Mott Community College
College Life Enhancement Fund (CLEF)
CLEF Procedures Guide

**Applications**
Submit a completed application to the CLEF Communications Secretary the Friday before the designated CLEF Meeting. **No late applications will be accepted.** The CLEF Annual Calendar can be accessed at:

[clef.mcc.edu](http://clef.mcc.edu)

Applicants should work closely with the CLEF Chairperson to ensure that proposals are not delayed or denied due to incomplete, inaccurate or ineligible information.

**Representation of Requesters**
Each proposal must be presented by one or more students who will be participating in the funded activity, at a CLEF meeting. If no one is present, the proposal will automatically be postponed until the next meeting. If no students are present at the next meeting, the proposal may be dismissed by committee vote.

**Accounts Notification**
Accounts will be set up for funded activities within one week of the committee’s decision. The CLEF Communications Secretary will notify the parties by email when the funds are available for use. Notification of approval/denial of funds in whole or in part will be given to the activity sponsor.

**Budget**
It is the responsibility of each organization to plan and budget their approved CLEF Application funding prudently. Any group that overspends their allocation will not be allowed to bring a supplemental proposal back to the committee and request additional funding. The committee is not responsible for covering overspending. Proposals are expected to include shared funding from all groups such as mini-grants when these funds exist – CLEF is not intended to wholly fund activities for any group. If the application does not show any shared funding from the group or club, the Committee may postpone its decision until money from other sources such as from fundraising, incentives, other grants, etc. are identified. Student clubs requesting funding will be looked at to ensure that they are a viable club; for instance, do they hold regular meetings, are they active (community service, campus service, hosting events), does the club make a reasonable effort to increase its budget by fundraising.

**Expiration/Default**
If a funded activity defaults due to a change in club status, change of venue, cancellations etc., the funds will be rolled back into the CLEF Account. The allocation may not be used for a different event than it was approved for - a new application must be submitted. If CLEF funds have already been expended for an activity and any participating student(s) back out/cancel their commitment, the CLEF committee will reclaim ½ of the expenditure from the Organization/Group account. If a Student Club is inactive for two academic years (as determined by the Student Life Coordinator), the Club funds will be rolled back into the CLEF general fund.

**On-Campus Events**
All Mott Community College faculty, staff, students, student groups and Organizations/Groups are eligible for CLEF funding. Individual Sponsors applying for CLEF funding for an on campus event will be eligible for up to $2000 and Group Sponsors will be eligible for up to $5000 per year. Events must be of benefit to current students who fund CLEF. Individual Sponsors are comprised of one club/organization/student group. Group Sponsors are comprised of two or more clubs/organizations/student groups.

**Proposals - Documentation**

All required documentation (e.g. conference brochures, schedules, registration deadlines, etc.) supporting the proposal must be turned in at the time of application. All required documentation (as specified in the Proposal Checklist) must be completed and in the possession of the Student Life Coordinator (e.g. emergency contact lists, conference programs etc.) before any travel arrangements will be made or funds disbursed.

**Receipts**

At the end of each funded activity, the Club Advisor/Sponsor who is responsible for the student Organization/Group **must** present all relevant receipts to the CLEF Communications Secretary by the end of the month that the funded activity took place. If receipts are not turned in by the end of month, the Organization/Group will be put on probation regarding the use of CLEF funds from that point to the end of the fiscal year, and will potentially be ineligible to receive future CLEF funding at the CLEF Committee's discretion.

**Reporting Back to the CLEF Committee**

Each Organization/Group which receives CLEF funding **MUST** provide a brief (approx. 5-7 minutes) report back to the committee with information about the activity. The report should summarize the student learning outcomes and the current and future benefits of the activity to the entire college community.

Reports can consist of one of the following:

- A YouTube video
- A Powerpoint presentation (no more than 10 slides)
- A physical or virtual scrapbook,
- Another method (check with CLEF Chairperson if there are questions about accepted formats).

All electronic and paper materials must be provided to the Student Life Coordinator **at least 5 days prior** to the CLEF meeting. The Organization/Group may choose to do a live report back at a committee meeting; if so, they must confirm a date and time with the CLEF Communications Secretary. No additional funding requests will be approved for a group until after the report is submitted.

**Travel Funding**

CLEF funding is based on the college fiscal year (July 1st through June 30th). Yearly caps are for the fiscal year and funds cannot be carried over from one year to the next. When a student Organization/Group wishes to travel and requests funding from CLEF to do so, the proposal must be submitted to the CLEF committee at least **one month prior to** any travel or deadlines.

If the request is approved, the group **must** go through the CLEF Chair for travel arrangements. The **Club Advisor/Organizer** will ensure that the Organization/Group follows all approved college procedures for student travel. **A ratio of 1 Advisor to each 10 Students is required for travel. Exceptions may be made at the discretion of the**
Executive Dean of Student Services or his/her designee.

