



Club *and* Honor Society HANDBOOK



Lehigh Carbon
COMMUNITY COLLEGE



Contact Information

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How to Use This Manual

The information in this manual has been created to help your club or honor society have a successful year! The guidelines and resources found in this publication should be beneficial and assist you as a student leader. You will find information pertaining to all aspects of running a successful group including: policies and procedures, role of the advisor, club/honor society registration, coordinating events, programs and fundraising.

This manual is designed to complement other college publications such as the College Catalog, Student Handbook and the Student Code of Conduct. All rules pertaining to the LCCC Community are also applicable to student groups. Failure to abide by college policies may result in disciplinary action and loss of club/honor society recognition.

A student club/honor society consists of a group of individuals that has been established to promote and increase the knowledge and skills of its members around a particular interest, subject or discipline. The most important concept is that it is a **student** group. Clubs/honor societies rely heavily upon student initiative and participation in order to be effective and maintain sustainability from year to year. Your role as a student leader is critical to your group's success and I appreciate your service to the college community in this capacity.

We look forward to working with you!

Daniel Melin
Director of Student Life



Student Life Office

The Student Life Office, located in the HOPE Center (second floor of Academic Resource Center, Room 203), works with students, faculty and staff to support clubs/honor societies at Lehigh Carbon Community College. Assistance is available for the formation of new clubs, the revitalization of inactive clubs, recruitment of members, budget oversight, fundraising initiatives and program planning.

Students benefit substantially from being involved in campus organizations. Involvement in clubs and honor societies helps students develop skills employers are seeking: decision making, leadership, team building and communication. Being involved in programs, clubs, honor societies, college committees and activities helps foster intellectual, social, cultural and recreational development of students. In addition, this involvement establishes a sense of community among students, faculty and staff. Students are able to enhance their learning and personal development by getting involved in educationally purposeful extracurricular and cocurricular activities.

Listed below are some of the responsibilities of the Student Life Office. Our goal is to be the best possible resource for students, faculty and staff in all campus life endeavors.

1. Serves as a liaison between all student groups, SGA and the college administration.
2. Implements collegewide student life programming and events sponsored by the SGA.
3. Develops officers' understanding of college policies and procedures. Our office will provide the necessary forms to meet compliance with college policies.
4. Provides guidance and support in starting a new club/honor society.
5. Encourages cultural, community and civic engagement activities as well as leadership development.
6. Supervises all SGA events, activities and meetings.
7. Manages the SGA budget and creates and distributes monthly club/honors society budget statements.
8. Helps to promote student groups and their activities.
9. Assists with the coordination of all club/honor society events, programs and activities including travel to conferences/events/activities.
10. Coordinates Club and Honor Society Council meetings each semester.



General Guidelines and Responsibilities of Clubs and Honor Societies

1. Club membership must be open to all students currently enrolled at the college. Honor societies may have additional requirements such as number of credits accepted, GPA requirements, etc.
2. Officers must be students currently enrolled at the college.
3. All affiliations of college clubs/honor societies with national, state, or other off-campus person/group must be requested by the group and approved by the Director of Student Life.
4. All clubs/honor societies must comply with all applicable college policies, procedures, and regulations.
5. Clubs/honor societies are expected to submit current information, including officers, constitutional revisions, and programs planned to the Student Life Office. Constitution revisions must be reviewed by the Director of Student Life and approved by the SGA Senate.
6. Officers are expected to check their LCCC email account weekly for correspondence from the Student Life Office, the Student Government Association, and students who have expressed an interest in their group.
7. All publicity, including flyers and in-house publications, must be approved by the Student Life Office. Any contact with off-campus media (newspaper, radio, TV stations, etc.) must be made through the Office of College Relations after review by the Director of Student Life.
8. Officers must work with the Student Life Office to reserve facilities, plan and publicize programs.
9. Clubs/honor societies must have representation at the Club Council meetings each semester.
10. Finances are managed collaboratively with the Student Life Office and the Finance Department.
11. Alumni are not permitted to participate in clubs or honor societies. Alumni are encouraged to become involved with the LCCC Alumni Association.

Active Clubs/Honor Societies

Maintaining active status is very important and allows your group to continue to enjoy the benefits of being recognized on campus. Your group is required to submit a Club/Officer Registration Form as soon as possible in the fall semester but no later than October 1. This enables the Student Life Office and the Student Government Association to maintain close contact with you. Also, submitting your registration form each year in a timely manner will help us to make sure your group is listed in College publications, the LCCC website, and surveys administered to new students. All officers will receive important information about Club and Honor Society Council Meetings, information on leadership training programs, award programs and conferences which are sponsored through the Student Life Office.

Requirements for Maintaining Active Status

- Provide an updated constitution to the Student Life Office each year, as needed.
- Submit the required Club/Officer Registration Form by October 1 each year.
- Maintain and function in accordance with the club constitution and bylaws approved by SGA and the Student Life Office.
- Comply with all college policies and with federal, state, and local laws and with regulations of parent organizations as applicable.
- Have an active faculty/staff advisor.
- Accept responsibility for all financial obligations incurred and decisions made as an organization. Operate financially only through an account established with the college through the Student Life Office.
- Schedule and hold at least two meetings and two activities, events or fundraisers.
- Participate or sponsor at least one community service project each year.
- Attend at least one Club Council meeting each semester.
- Plan all events in cooperation with the Student Life Office.

Advisors

Lehigh Carbon Community College offers unique opportunities for its faculty, staff and students through a variety of student clubs/honor societies, providing memorable experiences for those who participate. These groups provide opportunities for students to pursue special interests, develop interpersonal and leadership skills, meet other students, work with faculty and staff, and take advantage of learning experiences that exist outside the classroom. The activities sponsored by student groups enrich the total educational experience and quality of campus life.

As advisors, faculty and staff members have an excellent opportunity to work with college students in a non-classroom environment, enriching the student-staff/faculty interaction. We know from past experience and research that this interaction has a positive effect on student retention and graduation.

On behalf of the Student Life Office, we extend our sincere appreciation to all who serve as an advisor.

