budget Administrator (Printed Name & Date)** ________________ **Budget Administrator Signature**	________________ **AVP of Finance (Printed Name & Date)** ________________ **AVP of Finance Signature**
________________ **Supervising Administrator (Printed Name & Date)** ________________ **Supervising Administrator Signature**	________________ **Vice President, Business Services (Printed Name & Date)** ________________ **Vice President, Business Services Signature** (OPS Agreements greater than $10,000 require the signature of the Vice President of Business Services)
________________ **Executive Chair or Appropriate VP (Printed Name & Date)** ________________ **Executive Chair or Appropriate VP Signature**	________________ **Appropriate Vice President (Printed Name & Date)** ________________ **Appropriate Vice President Signature** (OPS Agreements greater than $1,000 or for consultant services require the signature of the appropriate Vice President)

____
College President (Printed Name & Date)

____
College President Signature
(OPS Agreements greater than $1,000 or for consultant services require the signature of the College President)

Revised: 12/07/16 **Effective: 12/07/16**

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ________
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) ________
Exemption from FATCA reporting code (if any) ________
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
☐☐ – ☐☐☐☐☐☐☐

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here **Signature of U.S. person ▶** **Date ▶**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5[2]
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

[1] See Form 1099-MISC, Miscellaneous Income, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.ssa.gov*. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/businesses* and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: *A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.*

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor[2]
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
5. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	**Give name and EIN of:**
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity[4]
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: *spam@uce.gov* or contact them at *www.ftc.gov/idtheft* or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Authorization Agreement for Direct Deposits (ACH) for Vendor Payments

Action: □ START □ CHANGE □ CANCEL

PAYEE/AGENCY INFORMATION (Required)

Company/ Individual Name: ____

Contact Name: ______________________ Federal Tax ID #: ________________

Street Address/ P.O. Box: ____

City: _________________________ State: __________ Zip+4: ________-_______

Phone: _______________ Fax: _______________ Email: ____________________

If your remittance address is different from your mailing address, please use the space below to provide your remit to address. It is necessary that this section be filled out completely.

Vendor's Remit to Mailing Address (include zip code):

Company/ Individual Name: ____

Street Address/ P.O. Box: ____

City: _________________________ State: __________ Zip+4: ________-_______

Financial Information – Please Print

Account Name: ____________________ Bank Name: _______________________

Routing Number: ___________________ Account Number: __________________

Type of Account: □ Checking □ Savings Remittance Email: ____________________

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

This form authorizes Florida State College at Jacksonville (FSCJ) to initiate direct deposits of funds to the account and finance institution indicated above. I acknowledge that the origination of ACH (Automatic Clearing House) transactions to the account indicated above will comply with the provisions of US law.

I understand that:

- It is my responsibility to provide correct bank routing/account numbers and to verify payments have been credited to my account. **Florida State College at Jacksonville assumes no liability for overdrafts for any reason.**
- In the event my financial institution is not able to deposit any transfer to my account, Florida State College at Jacksonville cannot issue the funds to me until said funds are returned by my financial institution.
- This authorization will override any previous authorization and will remain in effect until: a) revoked by my written request; or b) notification is sent by my bank that the account number is no longer valid.
- The only notification to me of the ACH deposits will be by e-mail and it is my responsibility to provide an active e-mail address and to update this address as needed.

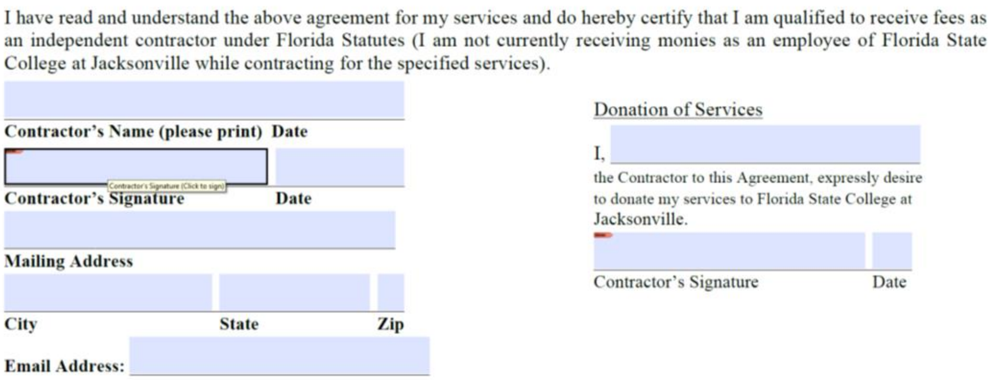
Print Name of Authorized signature: ____________________ Date: ______________

