



UNIVERSITY of  
SAINT FRANCIS™

# Club and Organization Handbook

Revised: 8/2009

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Dear Club & Organization Leaders and Advisors:

One of the purposes of the Office of the Director of Co-Curricular Activities is to work with all student clubs and organizations in the USF community and to provide a place where information relating to club/organization recognition, funding, and organization can be found.

The Club & Organization Handbook is one of the resources designed to help accomplish this purpose and to assist student leaders as they continue and establish traditions at the University of Saint Francis. Each student leader is an integral part in continuing the long standing tradition excellence in leadership and programming and each student leader will play a part in the future aura. I hope you find this handbook to be a helpful tool as you play a part and seek to continue this process. Take advantage of this resource and pass on the information to those who will follow in your footsteps!

Over the last several years, the Club and Organization Handbook has gone through a number of revisions and this year is no exception. My hope is that the improvements made make it more useful to the Advisors and officers who use it. Additionally, I hope that you will find solutions to questions you have encountered and answers to questions that may rise in the future.

Included you will find samples of several of the forms required from your club or organization, policies that you will be held responsible for knowing and contact information for USF departments and individuals that you are likely to work with as you plan events and activities for your club or organization.

Please note the following improvements and updates in the following sections:

- Section two on the “**Office of Co-Curricular Activities**” gives the structure of the Office and includes updated contact information on the Student Activities Council, the Student Government Association, Intramurals, and AXIS TV.
- Section five, “**University Policies, & Procedures**”, contains the most valuable updates including a policy on the new campus Posting and Advertising policy as well as the procedure for posting in the new bathroom stall calendars. It is also important that your group be familiar with the Fund Raising and the changes to the Imprinted Merchandise Policies.
- Section five, “**University Policies, & Procedures**”, also includes a calendar of Co-Curricular Activities and Events to include Athletics, Intramurals, SAC and SGA events, Commuter and Campus Ministry Events. This tool should prove useful as your club/organization plans activities and events for the USF community.

I look forward to partnering with you this year as we provide a vast amount of campus events, opportunities and programs which will enrich the university community. Please let me know how I can best help you accomplish your goals for this year.

Best wishes and much success,

Melissa J. Reesman

Director of Co-Curricular Activities

## A Wish For Leaders

*I sincerely wish you will have the experience of thinking up a new idea, planning it, organizing it, and following it to completion, and then have it magnificently successful. I also hope you will go through the same process and have something “bomb-out.”*

*I wish you could know how it feels to “run” with all your heart and lose... horribly!*

*I wish that you could achieve some great good for mankind, but have nobody know about it except for you.*

*I wish you could find something to do so worthwhile that you deem it worthy of investing your life within it.*

*I hope you become frustrated and challenged enough to begin to push back the very barriers of your own personal limitations.*

*I hope you make a stupid mistake and get caught red-handed and are big enough to say those magic words: “I was wrong.”*

*I hope you give so much of yourself that some days you wonder if it’s all worth the effort.*

*I wish for you a magnificent obsession that will give you reason for living and purpose and direction and life.*

*I wish for you the worst kind of criticism for everything you do, because that makes you fight to achieve beyond what you normally would.*

*I wish for you the experience of leadership.*

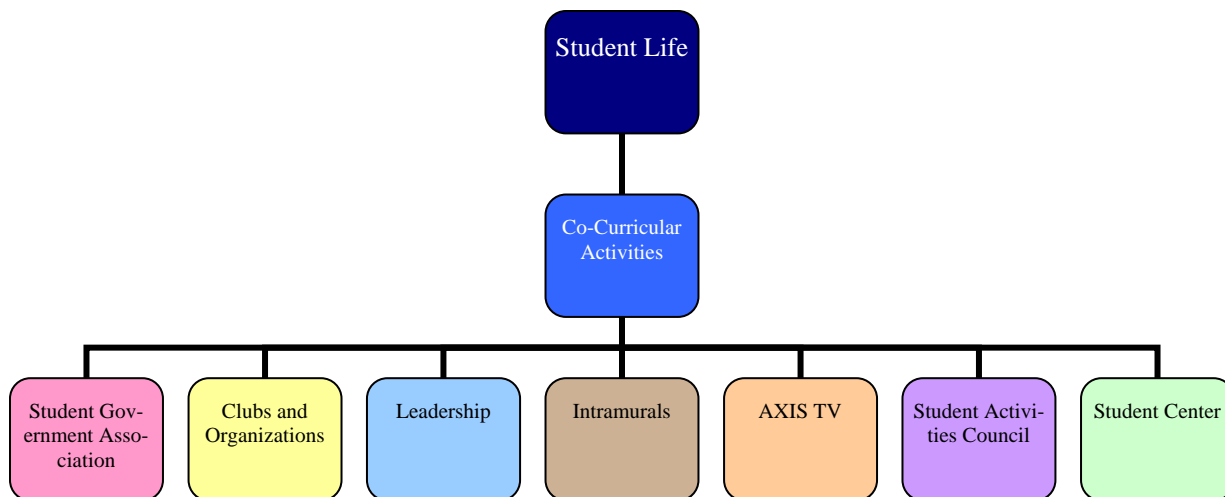
*-- Earl Reum*

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OFFICE  
OF  
CO-CURRICULAR ACTIVITIES

## Mission Statement of the Office of Co-Curricular Activities

The Office of Co-Curricular Activities contributes to the development of the University of Saint Francis students by providing activities, programs, and opportunities where students are supported and challenged in the development of skills and values. Programming covers a broad spectrum of areas, including: social, Franciscan Values, educational/vocational, recreational, cultural/diversity, and leadership. The office provides services to all student constituencies—traditional students, non-traditional students, residents and commuters. The office supports student governance and **provides assistance to student clubs and organizations** in the planning, management and evaluation of programs and activities. And finally, in all endeavors, the activities office strives to enhance the university community by creating opportunities for students, faculty and staff to connect, interact, and share experiences and knowledge.



### **Staff:**

Director of Co-Curricular Activities

Melissa Reesman

[mreesman@sf.edu](mailto:mreesman@sf.edu)

Office: 260.399.7700 x6741

Advisor to the Student Activities Council (SAC) and Student Government Association (SGA) and Supervisor to the Student Center, Intramurals, AXIS TV Student Technician and Activities Assistant.

### **Student Activities Council**

Student Activities Coordinators

Kathryn Carpenter

[saccoordinators@yahoo.com](mailto:saccoordinators@yahoo.com)

Julianne Haines

Melissa Lachat

Thomas Trinh

Office: 260.399.7700 x6744

[www.sf.edu/studentActivities.shtml](http://www.sf.edu/studentActivities.shtml)

In conjunction with the Office of Student Life, the Student Activities Council is responsible for planning and coordinating campus activities and events. The Council is under the auspices of the Office of the Director of Co-Curricular Activities. SAC is responsible for planning student-related events including dances, lectures, trips and special programs. The Activities Council strives to provide events to meet the needs and interests of all students. While the Director of Co-Curricular Activities selects the coordinator positions, membership is open to all students.

The University of Saint Francis maintains an activities program, which serves commuter, resident and non-traditional students. The Student Activities Council is under the direct supervision of the Director of Co-Curricular Activities and its efforts are funded by means of a student fee paid annually by the undergraduate students enrolled at the University.

The Council itself is comprised of: Four Coordinators and Council Members

Students are invited to participate in the Student Activities Council so that they may give input to events and activities sponsored by the Council throughout the year. If time constraints prevent a student from becoming a member of SAC, she or he may offer input either by taking advantage of surveys conducted by the Student Activities Council or by submitting ideas in writing to the Director of Co-Curricular Activities (office located in the Student Center).

### **Student Government Association**

2009-2010 SGA Officers	President: Jay Horning	sgapresident@studentmail.sf.edu
	VP: Joseph Baumgartner	sgavicepresident@studentmail.sf.edu
	Secretary: Danielle Collins	sgasecretary@studentmail.sf.edu
	Treasurer: Emily Cebalt	sgatreasurer@studentmail.sf.edu

Office: 260.399.7700 x6742      [www.sf.edu/sga](http://www.sf.edu/sga)

### **The University of Saint Francis Senate**

The Senate is composed of the Executive Board, and five representatives from each class and two graduate student representatives. The Executive Board is composed of President, Vice President, Secretary, and Treasurer, elected to serve in those positions by a general election of the student body each spring. Senators are also elected by the Student Body in the spring. The Student Government Association acts as a sounding board for student opinions, disseminates information to the student body from the faculty and administration, represents students on university committees, and acts on any question concerning the welfare of the student body. The Student Government Association also grants monies collected from the student fee to qualified and requesting clubs and organizations. An office is located in the Student Center in order to assist the student body in any way possible.