Role of the Advisor

Your faculty/staff advisor can play an integral role in the successful functioning of your organization. This individual, by agreeing to serve as your organization's advisor, has made a commitment to foster the development of the group and its members. It is essential to develop a relationship based on open and honest communication between the officers, members and the group's advisor.

Selection of an Advisor

1. The advisor must be a current employee of Lehigh Carbon Community College. A full- or part-time faculty, staff or administrator may serve as a club advisor.
2. Selection of an advisor is determined by mutual consent of the group membership and approval by the Director of Student Life.
3. The advisor must be familiar with the club's/honor society's constitution and by-laws. In addition, the advisor must review this manual and be familiar with the college's policies and procedures including The LCCC Student Code of Conduct.

Responsibilities to the Advisor

1. Keep the lines of communication open. Be honest with your advisor and be open to his/her suggestions and guidance.
2. Do not take your advisor for granted. He/she is serving as a volunteer and has a personal/work schedule that needs to be taken into consideration. Show your appreciation for their assistance.
3. Remember that your advisor is one of your greatest resources. Seek out their expertise when faced with questions about an event/program or experiencing difficulties within the group.
4. Provide your advisor with copies of all meeting agendas and minutes.

Responsibilities of Club Advisors

- Provide continuity for the group from year to year.
- Ensure that officers submit all required records and paperwork to the SGA and Student Life Office.
- Regularly attend meetings and activities.
- Assist in developing programs/trips that will compliment classroom experiences, provide opportunities for social interactions and development of skills outside the classroom.
- Encourage critical evaluation of each activity/event promptly following the event/activity.
- Assist in the training of officers and with the annual transition of officers.
- Bring questions and concerns to the Director of Student Life.
- Act as a liaison between the club/honor society and the college.
- Support the leadership development of group members and officers.
- Maintain current records of the club, including a list of current officers and updated constitution.
- Help recruit members through contacts with other faculty/members and students.
- Help with conflict resolution and mediation whenever necessary.
- Assist the club in creating an atmosphere where students can feel welcome and accepted.
- Ensure that your club is represented at all Club and Honor Society Meetings and other required SGA functions.
- Ensure college policies are reviewed and followed for club business and events.
- Monitor financial procedures and expenditures of funds.
- Adhere to the club budget and the financial policies of the college.
- Be mindful of liability issues and take appropriate measures to reduce the risk of injury/loss. Meet with the Director of Student Life regarding liability issues or questions.



Lehigh Carbon Community College
Office of Student Life



REGISTRATION OF CLUB OFFICERS

Name of Club _____

Advisor _____

OFFICERS

President _____

Address _____

Phone _____ E-mail _____

ID # _____

Vice President _____

Address _____

Phone _____ E-mail _____

ID # _____

Secretary _____

Address _____

Phone _____ E-mail _____

ID # _____

Treasurer _____

Address _____

Phone _____ E-mail _____

ID # _____

SGA Representative _____

Address _____

Phone _____ E-mail _____

ID # _____

☐ I give permission for the release of my name, address, and phone number for students interested in this club.

Type your full name in the Signature box. By typing your name in the Signature box, you certify that you are signing the completed form.

President _____ Vice President _____

Secretary _____ Treasurer _____

SGA Rep. _____

Event Planning

The process of planning events, activities and fundraisers is where you and your group learn to be intentional, purposeful and successful. A great event depends on your group's ability to organize, collaborate and delegate. The office of Student Life is here to help you plan, develop and implement your activities and events. To help your group work as efficiently and independently as possible, our office has created some Event Planning Tips and Guidelines for you to follow. As always, at any time in your planning process please feel free to stop in the Student Life Office for assistance!

Just a friendly reminder about contracts – All contractual arrangements must be processed through the Director of Student Life and approved by the Vice President of Finance and Administrative Services. **NEITHER STUDENTS NOR ADVISORS MAY NOT SIGN OR NEGOTIATE CONTRACTS.** As per college policy, the Office of Student Life will contact the performer to negotiate price, orders and more. The Director of Student Life will submit the contract for review and approval to the Vice President of Finance and Administrative Services. Students can contact agencies and/or performers to gather information, request references and inquire about contract costs.

Any group planning to schedule a program, fundraiser, lecture, workshop, etc., on or off campus, is required to complete an Event Proposal Form. These forms are available in the Student Life Office or online. The purpose of

the form is to coordinate events on campus, schedule proper staffing of your event, and facilitate the creation of a weekly events e-mail. Completed forms must be submitted to the Student Life Office **at least two weeks** prior to the date of the event. This is to ensure there is plenty of time to advertise your event and make sure any payments can be processed in a timely manner.

Please Note: Security guards and advisor or his/her designee must be in attendance for events not held during the College's normal hours of operation. The number of security guards required will be determined by the Director of Public Safety and the Director of Student Life.

In addition, student activities or events may be scheduled at times that conflict with scheduled classes. Although the event is approved by the administration of the college, the student must bear full responsibility for his/her absences(s) from class.





Lehigh Carbon Community College
Student Life Office

Event Proposal Form

For SGA, Clubs and Honor Societies

PLEASE NOTE: This form must be submitted to the Student Life Office at geden@lccc.edu **at least two weeks** prior to the date of the event.

SGA/Club/Honor Society Name _____

Advisor Signature _____

By typing your full name in the signature box you certify that you are signing the completed Event Proposal Form.

Event Chair Name _____ Phone No. _____

College Email _____

Title of Event _____ Date of Event _____

Start and End Time of Event _____

Specific Site/Building/Room Requested _____

Estimated Attendance _____

Proposed Setup: # Tables and Chairs _____ # Tables only _____ # Chairs only _____

Other Equipment _____

Audio Visual Needs Request _____

Type of Activity: ☐ Lecture ☐ Info. Table ☐ Performer ☐ Workshop ☐ Other _____

Please Note: Food and drink is not permitted at this time.

Is the Event Open to the LCCC Community Only? ☐ Yes

Please Note: Events may not be open to the public at this time.

Student Life Use Only

☐ Event Approved ☐ Event Not Approved

Signature of the Director of Student Life

Date

☐ Facilities Request

☐ AV Request

☐ Special Requests (such as parking lot lighting,
building access, etc.)