Signature: __________________________________ Title: _________________

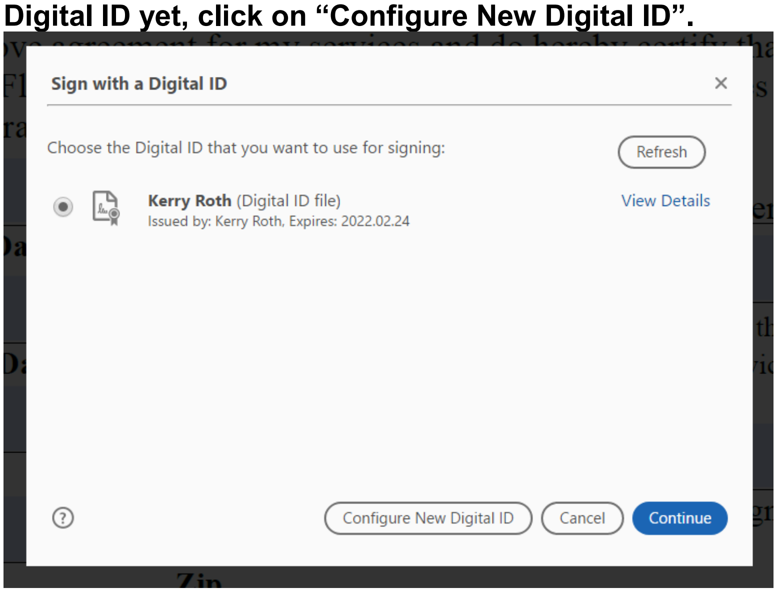
Submit Form:	**Mail Form:**	**Email:**
Any Campus Business Affairs Office	Florida State College at Jacksonville Attn: Accounts Payable-Eileen Shammo 501 W. State Street, Room 306 Jacksonville, FL 32202	Emshammo@fscj.edu

How to sign an OPS Contract Adobe PDF with a Digital ID

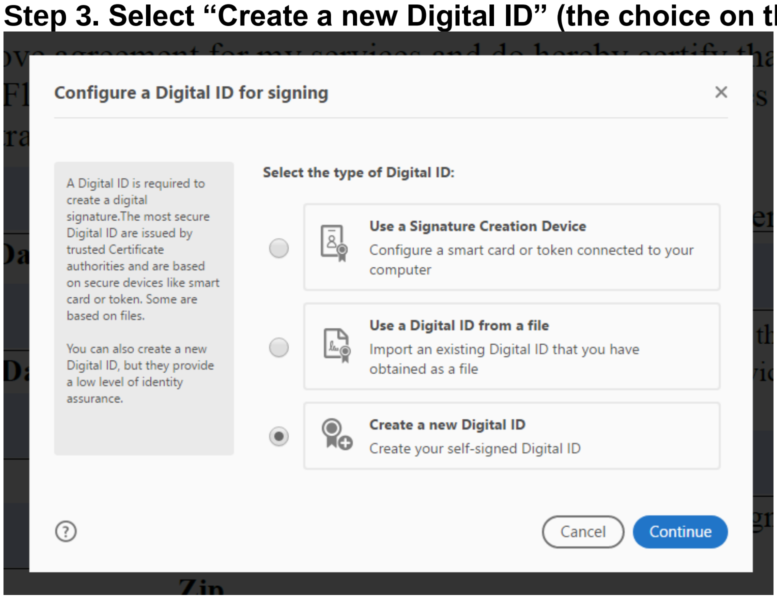
Step 1. Click on a signature line. The signature line will have a red arrow on the line.