2009-2010 SGA Senators

*Freshmen Senators to be selected in the Fall*

Sophomore Senators: J. Derek Atwood

Caitlin Crowley

Amy McKee

Megan Selking

Ben Stokes

Junior Senators:

Alex Bush

Ashley Scare

Eric Toy

Nellie Wall

Annette Wellman

Senior Senators:

Thomas Meehan

Pat Mitoraj

Tyler Overmyer

Tristen Peffley

Sara Schlotterback

**Intramurals:**

2009-2010 Facilitators

Melissa Lachat

Justin Budreau (Spring only)

[www.sf.edu/studentlife/intramurals.shtml](http://www.sf.edu/studentlife/intramurals.shtml)

**AXIS TV:**

2009-2010

Student Technician

Conlan Craft

[www.sf.edu/studentlife/axistv.shtml](http://www.sf.edu/studentlife/axistv.shtml)

**Office of Co-Curricular Activities Relation to Clubs and Organizations:**

Advisement to Student Organizations

Club/Organization Fair at Orientation

Imprinted Merchandise Forms

Fundraising Request Forms

Initial Recognition to Clubs and Organizations

Annual Registration for Clubs and Organizations

Leadership Development Retreat

Leadership Training

Programming Resources

Business Office Forms

Leadership Awards Banquet

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# CHARTERING A CLUB OR ORGANIZATION

## **How Start a Club or Organization at the University of Saint Francis**

- A group desiring recognition will request an Application for Official Recognition for Clubs and Organizations from the Director of Co-Curricular Activities.
  1. Determine the classification of your group; club, student organization or campus organization.
  2. Construct a constitution and bylaws for your group.
  3. Gather a complete listing of group officers and their contact information.
  4. Arrange for a full time faculty or administrative staff person serve as the advisor to your group.

*\*\*See the subsequent pages for specific suggestions and examples of the information being requested.*
- When completed, the application, along with other requested documentation listed on the application, is submitted to the Director of Co-Curricular Activities for review and recommendations. The review will include input from the Student Government Association.
- The Director of Co-Curricular Activities will submit the application along with any recommendations to the university Campus Diversity Committee for action.
- Campus Diversity Committee will grant official club recognition, deny the request or request additional information before making a final decision.
- The decision may be appealed to Campus Coordinating Council. All appeals must be submitted in writing to the Vice President of Student Life/Dean of Students.

### **Benefits of Being a Recognized Club or Organization:**

Benefits of official recognition and annual registration:

- May receive Student Government Association annual funding and/or apply for grants in accordance with this policy and with SGA policies and procedures.
- May hold events on campus; reserving rooms and equipment.
- May promote events and club meetings on campus by way of various communication avenues and systems.
- May take part in Student Leadership training and events including annual Retreat, Club and Organization Fair and Awards.
- May request approval for imprinted merchandise following the university Imprinted Merchandise policy
- May request and maintain a webpage on the university website and will be included in the Student Handbook listing and other publications distributed by the Director of Co-Curricular Activities.

# **STEP 1: DETERMINE THE CLASSIFICATION OF YOUR GROUP**

## DEFINITIONS FOR CLASSIFICATIONS

Students, faculty and/or staff at the University of Saint Francis creating a club or organization affiliated with the university that includes USF students must receive official recognition from the university. Officially recognized clubs and organizations must register *annually* with the Office of Co-Curricular Activities.

### Student Club

- A student club has a membership made up exclusively of students.
- Students provide leadership for the club under the supervision of a faculty or staff advisor following the policies and procedures outlined in the constitution or bylaws of the club.
- A club does not receive any type of university budgeted funds for programming or member scholarships. Annual Student Government Association funding, fund-raisers, and member dues are possible sources of revenue for student clubs. A student club is eligible to apply for Student Government Association grants in accordance with SGA policies and procedures.
- Students do not receive academic credit for student club participation.

### Student Organization

- A student organization has a membership made up exclusively of students.
- Each student organization has a faculty or staff advisor.
- Funding for student organizations comes from student activity fee allocations. Student organizations do not receive annual Student Government Association funding but are eligible to apply for Student Government Association grants in accordance with SGA policies and procedures and may hold fund-raisers.
- Students do not receive academic credit for student organization participation.

### Campus Organization

- Campus organizations may have a student membership composed of only students or a membership that includes faculty and/or staff members in addition to students.
- Each campus organization has a faculty or staff advisor.
- Campus organizations do not receive student activity fee money either in the form of direct allocations or Student Government Association annual funding. Campus organizations may receive university budgeted funds. Campus organizations may also apply for Student Government Association grants in accordance with SGA policies and procedures and may hold fund-raisers.
- Students do not receive academic credit for campus organization participation.

### Groups

Any number of students, faculty and staff who have not received official recognition is referred to as a group. Groups do not have official recognition on campus and therefore do not receive or participate in the benefits listed on page 11.

## ORGANIZING YOUR GROUP INTO A CLUB OR ORGANIZATION

Clubs and organizations, like any organization, involve people – people getting together to accomplish a task. Getting people to work together in an organized manner is not an easy task, but it will be essential in the success of your organization. The following are a few basic principles that may assist you in organizing your group.

1. **A club or organization needs to have a reason for existing.** There needs to be a unity of purpose that the membership understands and can support. The entire membership should, therefore, establish the goals *each year* for the club or organization. This participation creates a sense of belonging. Both short-range and long-range goals should be planned a month or two in advance. Long-range goals would give the members a chance to look at the overall goals for the year. Establishing clear-cut goals help to avoid mediocre involvement and accomplishment.
2. **Effective leadership is essential to any club or organization.** The officers should meet together between meetings to organize the meeting's agenda and brainstorm ideas. A printed agenda distributed to each member at each meeting helps to keep your members informed. It also helps to save time in meetings.
3. **Officers should not make decisions for the group.** The officer's job is to do the legwork. Find out the information and report it to the club/organization. The assembly should make the final decision. Persons who are involved in the decision-making process will be more committed to the decision as well as carrying out the decision.
4. **Appoint members to committees.** This way, members feel a part of the club or organization and also gain valuable experience for future leadership roles.
5. **Make it a point to welcome any guests at the beginning of a meeting.** Friendliness and openness will encourage people to join and help you accomplish your task.
6. **ENTHUSIASM is a must. The officers set the tone.** Enthusiasm is contagious (so is apathy). Do not be an officer if you don't believe in your group and what it aims to accomplish. Encourage a "doing" atmosphere, a participatory club or organization.
7. **Regularity of meeting** time and places is critical to the success of your club or organization.
8. **Cooperate and collaborate with other clubs and organizations and campus officers.** It makes everybody's task more pleasant and may open up other opportunities that may not have occurred otherwise.

# Application for Initial Recognition for Clubs & Organizations

## The University of Saint Francis

**\*\*Applications should be submitted no later than two weeks prior to Spring Semester Finals week in order to insure time for the process which includes SGA input, any called-for revisions, and Diversity Committee review as SGA and Diversity Committee do not meet during the summer months. Recognition prior to May 31 will permit new Clubs/Organizations to participate in Orientation.**

To be completed and submitted to the Director of Co-Curricular Activities, Melissa Reesman.

- 1) Official name:
- 2) Please specify, are you applying to be a:
  - ◇ Club
  - ◇ Campus Organization
  - ◇ Student Organization

**SAMPLE**

- 3) Brief description of the purpose:
- 4) Month and year established:
- 5) Total membership to date:
- 6) Advisor(s) name(s) and contact information:
- 7) Does your group receive budgeted funds from the university for programs or for scholarships for members?

If yes, please explain:

- 8) Does your group intend to give academic credit for participation?
- 9) Is the group led by students?