☐ Student Email

☐ Contract Required

☐ Flyers/Word Processing

☐ Marquee

☐ Sandwich Boards (if needed)

☐ Other

White = Requestor

Yellow = Student Life Office

Event Planning Checklist

Make a copy of this checklist and use it to help you organize your event.

- ☐ Select activity to be conducted.
- ☐ Who will serve as the project chairperson and contact?
- ☐ Get advisor approval.
- ☐ Meet with the Director of Student Life to discuss, plan and seek approval for moving forward.
- ☐ Select date and location for the event.
- ☐ Submit an Event Proposal Form to the Student Life Office.
- ☐ Determine how much the event will cost:

Food/beverages _____

Decorations _____

Speaker/Entertainer _____

Other _____

- ☐ Request reservation of space and sound system through the Student Life Office.
- ☐ Request room/space set-up (tables, chairs, etc.) through the Student Life Office.
- ☐ Establish work committees as necessary (P.R. hospitality, set-up, etc.)
- ☐ Determine any special arrangements parking lights, heat/ac, security, etc.
- ☐ Order food/beverages through the Student Life Office.
- ☐ Prepare a marketing campaign to generate interest in the program.
- ☐ Create a clear flyer for distribution on campus. Request to have event information placed in and on WXLV/Portal/TV Monitors/weekly e-mails through the Student Life Office.
- ☐ List club members with specific tasks for the day of the event:

Decorations, balloons, signs _____

Set up _____

Clean up _____

Other _____

- ☐ How many participants do you expect? _____
- ☐ Evaluation/feedback of event: _____

- ☐ Afterwards, send thank you notes to everyone who helped with the event. Hold a wrap-up meeting to evaluate the event's success.

Promoting Your Club and Events

A large portion of your group's time and energy will be spent getting other students to join your organization and encouraging the campus community to attend your events. The most frequently cited reason for not attending a program is "I didn't know about it"—which can be frustrating to group members who spent a lot of time canvassing the campus with flyers.

While flyers are a good start they should not make up your entire advertising campaign. Listed below are some tips for marketing your club or event and some low cost ideas on how to really grab people's attention.

Marketing Basics

You do not need to be a marketing major to have an effective promotional campaign—these few basic marketing concepts can help you as you create your marketing plan.

Three-stage Marketing

Remember these three stages of marketing and how your club can best promote your group or event for each stage.

Awareness: This is the stage in which you focus on making people aware of your event. The emphasis is on letting people know the event is going to happen and also giving them a general idea of how soon it will occur.

Interest: This is the stage in which you brainstorm what groups on campus might be interested in an event and create a plan for reaching them to tell them why they may be interested in attending.

Commitment: This is the stage in which you remind people the event is going to happen soon, also reminding them why they were interested in attending the program.

The Five BIG Marketing Myths

Be aware of some of the most common marketing mistakes and maximize your efforts for promoting your event.

Myth 1 "If you build it they will come"—this is based on the belief that an event is so unique or desirable that it requires very little or no promotion.

Myth 2 "If you feed them, they will come"—Food can spice up an event, but it may also have no outcome at all. It is important to remember that food is an aspect of an event, not a substitution for marketing. If it helps the event, chances are it will help the marketing, but if the audience feels the event isn't worth attending, chances are that food won't help much. Ask yourself what you would be willing to sit through for a free slice of pizza.

Myth 3 "Our Marketing Plan is word of mouth"—Word of mouth is not a marketing plan. It is the positive outcome of a well-executed marketing plan. Getting people to talk about your event is what your marketing plan strives to achieve.

Myth 4 "Printing a flyer is our marketing plan"—A flyer can contain all three elements of a marketing plan. It is much more effective, however, even with a small event, to approach marketing from several angles to have a better chance of reaching as many people as possible.

Myth 5 “If it is free publicity, it can’t be very useful”—Free methods of publicity are often the most overlooked. Don’t forget how useful press releases, community calendars, electronic bulletin boards, and weekly e-mail announcements can be in promoting your event.

Fun, Easy and Inexpensive Ways to Promote Your Event: Publicity and Promotion Ideas

- Whales flying in the Union—Inflatable whales or dolphins hanging in the Student Union with ad on the floor
- Balloons, blimps and things that fly
- Chalk it up—Write on blackboards/white boards
- Candy bar stickers—put stickers on candy bars in the machines
- Can it—wrap labels around cans or put a sticker on it
- Fortune cookies with your message inside
- Stand it up—large self standing promo from video stores, liquor stores, wholesalers
- What’s that on the bottom of the floor—vinyl labels that peel off quickly—leave up for only one hour and take them off
- Secret of Disney—have something coming out of nowhere all the time—capture the imagination!
- Sidewalk Chalk
- Waving Flagman—Action rental
- Setup an event display in a high traffic area
- Press Releases
- Huge brightly colored TODAY stickers on existing promo
- Banners
- Hang it up—piñata/ mannequin/posters
- Rent a character costume or use Cougar
- T-shirts with event info
- Personal invitations
- Social Media—connect with the LCCC Social Media and Content Specialist to see how your event may be supported or featured on LCCC Social Media channels
- Canvas Announcement—connect with the Director of Student Life to post an announcement in the Student Life Canvas Course
- Posters—poster machine is available in the Student Life Office
- Helium balloons—balloon arches (no helium required)
- Weekly email newsletter—”This Week at LCCC”
- Basic rules for publicity promotion:
 1. They ain’t coming if they don’t know about it.
 2. If you don’t tell them—who will?
 3. Enthusiasm, Enthusiasm, Enthusiasm.
 4. Do it with class.
 5. Keep it legal.

Student Life Bulletin Boards Policy

Most of what is posted on boards around all campuses are materials originated by the Communications, Marketing and Student Life Office as well as student clubs. However, additional departments and external parties may request materials to be posted around campus. It is the goal of the Communications, Marketing and Student Life Office to provide students with accurate, helpful information and resources to lead them toward academic and professional success.

