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Introduction

**Vision:** Engaged students, exceptional leaders

**Mission Statement:** Through intentional programming, student organization participation, and building meaningful relationships within an inclusive learning environment, The Office of Student Life develops student leaders who are committed to personal growth and are dedicated, involved, and engaged in their communities.

**Value Statements**

**Commitment:** We commit to providing high quality programs, activities, and involvement opportunities that support the whole student

**Community:** We strive to create a supportive and inclusive community where students, faculty, staff, and community feel valued

**Integrity:** We are honest, fair and equitable in our practices and we strive to live out our mission and the mission of the Community College of Aurora

**Respect:** We build lasting relationships through mutual respect, acknowledging and celebrating differences, and finding joy in common ground

**Our Locations**

CentreTech Campus: Student Center, 1st floor, #102
Lowry Campus: West Quad, Building 903, 1st floor, #110

<table>
<thead>
<tr>
<th>Person</th>
<th>Position</th>
<th>Phone Number</th>
<th>Email</th>
<th>Point Person For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Sturtevant James</td>
<td>Director</td>
<td>303-360-4726</td>
<td><a href="mailto:Kathryn.sturtevant@ccaurora.edu">Kathryn.sturtevant@ccaurora.edu</a></td>
<td>Student Leader training, Advisor support, finances, leadership development, advises SGA</td>
</tr>
<tr>
<td>Jorge Velasquez</td>
<td>Assistant Director</td>
<td>303-360-4829</td>
<td><a href="mailto:jorge.velasquez@ccaurora.edu">jorge.velasquez@ccaurora.edu</a></td>
<td>Campus-wide programming and events</td>
</tr>
<tr>
<td>Jessica Rogan</td>
<td>Administrative Assistant</td>
<td>303-340-7525</td>
<td><a href="mailto:Jessica.rogan@ccaurora.edu">Jessica.rogan@ccaurora.edu</a></td>
<td>Room reservations, general questions, finances</td>
</tr>
<tr>
<td>Juan Carlos Hernandez Barraza</td>
<td>Graduate Assistant</td>
<td>303-340-7501</td>
<td><a href="mailto:Juan.HernandezBarraza@ccaurora.edu">Juan.HernandezBarraza@ccaurora.edu</a></td>
<td>Campus-wide programming and events, SLO Support</td>
</tr>
</tbody>
</table>
Purpose Statement & Alignment with CCA

Student-Led Organizations exist to promote diverse educational experiences that are responsive to the needs and interests of CCA students who desire to enhance their occupational, intellectual, cultural, social, or personal development. Student-Led Organizations should, in some way, align with the mission and values of the Community College of Aurora. Alignment can be either direct, in terms of the Student-Led Organization mission, or indirect, in terms of how the Student-Led Organization functions daily and the values they aspire to.

Community College of Aurora Mission Statement:
The Community College of Aurora serves our diverse community by providing high quality instruction and support services to prepare students for transfer and employment.

Community College of Aurora Values:
Respect, Collaboration, Quality, Access, Diversity, Inclusion

Community College of Aurora Strategic Goals:
1. Increase student retention, completion, transfer, and employment.
2. Improve student learning through instructional and non-instructional efforts and assessment.
3. Optimize enrollment.
4. Optimize fiscal, technological, and physical resources.
5. Increase community partnerships, engagement, and service.
6. Diversify and strengthen human resources.

Lifelong Skill Development

All students at CCA are expected to develop competence in our 6 lifelong skills in addition to competence in occupational and discipline knowledge. These skills are the foundation of students’ education at Community College of Aurora. Students develop competence in one or more of these skills in all of their classes at CCA and the Office of Student Life’s hope is that skills are being developed outside the classroom through involvement in Student-Led Organizations. Please visit http://www.ccaurora.edu/about-cca/our-mission for more information about lifelong skills.

Lifelong Skills
- Communication
- Critical Inquiry
- Personal Responsibility
- Quantitative Reasoning
- Technology
- Aesthetics
The Student Government Association (SGA), funded by student fees, represents the student body and serves as a liaison between the faculty, administration, and the student body in areas of mutual interest. The Student Government Association serves as the chief representative body of CCA students, promotes student leadership and college spirit, assists in overseeing student student-led organizations, provides a forum for discussion between students and administration, and gives students a representative voice in college affairs.