## **Mission and Core Values**

### **Our Mission**

Rooted in the Catholic and Franciscan Traditions of Faith and Reason, the University of Saint Francis engages a diverse community in learning, leadership and service.

The university is a comprehensive, Catholic, coeducational institution of higher education in the liberal arts tradition, offering undergraduate and graduate programs to students from a broad geographic region.

### **Core Values**

The University of Saint Francis seeks in the accomplishment of its mission to acknowledge and uphold these core values:

In commitment to our Franciscan tradition, we:

- Reverence the unique dignity of each person
- Encourage a trustful, prayerful community of learners
- Serve one another, society and the Church
- Foster peace and justice
- Respect Creation

In commitment to academic quality, we:

- Facilitate personalized learning in the Catholic intellectual tradition.
- Foster a community of scholars.
- Promote spiritual and moral development.
- Encourage social and civic responsibility.
- Emphasize a commitment to professional excellence and leadership.

## ***STEP 2: CREATE A CONSTITUTION & BYLAWS FOR YOUR GROUP***

### **What is a Constitution?**

A constitution is a document embodying the fundamental principles according to which a club/organization is governed.

### **What are bylaws?**

These are the laws or rules governing the internal operations of a club/organization. There is seldom any difference between the constitution and bylaws. Most groups combine the two.

### **Reminders & Suggestions**

There are several mistakes groups often make in writing a constitution and bylaws. Although these are not intentional errors, with a little time and attention you can write a constitution that will prevent future problems within your club/organization. The following are reminders and suggestions to take into account as you construct or review your constitution. A sample constitution follows.

1. **Setting a quorum.** A quorum is the minimum number of members who have to be present at a meeting in order for business to be conducted legally. A quorum for most clubs or social organizations usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the bylaws for the protection of the group as a whole.
2. **Defining duties of officers.** The duties of officers are self-explanatory in many cases: the President presides; the Treasurer keeps the accounts; the Secretary takes notes and handles correspondence. However, other officers can be defined to suit the needs of the group. The office of Vice President is one that offers much flexibility. And yet, few groups take advantage of this. Why not assign the Vice President a major responsibility for an important program or need? The Vice President could be in charge of membership, programs or publicity. And your organization could have more than one Vice President, or Secretary, etc. Think about your group's needs and programs and delegate responsibility to other officers. Other officers to consider might be a Historian or Advertiser.
3. **Electing officers.** There is nothing quite as discouraging as holding an election and having no one interested in running for office. It's also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with some advance planning. Select a nominating committee (your Executive Board will do) to recruit a slate of officers. This will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor if you want to make it a "horse race". However, a hotly contested race can also be deadly for a club/organization. The candidate and/or her/his supporters can harbor ill feelings about the group for quite sometime.
4. **Transitioning officers.** Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place—officer transition. By electing in the spring the former officers will still be around to train the new officers. Do not pick the last week of school for elections; allow several weeks before the end of the semester. Elections should take place earlier and the actual officer installation could take place later in the semester. If your club/organization is not on such a schedule, you should actively consider the benefits of changing to a spring election.
5. **Removing an officer.** Although you might think, "It can never happen to our organization," it can.

Officers were elected last semester and have yet to call a meeting, officers have wrongly allocated the groups' funds; officers have not attended a semester's worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly, or ignored.

6. **Selecting an Advisor.** Don't forget your club must have an Advisor. Each University of Saint Francis graduate and undergraduate student organization must have a full-time University of Saint Francis faculty or administrative staff member that works with the group. Include them as much as possible. They are eager to assist you and they want to feel apart of your efforts. Remember that without an Advisor your club will lose university recognition.

**CONSTITUTION OF A CLUB/ORGANIZATION**

**Article 1. NAME**

The name of this organization shall be the University of Saint Francis "Fishing Club".

**Article 2. PURPOSE**

To promote interest in the heritage of Saint Francis as well as fostering "spirit" among members of the University community.

**SAMPLE**

**Article 3. MEMBERSHIP**

Section 1. Membership is open to any interested members of the University of Saint Francis community.

Section 2. Each member must pay an annual fee and participate in one major organization project.

**Article 4. OFFICERS**

Section 1. The President, Vice-President, Secretary, Treasurer, and Advisor shall be the officers of the club.

Section 2. The duties of the President shall be to convene and preside over meetings of the club and to supervise and direct all club activities.

Section 3. The duties of the Vice-President shall be...

Section 4. The duties of the Secretary shall be...

Section 5. The duties of the Treasurer shall be...

Section 6. The duties of the Advisor shall be...

**Article 5. ELECTION AND APPOINTMENT OF OFFICERS**

Section 1. An annual election shall be held before March 1 for all four offices.

Election to these posts is accomplished by a simple majority vote of all members present. (You may specify that a certain amount of the electorate [quorum] be present to validate an election.)

**Article 6. APPOINTMENT AND DUTIES OF ADVISOR**

Section 1. The club will appoint an advisor in order to maintain recognition by the University.

Section 2. The Advisor shall serve as an ex-officio member to the organization.

Section 3. The Advisor shall serve as an accountable consultant regarding the financial, legal and institutional concerns of the organization.

Article 7. **IMPEACHMENT OF OFFICERS**

Section 1. An elected officer found deficient in her/his duties may be removed by a two-thirds vote of the club members.

Section 2. A non-elected officer may be replaced by unanimous agreement of the club's officers.

Article 8. **MEETINGS**

Section 1. The club shall meet on the first and third Wednesday of each month.

Section 2. A member may be expelled from the club for missing three consecutive meetings without sufficient excuse.

Article 9. **DISBURSEMENT OF FUNDS**

Section 1. Both the President and the Treasurer must authorize all disbursements.

Section 2. Any disbursement of funds over \$25.00 must be approved by a majority of four officers and the advisor.

Article 10. **AMENDMENTS**

Section 1. Amendments to this constitution may be made at any time by a majority vote of the membership.

Section 2. All amendments must be submitted to the Student Government Association and will then be forwarded to the Director of Co-Curricular Activities.

Article 11. **BYLAWS**

Section 1. Bylaws to this constitution may be made at anytime by a majority vote of the membership.

Section 2. All bylaws must be submitted to the Student Government Association and will then be forwarded to the Director of Co-Curricular Activities.

# ADDITIONAL RESOURCES FOR CHARTERING A NEW CLUB OR ORGANIZATION

## THE OFFICERS' RESPONSIBILITIES & JOB DESCRIPTIONS

### Top 10 Responsibilities of an Officer

A club/organization belongs to its members. The officers do not “run” the club/organization. It is your responsibility as an officer:

1. To see that the business of the organization is conducted in an orderly, efficient and proper manner.
2. To see that an organization operates according to its constitution and by-laws.
3. To see that the group works toward accomplishing its goals and objectives.
4. To help keep the group a friendly, cooperative, congenial one in which each member is given an opportunity to express her/himself and participate in the organization's program.
5. To keep in the background as much as possible, yet keep the organization moving ahead and functioning effectively.
6. To demonstrate to others, through your attitudes and actions, the organization itself. You are its representative, as well as its leaders.
7. Not to work only to turn out prodigious quantities of work, but rather to develop the ability to inspire the members to work for the good of the organization.
8. To enthusiastically outline needed work and to follow through to see that those doing the work are the ones who have accepted the responsibility.
9. To budget your time well and to give proper balance to your academic program and extra-curricular activities.
10. To evaluate your meetings in terms of what has been accomplished and what benefits your members have received.

### Job Descriptions for the Officers

The duties listed here are general duties of the four main officers of any club or organization. Each organization should have a supplemental list of specific duties that are designed to implement the special functions and interest of the club/organization. Also, if additional officers or standing committee chairperson are appointed, their duties should be outlined and given to them at the beginning of their term of office and ultimately become a part of the constitution or by-laws.

#### **1. The President**

- a. Be an effective presiding officer;
  1. Know the proper procedure for conducting a meeting.