What is allowed to be posted:

- Materials promoting college departments, student clubs and organizations, activities and events
- Materials promoting helpful and important resources available to students both in and outside of the college
- Materials promoting the completion of a survey if the survey relates to the student body
- Materials prompting students to register to vote, as well as providing information on how to do so
- Miscellaneous student postings as approved by the Director of Student Life

What is not allowed to be posted:

- Materials promoting hate, violence and/or obscene language/imagery
- Materials defaming the college or providing inaccurate representation of any student, alumni or employee
- Materials promoting political and/or religious ideologies and agendas
- Materials that violate laws regulated by the Family Educational Rights and Privacy Act (FERPA)
- Job postings (these should be directed to the Career Development Center)
- Materials that are irrelevant to LCCC student success, such as external sports teams, events, private businesses, etc. as determined by the Director of Student Life

Postings that are outdated, past a time-sensitive event or due date or with old information will be removed. Notify the Director of Student Life immediately. The Director of Student Life will manage what gets posted and will coordinate regular walkthroughs to ensure material is up to date and of high quality. The Communications, Marketing and Student Life Office will work together to manage the removal of outdated information from the bulletin boards.

The Director of Student Life reserves the right to remove materials any time for any reason, but especially if a posting has been up for an extended period of time in the interest of making space for new postings. Site supervisors at the Tamaqua and Allentown campuses may use their discretion when managing postings. All final decisions on bulletin board postings will be made by the Executive Director of Communications, Marketing and Student Life.

Bulletin boards managed by other departments do not have to run postings by the Director of Student Life, but the Communications, Marketing and Student Life Office still reserves the right to remove postings that violate the criteria specified in this policy.

Posting inquiries should be directed to Daniel Melin, Director of Student Life, at dmelin@lccc.edu or 610-799-1146.

Food at Events

1. Please contact the Director of Student Life at least two weeks prior to coordinate/order food for your events. LCCC does not have an on-campus food service provider and only approved vendors can be used for catering services.
2. No homemade food items or crockpot meals may brought in by students or faculty to sell for an on-campus event because of legal concerns and Safe Serv certification requirements.
3. Homemade baked goods are permitted for bake sales.

Fundraising Policies and Procedures

In order for student clubs to host activities, attend conferences and provide programs, most find it necessary to conduct several fundraisers throughout the year. Fundraising can be a very time-consuming activity and if not well planned, will not produce the revenue needed to make it worth your group's time and energy. Please take a few moments to carefully review the following policies and procedures to assist your planning efforts and better ensure that your fundraiser is successful. As always, the Student Life Office is available to assist as needed throughout the process!

1. All fundraising projects must receive the approval of the advisor and the Director of Student Life.
2. You must appoint a project chairperson to serve as the contact person for conducting the proposed fundraising event or activity.
3. The project chairperson must complete and submit a Fundraising Activity Request Form to the Student Life Office, at least ten (10) business days prior to the proposed activity. Please note: requests received less than 10 business days prior will not be considered.
4. No purchases/expenses related to the fundraiser may be incurred prior to receipt of approval for the fundraising activity.
5. Fundraising in the ARC Cafeteria or Student Union will be limited to one fundraising event/ activity per day. Days will be assigned on a first-come, first-served basis.
6. Upon receipt of approval, the chairperson will work with the Student Life Office to order supplies, create publicity, request special set-up and otherwise coordinate arrangements for the project.
7. A temporary cash working fund and cash box may be obtained through the Student Life Office. This may be picked up on the day of your event.
8. All fundraising expenses must be processed through the Student Life Office. All fundraising proceeds must be deposited in the Student Life Office within two (2) business days of your event.
9. While a variety of campus locations may be approved for your event, students **are not** permitted to solicit at offices or in classrooms. Failure to comply with this stipulation may result in college action and/or sanctions. Please be certain that all members are aware of your approved location.
10. Car washes to be held on campus will be at the discretion of the Department of Public Safety, Operations and Maintenance and the Student Life Office.

Additional College Fundraising Policies

Direct Solicitation of Goods, Services, Monetary Donations

- The college requires that any direct solicitations of local businesses, functions or community organizations be approved and carefully coordinated through the Student Life Office and the Executive Director of the LCCC Foundation.
- All charitable gifts, contributions, donations, gifts-in-kind, grants, tangible charitable provisions, bequests or other philanthropic conveyances for or on behalf of the College, must be directed to or coordinated through the LCCC Foundation. "Charitable" in this respect is defined as items given with altruistic or philanthropic intent, in support of the mission or goals of the College and/or LCCC Foundations, with no expectation of "Quid pro Quo" or a transactional exchange of goods and services.
- Only the Executive Director of the Foundation is empowered to issue the Foundation's official receipt that qualifies a donor's charitable contribution as deductible for tax purposes.

Raffles

- 50/50 Raffles are not permitted, however, clubs may be approved to hold raffles if the prizes are goods, services or gift certificates.
- All prizes to be awarded must be available at the time and location of the event.
- All participants must be informed of the rules of the event, to include the following:
 1. The cost of tickets.
 2. What prizes will be awarded.
 3. If the event is for a charitable organization, the name, address and phone of the charity must be listed.
 4. The date and time of the drawing.
 5. The location of the drawing.
 6. If the person must be present to win.
 7. The LCCC Foundation must be notified of the event.

Bingo

- Bingo fundraisers need to be approved by the Executive Director of the LCCC Foundation. Clubs/Honor Societies will need to meet with the Director of Student Life prior to making a formal request for hold a bingo fundraiser.

Individual Fundraising

Individuals are prohibited from conducting any kind of fundraising on college property. There can be no exceptions to this policy. Please report any persons suspected of violating this policy to Campus Security.



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Travel Policies/Procedures/Forms

Traveling with a student club can be a great adventure and an excellent opportunity to gain knowledge and leadership skills. Lehigh Carbon Community College encourages student exploration and travel. To make sure you have the best experience, it is VERY IMPORTANT that the college policies and procedures are followed during your trip and all forms are completed prior to your departure.

The Student Life Office will assist you with your trip preparations and follow up after your return.

Travel Information

A Trip Leader is an employee of the College, with supervisor approval for travel, who shall serve as a chaperone.

- Trip Leaders are **not** required for trips with a destination under 25 driving miles from the campus origin.
- **Two** Trip Leaders are required for any trips that include Minor Students.
- If the College is providing transportation, **one** Trip Leader is required for every 25 participants. If there are Minor Students, **two** Trip Leaders are required for every 25 participants.