NO travel reservations/registrations may be done WITHOUT proof of complete funding. Without proof of full funding, no registration/reservations for travel will be processed. All CLEF funded travel must be done with approved transportation (college bus, staff person vehicles, etc.) All Advisors/Sponsors must travel with entire student group. No student may travel alone or solely with other students or travel back and forth from activity site to home/work/school/etc. If using personal vehicles, students must caravan with Advisor/Sponsor.

Students must be verified by the Club Advisor/Organizer as enrolled at MCC at the time of the proposal AND the time of the trip – if a student drops out after the proposal is approved but before the event, they will not be allowed to travel and the funds will return to CLEF. If the activity occurs during the December/January break, the students must be registered for the Winter Semester (January) or in Spring/Summer, the students must be registered for the current or following semester. MCC students that graduate within the current school year are eligible to travel one semester past graduation, as long as they meet the eligibility requirements of their group and if in a club – Student Life requirements.

Individual students traveling to conferences, etc. will have an annual cap of $550. Students must travel with a college Advisor/Sponsor. Individual students (whether acting as an individual or as part of a group) cannot spend more than $550 per year of CLEF funds.

Advisor/Sponsor funds up to $550 will be available for each activity/trip he/she is involved in, as many times as needed during the year. (This $550 is not included in the $5,500 per year cap per Organization/Group for funding). The $550 may be used to fund travel transportation, hotel room, baggage costs, and registration fees. It may not be used to fund meals while traveling and the excess is not funded in cash, it returns to the CLEF account. If the clubs current Advisor will not be in attendance for the trip, the faculty/staff person attending must undergo training in club travel before any travel arrangements will be made. Club/Group funds may be used to offset the costs of the Advisor for traveling. The student club/group must vote on the amount and have it recorded in their minutes.

The Organization/Group's requesting travel funds may request up $550 per student per year for up to 10 students, not to exceed $5500. For groups over 10, see attached chart. The organization/Group’s yearly funding cap will be based on their FIRST proposal during the academic year, therefore groups/clubs/organizations are encouraged to bundle their trips/events and request all the funds at one time. Doing so will ensure that the trips will be funded using the largest student group to determine the annual travel funding cap for the organization. Even if a student travels with multiple organizations/groups, the individual annual cap of $550 per student remains in effect.

**Example:**
If Student 1 travels with Group A and uses $300 of CLEF funding for this trip and plans to take different trip with Group B. Student 1 will have up to $250 available for travel with Group B.

If Student 2 travels with Group A and uses $550 of CLEF funding for this trip and plans to takes different trip with Group B. Student 2 will not have any funds available for travel with
Group B. The student has reached their annual cap of $550 from CLEF.

**Student Group Travel Funding Eligibility**

<table>
<thead>
<tr>
<th># of Students</th>
<th>Maximum Eligibility per Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>$5,500</td>
</tr>
<tr>
<td>11-15</td>
<td>$6,000</td>
</tr>
<tr>
<td>16-20</td>
<td>$6,500</td>
</tr>
<tr>
<td>21-25</td>
<td>$7,000</td>
</tr>
<tr>
<td>26-30</td>
<td>$7,500</td>
</tr>
<tr>
<td>31-35</td>
<td>$8,000</td>
</tr>
<tr>
<td>36-40</td>
<td>$8,500</td>
</tr>
<tr>
<td>41-45</td>
<td>$9,000</td>
</tr>
<tr>
<td>46-50</td>
<td>$9,500</td>
</tr>
<tr>
<td>50+</td>
<td>Number of students X $190</td>
</tr>
</tbody>
</table>

**Appeal Process**

An appeal may be made in writing to the Chair of CLEF after the Club/Organization or individual receives notification of the Committee's decision. The Chair will make a decision and inform the individual/group and the Committee of the determination. If the requesting organization or individual disagrees with the Chair's decision regarding the appeal, a second appeal may be made in writing to the Executive Dean of Student Services. The Executive Dean will review the original proposal, the appeal to the Chair and the final appeal. A decision will be made by the Executive Dean and put in writing. The Executive Dean's decision is final.

**Athletic Clubs**

The College recognizes that there are many different types of clubs and that some clubs fall more closely under the category of athletic sports. It is, therefore, the intent of the CLEF committee to provide support as the Athletic Clubs move through developmental phases. The following schedule outlines the intended transition over time of Athletic Clubs from Student Life to Athletics.