2. Be impartial – avoid expressing your personal opinion.
  3. Have knowledge of parliamentary procedure.
  4. Prepare an agenda for each meeting.
  5. Check the minutes of the preceding meeting to make certain that you have not forgotten important business that should be discussed again or finished.
- b. Understand and follow your constitution and by-laws.
  - c. Set an example for your club or organization in fairness, courtesy, and obedience to rules.
  - d. Represent your group or see that a person is appointed to represent your group at all campus meetings where representation is requested.
  - e. Carry out the group's decisions and wishes even though you personally may not agree completely with the decisions reached.
  - f. Know the university's policies and regulations and see that they are followed at all meetings and activities of your club/organization.
  - g. Keep your Advisor informed of all meetings, make certain that she/he is invited to all meetings and be certain that she/he is consulted before making plans for special meetings and events. Show her/him the courtesy of checking to make certain that she/he can attend before plans are started for any activity.
  - h. Know the duties of the other officers and help them in carrying them out.
  - i. See that a master plan is prepared for the year's activities early in the semester. Each club and organization should have a project goal for the semester.
  - j. Appoint committees to assist in getting things done, to help spread the responsibilities among all club/organization members and to give others an opportunity to participate.
    1. The President must keep in touch with committees, as she/he is usually an ex-officio member of all committees. They are responsible for seeing that the members complete assignments.
    2. A chairman of every committee should always be indicated.
    3. Remember to call on committees for reports and take action on their reports.
  - k. Do not try to do all the work yourself. A good President assigns responsibilities to others. It is her/his role to follow up and check to see that the work is being done. Total participation of all members of a group makes for a strong club/organization.

## **2. The Vice-President**

- a. Take over the President's responsibilities when the President is unable to carry out her/his duties for any reason. Because of this, the Vice-President must be familiar with all the duties of the President.
- b. Be ready to assist the President in any way possible.
- c. Assume and carry out all special duties that may be assigned to you by the constitution, the

President, Executive Committee, or Members.

- d. Attend all Executive Committee meetings and meetings of the club/organization.
- e. Know and understand your club/organization's constitution and by-laws.

### 3. The Secretary

- a. The Secretary is the President's "right hand person". The President depends upon the Secretary for information of an official nature that can be found in the records of the club/organization.
- b. The Secretary is the custodian of the permanent records of the club/organization and they must be kept in complete and accurate manner. Here is a suggested outline that may be of help to Secretaries in writing minutes.
  - 1. Give the hour, day, month, place of meeting and name of presiding officer.
  - 2. State whether the minutes of the last meeting were "approved" or "approved as corrected".
  - 3. Give a statement concerning all reports read and the action taken on them.
  - 4. Record items discussed under old business.
  - 5. Record items discussed under new business.
  - 6. Every motion lost or carried, should be included under the item of business it was discussed under.
  - 7. State the time of adjournment of the meeting.
  - 8. Sign the minutes.
- c. Be able to produce quickly the minutes of the preceding meetings and find items of information quickly.
- d. Keep an accurate and up-to-date list of members, their addresses and telephone numbers and record their attendance at each meeting.
- e. Keep in the secretary's notebook a copy of the constitution and by-laws and have the documents available for easy reference during meetings.
- f. Keep a copy of all reports presented to the club or organization by committees or officers.
- g. Take motions down accurately and be prepared to read them back almost immediately.
- h. Be responsible for all club/organization correspondence and develop a facility for writing, using proper grammar, corrects phrasing and neatness in writing or typing. The Secretary with her/his own name and title should sign all correspondence.
- i. Act as Secretary for the club/organization as a whole. Officers and chairpersons of committees are responsible for correspondence as it relates to their duties.

#### 4. The Treasurer

- a. The treasurer is responsible for all funds of the club or organization.
  1. Collect all money. A receipt should be given for all money collected.
  2. Deposit all funds in the club/organization's Business Office account immediately.
  3. Sign all payment requests, along with the Advisor for the withdrawal of funds.
- b. Prepare a budget and have it approved by the Executive Committee and membership.
- c. Make certain the club/organization expends money keeping with the approved budget and within University policy and regulations.
- d. Make a treasurer's report at each business meeting of the club/organization, listing receipts expenditures and balances on hand.
- e. See that all bills are paid promptly.
- f. Keep a record of all money handled, both incoming and outgoing, and indicate purposes for which the money was dispersed.
- g. Have records available and in a condition for examination at any time.
- h. Inform members of the university's Purchase Order policy.
- i. For specific questions concerning financial responsibilities of clubs and organizations, consult the Director of Co-Curricular Activities.

## STEP 4: ARRANGE FOR AN ADVISOR

### **FACULTY/STAFF ADVISORS**

**Each recognized University of Saint Francis student club or organization is required to have an advisor who is a full-time member of the Administrative Staff or Faculty. A student organization that does not have an advisor will be declared defunct until an advisor is confirmed.**

#### **Why Have an Advisor**

An advisor serves as a resource for you, other officers, and the organization. She/he has many “hats to wear”, and has an interest in the activities of your group. This person is:

1. An historian of past activities and decision which are made.
2. An advocate or perhaps devil’s advocate of current decisions made.
3. A resource for understanding the university policies and procedures.
4. A respected friend.

#### **Responsibilities of an Advisor**

1. The primary role of the advisor is to challenge the members of the club to assume leadership and participation in worthwhile activity.
2. Be concerned about developing the leadership skills of members, particularly the Executive Board, by discussing and helping to analyze group interactions and decision making.
3. Although the officers of the club conduct the meetings, the advisor must attend all meetings, so that she/he may be fully informed of all plans and activities of the club.
4. After the officers initiate the program for the year, it is discussed with the advisor, who may offer suggestions or recommend changes before it is presented to the full membership.
5. No club or organization activity should be planned and scheduled without the prior knowledge of the advisor.
6. The activity dates for all campus organizations should be scheduled through the Office of Co-Curricular Activities, which sets up the official calendar and coordinates the dates of all university events.
7. The advisor should attend all public activities (dances, etc.) sponsored by the club or organization. If unable to do so she/he should arrange to have another faculty member or staff be present.
8. Any report, newsletter, correspondence or publication of a club or organization that bears the name of the University of Saint Francis must have the approval of the Marketing Department by way of Director of Co-Curricular Activities. The approval presupposes that the Director of Co-Curricular Activities has seen the material before it is sent out from the campus. The advisor of officer should forward this information.
9. The advisor of a university club is required to uphold the regulations of the university with regard to student

] behavior during club activities, on and off campus. These regulations are given in the Student Handbook.

10. Because of the liability involved and problems which may arise, the advisor of a university club is required to clear all club or organization trips with the Director of Co-Curricular Activities.
11. University clubs or organizations that collect membership dues and/or handle money connected with club activities must work through the policies of the University of Saint Francis Business Office. **No club/organization can hold any type of outside accounts.**
12. The advisor should certify academic eligibility of all officers (and members) according to the constitution.

*See that your Advisor has a copy of the Club/Organization Advisor Handbook.*

Annual Recognition  
for  
Existing Clubs and Organizations

## MAINTAINING RECOGNITION

In order to remain a university Recognized Club or Organization after a group's charter year, a registration form is submitted **annually**.

The procedure for annual registration is as follows:

1. Complete the Annual Registration Form (sample follows) with updated information and submit to the Director of Co-Curricular Activities by the requested date.
2. Include all required appendices listed at the bottom of the club registration form which include:
  - a. A list of your scheduled or anticipated activities for the school year
  - b. A complete listing of your organization's current membership including first/last name, class, and email address
  - c. An updated copy of the constitution for your club or organization if changes have been made.  
*(Please include: "Last Updated mm/yyyy" at the end of your document.)*
  - d. Any additional information of any kind which might help to illustrate your organization's goals, expectations, and mission.
  - e. A request for any additional funding by way of the SGA Funds Request Packet.
3. The Director of Co-Curricular Activities will then indicate official registration to the SGA Treasurer who will transfer funds to the **club** account.
4. Second semester funds are made available if the Semester Activity Report (sample follows) for the fall has been completed and returned by the requested date to the Director of Co-Curricular Activities.
5. Following officer elections in the spring, each club or organization should again submit a Semester Activity Report as well as a listing of the following year's officers and their contact information.
6. Clubs and organizations applying for official registration must comply with the policies outlined in this handbook. Registration can be withheld if the applying organization violates by constitution any of the policies governing student groups or if the creation of the club or organization duplicates the purpose of another club or organization already registered on campus.

The Director of Co-Curricular Activities grants annual recognition.

In addition to Annual Registration and completion of the Semester Activity Form, clubs and organizations must be within the university's policies and procedures.