A Trip Coordinator is a student participating in the trip who is designated as the contact person for the group while traveling and agrees to fulfill trip coordinator duties as outlined throughout the travel guidelines.

- Trip Coordinators may serve in lieu of a Trip Leader only when the College is not providing transportation and no Minor Students are Participants.
- Trip Coordinators are required to complete an orientation with the Director of Student Life prior to final approval for travel.

If a participant with a disability requires accommodations to participate in a trip, the Trip Leader should contact the Office of Disability Support Services for assistance in providing reasonable accommodations.

Travel Policies

- Travel proposals must be submitted at least **2-3 weeks** prior to the event date.
- Requests involving air travel, purchase of advance tickets, registrations or other 3rd party purchases should be submitted at least **three months** prior to travel.

Completed trip proposals must be submitted for approval to the Director of Student Life.

Travel Forms

Any off-campus activity from a recognized club or honor society that serves an educational purpose are required to sign, complete and submit:

Extracurricular Trip Proposal Form and the **Budget Proposal for Extracurricular Trip Form**

- Any expenses related to travel must be accounted for prior to the trip approval.
- All fundraising, requests for funding from SGA, or institutional funds must be approved at the time the trip proposal is submitted.
- Faculty and staff are not permitted to use personal vehicles to transport students.

Participating Club Members- Members must sign, complete and submit:

- Student Travel and Transportation Guidelines Form
- Student Travel and Transportation Assumption of Risk and Waiver of Liability

Personal Vehicle- Members who are utilizing their own transportation must sign, complete and submit:

- Student Use of Personal Vehicle for Off-Campus Educational Experiences Form

Personal Vehicle Passenger - Members who are passengers to a student utilizing their own transportation must sign, complete and submit:

- Passenger Independent Travel Informed Consent Form

Trip Leaders- The club advisor/club president must sign, complete and submit:

- Student Trip Participant Roster Form
- Student Trip On-Location Emergency Information Form

IF STUDENT IS UNDER THE AGE OF 18, A PARENT/GUARDIAN SIGNATURE IS REQUIRED**

Students participating in off-campus activities/travel must adhere to the LCCC Code of Student Conduct, the LCCC Student Handbook and all federal, state and local laws, rules and regulations.

EXTRACURRICULAR TRIP PROPOSAL FORM

Contact Director of Student Life for assistance with the trip approval process. **All documents and pre-approvals must be submitted to the Director of Student Life, prior to planned departure, as outlined in the LCCC Student Travel and Transportation Guidelines.**

Club Advisor/Faculty/Staff Member: _____ Phone: _____
Department: _____ Title of Field Trip: _____
Destination(s): _____ Date(s) of Trip: _____
Purpose of Trip: _____

☐ **College Budget(s) Approval**

Budget Org. and Account	Amt. Approved from This Org. and Account	Budget Administrator (Print name clearly)	Budget Administrator (Signature)

All costs must be entered on the **Budget Proposal for Course Related Field Trip** page of this document.

Faculty/Staff Advisors should complete a **Professional Development Request** for their travel costs. See LCCC Portal under College Forms.

☐ **Trip Information**

- Detailed trip itinerary
- Registration form (if applicable)

☐ **Registration and Payment Deadlines** (if applicable)

☐ **Student Travel/Transportation Trip Forms to be completed as per the Student Travel and Transportation Guidelines:**

- *Assumption of Risk and Waiver of Liability*
- *Student Traveler Information Form*
- *Participant Roster*
- *Student Use of Personal Vehicle for Off-Campus Educational Experiences Acknowledgement Form*
- *Passenger Independent Travel Informed Consent Form*
- *On-Location Emergency Information*

☐ **Check here if you would like us to forward the approved request to Marketing for possible publicity coverage.**

Required Signatures

Club Advisor/Faculty/Staff Member: _____ Date: _____
Director of Student Life: _____ Date: _____
Dean or Executive Director of
Communications, Marketing, and Student Life: _____ Date: _____

Trip Leaders are required to review and follow the
LCCC Student Travel and Transportation Guidelines.

BUDGET PROPOSAL FOR EXTRACURRICULAR TRIP

Indicate the costs to be assumed by the College and those to be assumed by the trip Participant:

Total College Costs for Trip/Activity: _____

Total Participant Cost for Trip/Activity: _____

Please list what the participant costs will cover:

Note: Faculty/Staff should submit their travel costs through the Faculty Professional Development Request process.

Breakdown of Travel Costs

Transportation:

☐ Personal Vehicles

☐ 3rd Party Provider

Name of Provider _____

Address _____

Phone _____

Hotel:

Name of Hotel _____

Address _____

Phone _____

Meals:

Number of Meals _____

Entrance Fees:

Name(s) of Venue _____

Address _____

Phone _____

Other Fees (please list)

Total Estimated Trip Costs

Estimated Cost Per Person

Estimated Costs Transportation:

Attach supporting documentation (web pages, mailings, vendors, hotel quotes, etc.) to document the costs listed above.



TOUR/TRIP STUDENT RELEASE

The parties to this Release are _____ (Student/Participant, Print Name), _____ (Student's parents or legal guardian, if student is under 18, all referred to hereafter jointly and severally as "student") and Lehigh Carbon Community College.

The Student, with the consent of the Student's parents or legal guardian, has chosen to participate in the _____ (hereafter "tour/trip") during the _____ (time period).

Assumption of Risk. Any activities that Student may take part in, whether as a component of the Tour/Trip or separate from it, will be considered to have been undertaken with Student's approval and understanding of any and all risks involved.

Adherence to Standards. Student understands and agrees to abide by all policies, rules, and regulations of Lehigh Carbon Community College and all rules, regulations, and laws of the respective countries to be visited. Student further agrees to obey all rules, directions, and precautions issued by Lehigh Carbon Community College or its representatives, by any associated individuals, institutions, or organizations, or by the United States Government.

