

Student Activities Procedure	Procedure Number	3.11P
	Effective Date	11/10/2021

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. Assist in the development of college spirit through creative interaction among students, campus employees, and members of the local community.
- D. Assist 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, 11/10/21

3.0 PERSONS AFFECTED

Students
 Campus Activities and Student Engagement &
 Diversity 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. Program – A planned activity sponsored by Campus Activities Board
- D. *Coordinator of Student Engagement & Diversity* – Campus Activities Board Supervisor

5.0 PROCEDURES

- A. When planning activities and programs, the Campus Activities Board (CAB) will:
 - 1) Offer students as many intentional and free 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) Work with the Coordinator of Student Engagement & Diversity to help manage and run events and activities on campus as well as assist other student organizations with their activities. Campus Activities Board students are encouraged to provide ideas and assist in the creative planning process to provide activities for the general student population within the allocated budget and that align with campus policy and procedure.
- B. 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. CAB will be housed within the Student Engagement & Diversity office. The office will be open during regular College business days and hours.

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