The purpose of this Student Government Association is to:
1. Provide a means of organized student expression in CCA affairs, activities, CCCS policies and CCA procedures
2. Promote the rights of the students
3. Keep the student body informed of relevant issues
4. Maintain a positive relationship between the student body and faculty, staff, administration, and the local community
5. Provide a venue to run educational experiences outside the traditional classroom setting
6. Support Student-Led Organizations
7. Serve as the chief representative body of students at CCA

Student-Led Organizations and student involvement in Student-Led Organizations are an essential way SGA demonstrates support for student voice. Think of your Student-led Organizations as an extension of SGA.

Student Government hosts an open general meeting the 2nd and 4th Friday of each month. This is a venue to raise awareness of issues impacting students, make suggestions regarding programs/events, ask questions, or just observe. If you are interesting in participating in the Student Government Association, or would like more information about the open general meetings, please email SGA.CCA@CCAurora.edu. You can also stop by The Office of Student Life at either campus.

Organizations Eligible for Recognition & Funding

1. **Academic and Pre-Professional:** The primary purpose of the organization is centered within an academic department or program at CCA and may have a national affiliation (e.g., honorary organization).
2. **Educational:** The primary purpose of the organization is to educate CCA students and the CCA community about specific topics, issues, and concerns.
3. **Cultural:** The primary purpose of the organization is to educate CCA students and the CCA community about customary beliefs, social norms, and traits of a racial, ethnic, or social group.
4. **Service:** The primary purpose of the organization is to provide a learning opportunity for students interested in community service and volunteering for the local and College community.
5. **Sports/Recreation:** The primary purpose of membership is to participate in, or educate members about, a sport or physical activity.
6. **International**: The primary purpose of the organization is to educate CCA students and the CCA community about the beliefs, social norms, and traits of a country.

7. **Political**: Any organization whose primary purpose and activities are to support or oppose any political party, a ballot measure or a drive to put an issue on the ballot; or support a candidate or group of candidates formally running in any election for national, state, local or campus office. Its purpose and activities also may support or oppose a political cause or viewpoints. It may have a national affiliation with a parent organization whose primary purpose is political.

8. **Religious**: The organization whose primary purpose and activities are worship, devotion, prayer, meditation, or study of religious concepts, or requires membership affiliation or shared beliefs with a group generally recognized as a religion, or to further or oppose a religious ideology. It may have a national affiliation with an organization whose primary purpose is religious.

9. **Special Interest**: A student organization with the purpose of providing a place for members to discuss issues relevant to them, express their interest in a given subject, serve as a support group for students on campus or as representatives of a group off campus, or act toward the advancement of social interests that affect both the College and the community at large.

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### Regulations

**Rules, Policies, and Procedures**

Any behavior or activity that interferes with or disrupts the normal activities of the College or the rights of others is subject to regulation. Student-Led Organizations must abide by all CCA, Colorado Community College System, and State rules, policies and procedures, and Student Life will communicate with the Office of Student Conduct & Intervention on matters if applicable. It is expected that students be aware of the rules, policies, and procedures. More information can be found by visiting the Student Handbook: [http://www.ccaurora.edu/about-cca/campus-life/student-handbook](http://www.ccaurora.edu/about-cca/campus-life/student-handbook). If you have any questions, please contact the Office of Student Life at 303-360-4726.

### Membership

1. Restrictions to membership in an organization shall never be based on race, color, creed, age, socio-economic status, gender, or sexual orientation.

2. Membership is limited to students currently enrolled at CCA, including concurrent enrollment students.

3. There shall be no rituals or procedures which exclude a person from Student-Led Organization membership if the person desires to be in the organization, provided he/she/they meets the criteria for membership specified in the constitution.

4. **All Student-Led Organizations must have at least 5 active members each semester.** Student-Led Organization members must be enrolled in at least one class. **Organization officers must be enrolled in at least 3 credit hours.**

### Communications

5. All officially recognized Student-Led Organizations must post notices of meetings in a timely manner, as well as remove notices in a timely manner.

6. Student-Led Organizations must create and keep on file at The Office of Student Life constitution/bylaws which shall govern the operation of the organization.

### Financial
7. Student-Led Organizations may not use funds for alcohol or other contraband.
8. Student-Led Organizations may not hold a financial account or keep petty cash in any other location other than through the Community College of Aurora.
9. It is illegal to sell merchandise on state property other than for the purpose of fundraising. Therefore, those Student-Led Organizations that reserve space in the CentreTech lobby or Lowry campus for retailers must do so for the express purpose of fundraising for the organization.