# Annual Club and Organization Registration Form

## The University of Saint Francis

Please complete and email to the Director of Co-Curricular Activities by \_\_\_\_\_ to receive annual recognition and the privileges associated with being a group officially recognized by the University.

1) Official Name of Club or Organization :

2) Year established:

3) Membership for current year:

4) Does your organization receive any funding beyond SGA annual funds? Yes No

If yes, from where?

5) List of National and/or Regional Organizational Affiliation (if any):

6) Advisor and Officer Contact Information:

Title	Name	Phone #	Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

7) Regularly scheduled meeting days, times, and location:

8) In addition to the \$75 per semester your club will receive from SGA for maintaining your **club** status, is your club planning on requesting additional student government funding? (*Advanced notice will help the student government association budget your club request accordingly; however, this information is not required.*) Yes No

**SAMPLE**

If yes, please give a brief of description and estimated amount of request:

- 9) What topics relating to club/org policies or club/org development would be most beneficial for your officers to learn about at a club/organization leadership luncheon?
  
- 10) The Office of Co-Curricular Activities is currently developing a website to better serve the needs of campus clubs/organizations. Please list any frequently asked or common questions that would be helpful for interested members of the USF community.
  
- 11) Please Email the Following Documents with this Form:
  - A list of your scheduled activities for the school year
  - A listing of your club/organization's current membership including first/last name, class, and email address

Please contact Melissa Reesman by email at [mreesman@sf.edu](mailto:mreesman@sf.edu) or by phone at 260.399.7700 x6741 with any questions.

**SAMPLE**

University of Saint Francis \* Office of Co-Curricular Activities

Club/Organization Semester Activity Form

Name of Club:

Semester/Year:

Number of meetings held in Semester:

What was discussed at these meetings?

**SAMPLE**

How many committed members are regularly involved in meetings and events?

How does this number compare to last year?

Number of activities/events/programs held during the Semester (other than club/org meetings)?

Please describe them briefly in the left most box, using a new row for each activity/event/program. Check only the **primary** emphasis of the activity/event/program. \* University Mission & Values includes those

Activity/ Event	Social	Recreational/ Wellness	Educational/ Vocational	Cultural / Diversity	Community Service	*University Mission/ Values

programs that emphasize: Revering the unique dignity of each person, Encouraging a trustful, prayerful community of learners, Fostering peace and justice and Respecting creation. Service activities/events/programs should be counted in the 'Community Service' column.

What positive feedback can you provide on your club/org from this semester?

What negative feedback? In what specific areas would you like to improve?

In what ways can the Director of Co-Curricular Activities help, support or serve as a resource for you?

Submitted by:

Role in Club:

Email address:



# Semester Activity Report for Clubs & Organizations

## The University of Saint Francis

Semester \_\_\_\_\_ Year \_\_\_\_\_

**Name of Club or Organization:**

Number of meetings held in the semester:

What was discussed at these meetings?

How many committed members are involved?

How does this number compare to last year?

Number of activities/programs/events held this semester?

Please describe them briefly, noting if they were *Social/Entertainment, Educational, Vocational, Cultural/Diversity, Recreational/Wellness or Spiritual/University Mission & Values* focused in nature.

What positive feedback can you provide on your club/organization from this semester?

What negative feedback? In what specific areas would you like to improve?

In what ways can the Director of Co-Curricular Activities help, support or serve as a resource for you?

**Submitted by:**

**Role in Club:**

**Email address:**

UNIVERSITY  
POLICIES AND PROCEDURES  
FOR  
CLUBS & ORGANIZATIONS

## POLICIES FOR CLUBS AND ORGANIZATIONS

All clubs and organizations must abide by the following policies:

- I. The purpose, objective and activities of the club or organization must be consistent with the objectives and mission of the University of Saint Francis and with all municipal, state, and federal laws.
- II. The club or organization will not discriminate or harass on the basis of race, creed, national origin, sex, age, handicap, veteran status or religion in the selection of its members or in its programs unless federal or state laws allow for such exceptions.
- III. The club or organization agrees to register and gain approval of all fund-raising activities with the Office of the Director of Co-Curricular Activities using the event registration form.
- IV. Every voting member of the organization must be currently enrolled as a student at the University of Saint Francis.
- V. The organization will present a list of current officers and the name of the required faculty/staff advisor on a signed Annual Registration Form. These documents, along with the organization's most recent amended constitution, will be kept on file in the Office of the Director of Co-Curricular Activities.

### EVENT POLICY

- I. It is the responsibility of each university-recognized club or organization, in consultation with the Director of Co-Curricular Activities, to make reasonable efforts to safeguard life and property at student events  
APPROVED BY THE UNIVERSITY.
- II. Plans for each event held include provisions for the control of disruptive behavior, vandalism, and substance abuse, including the possession and use of alcoholic beverages or drugs and other controlled substances.
- III. At least one sponsor is required to be present for special student events. Sponsors may be any full-time employee of the University of Saint Francis or other person(s) approved by the Director of Co-Curricular Activities or the Vice President for Student Life/Dean of Students.
- IV. Campus Security must be informed of all on-campus student events, although their presence at the event is not required. (See policy 801; III.)

Students engaging in the consumption of controlled substances at ANY event sponsored by a University of Saint Francis club or organization, whether it is on-campus or off-campus, are subject to the sanctions listed in the Student Handbook.

#### *Scheduling On-Campus Events and Activities*

- If at all possible, events should be scheduled at least two weeks prior to the event date in order to provide scheduling, security, unlocking, and of set-up cooling or heating.
- Any group using USF facilities must have a full time staff/faculty member to be the contact person for the group.
- All non-academic uses of buildings or areas must be cleared and scheduled with Nancy Money in the Operations office at 399-7700 x6107. Classrooms are scheduled through Amanda Macias in the Registrar's office, 399-7700 x6526. Hutzell Gym is scheduled with Mitch Ellisen, 399-7700 x6206. For space in the new North Campus building, the gym and auditorium are reserved with Nancy Money and classroom space is reserved with Amanda Macias. Room reservations may also be made by visiting [www.sf.edu/operations](http://www.sf.edu/operations)
- Food served at any on-campus event must be coordinated through AVI Food Service. Contact, Ashli Ezell, Director of Food Service by calling 434-3258 or by visiting the catering website, [www.sf.edu/dining/](http://www.sf.edu/dining/)

- Since unscheduled events are not included on a daily checklist and Campus Security is instructed to open and close areas only in accordance with the authorized schedule, unscheduled areas may not be available for your use.

#### *Scheduling Off-Campus Events and Activities*

- Recognized clubs and organizations sponsoring events located off-campus may be required by the Director of Co-Curricular Activities to arrange for uniformed security personnel to be on duty during the duration of the scheduled event/activity. Security personnel may be provided through the organization (hotel, restaurant, etc.) hosting the event, or through any other approved security organization. In either case, the sponsoring club or organization will bear the cost of securing security personnel for the event/activity.
- Off-campus violations of university policies which occur may be a basis for sanctions where the university has an interest in supporting its mission, principles and regulations.

### **FUND RAISING & DONATIONS POLICY**

Clubs and organizations find it necessary to hold fund-raisers as a means of generating revenue in order to operate. In order for all clubs/organizations to hold fund-raisers without conflict with other clubs/organizations or without duplication, all fund-raisers must be registered and *approved* by the Director of Co-Curricular Activities.

A fund-raiser form must be completed at least three weeks prior to the fund-raiser. The chairperson of the fund-raiser must meet with the Director of Co-Curricular Activities. At no time may clubs or organizations sell imprinted merchandise (see policy on following page) or edible items (see the catering policy). All fund-raisers must be appropriate and in good taste.

Groups seeking financial support or donations from community sources, must make a request in writing to the University Relations Office of your intent in representing the University of Saint Francis. University Relations keeps track of donations campus-wide and makes sure businesses or groups are not over utilized. Necessary information: club or organization name, purpose of event and/or donations, and name and address of businesses you wish to request donations. At the same time, your intent still has to be made known to the Director of Co-Curricular Activities.

