

<b>Student Activities Procedure</b>	Procedure Number	3.11P
	Effective Date	July 12, 2011

**1.0 PURPOSE**

The purpose of this procedure is to provide guidance to the Campus Activities Board in their responsibility for creating and implementing social, cultural, educational, and recreational programs that are responsive to both student and community needs.

The Campus Activities Board (CAB) at Laramie County Community College provides student activities programming to compliment academic programs and enhance the overall educational experience of students. CAB provides an environment in which students are:

- A. Exposed to social, cultural, educational, and recreational programs which promote involvement with campus and its students.
- B. Encouraged to try activities that provide opportunities for growth in individual and group settings.
- C. Assisted in the development of college spirit through creative interaction among students, campus employees, and members of the local community.
- D. Assisted in the development of leadership through opportunities to practice leadership, decision making, and other related skills.

**2.0 REVISION HISTORY**

Adopted on: 12/11/87  
 Revised on: 10/8/10, 7/12/11

**3.0 PERSONS AFFECTED**

Students  
 Student Activities and Programs Specialist  
 Faculty and Staff

**4.0 DEFINITIONS**


- A. *CAB* – Campus Activities Board
- B. *Student* – Any person enrolled in credit, non-credit continuing education or community education courses offered by the Laramie County Community College, either full time or part time
- C. *Student Liaison* – Campus Living and Learning Front Desk Staff Worker
- D. *Program* – A planned activity sponsored by Campus Activities Board

- E. *Student Activities and Programs Specialist* – Campus Activities Board Supervisor
- F. *CLL* – Campus Living and Learning

**5.0 PROCEDURES**

- A. When planning activities and programs, the Campus Activities Board (CAB) will:
  - 1) Offer students as many intentional and free or discounted activities and programs as possible in return for their student fees.
  - 2) Assess and assure prior to an event.
    - a) The purpose of the activity and how students benefit from participation
    - b) The target audience
    - c) The educational impact
    - d) The financial costs associated with events
    - e) Interest in events
    - f) If an activity is something that is an unmet need for students
    - g) Representative of LCCC values and in accordance with current College policies and procedures
  - 3) Present to the Student Activities and Programs Specialist an annual calendar of activities/events with budgetary needs for approval.
- B. The CAB will meet weekly for the purpose of programming, leadership training, discussing upcoming activities, evaluating programs, and student programming needs, entertaining event proposals, discussing office procedures, and deciding on major purchases.
- C. The CAB secretary will develop meeting agendas and record and distribute minutes for all meetings. Decisions will be rendered by using a simple majority vote of the CAB. Final approval is within the discretion of the Student Activities and Programs Specialist.
- D. The CAB will be housed within the Campus Living and Learning office. The office will be open during regular College business days and hours.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Diane Drebin, Student Services Vice President	5/31/11
Approval by President's Cabinet		7/12/11
Approval by President (Signature)		7/13/11