Termination of Participation. Student shall not engage in inappropriate conduct including the use of physical or verbal violence. Student understands that, in its sole discretion, Lehigh Carbon Community College or its representative may terminate Student's participation in the Tour/Trip at any time, including before departure or during the Tour/Trip. Reasons for termination may include, but are not limited to: inappropriate conduct or other behavior by

safety considerations. Such termination shall not diminish or otherwise alter Student's obligation to make any payment required for the Tour/Trip, nor shall Lehigh Carbon Community College be required to make any refund to Student.

Release of Claims. In consideration of Lehigh Carbon Community College accepting Student into the Tour/Trip, Student, her/his heirs, executors, administrators, employers, agents, representatives, insurers, and attorneys, hereby release and discharge Lehigh Carbon Community College, its officers, trustees, faculty, employees, agents, and representatives (hereafter "released parties") from any and all claims which may arise from any cause whatsoever, including any negligent act or omission by the released parties. Student further releases and discharges the released parties from responsibility for any accident, illness, injury, or any other consequences arising or resulting directly or indirectly from Student's participation in the Tour/Trip. The Student recognizes and agrees that the released parties assume no responsibility for any liability, damage, or injury that may be caused by Student's negligence or willful acts committed prior to, during, or after participation in the Tour/Trip, or for any liability, damage, or injury caused by the intentional or negligent acts or omissions of any other participant in the Program, or caused by any other person.

Indemnification and Hold Harmless. Student hereby agrees to indemnify and hold harmless the released parties from any loss or liability whatsoever including reasonable attorneys' fees, caused by any act or omission of Student resulting from direct or indirect participation in the Tour/Trip.

Program Participation. (If tour/trip is for credit) Student understands and agrees to attend and participate in all activities that are part of the Tour/Trip. Student understands that failure to do so may result in the reduction of grade, including the possibility of course failure, termination from the Tour/Trip, or both.

Program Modification and Cancellation. Lehigh Carbon Community College reserves the right to cancel or modify the Tour/Trip before or during its operation due to circumstances including emergencies, low enrollment, unavailability of one or more facilities or personnel, or other reasons.

Severability. It is understood and agreed that, if any provision of this release or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this release which can be given effect without the invalid provisions or applications. To this end, the provisions of this release are declared severable.

Governing Law. This release shall be construed in accordance with, and governed by, the laws of the State of Pennsylvania.

Construction and Scope of Agreement. The language of all parts of this release shall in all cases be construed as a whole, according to its fair meaning, and not strictly for or against any part. This release is the only, sole, entire, and complete agreement of the parties relating in any way to the subject matter hereof. No statements, promises, or representations have been made by any party to any other, or relied upon, and no consideration has been offered or promised other than as may be expressly provided herein. This release supersedes any earlier written or oral understandings or agreements between the parties.

Student acknowledges that she/he has read this release and that she/he understands its meaning and effect.

Personal Vehicle Use. Adherence to Standards: Student understands and agrees to abide by all policies, rules and regulations of Lehigh Carbon Community College. Student further agrees to obey all rules, directions and precautions issued by Lehigh Carbon Community College or its representatives. Students understands that in the event of an accident while operating his/her personal vehicle to or from an official College sponsored field trip or activity that his/her

personal automobile insurance serves as protection against claims brought against him/her.

Student acknowledges that he/she has a valid driver's license, current vehicle registration, and current personal automobile liability insurance as required by the Pennsylvania Financial Responsibility Act.

Student DOB: _____ Student L#: _____

Date: _____ **Student/Participant Signature:** _____

Date: _____ Parents or Legal Guardian (if Student/Participant is under 18):

Participant's cell phone # _____

Please return signed copy to: Lehigh Carbon Community College
4525 Education Park Drive
Schnecksville, PA 18078
Attn: Student Life

Name of Emergency Contact: _____

Emergency Contact Phone # _____

Please Note: All trip participants utilizing the approved LCCC sponsored transportation, as stated herein, are required to travel to the destination and back to LCCC using that mode of transport. It is not acceptable to travel with LCCC to the destination and plan to return on your own.

PERM3A-o (AC)

Purchasing Procedures

To purchase goods or services club activities from off-campus companies or agencies an officer must submit a requisition through the Student Life Office. Students should not make purchases personally unless prior approval has been granted. Once the requisition has been submitted, the college will select one of the following methods of payment.

Method of Payment

There are several options of payment for goods and services. Factors such as company policies, delivery date, type of purchase and the amount of the purchase will be considered when selecting the method of payment.

Checks

The Business Office issues all checks on behalf of the SGA and clubs for the purchase of goods and services and travel advances. The check can only be processed after the purchase has been approved by the Director of Student Life and the Dean of Student Support and Success. College checks are issued every Thursday; therefore, all requests for checks should be anticipated by you and submitted at least two weeks in advance.

Credit Card

The Student Life Office has a Credit Card that may be used for approved purchases under \$1,000.00.

Purchase Orders

Many businesses will accept a purchase order as a guarantee of payment. Full payment is usually expected within 30 days.

Reimbursements

Reimbursements to individual students for purchases made on behalf of the club will be made when the following procedures are followed. Please Note: **Because of the College's tax exempt status, an individual will not be reimbursed for sales tax. A tax exemption form can be issued by the Student Life Office prior to your purchase.**

Reimbursements

Club Advisors should submit an Employee Expense Voucher for all of their reimbursements. Students should provide receipts to the Student Life Office for all of their reimbursements (student reimbursements will not exceed \$100).

Deposit of Funds

All monies collected from dues and/or fundraisers needs to be deposited at the Student Life Office. The Director of Student Life will process your deposit and will give you a receipt of your deposit for your records. It is very important that you deposit your monies through the Student Life Offices so that your funds can be tracked and reconciled each month.

Please remember that until you deposit your funds and receive a written receipt, the funds are the responsibility of the individual holding them. We strongly encourage that deposits are made immediately following the meeting or event.

Social Media Guidelines

Lehigh Carbon Community College Office of College Relations Social Media Guidelines (in coordination with institutional policy “Use of Social Media,” adopted by the BOT 2-2-17)

Maintaining a presence on Facebook, Instagram, Twitter, and other social media sites allows the college to communicate information and interact with the public in a variety of ways. This social media document will ensure that interactions on behalf of LCCC represent the college’s best interests.