### **GRANTS**

Should a recognized club or organization wish to apply for a grant (from a government agency or private organization), a written request should be submitted to the Director of Corporate and Foundation Relations/ Grant Writer in University Advancement. The Director of Co-Curricular Activities should be informed of the request being made. Most grants are made to the university, not to individuals or unincorporated groups, and constitute a contract between the university and the granting agency. Therefore, all proposals for such grants must be approved by the Vice President for Student Life. The Director of Corporate and Foundation Relations/ Grant Writer will coordinate such approval.

Grants must be submitted through the Director of Corporate and Foundation Relations. A copy of the proposal will be kept in that office and a copy returned to the Office of Co-Curricular Activities, whichever you think is appropriate.

With rare exceptions (specific scholarships and fellowships), government agencies and private organizations do not make grants to undergraduate students or student organizations, and University Advancement cannot normally assist individual students or student groups in identifying grant opportunities.

### **IMPRINTED MERCHANDISE POLICY**

- 1) **No campus club or organization may sell USF imprinted merchandise of any kind as a fund-raiser.**

This includes, but is not limited to, t-shirts, mugs, supplies, etc. with the university logo, seal, or name.

2) No campus club or organization can acquire imprinted merchandise and sell the merchandise back to its members; *merchandise can only be given away*. This simply means that the merchandise must be paid for out of the club's account in the business office; however, there are no restrictions on students paying dues to the club and getting a free shirt as part of their membership.

3) All imprinted merchandise to be distributed must be approved by Marketing (HPN) before the Business Office will issue a purchase order or payment for the goods. You must also have the approved Imprinted Merchandise Form (available on the USF Intranet) attached to your requisition.

**Please contact the Director of Co-Curricular Activities with initial questions and designs and if within guidelines, the form will be forwarded to HPN Marketing Inc. Please allow plenty of time for approval in order to meet you deadlines!**

If a club or organization fails to assume responsibility for any or all of the above guidelines, that club/organization risks sanctions for violation of policy. Any question should be addressed to the Office of Co-Curricular Activities.

### **\*NEW\* SGA GRANT POLICY**

In addition to fund raising and collecting dues, recognized clubs and organizations may request funding from Student Government. The process for making those requests is outlined here. The forms mentioned in bold follow below.

1. Review procedures and guidelines for requesting SGA funds.
2. Fill out **Funds Request Packet** with an estimated budget.
3. Submit **Funds Request** to Treasurer *electronically*.

#### **\*Submission Dates**

Due the third Monday after the beginning of the first semester

Due the third Monday after the beginning of the second semester

Additional requests can be made after these dates, but will not have first priority.

Must be submitted at least 2 weeks prior to the event or program

Is not guaranteed funding

4. Treasurer will present to Finance Committee of SGA.

Finance Committee votes on the request

If not approved, revisions may be requested

If approved Finance Committee will present to Senate

*\*\*please note it may be necessary to send a representative from your club/organization to the Senate meeting to address any questions/concerns.*

5. If Senate approves the request, the organization will receive a **Grant Contract** that must be signed and returned to SGA Treasurer before funds can be transferred.

6. Event or Program using requested funds is held.

7. Fill out **Event Evaluation Form**, attach itemized list of spending and return to SGA Treasurer.

\*\*\*Failure to submit or return all of the required paperwork within 2 weeks after completion of the event will empower SGA to revoke the allocated amount approved by the Senate.\*\*\*

Copies of the following forms are available in the form of a packet from Emily Cebalt, SGA Treasurer. See her in the SGA office during posted office hours or email her at [sgatreasurer@studentmail.sf.edu](mailto:sgatreasurer@studentmail.sf.edu). Additionally, you may request the forms from the Director of Co-Curricular Activities or visit the SGA website.

# Student Government Association Funding Request Packet

## **General Information**

Club/Organization Name:

Type of Club/Organization:

Number of Members on Roster:

Number of Members Attending Meetings:

Describe the Club/Organization and its purpose on the USF campus:

## **Contact Information**

Contact Person:

E-mail:

Phone:

Advisor

E-mail

Phone:

## **Budget Information**

How does the organization provide funds for itself and what is the estimated amount raised?

\*\*Please include any dues, donations, fund raisers, department funding, and etc. \*\*

Did the Club/Organization receive the \$75 club allocation from SGA for the pervious and current semester?

If the Club/Organization received funding from SGA last year, please list and describe how you used the funds:

## **Project Description and Purpose**

Name of Event, Project, or Activity:

Brief Description of Event, Project, or Activity:

Date of Activity:

Location:

What is the purpose?

How will this benefit the USF students?

How many USF students are expected to participate?

Is this open to students outside your organization?

## Budget Worksheet

<i>Example: SGA Pony Race</i>			
<b>Item</b>	<b>Quantity</b>	<b>Cost/Item</b>	<b>Total Cost</b>
T-shirts with advertising	25	\$6.00	\$150.00
Flyers with SGA Logo	100	\$0.10	\$10.00
Race Flags	10	\$3.00	\$30.00
Pony Rentals	5	\$200.00	\$1,000.00
<b>Total</b>			\$1190.00
<b>(Your Club's Contribution)</b>			(\$250.00)
<b>(Individual Member's Contributions)</b>			(\$100.00)
<b>Grand Total Requested</b>			\$840.00

<b>Name:</b>			
<b>Item</b>	<b>Quantity</b>	<b>Cost/Item</b>	<b>Total Cost</b>
<b>Total</b>			
<b>(Your Club's Contribution)</b>			
<b>(Individual Member's Contributions)</b>			
<b>Grand Total Requested</b>			

**Grand Total Requested:**

# Grant Contract

Club/Organization:

Event/Project/Activity Title:

Date(s of Event/Project/Activity):

Amount Allocated:

Purpose of Allocation:

I/We, \_\_\_\_\_, have read the rules and regulations of the club/organization Student Government Association allocation process. We have read the Student Leader Expectations and Standard of Conduct Policies as stated in the Student Handbook. I/we hereby agree to the stated terms and conditions.

\_\_\_\_\_  
(Signature)  
SGA President

\_\_\_\_\_  
(Signature)  
Club/Organization President

\_\_\_\_\_  
(Signature)  
SGA Treasurer

\_\_\_\_\_  
(Signature)  
Club/Organization Advisor

# *Event Evaluation*

*Club/Organization:*

*Event/Project/Activity:*

*Date(s) of Event/Project/Activity:*

*Number in Attendance/Participants:*

*Brief description of how the event/project/activity went:*

*How did the event/project/activity benefit the student body?*

*How did the even/project/activity benefit the club or organization?*

*Would this event/project/activity be worthwhile to participate in again in the future?*

*\*\*Attach detailed listing of how funds were spent including vendor, item, and amount. \*\**

## **POSTING AND ADVERTISING POLICY**

This policy is the universal posting policy for the University of Saint Francis, effective the fall semester of the 2008-2009 academic year.

1. All advertisements must be appropriate to Franciscan values and the mission of the University of Saint Francis
2. Limited to clubs and organizations annually recognized by the University of Saint Francis as well as those advertising events for the USF community.
3. All campus-related advertisements must bear the name of the sponsoring club/organization.
4. Advertisements can only be distributed after being approved. A club/organization can have their advertisements approved by a signature (written or typed) at the bottom of the advertisement. The signature must be provided by the club/organization's advisor or leading officer and must include the signer's last name and date of distribution. Non-club or organization related advertisements should have a contact name and date of distribution at the bottom of their advertisements.
5. New advertisements should not cover current ones.
6. All advertisements shall be removed no later than 5 days after the advertised event. An advertisement that promotes an event constantly must be switched out every month.
7. The internal surfaces that can be advertised on are: tables (by way of plastic table tents), bulletin boards and strips (using thumbtacks), and hanging from the ceiling with paper clips and/or string. All exit signs must be visible. Approved adhesives may be used on any interior or exterior surface of buildings.
8. Advertisements that are not flyers (i.e. tabletop advertisements, large posters, "real estate" sign, etc.) may be posted under the above guidelines.
9. The Student Government Association (SGA) will be responsible for posting monthly event calendars in the sign holders inside bathroom stall doors. If a club/organization wishes to have their events posted on this calendar for the next month, they must have their information sent to the Student Government Public Relations (PR) subcommittee before the 25th of the current month
10. If an advertisement does not follow these rules (is not approved by advisor or has been posted for too long), it may be taken down without notice. Any faculty, staff, or student may enforce this rule. Clubs/organizations that frequently or blatantly violate the rules may be reported to the club/organization's advisor by the Public Relations committee and have their posting privilege revoked for two (2) weeks.
11. Buildings and other structures that were not under the previous posting policy are now governed by this one (i.e. Vann Library).
12. The following methods for advertising are accepted on campus: AXIS TV, using the Student Government outdoor boards by contacting the secretary, bulletin boards and strips, sidewalk chalk, and real estate signs.
13. The Student Government Association reserves the right to amend this policy as it sees fit, and all amendments will be submitted to the Leadership Council for approval.