### Suspension and Grievance Policies

**Student-Led Organization Suspension**
The Office of Student Life reserves the right to suspend any student, or Student-Led Organization whose conduct is not in accordance with the rules set forth in this manual, the standards of conduct as specified by the College, or the policies of Colorado Community Colleges System. A suspended Student-Led Organization or student no longer has access to funds, space reservations, equipment rental, or any other such privileges. Student-Led Organizations and students have the right to appeal suspensions through the appeals process.

**Suspension Process**
Any Student-Led Organization or student member found in violation of governing regulations will be given a written warning notice stating the specific violation and given a specified deadline by which the issue must be resolved to the satisfaction of the Office of Student Life. Any Student-Led Organization or student failing to meet this deadline will then be considered suspended by the Office of Student Life until further notice.

**Grievance Procedure**
A suspended Student-Led Organization has thirty days to appeal to the Office of Student Life. An appeals board will hear the appeal and make a final decision. A Student-Led Organization whose suspension is upheld will not be allowed to reapply for recognition for a minimum of one semester following the suspension. Suspended organizations must then reapply for recognition. If an organization fails to reapply for recognition for two academic years, all monies in the organization account will be transferred to the SGA Account and the organization account will be closed. This grievance procedure is only in effect for organizations that have been suspended due to conduct that violates policies set forth in this manual, college regulations, or system policies. **Student-Led Organizations that fail to receive recognition due to missing mandatory meetings or failing to submit paperwork on time need to read the appeals process.**

**Appeals Process**
Student-Led Organizations whose members fail to attend the mandatory organization meetings, submit their paperwork by the deadline, or commit any other violations will **NOT** receive official recognition. Any organization who wishes to appeal this decision must meet with and submit a written appeal to the Office of Student Life. The Office of Student Life will hear the organization petition, and then set up a meeting with an organization representative and the President of the Student Government Association. The Office of Student Life will also submit a letter of evidence to the appeals committee regarding the organization's status and history. The appeal must be made within ten (10) working days from the date of notification of violations. The appeals committee shall consist of the President of the Student Government Association, an Office of Student Life staff member, a student at large, and another Student-Led Organization advisor. This committee must
hear the appeal within ten (10) working days from the receipt of appeal made to the Director of Student Life. **ALL DECISIONS MADE BY THE APPEALS COMMITTEE ARE FINAL.**

### Student-Led Organization Requirements

Organization requirements are in place to ensure there is a consistent, manageable, and equitable process for students to succeed. All organizations are expected to comply with the following requirements and failure to do so may result in delayed or no distribution of SGA funds to the organization account. Student-Led Organization are required to:

1. Maintain an updated Constitution and Bylaws and operate in a manner that reflects those documents.
2. Have an advisor and maintain an ongoing relationship with the advisor on organization related activities.
3. Maintain an active membership.
4. Attend and participate in certain events throughout the year, including Student Leader trainings each semester, SGA meetings, and Club Kickoff.
5. Plan, coordinate, and implement at least one event each semester that will benefit the students of CCA.
7. Submit necessary reports (see Student-Led Organization Reports below).

### Reports

As a way to support the diverse needs of all Student-Led Organizations, The Office of Student Life asks for specific reports that will help the staff better understand the unique activities and functions of your organization.

1. **Each semester,** Student-Led Organizations are responsible for completing and submitting an Active SLO form. This form provides important, updated information about your organization, as well as a way to request funding from SGA.
2. The Treasurer of each SLO will need to provide a detailed budget with expenditures at the end of each semester to review with the Assistant Director of Student Life and SGA treasurer.

### Officer Requirements

1. Organization officers must be current students at the Community College of Aurora, enrolled in at least 3 credit hours.
2. **Organization officers must maintain a semester and cumulative grade point average of 2.0 or above.** If a student falls below a GPA of 2.0, he or she will enter a probationary period until the end of the current semester. If the student’s GPA has not returned to a 2.0 or above, he or she will be asked to vacate the position. GPA checks will occur every semester.
3. Organization officers must be in good academic and conduct standing with the college.
4. Each Student-Led Organization must have a Treasurer if you want funding from SGA. Other Officer positions can be the Vice President, Secretary, SGA Representative, etc.
5. The President and Treasurer must attend and participate in a Student Leader training provided each semester. Other members are also invited to attend.

