

STUDENT LIFE HANDBOOK

2025 - 2026

All sections of the Student Life handbook are subject to change without notice.

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Contents

NORMANDALE STUDENT LIFE.....	3
The Benefits of Campus Involvement.....	3
How Do I Join a Club or Organization?	3
Clubs and Organizationsat Normandale	4
Student Organizations	5
Student Clubs	6
Club Resources	7
Student Life Policies	11
Planning Your Event.....	16
Student Life	19
ProgramPlanning Packet.....	19
Event Planning Timeline	20
Event Planning Checklist.....	22
Sample Club Budget	27
AdditionalStudent Involvement Opportunities	29
StudentLife Travel.....	33
TRAVEL and STUDENT LIFE ACTIVITIES	34
Travel Form/Behavior Agreement & Participation Waiver of Liability, Release, and Indemnification Agreement.....	35
StudentActivism and Speakers	39
STUDENT ACTIVISM.....	40

NORMANDALE STUDENT LIFE

WELCOME to NORMANDALE!

Student Life welcomes you to Normandale! Whether you are a student right out of high school, returning to the academic scene after a few years, or are a high school student pursuing the post-secondary education option (PSEO), our purpose is to make your time at Normandale an enriching experience. We believe that the core of learning happens both inside and outside the classroom.

OUR MISSION

Student Life enriches the college experience for on-campus and online students through programs, events, and services. Our work promotes holistic development and wellbeing, leadership, and civic engagement in our changing world.

For more information on Student Life at Normandale (including an updated list of clubs), please check out our web page on the college website at www.normandale.edu/campus-life and click on “Get Involved”.

The Benefits of Campus Involvement

There are many benefits to getting involved on campus including:

- Multiple studies show that students involved on campus perform better academically.
- You can get connected to the Normandale community and meet new friends!
- You will develop your own leadership skills and gain a deeper understanding of your leadership style.
- You might just discover a new passion or interest.
- Campus involvement is a great resume builder that many employers highly value.
- Students who are involved report a higher level of satisfaction with their college experience.

How Do I Join a Club or Organization?

There are many ways to join a club or organization at Normandale. You can:

1. Come to the Fall or Spring Involvement Fair - Once a semester, we hold large events where you can meet members of each student club and organization.
2. Each club has events and meetings throughout the year, so feel free to stop by and see the group in action. See our [Student Club/Organization list](#) on the Student Life webpage and contact the advisor or Student Life Staff.
3. Talk to current student members and learn more!

If you don't see a club that interests you, start one! All you need to do is get 6 people interested in starting a club together, identify a staff or faculty advisor, and then fill out the electronic Club Application form [HERE](#). All clubs will be required to complete a club charter. Currently enrolled students who want to be in your club need to complete the Club Member form [HERE](#). Please let the Student Life staff know if you have any questions by emailing studentlife@normandale.edu.

Clubs and Organizations at Normandale

Student Organizations

Student Organizations are defined as student groups who provide services and benefits to the entire student body. They receive office space, funding from Student Life activity fees, and are advised by Student Life staff. Please see Normandale policy [2.12 Eligibility for Participation in Student Life](#) for additional information about requirements for holding a student leadership position.

The recognized student organizations are:

Student Senate

Office: The Zone, Kopp Student Center

Phone: 952-358-8125 | Email: studentsenate@normandale.edu

President: Romeo Pech Moo, Romeo.pechmoo@my.normandale.edu

Advisor: Eve Christensen, eve.christensen@normandale.edu

Student Senate is the official student government for Normandale. This representative body provides a student voice to campus administration and faculty, as well as the governance function for the students at Normandale. Senate representatives sit as student members on numerous college committees. Governed by a constitution and by-laws, members of the Senate provide important and insightful communication with various segments of the campus community. The general assembly meeting schedule will be posted on the Normandale website at the start of each semester.

Normandale Program Board (NPB)

Office: The Zone, Kopp Student Center

Phone: 952-358-8658

Program Board President: Ratana Ouk; ratana.ouk@my.normandale.edu

Advisor: Eve Christensen, eve.christensen@normandale.edu

NPB is the official student programming board, comprised of students who plan, design, and produce a balanced program of events: live musical concerts, films, video, comedians, variety events, lecture speakers, and an annual Spring Fling event. NPB is student-initiated and facilitated. Their programming is presented campus-wide for the entertainment and education of the campus community. Program Board is comprised of paid officer positions and volunteer crew members.

Phi Theta Kappa

Office: The Zone, Kopp Student Center

Phone: 952-358-8128

President: Janice Kim; janice.kim@my.normandale.edu

Advisors: Rin LaJoy, rin.lajoy@normandale.edu; Colleen Cahill colleen.cahill@normandale.edu

Phi Theta Kappa, an international honor society, recognizes and encourages scholarship, leadership, fellowship and service among students in community colleges. Alpha Kappa Alpha, Normandale's chapter, provides various programs for the student body. Among these are programs that focus on their yearly honors topic, improving academic skills, building community among our diverse campus population, and providing hands-on opportunities to serve the campus and community. Students join by invitation (3.5 GPA & 12+ college level credits taken at Normandale), but members and non-members are invited to take part in programing.

Student Clubs

Normandale Clubs are student groups which exist to provide members with the opportunity to explore common interests. Clubs may provide support to their membership through meetings, programming, and/or activities. Student Senate is responsible for the recognition of student clubs. The number of active clubs is based on student interest annually.

Expectations and Responsibilities of a Student Club:

- A student club or organization receiving club status at Normandale Community College must comply with all Student Life rules, policies, and procedures.
- The purpose and activities of both the club/organization and any affiliated organizations are lawful and ethical, in addition to being within any college and state regulations.
- We affirm and agree that membership of both local and affiliated organizations are open without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status, or membership in a local commission as defined by law. This is MnSCU Board of Trustees policy, in addition to protections guaranteed under the Minnesota Human Rights Act.
- Members must be currently enrolled students of Normandale Community College.
- The activities of the club must contribute to the positive development and welfare of the club's members and will fulfill its program role on campus. Acts, including hazing, which create situations not consistent with Normandale policy will not be allowed and may result in conduct sanctions for any students involved.
- The club must have a Normandale Community College staff or faculty member as an advisor.
- The club must follow the following financial guidelines:
 - All funds must be maintained at Normandale Community College.
 - If the club is no longer active, disbursement of any remaining funds in the club account will be at the discretion of the Director of Student Life and the Dean of Students.
 - No club shall enter into a contract on behalf of Normandale Community College or the Minnesota State College and University system.