Revised 5/2008

## **POLICY FOR AXIS TV**

The guidelines set forth in this policy are in place to help ensure that AXIS TV communication to USF students, faculty, staff and guests is clear, professional and relevant. The policy will be administered and enforced by the Office of Co-Curricular Activities, part of the division of Student Life.

The Office of Co-Curricular Activities shall serve as the clearinghouse for all messages submitted for display on AXIS TV. All messages will be reviewed prior to being posted. The Office of Co-Curricular Activities reserves the right to edit or refuse to run an ad for, but not limited to violation of university policy, procedures or institutional values, length and availability of space or time on the display system. Announcements must be free of grammatical and spelling errors in order to be posted. Accuracy of the information is the responsibility of the individual, club or department submitting content.

### Acceptable Types of Messages:

- Announcements about USF sponsored activities, events and meetings
- Important deadlines related to the academic calendar
- Congratulations to clubs, organizations and/or individual for awards and honors
- Important weather and national news updates when necessary
- Internal marketing (as space and time permits)
- Welcome and greet visitors and perspective students

Individuals, groups or departments wanting to post an announcement should complete and submit a request form located linked from the USF website (<http://www.usf/>). The completed form will be forwarded to the Office of Co-Curricular Activities and the AXIS TV liaison for posting to the system. Requests must be submitted by way of the website form. Emails, phone calls and paper submissions will not be accepted. A new form is required for each new announcement. When submitting an announcement, the following information should be included:

- Event title, description, date, time and location
- Admission charge, if applicable
- Contact person and contact information (both for the event and the ad)
- Requested start and end date for announcement

Requests must be submitted by Wednesday at noon in order to begin running the following Monday morning. Announcements will run no longer than one week (7 days) beginning on Monday at 7:30 a.m. Should an individual, club or organization want to run an announcement for multiple weeks, a new request must be submitted in order to create multiple bulletins to run back-to-back.

### Inappropriate Types of Messages:

- Personal messages
- Non-USF Events and Activities
- Personal Items for Sale
- Announcements inconsistent with the university's mission and values

\*\*Please note that as a result of reduced student staffing, AXIS TV will not be fully functional over university breaks and summer vacation.

## SGA OUTDOOR BULLETIN BOARD POLICY

Recognized student groups and organizations may advertise their meetings and events by way of the outdoor bulletin board located between Doermer and PJPII. Ready ads/announcements can be put in the SGA mailbox in Trinity, dropped off at the SGA office in the Student Center or handed to a SGA member. Content should be in line with general Posting and Advertising Policy. Ads/announcements are included at the discretion of the SGA Secretary and Advisor.

## PROCEDURE FOR SGA BATHROOM STALL CALENDARS

In order to have your club or organizations event, meeting or fundraiser included in the new calendars posted inside the bathroom stalls, please get all the pertinent information to the SGA Secretary and PR sub-committee. Only information submitted by the 25<sup>th</sup> of the month for inclusion in the following month's calendar. Announcements can be dropped at the SGA office in the Student Center, emailed to [sgasecretary@studentmail.sf.edu](mailto:sgasecretary@studentmail.sf.edu) or given to the Director of Co-Curricular Activities. Content should be in line with general Posting and Advertising Policy. Ads/announcements are included at the discretion of the SGA Secretary and Advisor.

## PURCHASE POLICY/PROCESS

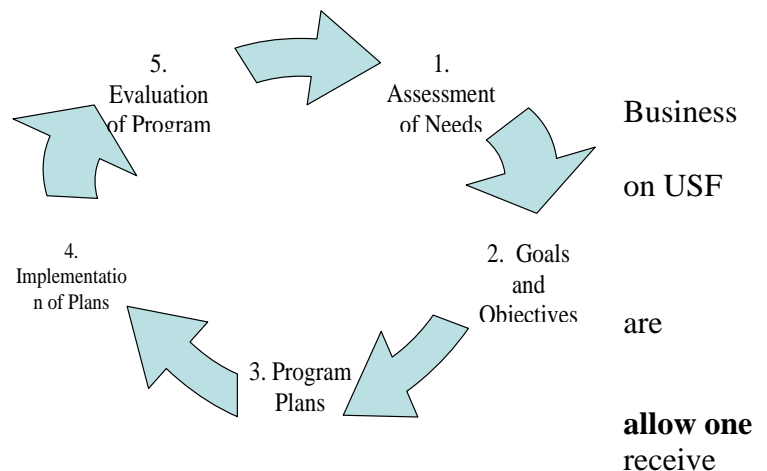
There are three ways to use funds from your club/organization account: have a check generated, have a purchase order number generated, or use a charge card. ***Be sure to follow your club or organizations guidelines for purchasing as outlined in your constitution.***

CHECK REQUESTS (either reimbursement or check to vendor)

- Check requests are used for purchases when a purchase order can not be used. For example, renewal of subscriptions, paying honorariums, paying models, etc.
- All information must be filled out. Original receipts and any other supporting information must be attached.
- If the Business Office receives a properly filled out check request by 10:00AM on Wednesday, a check will be printed by Friday afternoon.

CREDIT CARD REQUEST

- A USF credit card can be requested from the Office when needed. It can be used for hotel reservations, Internet purchases, when traveling business, etc.
- Please fill out a Credit Card Request form completely. Location and name of companies extremely important.
- Turn in request to Business Office. Please **business day** after request is submitted to credit card.
- Pick up the credit card at the Business Office on the date of the purchase or trip. If appropriate, the Business Office will e-mail the credit card number to you for certain purchases.
- You are responsible for any charges that are made on the credit card while it is signed out to you.
- Return the credit card to the Business Office immediately after use. Send a copy of the original Credit Card



Request form and attach all receipts **within one business day of purchase**. Please include any confirmations or print screens from Internet purchases.

- When the credit card bill is received, your department's account will be charged.

### **SOLICITATION POLICY**

No student or student organization may sell goods or services or solicit for any purpose whatsoever on the University of Saint Francis property without prior written permission from the Student Life Office. Non-student and non-university related organization may not solicit to or sell to the University of Saint Francis students on campus property without written authorization from the Student Life Office. No door-to-door solicitation is permitted.

### **WEB PAGES FOR CLUBS/ORGS**

Requests for student group and organization web sites must be made to the Web Developer. Contact the Help Desk and ask for the Web Developer. Provided there is adequate web space, the web developer **will only grant access permission**. It is the responsibility of each group or organization to design, create, and maintain their own sites. Each year, a person must be designated to maintain the web site. If after a period of two years the web site has not been updated, the web developer will contact the faculty/staff sponsor. The sponsor will have two (2) weeks to designate a person to maintain the site. If no one is chosen, then a copy of the organization's site will be made and given to the sponsor/contact, and then removed from sf.edu.

Please see more detailed on web policy and requirements at: <http://www.sf.edu/sf/uts/diet/web/web-policy> and <http://www.sf.edu/sf/uts/diet/web/requirements>

### **SANCTIONS FOR POLICY VIOLATIONS**

The Director of Co-Curricular Activities may apply sanctions to a university-recognized club or organization when there is reasonable belief that the club or organization has violated or intends to violate the policies governing university clubs and organizations. Sanctions may also be applied if organization members fail to comply with directions of the university's administrative officers, security or faculty or staff acting within the purview of their authority. Sanctions may include one or more of the following:

- Warning – A notice in writing to the club or organization that the group is violating or has violated any institutional regulations.
- Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the club or organization is found to be violating an institutional regulation(s) during the probationary period.
- Loss of Privileges – Denial of specified privileges for a designated period of time.
- Suspension – Dismissal of the club or organization from the list of university recognized clubs and organizations for a definite period of time. After which the group may be eligible for recognition as a university club or organization. Conditions for recognition may be specified.