**Officer Responsibilities**

**Officer Responsibilities**  
If you are an officer, or are considering a position as an officer, you are a dedicated student who understands the importance of combining academics with other activities to enhance your educational journey. Below are general guidelines of the responsibilities typically associated with the various officer roles. Please remember these are guidelines only. The duties of organization officers will vary depending on the needs of the various organizations or as stipulated in each organization Constitution and Bylaws.

**President shall be responsible for all actions of the organization and shall:**
1. Act as chairperson at organization meetings,
2. Act as a representative of the organization to internal and external constituents,
3. Work in conjunction with other officers to be sure that all necessary forms are completed and submitted to Student Life and/or SGA in order to form and maintain an official organization,
4. Work in conjunction with the Treasurer to prepare the organization budget,
5. Have authority to authorize expenditures from the organization budget,
6. Maintain a consistent and communicative relationship with the organization Advisor,
7. See that the constitution and bylaws of the organization are up to date and followed,
8. See that the organization as a whole accomplishes its goals and fulfills its responsibilities and purposes,
9. Call special meetings when necessary,
10. Serve as acting Vice President, Treasurer, Secretary, SGA Representative, or other officer positions when the positions are vacant or the students are unable to fulfill their duties, and
11. Assume any additional responsibilities that the constitution, bylaws, or organization may stipulate.

**Vice President shall be responsible for all issues and affairs related to the internal workings of the organization and shall:**
1. Act as chairman in the absence of or at the request of the President,
2. Be prepared to assume the duties of the President at any time,
3. Maintain channels for students to express opinions, and
4. Assume any additional responsibilities that the constitution, bylaws, or organization may stipulate.

**Treasurer shall be responsible for overseeing all funding related to the organization and shall:**
1. See that all expenditures of organization funds are in accordance with College, State, and SGA policies, and do not conflict with any budgets approved by SGA,
2. Maintain an up-to-date and accurate account of the organization budget at all times,
3. See that all financial transactions of the organization are executed in a timely fashion,
4. Use his/her signature to represent the organization on all financial documents affecting Student Government Association funds,
5. Communicate regularly with the Director of Student Life involving financial activity,
6. Assume any additional responsibilities that the constitution, bylaws, or organization may stipulate.
Secretary shall be responsible for maintaining all organization records and shall:
1. Record the minutes of all meetings of the organization,
2. See that all minutes, agendas, and related materials are available to all organization members and CCA students early enough to review materials for the meeting to which the materials pertain,
3. Email agenda, minutes, and sign-in sheets for each organization meeting to Student Life
4. Set the calendar of regular organization meetings for each academic semester and make that calendar available to all officers, advisors, students, faculty, staff, and SGA representatives at least one week before the first meeting of each academic semester,
5. Make copies of the current Constitution and Bylaws available to organization members and CCA students if requested,
6. Maintain a file of actions and resolutions approved by the organization and SGA,
7. Maintain attendance records,
8. Maintain roster of members, and
9. Assume any additional responsibilities that the constitution, bylaws, or organization may stipulate.

**Student Government Association Participation**

Student-Led Organizations at CCA are supported by the Student Government Association. To ensure the student and organization voices are heard, each organization is required to send at least one representative to each Student Government Association meeting. This can be a separate executive officer in the organization or it can be a duty of another executive officer (President, Vice President, etc.)*

*If an officer is affiliated with more than one organization, he/she may represent **up to two** organizations as the SGA Representative. It is expected that the two organizations being represented communicate regularly as to ensure appropriate information is being communicated.

The SGA Representative must attend each SGA General meeting. If he/she cannot make it, another member of the organization must be sent in his/her place. The SGA meetings are held every other Tuesday from 4:30-5pm. Locations and dates can be found here https://www.ccaurora.edu/students/student-life/student-led-organizations/student-government-association

**SGA Representative shall be responsible for fulfilling the duties of an organization officer and shall:**
1. Attend all required SGA meetings and events,
2. Voice the opinion of the organization members during SGA meetings, discussions, and vote accordingly,
3. Inform organization members of the results of any resolutions or activities from SGA meetings,
4. Regularly report to the organization members issues and procedures of SGA, activities, referendum, and issues affecting the organization,
5. See that the Constitution and Bylaws of the organization are followed, and
6. Assume any additional responsibilities that SGA, the constitution, bylaws, or organization may stipulate

**Voting Power**
Each Student-Led Organization will have one (1) vote at official SGA meetings. While each organization can send more than one person to the SGA meetings, there is only one vote per organization.