Club Resources

The Zone

The Zone is the Student Life Center and club/organization space at Normandale Community College. The student organizations (Student Senate, Phi Theta Kappa, and Normandale Program Board) each have office space here. There are computers to use for club purposes, a meeting room for club meetings, and other club resources. It is a great place to stop by and ask questions about Student Life or how to get involved! We are located in the Kopp Student Center across from the Campus Store in K 1425.

Kopp Student Center

The Kopp is home to many services, amenities and programs including; the Student Senate, Normandale Program Board, Phi Theta Kappa, The Zone-Club Area, Student Life and Student Center offices. This vibrant and welcoming space creates an atmosphere of belonging and engagement for students, staff, and community partners. The Kopp Center features expansive lounging space with an inviting fireplace, seven conference rooms, a multi-purpose event space, The Textbook Depot and Campus Store, a tiered performance area, flat-screen TVs, and a campus dining area.

All groups who use the Kopp Student Center facilities will need to make a reservation. Reservations are made through the Kopp Central Information Desk. Please reach out to Student Life if your club, org, or student group wants to reserve a meeting or event space. Equipment and furnishings cannot be rearranged or removed without prior approval from Kopp Central Operations.

Kopp Student Center Information Desk

Here is just a sampling of the many services provided to you through the Kopp Student Center Information Desk:

Carpool Permit Information Change
Club & Organization Information
Fax Service
Billiards Checkout
Lost and Found
Maps

Metro Transit Bus Passes
Poster Approval/Stamping
Refunds (vending)
Public Safety/Escort Contact Stamps
Student ID

AV Equipment Use

We have a wide variety of AV and other technology equipment that you can check out for student club and organization use. Contact the ITS Help Desk [HERE](#) or ask your advisor or Student Life staff to help you reserve these items for checkout if needed.

Cabinets & Drawers for Club Storage

All active clubs are eligible to access storage space for club supplies as available. Please ask one of the Student Life staff for more information if you want to use one of the storage drawers or cabinets. Storage is available on a first come, first served basis.

Lost and Found

Lost and Found items are turned into the Kopp Central Information Desk. Items not claimed at the end of three months are brought to area shelters and thrift stores. IDs, credit cards, and cell phones are recycled.

Refunds

Refunds for vending machines are available at the Kopp Central Information Desk.

Printing and Copying

There is a copy machine available for printing club/organization materials in the Zone (K1425) free of charge. You can use this to print anything that is club/organization-related, including posters and meeting agendas. To print items for club or organization use, please contact Student Life staff to be added to the Student Life printing account.

Popcorn Machine

Student Life has a popcorn machine that can be reserved and used for club and organization events throughout the year. Please reserve this machine ahead of time by contacting Student Life staff at studentlife@normandale.edu. Once you are done using it, please clean it thoroughly using the included cleaning supplies and return to the Zone (K1425). If the popcorn machine is returned without being cleaned properly, the club or organization may lose its ability to reserve the popcorn machine in the future.

Computer Usage

There are computers for club/organization use in the Zone (K1425). Please use these for club/organization work only. In addition, you need to follow Normandale's computer and internet use policy, "Rules for Appropriate Use of Internet Resources." There are additional computers in the seating area near the Fireside Conference room (K1450) for general use.

Club Advertisement/Vendor Tables

Clubs can use the tables in the Kopp Student Center to both advertise club activities and events, as well as to raise funds for their club or organization.

To reserve a table for advertising your club activities or events, contact a Student Life Coordinator and reserve a date to advertise in the designated tabling spots in the Kopp Student Center. If you have questions on the day of your tabling, please contact the Student Life staff. To limit tabling to a reasonable level, tabling is only allowed in designated areas.

To reserve a table for a sponsored vendor to raise club funds, you will need to do the following:

1. Contact a Student Life Coordinator to get approval for the organization.
 - No sponsorship by credit card companies, gambling organizations, or alcohol/controlled substances organizations will be allowed. All fundraised dollars will be deposited into the club/organization's Student Life club account.
2. Make arrangements with the vendor to pay the usage fee for the time the vendor is using the table. In general, fees are based off of the following guidelines:
 - i. \$100/day: Banks, Cell Phones, Large Companies
 - ii. \$75: Gyms, Medium Businesses
 - iii. \$50: Independent businesses (e.g. Mary Kay, etc.)
 - iv. \$25: Nonprofit organizations

However, the final determination of fees will be made by the Director of Student Life.

3. On the day that your sponsored vendor is tabling, you are responsible for collecting any payment from the vendor (take payment to the Office of Payments and Billing to be deposited) and help them get setup at the tabling location.

Clubs can schedule more than one vendor throughout the semester; however, each vendor can only be on campus for 5 days total each semester. In addition, please do not reserve the tabling spaces for more than 10 days in one month. Many clubs and organizations need to use these spaces and Student Life is committed to an open and fair process for tabling in the Kopp Student Center.

Off-Campus Fundraising Opportunities

If you are interested in fundraising for your club/organization off-campus, please work with the Student Life staff. With the Normandale Community College Foundation's central role in fundraising for the college, it is necessary that you work with the Student Life staff in addition to the Foundation to approve all off-campus fundraising opportunities.

Charity or other Fundraising

If your club/organization is interested in raising funds for a non-profit organization or other cause, please work directly with the Student Life department. State regulations significantly limit any type of fundraising with state funds (including all Student Life allocations, budgets, etc.). Our staff will help you determine if your fundraising idea is allowed.

Mailroom Services

Beyond pick-up and delivery, the Mailroom can help with other services that can help your campus club or organization. The staff can help with bulk mailing, on-campus distribution of information, or other correspondence to go out across campus. Please ask a Student Life staff member if you have questions.

Fundraising Accounts and Funds Usage

Throughout the year, some of our clubs and organizations choose to fundraise or receive donations. These funds are treated separately from the Student Life fee funds that clubs and organizations receive through LEAD Funds or the Student Life Budget Committee process as they carry over each year.

If your club or organization plans to fundraise or receive donations, please work with the Student Life staff to ensure the proper receipt and use of fundraised dollars.

Fundraised dollars must be deposited into a separate club/organization fundraising account and cannot be deposited into the Student Life fee-funded club or organization account. Once funds are deposited, they must be spent following all Student Life and Normandale Community College guidelines and policies.