<table>
<thead>
<tr>
<th>Year</th>
<th>Reporting Line</th>
<th>Reporting</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Student Life</td>
<td>Athletic Club</td>
<td>Advisor</td>
</tr>
<tr>
<td>Year 2</td>
<td>Student Life</td>
<td>Athletic Club</td>
<td>Advisor</td>
</tr>
<tr>
<td>Year 3</td>
<td>Athletics</td>
<td>Extramural Sport</td>
<td>ES Coach</td>
</tr>
<tr>
<td>Year 4</td>
<td>Athletics</td>
<td>Extramural Sport</td>
<td>ES Coach</td>
</tr>
<tr>
<td>Year 5+</td>
<td>Athletics</td>
<td>Extramural Sport</td>
<td>ES Coach</td>
</tr>
</tbody>
</table>

Each Athletic Club will follow the polices and procedures of Student Life/CLEF for the first two years of operation. If the club is viable after that time, the organization will change to an Extramural Sport (ES) and will then fall under the direction of the Athletic Department. Extramural Sports must meet the guidelines as outlined in the college Athletic Policies and Procedures. The Athletic Director will be responsible for authorizing eligibility to compete and working with the Bruin Club for additional ES support, such as uniform purchases and travel expenses. Extramural Sports will be a hybrid of a club and an athletic team. The ES will fall under the supervision of the Athletic Director and must meet eligibility requirements for student participation. The ES Advisor/Coach is responsible for following all applicable
Athletic Department rules and policies.

When an Athletic Club is operating as a Organization/Group, they will be funded through CLEF for the first two years of operation, and will be eligible for the same club allocations, incentives and CLEF funding as other student Organization/Group. Beginning Year 3 of competition activity, the Organization/Group will transition to an ES Sport. Starting at Year 3, the ES Sport will be eligible for proposal funding, but other activities, such as incentives, fund raising, travel forms and policies, etc. will be conducted through the Athletic Department. All Athletic teams and ES sports are eligible for proposal funding.

The Coach will be paid as a club Advisor for the first two years and will then transition to a coaching salary schedule in Year 3 and beyond. The ES Coach pay will be decided and paid by the Athletic Director from Year 3 forward. This structure then continues indefinitely until the ES becomes inactive or other administrative action is taken.

**Conflict of Interest**

CLEF Funding **will not** be used for:
- Personal benefit of individuals/Organizations/Groups
- Political contributions, directly or indirectly
- Donations to charitable Organizations/Groups
- Any activity contrary to regulations or laws of the college, state of Michigan, or federal government
- Food for Organizations/Groups or their advisor/sponsor while traveling
- Activities in violation of MCC Board policies

**Incentives**

A program has been developed to assist all student groups with fundraising efforts. Monetary awards are attached to each incentive. Each month the Student Life Coordinator will verify the documentation and provide information to the Committee Chair and Accounting. Club accounts will be updated with earned Incentive funding by the end of the month following submission of documentation to the Committee Chair and Accounting.

The incentives are as follows:

- **Seed Money** $400
  At the beginning of each fiscal year, student Organizations/Groups that are recognized by the Student Government Association will be allocated seed money from the CLEF Committee, if funds are available. This money is not guaranteed, and the amount may vary from year to year.

- **Community Service (70-100 hours)** $400 - $600
  After a club has reached its maximum community service hours, club members may then donate their hours to the Club of their choice, upon approval from the Student Life Coordinator. Community Service must be documented by a letter on the organizations letterhead stating which club volunteered, which members volunteered, the dates and how many hours were served by each member and what duties they performed. This must be signed by a member of the organization. Please see the last page for examples of Community Service.

  There are three levels of Community Service Incentives:
  - 70 Completed Community Service Hours $400.00
85 Completed Community Service Hours $500.00
100 Completed Community Service Hours $600.00

◊ **Campus Service (30-50 hours)** $300-$500
Provide Service to the Campus - Examples: Work with Maintenance/Grounds, Public Safety, etc., to assist with projects, Volunteer to help with peak registration and first week of class to help new students, work with the Emergency Response Team, etc. All Campus Service must be made available for any and all recognized club members and must be announced via the Student Life Center by email to the recognized student clubs. If club members are not signed up by the deadline given, they will not be counted. An Officer should be in charge of this. Please see the last page for examples of Campus Service.
There are three levels of Campus Service Incentives:
- 30 Completed Campus Service Hours $300.00
- 40 Completed Campus Service Hours $400.00
- 50 Completed Campus Service Hours $500.00

◊ **Campus Programs and Services** $250-500
Activities conducted to improve and/or enhance MCC student life and which are provided free of charge to students. Groups must obtain approval of activity from the CLEF Chair to ensure that it is eligible for this incentive. All events must be open to all students/faculty/staff and must be advertised for at least two weeks prior to the event. Advertisement must include MCC Facebook, InfoChannel and flyers/posters. The Incentive allows for a maximum of two events September – mid-May for $250.00 each.