Unexcused Absences
When, or if, an organization has accrued three unexcused absences in a semester, any funds obtained from SGA can be frozen. An unexcused absence is defined as an absence without notice given to the SGA President and SGA Advisor or notice given within 24-hours of the meeting. The organization in violation of the attendance guidelines will have two (2) weeks to appeal the decision to SGA. If an appeal is not made within two (2) weeks or if the appeal is denied, the funds will be reverted back to SGA. Extenuating circumstances will be given consideration by SGA members and Advisors.

Advisor Responsibilities

An Advisor provides support and guidance to officers and members of the Student-Led Organizations. Advisors are student advocates who understand the diverse needs of students and who want students to succeed both inside and outside of the classroom.

Who Can Be an Advisor
1. Any full-time and/or permanent member of CCA’s faculty, administration, or staff.
2. In some cases, an external member of the community may act as a co-advisor to an organization. If this is the case for your organization, please contact the Director of Student Life, Kathryn Sturtevant James.

Advisor Responsibilities
1. Serve as a liaison between students and CCA.
2. Provide support to officers in their organization role and through the education process.
3. Have an understanding of Student Affairs functions and processes.
4. Empower students to take ownership of their learning process while providing guidance relating to organization purpose, programs, plans, and direction.
5. Provide continuity and help students understand how to implement programs consistent with the mission of the organization and the educational goals and policies of CCA.
6. Be knowledgeable about CCA and the Colorado Community College System policies and procedures.
7. Regularly attend and have a healthy involvement in organization meetings and functions.
8. Be aware of the organization’s financial status and regularly review, with Treasurer, organization budget and expenditures.
9. Be available for consultation, advice, and problem solving outside of the organization meetings during times that are mutually agreed upon between advisor and students.
10. Regularly review documentation regarding organization activities, external communications, marketing, travel forms, etc.
11. Be in communication with the Office of Student Life regarding organization related functions, concerns, and/or issues.
12. Attend Advisor trainings facilitated and coordinated by The Office of Student Life.

Responsibilities to Advisors
1. The advisor should be recognized as an integral, non-voting member of the group.
2. Meetings and events should be scheduled at a time when advisors can participate.
3. Officers must keep advisors fully informed of the programs and activities of the organization, as well as provide progress reports.
4. The organization president should meet regularly with the advisor to discuss ideas, request feedback, and seek advice.
5. All members should feel comfortable turning to the advisor for assistance whenever a problem arises.
6. Organization members should recognize the time and effort put in by the advisor and acknowledge that the advisor has additional responsibilities outside advising your organization.

### Finances

The Office of Student Life and Student Government manages all Student-Led Organization accounts and reconciles those accounts with the CCA Fiscal Affairs Office. With that being said, it is still the Student-Led Organization’s responsibility to maintain an updated budget and complete appropriate paperwork in a timely manner. Student Life may ask for clarification regarding a purchase, expense, etc. and it is the responsibility of the organization to be able to justify/provide further clarification.

**Please Note:**

**ALL necessary financial forms described below can be found here:**

[https://www.ccaurora.edu/students/student-life/event-planning-checklist](https://www.ccaurora.edu/students/student-life/event-planning-checklist)

### Funding

Recognized Student-Led Organizations do not automatically receive funding. All organizations must submit a detailed funding request form as part of submitting the Active SLO form to Student Life and SGA, noting the amount being requested and how those funds will be used. Funding requests should not exceed $800.00 per semester for existing organizations and $700.00 for new organizations. Funding is granted depending on availability of funds and the appropriateness and alignment to the goals of the student-led organization and the institution.

**Additional Funding Request - Student Government Association**

Officially Recognized Student-Led Organizations may request additional funds for special activities such as events and conferences through the Student Government Association. Special funding request forms can be obtained online. Please note that an organization can only request additional funding once per academic year.

### Expectations

1. Student-Led Organizations must spend their money for the benefit of all organization members and students at CCA.
2. Student-Led Organizations shall anticipate, provide for, and promptly meet all financial obligations in a manner that is fair and equitable to its past, present, and future members.
3. Student-Led Organizations are expected to keep up-to-date and accurate financial records.
4. All funds collected such as dues or monies from fundraising should be deposited within 72 hours of receipt. Monies should be deposited at the CCA Cashier’s Office. The Treasurer will need to communicate with The Office of Student Life how much funds were deposited.