Given the unique nature of fundraised dollars, the Department of Student Life does allow these funds to be spent on apparel (t-shirts, etc.) for club members.

Student Life Policies

Membership and Participation in Student Life Activities

Student life activities (as defined in [MnSCU Board Policy 2.8](#)) are funded by student fees, therefore membership and/or participation in student life activities are open only to currently enrolled Normandale students, staff and faculty.

All student organization/club members and student activity participants must complete a Student Life participation waiver. This form should be completed at the time of their involvement.

If a student has a conduct or other college policy violation, they may be required to refrain from participation or membership in a Student Life opportunity. The Dean of Students and Director of Student Life will have the final decision on a student's eligibility to participate in Student Life activities and opportunities.

Student Leadership Position Requirements

Given the increased responsibilities, students are only allowed to serve on the executive board of one organization (Student Senate, Phi Theta Kappa, and Program Board) at a time. This does not include club leadership positions.

Per Normandale policy [2.12 Eligibility for Participation in Student Life](#), students holding leadership positions in clubs and student organizations must maintain eligibility standards.

Leadership positions include but are not limited to:

- Student Senate President, Executive Cabinet and Senators
- President and staff positions of Program Board
- President and executive positions of Phi Theta Kappa
- Editor and staff positions of the Lions' Roar Newspaper
- Student Life Budget Committee Chair and student members
- Student appointments to institutional committees
- Club President or designated student leader

Minimum eligibility standards to hold leadership position:

- Must maintain a minimum 2.0 cumulative GPA. (Not applicable to first semester students who have not yet established a GPA.)
- Must be making satisfactory academic progress with a minimum 67% completion rate. (Not applicable to first semester students who have not yet established a completion rate.)
- Must be enrolled in a minimum of six semester credits.
- Must be in good academic and disciplinary standing.
- Must have a current Waiver of Liability, Indemnification, and Release form on file.

Alcohol and Controlled Substances

Alcoholic beverages and other controlled substances (drugs, etc.) are not allowed in campus buildings, in parking lots, or on campus grounds at Normandale. Any exception to this must be approved by the College President. In addition, advertising and promotions by companies selling or promoting these items is not allowed. Students in violation of this policy will be referred to the student judicial process.

No event advertising for club or organization events can include references to alcohol, happy hour, or other terms that suggest alcohol is part of the event or will be consumed. There will be no underage consumption of alcohol or other

controlled substances at Student Life sponsored events, conferences, or opportunities. No club funds may be used to purchase alcohol at a club or organization event. Any violation of this policy will be referred to the student conduct process.

Hazing

Normandale will not tolerate hazing toward any member of our community. Hazing is defined as an act which endangers the mental or physical health or safety of a person, subjects them to public humiliation or ridicule, or damages/destroys property for the purpose of admission, initiation, affiliation, or continued membership in a club or organization. Students who violate this policy will be subject to the student conduct process.

Sexual Harassment and Sexual Violence

Title IX, a federal anti-discrimination law, and Normandale Community College prohibit discrimination, harassment, and/or violence based on sex and gender, including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation. If you or someone you know has been harassed or assaulted, you can receive confidential support through the campus psychologist and counselors.

Appointments can be made by calling 952-358-8261 or emailing advising@normandale.edu.

Assistance from the Normandale Public Safety Office is available at 952-358-8280 or the police at 911.

Concerns or Title IX violations can also be reported to the Title IX staff by calling 952-358-8512 or emailing titleix@normandale.edu or submitted through an anonymous reporting form at <https://www.normandale.edu/current-students/tutoring-and-support/sexual-violence/index.html>

Office for Students with Disabilities

The Office for Students with Disabilities (OSD) provides access and inclusion to Normandale courses and activities by offering students accommodations, individualized educational support, and academic and referral information. Students who may qualify for services include those with learning disabilities, vision or hearing loss, physical and mental health disabilities, traumatic brain injuries, autism spectrum and attention deficit disorders, and others. In order to receive accommodations, students must make an appointment for an intake/interview and provide documentation of a disability.

Please make an appointment by calling 952-358-8625, emailing osd@normandale.edu, or speaking with the staff in L 2751. Early application is essential for timely implementation of accommodations. Services are also available for students with temporary injuries. Additional information is available at www.normandale.edu/osd.

Speakers

The College realizes the importance of bringing students and community members from divergent viewpoints into dialogue through public discussions, seminars, conferences, and exhibitions. These events will not necessarily reflect the College's position or agree with the majority opinion and they will not constitute an endorsement by the college of any kind. Please contact the Student Life Office if your organization or club would like to bring a speaker to campus.

We are an institution dedicated to the continuing development of an academic community opposed to the narrow indoctrination or proselytizing of any kind, a community where freedom of inquiry and expression enjoy the highest priority. Our campus policies regarding freedom of expression are present to assure the right of free expression and exchange of ideas, minimize conflict between that right and the right of others to use college facilities, and to minimize any interference with the college's responsibilities as an educational institution.

Please note the following rules regarding speakers:

- The time, place, and manner of exercising of speech on campus are subject to regulations of campus administration.
- Orderly conduct and non-interference with college functions and activities is required.
- The Freedom of Expression campus policy must be followed for all speakers, protests, and other expressions of speech.

Please consult with the Director of Student Life regarding the [Freedom of Expression policy](#) and to ensure communication with the appropriate campus partners.

In addition, Normandale administration may require any of the following:

- Any publicity for the event includes a statement that reads "The presence of a guest speaker on the campus of Normandale Community College does not necessarily imply approval or endorsement by the College of the views expressed by the guest speaker or by anyone else at the event." This statement may also need to be read at the beginning of the event.
- The meeting or event be chaired by a college-approved person.
- The speaker be subject to questions from the audience.

Fireworks/Pyrotechnics/Explosives

No fireworks, pyrotechnics, or explosives are allowed inside Normandale Community College buildings. Outdoor use of fireworks, pyrotechnics, or explosives on Normandale grounds must be approved prior to the event by the Director of Safety and Security, as well as the Director of Student Life. Please ask the Director of Student Life if you have any questions about this.

Political Endorsements

As an institution of public education, we adhere to no political affiliation and endorse no political party, either in reality or perception. We encourage the exchange of ideas and welcome the use of our facilities for such exchanges. We do not show preference for one group over another when granting permission for the use of college facilities.