The College Relations Office is responsible for the maintenance and monitoring of official college accounts on specific social media sites as a way to provide announcements and information about upcoming events and activities as well as to provide a forum for open discussion among students, faculty, staff, alumni and the community. As the administrative gatekeeper of social media, the College Relations Office is responsible for establishing, maintaining, and enforcing the college’s social media policy and guidelines as necessary.

College staff and faculty administering institutional social media accounts are expected to follow established social media guidelines and procedures. Please note that faculty, staff, and students who would like to establish their own department, program, or club social media accounts must first secure written approval from the College Relations Office.

Employees or students who post to social media on behalf of the institution must be honest and transparent in their electronic communications and respect privacy, confidentiality and copyright laws. Posted content on college social media sites must be accurate, concise, student-oriented, sensitive to diverse audiences, and respectful to the college, its employees, students, and the community.

The LCCC Social Media Policy only applies to social media accounts created to represent official college groups, departments, programs, entities, etc. and does not apply to private individual accounts.

College-presenting social media platforms that fall under the jurisdiction of the College Relations Office include, but are not limited to, Facebook, Instagram, Twitter, Snapchat, TikTok, YouTube, LinkedIn, Flickr, and any other public-facing form of digital media.



Consider Relevance of Account Creation

The College Relations Office creates content for, posts to, and maintains the official LCCC social media pages that represent the college as a whole. As these are the college's main pages that most students follow, they represent a wide array of student services, departments, programs, and events. Using information from Social Media Request Forms, the College Relations Office often posts promotional, recap, and highlight posts for many college departments as requested.

As such, consider whether or not a separate social media account for a particular student service, department, or program is warranted. Ask yourself: Is the content I plan to post on my pages found on the college's main pages? If the answer is no, then consider requesting social media posts be made for your upcoming events, announcements, and/or opportunities. Much of the information needed to send out to students can be shared on our main pages, which will reach the most students as quickly as possible.

If you would like to create a social media account on behalf of your service area, department, or program, consider how sustainable the account will be. Ask yourself: Will this account be able to easily exist with a steady stream of original content? If the answer is no, then creating a separate social media account may not be the best option at this time. Schedule a meeting with the Content Developer and Social Media Specialist to explore other social media marketing avenues.

Officially Recognized College Social Media Accounts

For a group to be recognized by the college as an official social media account, the group administrators must seek approval from the College Relations Office, which will review the inquiry and ensure that the pages are set up properly according to policy standards. This office should also be used as a resource for the college community for any social media needs. The Executive Director of College Relations will make the final decision in any situation regarding the use of social media.

Posts relating to official college communications and/or business should only be posted to official college pages and not personal pages. This is to avoid any confusion on the part of students and to ensure that accuracy of information is maintained.

Account Administrators

All social media accounts officially recognized by LCCC must have an LCCC faculty or staff member as an administrator at all times. If the administrator leaves the college for any reason or no longer wishes to be an account administrator, it is that individual's responsibility to designate another employee to be an account administrator prior to removing themselves from that role. Students may serve as account administrators and create content, but a faculty or staff member must also be an administrator in order to monitor the account activity. The College Relations Office must be notified when a new administrator takes over. If a new administrator is not identified, the account will be disabled.

LCCC employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible for removing content that may violate the college's conduct policies. Whenever possible, administrators should use a departmental email address for their social accounts. When not possible, administrators should use their LCCC email address. College Relations will have access to these accounts in order to delete inappropriate content or to disable stagnant accounts. College Relations will be provided with the log-in information at the point of account creation.

Content

Use professional judgment about content and respect privacy laws. Do not include confidential information about the college, staff, students or alumni. Do not discuss LCCC community members on social media without their permission. As a guideline, do not post anything that you would not present in any public forum.

Do not post content that is threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

You may not represent your personal opinions as being endorsed by the college or any of its organizations. You may not use the LCCC name to promote any opinion, product, cause, or political candidate.

By posting content to any college social media site, you agree that you are acting as an agent of the college and that you will not knowingly provide misleading or false information. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.

The College Relations Office requests that the official college logo be reserved for the office's main social media accounts to use a profile photo. If you need assistance in creating a logo for your department or service area, please contact the College Relations Office.

Any false information distributed on your personal social media accounts on, about or on behalf of the college is not official. By posting content about the college on your own personal social media accounts, you agree that what you post is your own responsibility and that you will not hold the college accountable for any claims that may arise from the posted content.

Make sure you are providing accurate information. Take the time to verify information before it's posted. If you make an error or need to post a correction or retraction, do so publicly so that others are aware of it. Do not post anything that is dishonest, untrue, or misleading.

Remember, what you post represents the college, not your own personal social media account. Anything posted to pages administered by clubs or departments that is problematic will be removed by the College Relations Office. Participation in social media on behalf of LCCC is not a right but an opportunity and should be treated seriously and with respect. Keep in mind that if you are posting with a college username, other users do not know you personally. They view what you post as coming from the college. What you say directly reflects on the college. Anything of concern should be discussed with your supervisor, as appropriate, and the College Relations Office.

College Relations can remove content for any reason, including but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it is not acceptable for a social networking site.

Privacy Considerations

In relations to FERPA compliance and social media, keep in mind:

When using Facebook, Instagram, or other social media platforms, never reveal information about students that might indicate their grades, course enrollments, class schedules, etc. Doing so could be considered a FERPA violation.

Remember what may be subject to “inspect and review” regarding our actions with others and students. Any document or communication (digital or not) that is considered an educational record for purposes of FERPA is subject to the “inspect and review” privilege by the student.

Frequency

Assign an administrator who regularly monitors postings and content.

Create a content calendar with pre-planned content for slow periods. Aim for standard times for postings and updates.

Manage your social platforms via Hootsuite or Meta Business Suite to communicate with multiple admins and monitor communications from students and/or the public.

The recommended minimum posting frequency is once to twice a week.



Stagnant Accounts

College Relations reserves the right to disable, temporarily unpublish, or delete LCCC social media accounts that are dormant (no posts, no activity) for more than three months, because such stagnancy reflects poorly on the college. In addition, stagnant accounts make it more difficult for students to find useful and timely content. The account administrator(s) will be notified if an account begins to show signs of stagnancy.