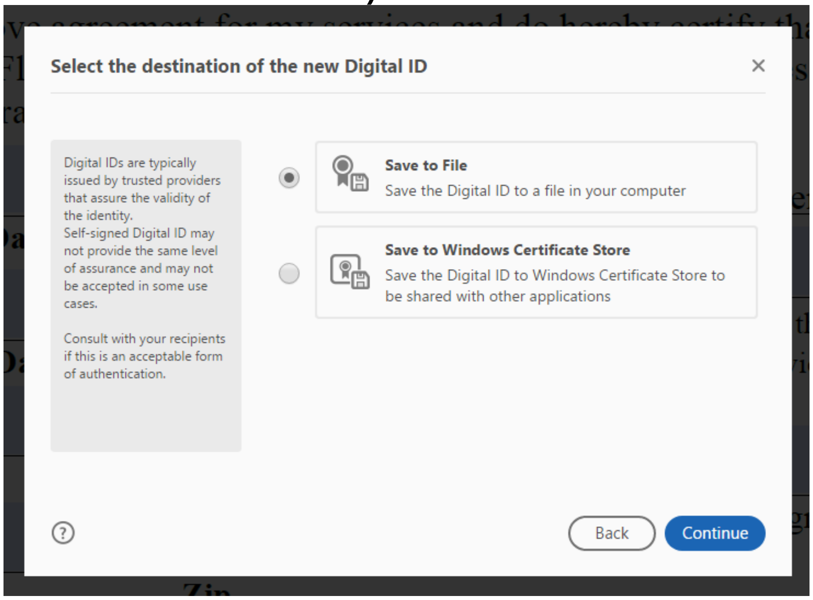
Step 2. After clicking on the signature line, a "Sign with a Digital ID" box will appear. If you have already created a Digital ID file, click on continue and follow Steps 7-12. If you have not created a Digital ID yet, click on "Configure New Digital ID".



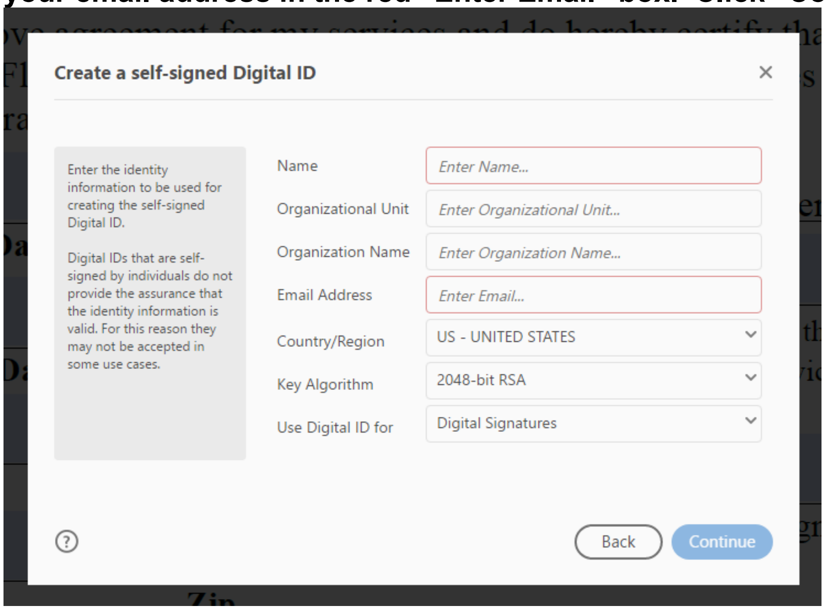
Step 3. Select "Create a new Digital ID" (the choice on the bottom) and click "Continue".



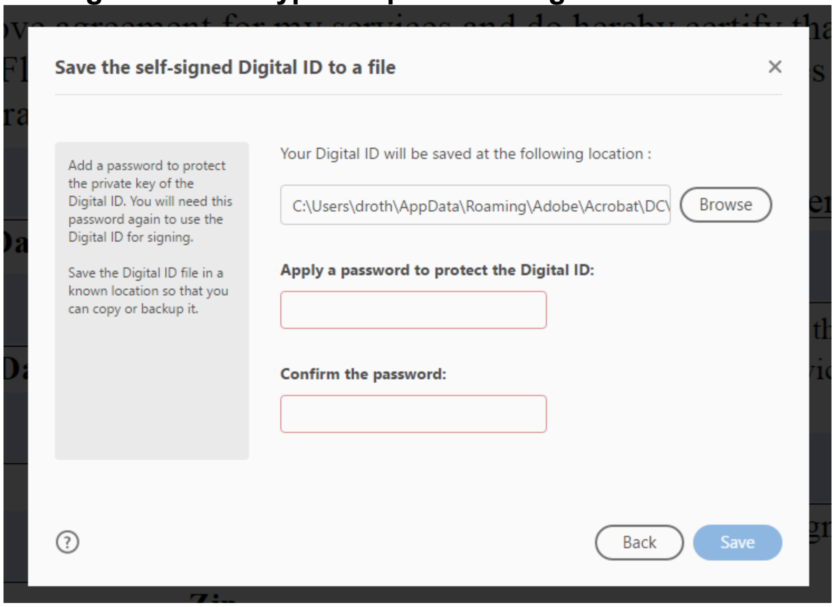
Step 4. Select “Save to File” and click “Continue” (unless you want to save the Digital ID to the Windows Certificate Store).