Latex Awareness

To help keep our community healthy, please use only Mylar balloons on campus. If you have questions, please contact Student Life staff.

Gift Cards

Given current restrictions within state policy and a lack of equitable treatment for students under state policy for gift cards and cash equivalent prizes, purchasing gift cards with Student Life funds as prizes or giveaways is not allowed.

T-Shirt Purchase

Club funds may not be used for the purchase of t-shirts, sweatshirts, or other clothing on behalf of the club. If students want clothing for their clubs, they will need to arrange this as a group and cannot use their club account to purchase these items. The only exception to this is that fundraised dollars can be used for the purchase of apparel (t-shirts, sweatshirts, etc.). Student Life staff will not assist in ordering clothing items for clubs.

Bins for Drives

Many of the Student Life clubs and organizations utilize drives as a way to raise supplies for different causes throughout the year. Please note the following guidelines which will need to be followed for drives:

- All drives for items must be pre-approved by the Student Life staff to make sure they meet the necessary requirements.
- Items may only be collected in the appropriate containers provided by the Kopp Student Center. These containers may be reserved with Student Life. All other containers will be removed.

If you have questions about drives (clothing, food, etc.) and reserving the collection bins, please contact the Student Resource Center Coordinator at studentresourcecenter@normandale.edu or Studentlife@normandale.edu.

Violations of Student Life Policies

Violations of any Student Life or Normandale Community College policies may result in referral to the campus conduct process for action. Please report violations to a Student Life staff member or the Dean's Office.

Planning Your Event

Student Life Programming

When thinking about hosting a program at Normandale, clubs and organizations need to ensure that their event does not restrict the rights of other members of the college community, that the event is consistent with the College's mission and goals, and that all campus policies and procedures are followed.

Before your club or organization plans an event, you must discuss the event idea and complete the [Pre-Event Form](#) with a member of the Student Life staff or with your club advisor. You will need to do this before you reserve a space on campus or in the Kopp Student Center for your event.

Reserving a Room for a Meeting or Event

Each club and organization can make reservations in the Kopp Student Center to hold meetings, host events, or for any other Student Life-related purpose. Please make your reservations as soon as possible so that you can reserve the spaces you want before they fill for the year. Please note that unless given other permission by the Director of Student Life, clubs and organizations can only reserve rooms for a total of 4 hours per week outside of special events.

To reserve a room, contact Student Life staff or a Kopp Events Manager.

Your club/organization will want to work with the Student Life staff to arrange any necessary details for the space. Please refer to the Program Planning Packet below for additional details.

Requesting Student Life Funds for Events

The Student Life Budget Committee (SLBC) reviews and approves fund requests for each academic year. Additionally, LEAD Funds are available for officially recognized clubs separate from SLBC funds. Clubs can request up to \$500 per semester. Fill out the LEAD Funds Request Form [here](#). All Lead Funds requests will be sent to Student Senate for approval. Clubs can use these funds to buy general club supplies, purchase event supplies, order catering, register for a conference, bring a speaker, attend an event, etc.

To inquire about how you can receive funds for your events, please contact a Student Life staff member.

Food Service

Tiffin Man is the college's food service provider. Tiffin Man is available to provide food for student events, club activities, or any other food needs on campus. Unless otherwise approved by Tiffin Man's Food Services Director, you must use Tiffin Man for any event or activity food on campus.

If you want to order food for a campus event/activity, please contact the Tiffin Man Catering Manager or stop in the Food Service Catering Office. They can provide you with a full catering menu. Tiffin Man will also work with you to accommodate other foods as well and will do their best to meet your event needs. Food orders must be done through the Student Life staff. For a regular menu order, you must order at least 2 weeks in advance of your event. Custom orders must be ordered at least 3 weeks in advance of your event.

If you are approved by Tiffin Man to have an exception to Tiffin Man preparing the food for an event, you need to follow all applicable health code rules for the handling and storage of food.

If you have an event that involves food that Tiffin Man cannot accommodate, you need to have an email approval from the Tiffin Man Food Service Director stating that they allow your club/organization to bring outside foods. Once approved, the club/organization is responsible for requesting the outside food vendor to provide required documents: 1) Food License 2) Certificate of Insurance and 3) Normandale Food Waiver. Clubs/Organizations are also responsible for requesting outside food vendors to provide ingredients for each food item due to health safety precautions. The

Department of Student Life strongly encourages and looks to create an environment of careful use of Student Life funds. Given this, each club may only order food exclusively for a club meeting for members once per semester. This does not include events held by the club which are open to and advertised to the campus community. All food purchases must follow Student Life expectations by going through our exclusive contract with Tiffin Man.

Potlucks or similar arrangements where students or staff bring in outside food to share at meetings or events are not allowed. This violates food safety policies and the City of Bloomington's food safety codes.

When ordering food from outside vendors or when on Student Life-approved travel, please remember that Student Life staff or club advisors will be required to determine amounts for tipping which must be between 15-20%. Students are not allowed to sign off on tips and purchases of food for events, travel, etc.

Planning Tip: When planning any event that involves food, please make sure you inquire about dietary restrictions and allergies from the population you are intending to have. An RSVP would help with the food inquiry. (Tiffin Man's food preparation space has cross-contamination with nut ingredients).

Showing Videos/Films for Events

Copyright laws strictly control the usage of any films without permission from the owner. Because of this, we purchase the rights to show videos and films on campus through agencies that are allowed to sell these viewing rights.

If you want to show a film on campus, please work directly with a Student Life staff member to arrange for the film to be shown.

Public Safety

Public Safety is on campus to help serve you and keep you safe. For some events, Student Life and Public Safety will require that Public Safety staff be present during your event. This decision will be made by the Director of Public Safety. If you have questions about this, please contact the Director of Student Life.

If you hold a meeting or event outside of normal hours, you will need to work with the Student Life staff to ensure appropriate Public Safety coverage of your event. This will need to happen at least three weeks in advance of your event or meeting to ensure staffing availability. Contact Public Safety at 952-358-8280 or in office F1250.

Special Permits

If you are planning to have outdoor music, tents, dunk tanks, or an event at a park, please contact the Student Life staff so that we can help you to contact the City of Bloomington to get a permit.