**General Committee Policies**
The CLEF Committee will meet once a month, from September through May, to review requests and discuss committee business. A business meeting may be held in August, as needed. Additional guidelines for the use of CLEF funds are:
- Violation of College policies or guidelines may result in an organization losing all privileges related to committee funding.
- College policies and procedures for purchasing materials and equipment must be followed.
- Funding for equipment purchases requires written assurance, from the Office of Physical Plant, that appropriate facilities support is available.
- **The requesting organization or individual should not assume that funds will be automatically granted.**
- A request may be fully funded, partially funded, or not funded, depending upon the Committee’s decision.
- The Executive Dean of Student Services will have veto power over all submitted applications.

**Annual Accounting**
An accounting update will be made available to the CLEF Committee at each meeting.
- $5,000 for activities related to student leadership development.
- $20,000 for contingency will be subtracted from the beginning annual account balance to ensure fund solvency.
- $5,000 for emergencies will be subtracted from the beginning annual account to be used in cases of emergency for student groups that are traveling, such as a medical emergency or a natural disaster.
- $25,000 will be allocated for seed money and club incentives. Once this money is
awarded in its entirety, it will not be available until the next fiscal year.

- A $1,000 allocation will be made each year to purchase pleasure reading books for the library. Book purchases will be determined by MCC Library staff and the Student Life Coordinator or designee.
- $8,000 will be set aside each year for Honors related activities.
- $13,000 will be set aside each year to fund requests for Campus Seating and related facilities improvement – funding for Campus Seating must be requested through the regular CLEF request process.
- $750 for CLEF Committee funding for food, supplies and miscellaneous.

Committee Membership

The CLEF committee is composed of a representative group of students and college employees. The membership profile is:

- One Chairperson, appointed by the Exec. Dean, Student Services (non-voting member)
- Five Faculty members (appointed by the Chair)
- Five Staff members (appointed by the Chair)
- One Student Life Coordinator, acting as CLEF Communications Secretary (non-voting member)
- Five Students (one appointed by the Executive Dean, one appointed by the Chair, one Student-Athlete and 2 additional student representatives)

Attendance

The CLEF Chairperson may determine that, after two consecutive meeting absences, the committee member shall be removed. Regular attendance is expected from all CLEF Committee members.

Term Limits

Committee Members may serve on the CLEF Committee for two (2) years. They must be off the Committee for a minimum of two (2) years before re-applying for Committee Membership.

Quorum

A quorum of one member from each represented group must be present for club presentations and voting (minimum for quorum is: 1 Student, 1 Faculty, 1 Staff). If a CLEF meeting does not have a quorum of members, the meeting will be cancelled and all committee work will be deferred to the next CLEF meeting. If the Chair is unavailable for a meeting, he/she will designate a person to chair the meeting – the CLEF Communication Secretary will act as Chair in cases of emergency or unforeseen circumstances.

Voting

Email voting will not be used by the CLEF Committee except in extreme/unalusual situations. Email voting may be conducted at the discretion of the Chair. Absentee voting is only allowed if a CLEF Committee member has to leave the meeting before the voting is done; he/she may leave a proxy vote with the Chair or another member of the Committee.
PROPOSAL CHECKLIST – Presenters should ensure that all the required items are complete BEFORE submitting proposal!

Club Checklist
☐ Travel Form
☐ Emergency Contact Form
☐ Code of Conduct Form
☐ List of Participants w/student ID#’s
☐ Sexual Harassment Prevention Training Online
☐ Meal Per Diem Form if needed
☐ All other funding in place
☐ MCC Bus Request if needed

Others Checklist
☐ Request for College Travel Form
☐ List of participants w/student ID#’s
☐ Travel Request Form
☐ Overnight Permission Form
☐ All funding in place
☐ MCC Bus Request if needed

U.S. State Department clearance must be obtained by the requestor for international travel.

Community Service Events Include:
Public Safety Halloween Party
Family Santa Run/Walk (not running/walking, but working)
Whaley’s Children’s Center
Earth Day events
Community Clean Ups
Community School service
Crim Race events (not running/walking, but working)
Community Church service
VFW/Community Veterans service
Animal Shelter/Vet service
Medical Clinic/Hospital service
Food Bank service
Flint River Watershed
North End Soup Kitchen or Shelter service
Boys & Girls Club service or Big Brothers/Big Sisters service
Sloan Longway/Flint Cultural Center service
Running a registration table or something similar at a community event

If you aren’t sure if it qualifies, ask!

Campus Service Past Events
Fall Rally (September)
Mott Foundation Health Fair (September)
Friends of Mott Library events
Events Office assistance as requested
Annual Tree Lighting event (December)
Casino Night
Blood Drive unloading/loading (October & April)
Focus Group through Student Services
Spirit Squad for 4 College Annual Food Drive (November)
Technology Division Career Fair
Criminal Justice Career Fair (April)
College Night