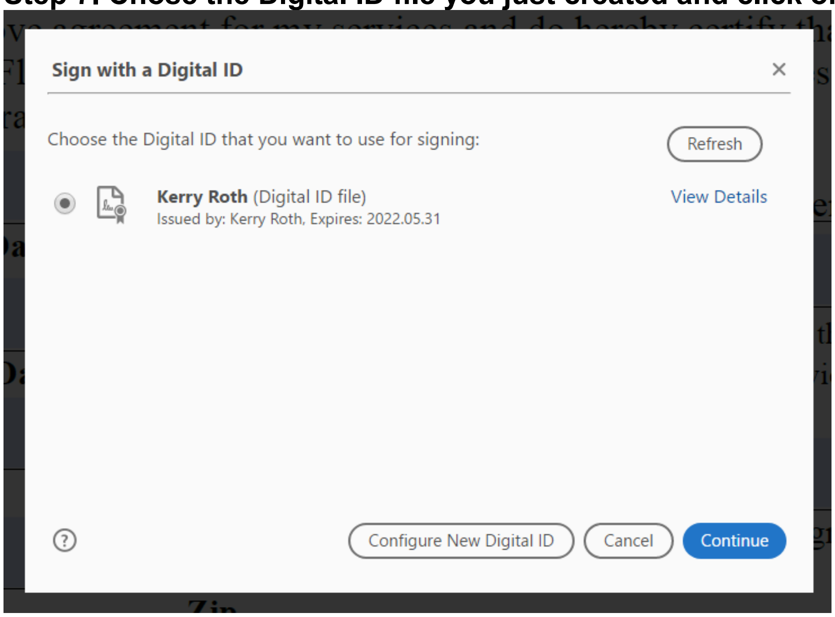
Step 5. Type your name in the red box next to “Name”. Type the name of your organizaitonal unit (e.g. Student Engagement, danceWORKS, Jazz Band, etc.). Type FSCJ for the “Organization Name”. Type your email address in the red “Enter Email” box. Click “Continue”.



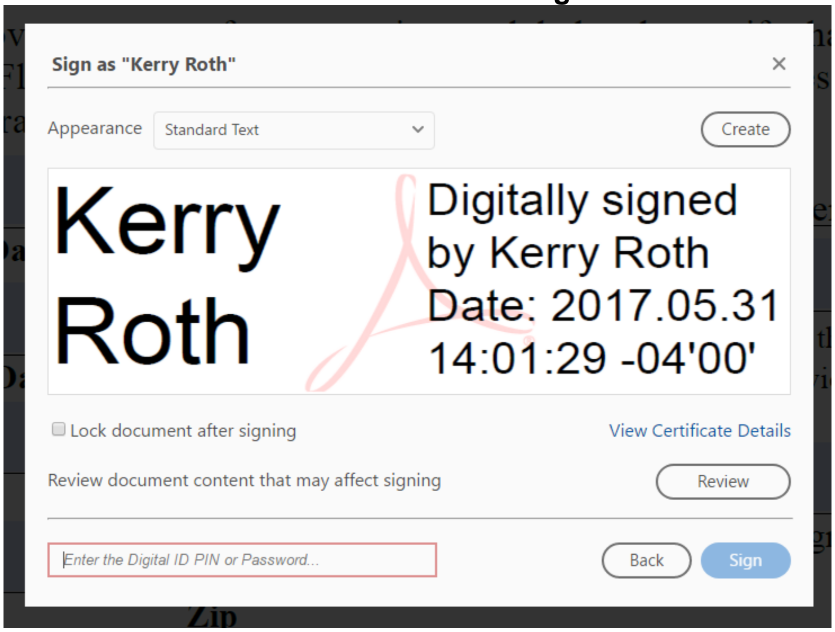
Step 6. Give your Digital ID a password by typing into the red box titled "Apply a password to protect the Digital ID" and type the password again the red box titled "Confirm the password".