Use of Photographers at Events or Student Life Functions

The use of a photographer for events, meetings, or other Student Life function is limited to utilizing Normandale College employees who can provide these services. The use of outside photographers must be pre-approved by the Student Life staff and will only occur if there are no internal photographers available. Please work with the Student Life staff to contact those photographers for your event, meeting, or function.

Student Life Program Planning Packet

Includes:

- * Program Planning Tips
- * Event Planning Timeline & Checklist

Program Planning Tips

- ✓ It is in your best interest to be attentive to any potential programming problems. Some

DETAILS TO KEEP IN MIND:

- Budget
 - Crowd Control
 - Performer Needs
 - Timing of Event
 - Technical details such as sound and lighting
 - Accommodation Needs
- ✓ If problems arise during your event, contact your advisor or Student Life. Any problems should be noted on a program evaluation form.

Event Planning Timeline

The further ahead you plan, the more smoothly the event will run and more time you have to troubleshoot, budget, and think of smaller details.

- **Initially**
 - Brainstorm event logistics with advisor/supervisor or team
 - Meet with advisor or assigned Student Life Coordinator
 - Check on the space/location/date availability and work with your advisor/coordinator to make sure it does not conflict with other events
 - If you are going to need a contract for a vendor/speaker/performer start the process with advisor/supervisor **at MINIMUM 4 weeks before the event.**
- **4 Weeks Out**
 - Confirm event logistics
 - Start creating graphics/advertisements
- **3 Weeks Out**
 - Fill out and submit [Pre-Event Form](#) with your assigned Student Life Coordinator
 - Work with assigned Coordinator to add to Shared Events Doc
 - Add to Outlook calendar
 - Submit proposal and budget
 - Custom catering orders submitted
- **2 Weeks Out**
 - Confirm all reservations are in place for the date, time, location
 - Facilities needs ticket and set up submitted
 - IT needs ticket submitted
 - Public Safety needs requested
 - Post advertisement, marketing, and promotional materials (posters, pamphlets, social media, website)
 - Regular catering orders submitted

- All supplies and materials ordered or purchased
- **1 Week Out**
 - Assign roles and recruit additional volunteers
 - Final check in with vendors
 - Prepare schedule and to-do list
- **Day Before Event**
 - Rehearsal, if needed
 - Check in with volunteers
 - Make sure all vendor, volunteer, and staff contact information is available
 - If able, set up early
- **Day of Event**
 - Have to-do list available
 - Arrive early for set up
- **Post-Event**
 - Clean up and take down after event is complete
 - Reflect, evaluate, and debrief on event

If you need support in planning your event, please contact the Department of Student Life at studentlife@normandale.edu or visit us at the Zone Desk located in the Kopp Student Center or Student Life staff offices across from the Campus Store.

Student Life Contact Info:

Name	Email	Phone Number	Office Number
Colleen Cahill	colleen.cahill@normandale.edu	952-358-8179	K1416
Eve Christensen	eve.christensen@normandale.edu	952-358-8178	K1401
Lamar Shingles	lamar.shingles@normandale.edu	952-358-8724	A1504

*See next page for Event Planning Checklist

Event Planning Checklist

- Fill out and submit [Pre-Event Form](#) with your Club Advisor or a Student Life Coordinator
- Date/Time/Location
 - Reserve space with Student Life Coordinator
 - If you need recommendations or have questions about the spaces, reach out to:
 - [Rachel](#) for Kopp Student Center
 - [Rob Brace](#) for Academic Buildings
 - Send space set up needs to your Student Life Coordinator or diagrams for facilities
 - Send IT needs (A/V- microphones, Bluetooth or AUX speakers, screens, streaming) to Student Life Coordinator
 - If virtual, send Zoom link to your Student Life Coordinator
- **Contracts (at MINIMUM 4 weeks out from event)**
 - Contact vendor initially
 - Vendor will need to be registered as a [MN STATE Vendor](#)
 - Connect Student Life advisor/supervisor with the vendor to complete contract
- **Catering**
 - Regular order in **2 weeks** before event
 - PO requested
 - PO number submitted to caterer
 - Custom order 3 weeks before event
- **Marketing/Promotion**
 - Posters/Flyers
 - Roar/Normandale News
 - Send to studentlief@normandale.edu by Tuesday at 12PM
 - Social Media
 - Website updates to studentlife@normandale.edu by Tuesday at 12PM
- **Prizes/Give-away Items**
 - Budget
 - PO requested
 - Ordered or purchased with a credit card/cash advance

Questions? Contact your assigned Student Life Coordinator.

How to Advertise Your Club or Events

Campus Posting Boards

Clubs and organizations have the opportunity to post paper posters for events and meetings across campus in designated locations. Posting fliers and posters is a great opportunity to let the campus community know what your club/organization is doing and what kind of events you are organizing.

To post a poster on campus bulletin boards, make sure it meets the following campus guidelines before bringing it to the Kopp Information Desk for approval and to get stamped.

- The posters need to be 11"x17" or smaller.
- It has the following information somewhere on the poster:
 - Club/Organization's name
 - Name and short description of the event
 - Time, date, and place of event
 - Normandale Logo
- All posters need to have an accessibility and accommodations statement which reads:
"Normandale Community College is a member of the Minnesota State system. We are an affirmative action, equal opportunity employer and educator. Accommodations and alternate formats of this document are available to individuals with disabilities by calling 952-358-8625 or emailing osd@normandale.edu."

Bring a maximum of **8 posters** to the Kopp Information Desk (outside the Zone (K1425)) for approval by the Kopp Information Desk staff and they will time-stamp the posters to allow postings on the "Campus Posting" boards located across campus. You will be approved to hang up posters for a maximum of 14 days before an event.

You may only post on boards that are clearly marked "Campus Posting." If posters are posted on glass, doors, painted areas, or any other areas not designated for posting, they will be removed. Make sure to attach posters to the boards only with push pins, as other items can become a hazard for other students.

After your event is complete, the student club/organization is responsible for taking down any event posters within **24 hours**.

Table Tents

There are table tent spaces in the Kopp Student Center to advertise your events up to 14 days before the event. Please check with the Kopp Information Desk staff to see if the table tents are available to use. Once the space is reserved with the Kopp Information Desk staff, you can take 50 4"x6" informational leaflets/flyers to the Kopp Information Desk and the staff will approve your leaflets/flyers and put them in the table tents for you.

Large Poster Boards

Clubs and organizations can advertise for events on the larger poster boards in the Kopp Center for up to 14 days before the event. You can reserve the poster boards at the Kopp Information Desk and ask about availability.