5. No Student-Led Organization member or advisor is authorized to sign off on any contracts. The Vice President for Administrative Services is the only authorized signing authority on any contracts.

6. Expenditures must relate directly to the purpose of the organization, for use by organization members only, and cannot be used for an academic class or general instruction by students and/or faculty.

7. Expenditures other than daily operating costs must be voted on and approved by a majority vote of organization members. This vote MUST be recorded in the minutes.

8. The Treasurer should meet regularly (at least once a month) with the Director of Student Life to compare account records and adjust any discrepancies.

Accounts
Officially recognized Student-Led Organizations will have their own CCA account. They must follow CCA accounting procedures. Organizations may NOT maintain petty cash or outside bank accounts. Unused funds from a previous semester will remain in your account, however, SGA will take this information into consideration when setting your financial allocation for the new semester.

For more specific questions about individual organization accounts, contact Jorge Velasquez at jorge.velasquez@ccaurora.edu.

Official Function Form
This is a form completed by anyone on campus who is hosting an official functions/activities are held on campus. You are expected to complete this form no later than 3 weeks before EVERY event, program, or activity (excluding organization meetings). Please go to https://www.ccaurora.edu/students/student-life/event-planning-checklist for detailed step by step instructions on how to plan an event.

Prohibited Purchases
CCA Funds cannot be used for any:
- Purchase of goods and services for personal use or for the personal benefit of another individual.
- Alcohol, Marijuana, or any other controlled substance
- Tobacco Products

Food Spending
It is important to note that food is NOT purchased for general organization meetings (weekly, bi-weekly or monthly). Purchasing food is reserved for special organization events and activities. If an organization is having a special event or activity and wishes to purchase food for the event, the organization should follow procedures outlined above in the Purchasing Items section.

Below is a guideline for food spending:
- 1 hour event: 50 people or less in attendance $100.00
- 2-3 hour event: 100+ people $200.00

Clothing Purchases
It is highly recommended SLOs go through Specialty Incentives for their clothing purchases http://www.specialtyinc.com/
You must include CCA, Community College of Aurora, or the CCA logo somewhere on your shirts. **The Office of Student Life must approve all t-shirt images prior to ordering.**

**Fundraising**
Organizations are encouraged to coordinate their own fundraising to supplement any funds given from the Student Government Association. To ensure the fundraising activity is in alignment with the expectations of CCA and the Office of Student Life, organizations will complete a Fundraising Approval Request Form, available at [https://www.ccaurora.edu/students/student-life/event-planning-checklist](https://www.ccaurora.edu/students/student-life/event-planning-checklist). All funds collected from your activity will need to be deposited at the Cashier’s Office within 72 hours.
## Important Contacts for Financial Processes
CCA Staff are here to help! These folks are point people for questions relating to financial questions.

<table>
<thead>
<tr>
<th>Person</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
<th>Point Person For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Sturtevant</td>
<td>Director of Student Life</td>
<td>303-360-4726</td>
<td><a href="mailto:kathryn.sturtevantjames@ccaurora.edu">kathryn.sturtevantjames@ccaurora.edu</a></td>
<td>Manages all organization accounts, can help with creating and managing budgets. Need to communicate all purchasing/budget to her.</td>
</tr>
<tr>
<td>James</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jessica Rogan</td>
<td>Administrative Assistant</td>
<td>303-340-7525</td>
<td><a href="mailto:Jessica.rogan@ccaurora.edu">Jessica.rogan@ccaurora.edu</a></td>
<td>Assists with purchasing of items and completing paperwork. Can troubleshoot general questions.</td>
</tr>
<tr>
<td>Xochil Herrera</td>
<td>Controller</td>
<td>303-360-4788</td>
<td><a href="mailto:Xochil.herrera@ccaurora.edu">Xochil.herrera@ccaurora.edu</a></td>
<td>Responsible for creating organization accounts and can help students better understand how to manage their accounts</td>
</tr>
<tr>
<td>Kathy Bodemann</td>
<td>Purchasing</td>
<td>303-360-4764</td>
<td><a href="mailto:kathy.bodemann@ccaurora.edu">kathy.bodemann@ccaurora.edu</a></td>
<td>Help with questions relating to how you can spend your money</td>
</tr>
<tr>
<td>Nick Lozano</td>
<td>Accounts Payable</td>
<td>303-360-4758</td>
<td><a href="mailto:nick.lozano@ccaurora.edu">nick.lozano@ccaurora.edu</a></td>
<td>Responsible for reimbursements and if you are involved with student out-of-state travel</td>
</tr>
</tbody>
</table>
Student Travel