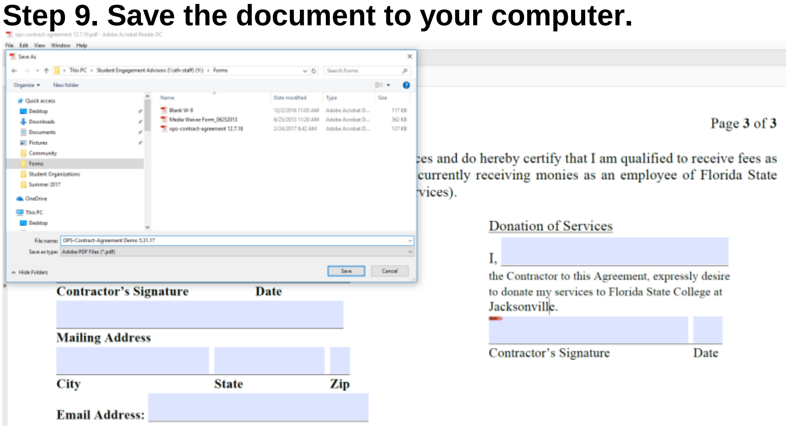
Step 7. Chose the Digital ID file you just created and click on "Continue".



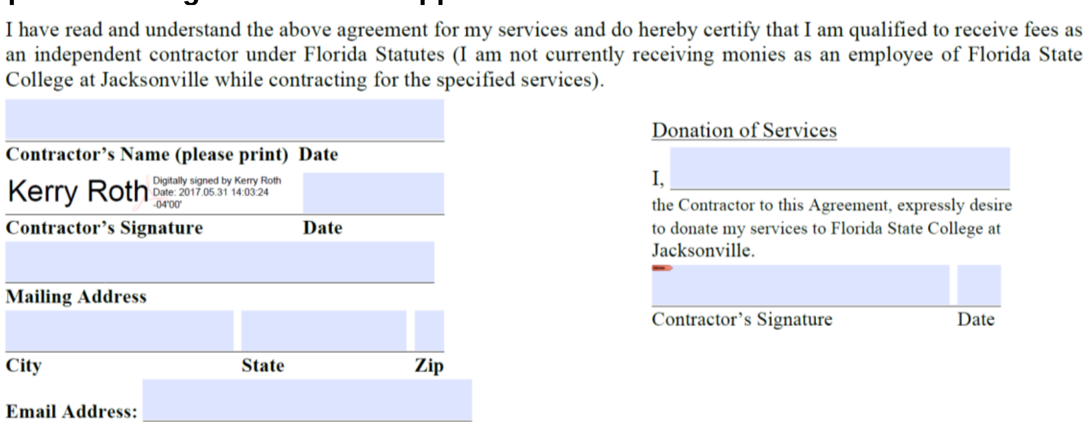
Step 8. Enter the password you created in the red box in the lower left corner titled “Enter the Digital ID Pin or Password” and click the blue “Sign” button.



Step 9. Save the document to your computer.



Step 10. Your signature should appear on the document.


I have read and understand the above agreement for my services and do hereby certify that I am qualified to receive fees as an independent contractor under Florida Statutes (I am not currently receiving monies as an employee of Florida State College at Jacksonville while contracting for the specified services).

Contractor’s Name (please print) **Date**

Kerry Roth Digitally signed by Kerry Roth Date: 2017.05.31 14:03:24 -04'00'

Contractor’s Signature **Date**

Mailing Address

City **State** **Zip**

Email Address:

Donation of Services

I,

the Contractor to this Agreement, expressly desire to donate my services to Florida State College at Jacksonville.

Contractor’s Signature Date

Step 11. Double check that the signature was saved to the document and to where you want to be on your computer.

Step 12. Email the document to your campus Student Life & Leadership Administrative Specialist so they can forward the document on for other Digital ID signatures.

Steps to Creating Facebook Groups

How do I create a group?

To create a group:

1. From your Facebook profile home page, go to the **Groups** section on the left side menu and click **Create Group**.

2. Click **+ Create New Group** at the top of the page. A window will appear, where you'll be able to add a group name, add members and select the privacy settings for your group. You can choose to have the group as public or private, we will leave that up to your discretion.