Once you have reserved the boards, please ask a Student Life staff member or Zone Desk worker for help with printing off large posters from the large poster printer. Your poster will need to be formatted to print in 22"x 28" formatting.

Student Life Website

If you would like to update your club or organization info or add event information on the Student Life webpage, please email the Student Life inbox at studentlife@normandale.edu with the information you wish to display. Please be clear and write your request in the language and format you would like it to be seen on the website.

Websites

A webpage or other internet-based advertisement for your club/organization can be a great way to spread the word and get people interested in what your group is working on!

All active clubs and organizations at Normandale Community College can have a website as long as they follow these guidelines to assure responsible upkeep and maintenance.

- The page needs to help promote a positive image of Normandale Community College and our community. Any inappropriate material will need to be removed immediately.
- Do not use any watermark, image, or other logo that represents Normandale Community College.
- The club/organization is responsible for updating the page, making sure it complies with state and federal laws, and avoid copyright violations.
- In regard to copyright law, make sure that the club has permission to use any information, graphics, or pictures on the site to avoid any copyright issues. This includes posting pictures of club/organization members without their permission.
- On the webpage, it is required to have the following information:
 - Name and email address of the owner
 - Date of the last update
 - A disclaimer that states, *"The views and opinions expressed in this page are strictly those of the author and not necessarily those of Normandale Community College."*

Please contact any of the Student Life staff if you have questions on setting up a web page or other web-based presence for your club/organization.

Club Bulletin Boards

In the Science hallway located between the Kopp Student Center and the Fine Arts building, there are several bulletin boards dedicated to advertising club and organization information.

The bulletin boards are available for reservation by officially recognized Normandale clubs and are assigned on a first-come, first-served basis and are only available until the boards are full. To request a board, please contact studentlife@normandale.edu. Make sure to keep the following in mind when using these bulletin boards:

- Boards should be kept up-to-date, and your club should utilize the entire space.
 - Please refresh your board each semester to reflect current information, remove old information, as fix any tears or parts of the board that might be falling off. Staplers and tacks can be obtained in the Zone cabinet or from a staff member.
- Please make sure to have your club meeting time, club name, and contact information on the board.
- Feel free to use the large rolls of paper for the board backing, rolls of border, and other board supplies in the Zone cabinet in K1425.
- If you would like other items for your board, please talk to a Student Life staff member.

Campus Television Screens

All across campus, there are several monitors that display internal messages and communications for students. If you would like to advertise an event or meeting notice, please give the information to your advisor with a start and end date you want the information to be displayed. Once your advisor has approved these advertisements, they will submit them to the ITS Department.

Roar Student News

The Department of Student Life sends out a campus email each Monday morning to all current students. This is a great place to advertise any upcoming events or other campus advertisements for all students to see. These announcements need to be submitted to studentlife@normandale.edu by 12:00PM on Tuesday to be included for the following Monday. The Student Life staff will determine whether the announcement will be included and will have the final decision as to the content of the Roar Student News each week.

Social Media & Apps

A great way to capture members or interested folks is through social media or apps. If you don't already have an existing club/organization account, you can create one for FREE. Consider posting your events/meetings/programs on the following social media sites or group messaging apps:

- Facebook
- Instagram
- Twitter
- Tik Tok
- Snapchat

Sample Club Budget

Sample Club Budget

As you are setting up your club budget if you have been allocated funds by the Student Life Budget Committee (SLBC), you will want to create a budget to help track your expenses as a club or organization. This is one model for creating a club/organization budget. We encourage you to use Microsoft Excel, which has formulas to automatically add/subtract totals. Here's a helpful YouTube clip on [Excel basic formulas](#).

Please do not make purchases for your club. All club purchases must be made by staff in Student Life.

Student Life Club Budget			
Total Budget: \$2,000.00			
<i>Purchased Item</i>	<i>Vendor</i>	<i>Cost</i>	<i>Date</i>
Fall Camping Fees	State of Minnesota	\$ 54.23	9/19/2025
Balloons and Supplies	Party City	\$ 26.95	9/23/2025
Pizza for Club Meeting	Tiffin Man	\$ 63.25	10/8/2025
Spring Festival Food	Tiffin Man	\$ 402.69	3/12/2026
Conference Registration	MSFPC	\$ 703.65	4/10/2026
Ice Cream Social Supplies	Target	\$ 56.95	5/5/2026
Buttons	Button Supply Shop	\$ 84.21	5/5/2026
Total Spent		\$ 1,391.93	
Total Remaining		\$ 608.07	

If you need help setting up a budget or have other questions about spending club or organization funds, please contact a Student Life staff member.

Additional Student Involvement Opportunities

The Pillars of Leadership Program

Student Life will offer leadership workshops throughout the year where you can learn different leadership strategies, theories, and strengths, how to effectively communicate, how to be an inclusive leader, and many other skills alongside your fellow students. These opportunities are provided at no cost to you as a student. Please contact the Director of Student Life, Colleen Cahill at colleen.cahill@normandale.edu, if you have questions about upcoming opportunities.

LEAD Program

The LEAD Program is a comprehensive experiential learning program that provides teambuilding and leadership challenges to its participants. It focuses on leadership (L), excellence (E), action (A), and development (D). The program consists of various team challenge initiatives that are rooted in the experiential learning process, in which members are presented with problem solving situations and are challenged in a supportive environment. After each activity, the facilitator discusses with the group what they learned and how it can be applied to their group and their lives.

The program is designed specifically for each unique group and is an engaging way to strengthen clubs or teams. To arrange a session or for more information, please contact the Director of Student Life, Colleen Cahill at colleen.cahill@normandale.edu.

Fine Arts Gallery

Gallery Director: **Brad Daniels**- brad.daniels@normandale.edu; 952-358-8325 | F1225

The Fine Arts Gallery provides the campus community the best in local, regional and national exhibits.

Recreational Activities

Coordinator: **Lamar Shingles** - 952-358-8724, lamar.shingles@normandale.edu

Recreational Activities provides a variety of leisure activities for both students and staff members at Normandale. The programming assures that every student has the opportunity to participate, regardless of athletic ability. Recreational Sports are offered as either **league play** (formal, competitive activity), **individual activities** (one-on-one competition), or **informal/self-directed activities** (unstructured or self-paced.) Recreational Sports opportunities include basketball, billiards, badminton, football, golf, ice hockey, soccer, softball, tennis, volleyball, dodgeball, and open gym activities. Group Fitness classes offered include yoga, boot camp, basic strength training, total body conditioning, circuit training, and core. All recreational activities programs are free of charge, or offered at discounted rates to students. Please contact Lamar Shingles, lamar.shingles@normandale.edu, for more information.