There are times when you will be traveling as part of participation in your Student-Led Organization. To ensure a safe and efficient trip for you, we ask that several key things be done prior to your travel experience. The following forms will be submitted to the Office of Student Life. **Student Life should be informed at least 4 weeks prior to travel date to accommodate for paperwork completion and submission timelines.** Failure to do so may impede the opportunity to travel with College and Student Life support and/or a freeze on organization accounts. All forms and directions will be shared with the organization once they have indicated their intent to travel with Student Life.

1. Review, sign, and submit a Travel Agreement form
2. Review, sign, and submit a Travel Waiver
3. If traveling out of state, a Travel Authorization form will need to be completed, with accompanying paperwork.

Services Available to Student-Led Organizations

There are many benefits to being in a Student-Led Organization at CCA! Here are some of the services available to you.

Marketing & Promotion
There are many opportunities for publicity on campus. Organizations have access to printing, copies, and colored paper. Visit the Student Life office at either campus.

Student Life will also help to distribute flyers around both the CentreTech and Lowry campuses.

Mail
Student-Led Organizations may send or receive mail through CCA Mail Services.

On-campus mail needs only to be addressed with the appropriate name, then dropped in the Office of Student Life outgoing mailbox on either campus.

To receive mail from external agencies, provide the following address and you will be notified once your mail has been received.
Community College of Aurora
Office of Student Life
Attn: YOUR NAME/STUDENT-LED ORGANIZATION
710 Alton Way, West Quad, Room 110
Denver, CO 80230

Email Accounts
All Student-Led Organizations either have, or can request, a specific CCAurora.edu email address. If you do have a CCAurora.edu email for your organization, it is expected you check that email regularly. Contact Jessica Rogan for your password or to request an email account: jesscia.rogan@ccaurora.edu

**Office space**
Student-Led Organizations may use the office space at either Student Life office for short term projects/work/meetings. Call Student Life to make sure the space is available.

**Equipment Rentals**
The Office of Student Life has a variety of equipment for your Student-Led Organization to reserve. Examples include a popcorn machine, water coolers, trays for food, etc. For a complete list and to reserve items, fill out the form here: https://www.ccaurora.edu/equipment-reservations

**Office supplies and Other Purchases**
CCA has a contract with Staples to purchase office supplies at a discounted rate. Please contact Jessica Rogan at jessica.rogan@ccaurora.edu for more information on how to order supplies for your organization.

**Telephone**
A phone is available for Student-Led Organization use in the Office of Student Life at both campuses.

**Room Scheduling**
- If you would like to reserve a space for an organization meeting, activity, or event contact Jessica Rogan at jessica.rogan@ccaurora.edu
- If you want the room you reserved to be set up in a specific way email Jessica Rogan at least 2 weeks before your event date.
- If you would like to access the computer/projector in the room you reserved, do the following:
  
  **Computer Log In:**
  
  Log in: ccainst\s# (this is your s#)
  Password: Your computer password to log on to any campus compute
  Projector:
  Power on
  Select position 1 on switch box (size of book)
  Click Clone display icon on desktop

  If you have any IT related issues, contact the IT helpdesk at 303-360-4900.
  If you would like sound or microphones, contact Jessica Rogan. Provide at least 1 week notice.
**Showing Films**

Sometimes, your organization may want to show a movie as part of an educational or social gathering. There are specific laws and guidelines associated with showing films, which also includes showing clips of films. Visit [http://colleges.swankmp.com/faq](http://colleges.swankmp.com/faq) for more information.

If you are interested in showing a film as part of your organization, you must contact Jorge Velasquez at [jorge.velasquez@ccaurora.edu](mailto:jorge.velasquez@ccaurora.edu) to start the process.

**Campus Resources**


**Posting Procedure**

Student Life is more than happy to help you post your flyers. All you have to do is:

- Provide approximately 15 copies to each Student Life office (or, 30 copies to one office). Please drop off during business hours (8:00 – 5:00 p.m.)
- We will post within 48 hours of receiving the flyers
- **It is your responsibility to take flyers down within 2 days of your event**
- If you would like to post your own flyers, contact Student Life and we will provide you maps of the bulletin boards