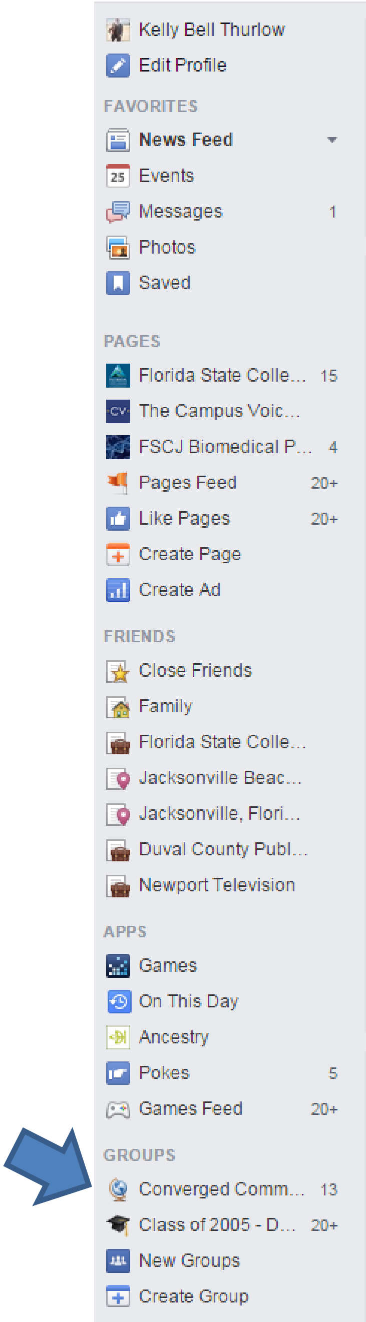
3. Click **Create** when you're done.

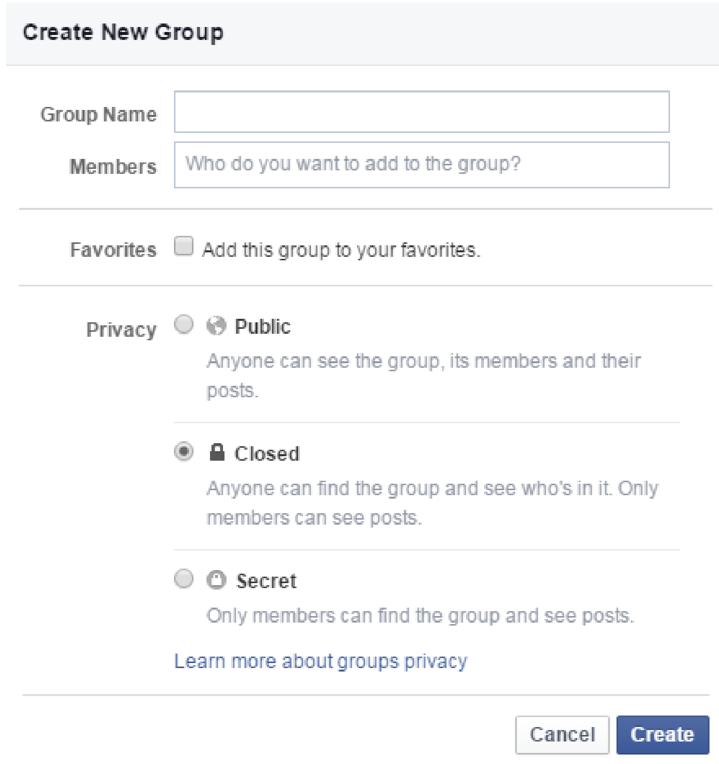
Once the group is created, you'll be taken to the group. To get started, click ⚙ at the top right of the group and select **Edit Group Settings**. From here you can add a group description, tags, set a group email address and add a group picture. Please use your best judgment as you are creating the descriptions and selecting group pictures. Pictures should be related to the Group purpose, or use the Florida State College at Jacksonville logo.

As you create groups, please include me as an administrator. My Facebook profile is Kelly Bell Thurlow or Kelly.bell.c@gmail.com. This is just to ensure oversight. I do not anticipate micromanaging these pages.

See screen shots on the next page for further assistance on creating groups.

If you have any questions, please email Kelly.Thurlow@fscj.edu





What are the privacy options for groups?

There are 3 privacy options for groups: **Public**, **Closed** and **Secret**. The table below shows who can join these groups and what people can see about them.

	Public	Closed	Secret
Who can join?	Anyone can join or be added or invited by a member	Anyone can ask to join or be added or invited by a member	Anyone, but they have to be added or invited by a member
Who can see the group's name?	Anyone	Anyone	Current and former members
Who can see who's in the group?	Anyone	Anyone	Only current members
Who can see the group description?	Anyone	Anyone	Current and former members
Who can see the group tags?	Anyone	Anyone	Current and former members
Who can see what members post in the group?	Anyone	Only current members	Only current members
Who can find the group in search?	Anyone	Anyone	Current and former members
Who can see stories about the group on Facebook (like in News Feed and search)?	Anyone	Only current members	Only current members