Indoor Facilities: Located on the first floor of the Activities Building. They comprise of a gymnasium A1500 (basketball courts/sport court), fitness center A1530 (cardio and strength equipment), and locker rooms.

Sports Equipment: Equipment may be checked out for day use, free of charge, with proper identification from the Activities Desk.

Outdoor Equipment Rental: Tents, backpacks, volleyball sets, snowshoes, and lots of other equipment may be rented for the weekend and outdoor fun from the Activities Desk.

Outdoor Recreation: A variety of outdoor activities and trips are offered throughout the year. These include whitewater rafting, archery, climbing activities, hiking, canoeing, and cross-country skiing.

Student Wellness Committee

Coordinator: **Lamar Shingles** - 952-358-8724, lamar.shingles@normandale.edu

A group of students dedicated to informing the Normandale student community about a variety of important student wellness topics. They plan, coordinate, and implement different wellness related events, speakers, and resources to engage Normandale students in their personal health and well-being. Topics include: nutrition, fitness, alcohol, tobacco use, stress, heart health, IDS, safe spring break, environment, and cancer awareness.

Diversity Center

The Diversity Center promotes diversity and encourages cultural understanding through educational programming. The Center is also an open and welcoming space for students to gather and connect to one another. The Diversity Center programming fosters understanding and appreciation for cultures, traditions, histories, and the diversity reflected in the surrounding community. The Diversity Center is located in the Kopp Student Center K 1439.

For more information, please contact studentlife@normandale.edu.

Student Resource Center (SRC)

The Student Resource Center (SRC) connects students to resources to support them throughout their time at Normandale. The SRC can help get access to food, housing, health services, financial assistance, and more. The SRC also hosts community resources on campus and resource related events to get connect. The SRC is located in the Activities Building, A1560. Contact studentresourcecenter@normandale.edu with questions.

Center for Experiential Education (CEE)

Our office helps students gain experience and develop skills through volunteer and internship positions. CEE also runs a food shelf for Normandale students. Get more details at www.normandale.edu/cee. To get involved contact The Center for Experiential Education at experientialeducation@normandale.edu or (952) 358-8119. Our programs include:

- **Volunteering:** We help individuals and student groups find volunteer opportunities on and off campus.
- **Internships:** We help students get internships so they can gain work experience and develop job skills.
- **Service-Learning:** Service-Learning is when students volunteer as part of a class, as a way to apply and enhance class concepts. Some faculty include service-learning as an optional or required part of a class.
- **The Campus Cupboard:** Provides Normandale students with free food and hygiene items. Students can come as often as they want and get non-perishable food (food that does not need to be refrigerated), fresh and frozen food, hygiene items, and fresh or frozen meals. Activities Building, A1565.
- **America Reads and Counts:** Normandale students tutor Bloomington Public School kids in academic subjects like math and reading during the day or provide homework help at Bloomington libraries in the evening. Online and in-person options available. Tutors can volunteer or get paid through work study.

Serve on a College Committee

Each year, several college-wide committees meet regularly to help further the mission and goals of Normandale Community College. This provides a great opportunity for students to serve on these committees and impact the direction and vision for the college. If you are interested in this exciting opportunity to help create change, please contact the Director of Student Life. The Student Senate is responsible for appointing all student members of campus committees. Here are some Normandale committees that students can be a part of:

- Bookstore Committee
- Facilities Committee
- Fiscal Committee
- Food Service Committee
- Policy Committee
- Safety Committee
- Sustainability Committee
- Technology Committee
- Foundation Board Committee

Student Life Travel

TRAVEL and STUDENT LIFE ACTIVITIES

For the purpose of this policy, Student Life activities are those as defined by Minnesota Statute 136F.01, subdivision 5, and as embodied within the MnSCU Student Life policy ([2.8 Student Life](#)). These include, but are not limited to, student organizations, student clubs, activities, recreational sports, service-learning activities, Student Life/Activity fee-funded programs, and other Student-Life/Activity sponsored activities. The term “traveler” shall refer to all students authorized for travel. Please see Normandale [policy 2.9 Student Travel](#) for additional information about travel requirements.

All students representing Normandale at meetings, conferences, and all off-campus travel are subject to the Normandale Code of Conduct, including all alcohol/drug policies. The use of Student Life funds for overnight accommodations in the metro area within 50 miles is not allowed unless approved by the Director of Student Life. Only currently enrolled Normandale students may participate in Student Life sponsored events and activities. A Normandale staff/faculty member may be required to accompany the group, as determined by the Director of Student Life.

The rental of 15-passenger vans is not allowed by Minnesota State policy. An employee of the College must drive all rental vehicles for Student Life travel and must have submitted the appropriate paperwork for approval before the trip.

Request for Travel: If an individual or group wishes to attend an event, conference, competition, or other type of activity all plans must be in place in a timely manner. If local, the request must take place at least 2 weeks (10 business days) in advance. If an event requires long-distance travel (further than 50 miles by car, flight, train, bus), hotels, etc. these plans must be in place 4 weeks in advance of the travel.

Travel Forms and Emergency Contact Information: All students must complete the Student Life Travel Paperwork and Waiver and submit it to their assigned Student Life Coordinator at least 3 days before the trip. This includes emergency contact information and a behavior agreement for each student traveling. In addition, the designated group leader must have a copy of the travel forms and emergency contact information as well. Submit a physical copy (see next page) or fill it out digitally via the [Travel Form/Behavior Agreement & Participation Waiver Microsoft Form](#). A separate travel form must be completed by minors if they are approved to travel.

Mandatory Travel Meeting Before Trip: Any students traveling as representatives of Normandale Community College and whose travel expenses are being covered partially or entirely by Student Life funds will be required to have a pre-travel meeting with Student Conduct and Conflict Resolution Coordinator or the Director of Student Life. At this meeting, the group will review the appropriate policies and expectations of students traveling for the college. This meeting must take place prior to the trip.

International Travel: The only organized international travel involving Normandale students must be within College-sponsored, academic based programs approved by the Global Studies Committee. Student Life activities may not plan or sponsor independent international travel trips. Exceptions to this policy will be determined by the Dean of Students.