Think Before You Post

Once something is posted online, it lives forever. Search engines frequently catalog posts and archive social media content. Do not post anything that could negatively impact the college, your current or future career, or your personal reputation. This includes negative or inflammatory posts or comments made by employees on official college pages.

It's also important to consider the relevance of your posts to your page(s). Ask yourself: Is the content I'm about to post helpful to students, alumni, or employees? Is the content I'm about to post centered around students' best interests? Is the content I'm about to post without personal bias or opinion on any given matter?

Photo/Video Release Forms

Photography, video, and marketing images of any student under the age of 18, in which faces are recognizable, can only be used if there is a signed parental/legal guardian consent form on file in the College Relations Office. This covers images used as a part of the educational mission and special events in which children may be photographed. This includes, but is not limited to, classes and events taking place in the Design Den Makerspace. This also includes photos taken in LCCC student projects as part of the class curriculum.

Photo/video release forms can be found under Faculty/Staff Resources in the myLCCC portal under the Forms folder here. You may keep copies of these forms for your own department/office, but the College Relations Office must also receive copies of completed release forms.

Regardless of the age of the individuals being photographed or recorded, it is essential to obtain explicit permission from the individuals themselves. Remember to be honest and clear about what the photos/footage will be used for and how the individual will be represented. If an individual does not wish to be in a photo, they can step out of the frame. If the individual expresses that they do not want a photo to be used, that request will be respected.

Process for Posting

For assistance on setting up a social media account, email the Content Developer and Social Media Specialist at social@lccc.edu or call 610-799-1718.

Questions about this policy should be directed to: collegerelations@lccc.edu

Social Media Best Practices

Most people are not aware that social media accounts under the umbrella of the institution are administered by different people. Therefore, we want to ensure that all of our social media work together to present a unified, cohesive image of the college. To help navigate the sea of social media strategy, posted content should adhere to the following guidelines.

Overall Strategy for LCCC Social Media

Our collective goal is to promote content that reflects the community we serve: LCCC students and their families, alumni, staff, and faculty. Only a small fraction of posts will target those with no current affiliation with the college and are best utilized through marketing channels such as paid social media ads.

Original Content

It is true that content is key, but in order to reap the benefits of growing a larger and/or more devoted following, content should be original. If followers can get the same content from another page, there is little incentive for them to seek out the content you are posting. Due to Facebook's algorithm, only a small fraction of a page's followers will even see organic posts in their news feed.

Shared Content

Sharing content generated from outside LCCC should be done sparingly. Examples of engaging non-original content include sharing posts from sources that are of interest to followers, such as articles that are relevant to your department/club, etc. Shared posts of this nature, however, should still contain an original caption informing followers as to why this piece of shared content is worth noting.

The College Relations Office is available to help guide and facilitate the engagement of our student population across varied social media pages and platforms so that both followers and page admins are getting the most out of social media. To that end, the College Relations Office is available to help provide guidance in implementing existing ideas for original content, in addition to aiding social media admins and departments who would like assistance in developing original content from scratch.

When posting, ask yourself if the post will enhance the sense of pride, belonging, knowledge, and overall image that students have of your department and/or the college as a whole. If not, then adjustments may need to be made before posting to followers.

Accessibility

Many social media platforms provide alternative (alt) text options for individuals with vision impairment(s) using screen-reading equipment. Alt text allows individuals with vision impairment(s) to read a detailed description of an image or graphic by utilizing text-to-speech technology. LCCC strives to provide accessible content for all students, including and especially on our social media accounts. As such, we require all social media administrators to utilize alt text on the platforms that offer the feature. At this time, Facebook, Instagram and Twitter all offer alt text features. For social media accounts where alt text features are unavailable, administrators can include an image description at the bottom of the caption to act as alt text.

When including a link in the caption of a post, include "[LINK]" before the actual link. For example, if one was to include a link to LCCC's main website page, they would use the following format: For more information, visit [LINK] www.lccc.edu. Keep in mind that Instagram does not allow clickable links in post captions. The College Relations Office recommends utilizing the "link in bio" feature to redirect your audience to the external site you'd like them to visit.

Optimal Content by Platform

Facebook

Best for: larger stories, things with a longer timeline, alumni bios, multiple photos, links to YouTube videos, Aspire articles, and links to articles of interest. Facebook is similar to Instagram in its ability to create a sense of community. However, Facebook offers a greater opportunity to reach a larger population that includes both current and former students, as well as their families.

Post Recap: This post featured students enjoying their first day back on campus for the fall 2022 semester. Since this occasion was an opportunity to capture many photos that could all be posted at once, it was a good choice for Facebook. In addition, students and their parents benefit from this post, which also made Facebook the ideal platform to post it. The post received high engagement as a result.

Instagram

Best for: photos, short slice-of-life videos for stories or reels, day-of promotion and day-after recap of events. Instagram is best utilized to help strengthen the sense of community among our current students, alumni, and campus community, as well as help increase engagement with campus-related activities. In addition, Instagram is a great place to provide resources for students like reminders for upcoming workshop events, answers to their frequently asked questions, and reminders of the various services available to them.

Post Recap: This post showcased a fun and lively event put together by the Honors Scholars Program, with several group photos to showcase the event. These recap posts are great for Instagram, as they show the more genuine side of student life of campus and enhance the feeling of belonging that students feel. In addition, Instagram made it easy to tag the accounts of other involved parties in the event.

Twitter

Best for: announcements and links to articles. Twitter is best utilized for disseminating information as opposed to creating an opportunity for engagement on the platform.

Post Recap: This tweet is a simple and straight-forward announcement of important information that reached a large number of students as quickly as possible. It provided prompt contact information in case students need more information and accompanied a simple but catching visual. These straight-forward announcements are great for the format of Twitter, as well as the audience of users who consume a plethora of information at one time.

LinkedIn: At this time, the College Relations Office does not allow any individual to create a LinkedIn account associated with the college.

TikTok: At this time, the College Relations Office does not allow any individual to create a TikTok account associated with the college.

Snapchat: At this time, the College Relations Office does not allow any individual to create a Snapchat account associated with the college.