Transportation for Travel of Students by State Employees (Club Advisors, Student Life staff, etc.)

If a State employee (staff, faculty, club advisor, etc.) is transporting students to a Student Life-sponsored event, they must transport the students in a State vehicle or vehicle rented under the State agreement with the car rental company. No transportation of students by employees for Student Life-sponsored events using personal vehicles is allowed.

Before the travel takes place, the State employee must submit the Vehicle Use Agreement and Consent to Obtain Driving Record form to the Director of Student Life for review by the college. They must receive approval from the Public Safety office before they are able to transport students for any Student Life-sponsored event.



July 2025

Office of General Counsel

Travel Form/Behavior Agreement & Participation Waiver of Liability, Release, and Indemnification Agreement

To be signed by participants in off-campus trips or activities sponsored or held by Normandale Community College.

I voluntarily agree to participate in the _____ [NAME OF ACTIVITY] (“Activity”) organized by and sponsored by the Department of Student Life at **Normandale Community College** (“Minnesota State”). The Activity consists of _____. I am not required to participate in the Activity. I acknowledge that to participate in or hold a leadership position within this Activity, I must meet established college and student group eligibility standards and further acknowledge that if I do not meet these standards that I will voluntarily resign from further involvement until I meet those standards.

I am aware of the dangers and risks to my person and property involved in participating in the Activity. Risks associated with my participation in the Activity include, but are not limited to, loss of or damage to personal property, bodily injury, or even death. All such risks are known, understood, and assumed by me.

In consideration of Minnesota State’s agreement to permit me to participate in this Activity, the receipt and sufficiency of which is hereby acknowledged, I agree as follows:

I agree to abide by the safety rules and regulations as set by Minnesota State. Failure to do so will disqualify me from participation in the Activity.

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby waive, release and forever discharge Minnesota State, the State of Minnesota, and their employees, agents, officials, trustees and representatives (in their official and individual capacities) (the “Releasees”) from any and all liability whatsoever for any and all damages, losses or injuries (including death) I sustain to my person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorney fees, which arise out of, occur during, or are connected in any manner with my participation in the Activity, whether caused by the negligence of the Releasees or otherwise.

I, individually, and on behalf of my heirs, successors, assigns and personal representatives, hereby agree to indemnify, defend and hold harmless Minnesota State, the State of Minnesota, and their employees, agents, officials, trustees and representatives (in their official and individual capacities) (the “Indemnitees”) from any and all liability, loss, damage or expense, including attorney fees, that the Indemnitees or any of them incur or sustain as a result of any claims, demands, actions, causes of action, judgments, damages, costs or expenses, including attorney’s fees, which arise out of, occur during, or are connected in any manner with my participation in the Activity, whether caused by the negligence of the Indemnitees or otherwise.

I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident or illness during this Activity. I agree to repay Minnesota State for the costs of any such medical treatment that Minnesota State may incur.

I agree that this Waiver, Release and Indemnification Agreement is to be construed under the laws of the State of Minnesota, U.S.A.; and that if any portion is held invalid, the balance shall, notwithstanding, continue in full legal force and effect. I agree that this Agreement is to be construed broadly to provide a release, indemnification and waiver to the maximum extent permissible under applicable law.

In signing this document, I hereby acknowledge that I have read this entire document, that I understand its terms, that I am at least eighteen (18) years of age, that by signing it I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.

Signature _____

Print Name _____

Date _____

Minnesota State is an affirmative action, equal opportunity employer and educator.

Student Life Travel Information

****Must be Filled Out By Each Trip Participant**
Turn it into your assigned Student Life Coordinator
Questions: Email studentlife@normandale.edu

Name: _____

Student ID # _____

Phone #: _____

Group Traveling: _____

In Case of Emergency, Contact: _____

At the Following Number: _____

Student Behavior Agreement

I, _____, as a member of the Normandale _____, promise to comply with the Code of Conduct of Normandale Community College while traveling and participating in all functions as an official representative of Normandale Community College. I understand that participation in this opportunity is a privilege and will represent _____ Normandale _____ well.

Therefore, by signing my initials in front of each point, I:

____ Agree to attend all conference sessions, breakout sessions, and conference activities.

____ Agree to take what I learn and use it to improve myself and campus engagement at Normandale.

____ Agree to adhere to the Normandale Community College policy and Minnesota State Law regarding alcohol or other controlled substances.

____ Understand that when meetings are not in session, I continue to represent the College and that I accept responsibility for my own actions during non-meeting times. I will act accordingly and respect my fellow members and all local, state, and federal laws.

Any violation of the above policies or law may result in immediate removal from the event/conference and appropriate legal action, in addition to referral to the student conduct process for further sanctions.

I hereby accept and understand this agreement in its entirety and promise to adhere to its contents.

Signature _____

Print Name _____

Date _____

NOTICE: If participant is under the age of 18, his or her parent or legal guardian must sign:

I, (printed name) _____, am the parent or legal guardian of the participant who has signed above. I have read and I understand the provisions of this document, I consent to the participant taking part in the activities described above, and I fully enter into and agree to the above Waiver of Liability, Release, and Indemnification Agreement.

Signature of Parent or Legal Guardian _____

Print Name _____

Date _____

Student Activism and Speakers

STUDENT ACTIVISM

Policy Statement

Students have the right to freedom of speech, peaceable assembly, petition and association that is accorded to all persons by the Constitution. They may support causes by lawful means that do not disrupt the operations of the College or the operations of organizations authorized to use College facilities.

Student Activism may occur in designated Normandale Community College areas by currently enrolled students. Non-Normandale person(s) **must** be sponsored by an active/recognized Normandale student group.

In order to better assist students with their activities, Student Life encourages students to complete the following information and return to the Student Life Director in a timely manner:

Name of Organization/Student Group: _____

Contact Person: _____ **Phone:** _____

Email Address: _____

Event Date: _____ **Event Start/End Times:** _____

Indicate Area Where Activism will occur (required):

Indicate the Type of Activism Planned: (Speaker, Demonstration, etc.)

Any damage or litter resulting in any way from the planned activism will be billed to the organization/person responsible for the event. Violation of this policy may be subject to appropriate College sanctions and/or legal action by Normandale Community College. Refer to the [6.13.1 Freedom of Expression Policy and Procedure](#) for additional information.

Revised: Fall 2020