In the event that sanctions are applied, the Director of Co-Curricular Activities will notify the Associate Dean of Students, whereupon the Associate Dean will hold a hearing to uphold the temporary sanctions of modify, revise, enlarge, or diminish the sanctions.

# PROGRAM PLANNING

# Imprinted Merchandise Policy and Form

# SAMPLE

## PROGRAMMING

One of the most vital areas of University life is that of programming. You may be thinking: What exactly is programming? Programming is providing activities for the students of Saint Francis in several areas

1. Social/Entertainment
2. Educational
3. Cultural/Diversity
4. Spiritual/University Mission & Values
5. Recreational/Wellness
6. Vocational

The list of possibilities is endless. This section will provide some helpful hints and steps to follow in achieving successful programs.

1. Establish A Programming Team: Your programming team consists of members from your club/organization that will work towards achieving a previously determined group goal. The point to be made here is that your whole organization should work well together in evaluating and deciding what programs are to be offered. Clubs or organizations work together; share ideas and brainstorm are building a solid foundation for effective programming.
2. Assess Resources: Know what you have to work with before you start to plan an activity. Below are listed some excellent resources to utilize:
  - A. Faculty Resources: Faculty provides an excellent source of programs, often they just need a little encouragement to become involved. After all, they are experts in their field and most want to share their knowledge outside the classroom
  - B. Staff Resources: Besides instructional faculty, there are other University of Saint Francis professionals who can serve and are willing to serve as programming resources. Examples include:
    - a. Student Life Professionals
    - b. Residence Life
    - c. Academic Support
    - d. Athletics
    - e. Career Development Center
    - f. Campus Ministry
    - g. Alumni Association

- C. Student Resources: Be aware of the talents and skill that your peers possess! Take a survey at the beginning of the year to find out what your members have been involved in before they came to college and what they may have been involved in here at USF. Look especially at other student groups.
- D. Community Resources: The community offers a vast number of potential programs. Most all businesses do public relations work and would not pass up an opportunity to speak with a consumer group as active as students.

### 3. Assess Needs and Interests

A major part of the activities that take place at the University of Saint Francis involve programs designed to meet the needs and interests of the current student body. Therefore, we need information from the students as to what programs they would like to see and participate in. During your first group meeting, begin to survey your members' interests and needs. This will begin to give you an idea of what programs should lay ahead.

**Who?** Get to know your peers. Evaluate the purpose of the program. Who do you think will attend? What is your target population? Are you considering commuters? What about non-traditional students? How many people do you expect and what degree of participation do you expect from them?

**What?** What are you trying to achieve? What are you goals? What needs are you trying to fulfill? Are you trying to develop ones' skills? Entertain? Unite our campus? Change our campus? Whatever your goal may be, be aware of it and you then can plan accordingly. Reference these goals often in your planning.

**How?** How do you set up a program? PLAN! A good programmer will plan in advance (weeks and sometimes months) before a program is to be given. Pay attention to the details.

### The Planning Cycle

The following planning process is based on a cyclical sequence of five steps designed to help program planners develop well-balanced and successful programs. Although using a formalized approach will help planners build programs with greater meaning; knowing where they are and how to get there the model below need not be intimidated or followed in a formal approach. The idea is using constant assessment to drive purposes and programs.

**SAMPLE**

Evaluation needs to occur throughout the entire cycle. The programmer must always remain flexible as revisions may be necessary or shortcuts will prove to be more feasible.

The five steps used in this process are:

1. The Assessment of Needs
2. The Goals and The Objectives
3. The Program Plans
4. The Implementation of Plans
5. The Evaluation of the Program

# SAMPLE

**PURCHASE ORDER REQUISITION  
UNIVERSITY OF SAINT FRANCIS**

UNIVERSITY OF SAINT FRANCIS

Fort Wayne, Indiana

<b>Requested by:</b>  <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	<b>Signature of Department Head</b> (By signing I am certifying that the correct Budget accounts are being charged and that funds are available within the account(s))  <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
<b>Date Requested</b> <div style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></div>	<b>Business Office Approval</b> <div style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></div>
<b>Vendor or person to be reimbursed</b>  <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>	<b>Vendor's Address</b> <div style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></div>  <b>Vendor's Telephone#</b> <div style="border-bottom: 1px solid black; width: 150px; display: inline-block;"></div>

**Purchase order will be returned to the requester for ordering.**

Qty.	Account Number	Project Code	Catalog # and Item Description	Cost/	Total

**Shipping / Handling / Postage**

**TOTAL**

**Special Instructions to include on Purchase Order:**

Purchase Order Request Form  
Updated 01/2006

The programmer will need to decide what forms and material are appropriate and necessary for the program being planned. One should keep in mind that planning for success requires and investment of time and energy.

### HELPFUL HINTS ON PROGRAMMING

1. Meet the **needs** of the people in attendance at the program. One-on-one contact, information surveys, and group discussions are helpful.
2. **Timing** of the program is of the utmost importance, so that the population that you are targeting is available to attend the event. Check academic, athletic and activities calendars.
3. Define the **purpose** of the program.
4. **Delegate** the responsibility.
5. **Follow up** on the people who have been assigned duties.

### DESCRIPTION OF USF FORMS &

### RESOURCES

The following pages contain request forms most of which are available on the USF intranet site at: <http://usfnet> which can be accessed by your Advisor or by the USF homepage>faculty & staff>resources & links. Many of the forms are also in the Office of the Director of Co-Curricular Activities.

**SAMPLE**

on the way of available

Brief descriptions of several of the most commonly used forms are listed below. Please remember that your organization's Advisor signature is required for authorization. For more information on the physical plant, facilities requests, and maintenance needs contact Nancy Money, Assistant Director for the Physical Plant. For assistance with Business Office forms, please contact Toni Mankey. For further explanation for any forms, contact the Director of Co-Curricular Activities.

*Note: Please refer to the University Forms, Policies, and Procedures Section (pages xx-xx) for important information on scheduling events and promotional materials.*

#### Room Reservation Form

Facilities can be reserved at any time provided they do not conflict with a class or activity already scheduled. Faculty and staff are advised to make use of the USF intranet to make all room and equipment reservations at: <http://usfnet>. All reservations are subject to availability.

Certain departments manage the reservations for specific areas. Classroom meeting space is reserved through the Amanda Macias in the Registrar's Office. Meeting rooms are reserved through Nancy Money in Operations. Hutzell Athletic Center and playing fields are reserved through Mitch Ellison, Assistant Athletic Director. Any questions about specific meeting areas may be directed to the appropriate department. For space in the new North Campus building, the gym and auditorium are reserved with Nancy

Money and classroom space is reserved with Amanda.

### **Work Request Form**

Student organizations needing physical set-up for indoor and outdoor events will need to complete this form. This includes concession stand arrangements or tables, chairs, stage, etc., for outdoor events. The intranet help desk is the most efficient way of processing orders (the faculty or staff advisor has access to the USF intranet for submitting work request forms). Please turn in orders one week in advance of event.

### **Fundraising Request Form** *(Read Page 35, Fundraiser Policies, before filling out form)*

Student Organizations wanting to participate in a fundraising project must completely fill out the form supplying all of the necessary information. Upon completion the form must be turned in at least 2 weeks prior to the starting date of the fundraiser.

### **Travel Expense Form**

Any time an organization takes a trip of any sort; this form must be accompanied with all receipts acquired before any type of reimbursement will be disbursed.

### **Purchase Order Requisitions Form** *(See sample on page 51)*

This form is to be used when requesting to purchase items outside of the University of Saint Francis. A Purchase Order number must first be given before the sale can be made. This form can be found on the USF Intranet at the Business Office's page.

### **Sales Tax Exemption Form** *(See sample on pg 52)*

This form can be given to companies and organizations to wave sales tax for nonprofit organizations. Businesses in Fort Wayne who have done business with the University of Saint Francis in the past will have a copy of this form on file.

### **Imprinted Merchandise Form** *(Read Page 49, Imprinted Merchandise Policy)*

Organizations wanting to print merchandise using the university's name or logo must complete this form. The Director of Co-Curricular Activities will review these requests before sending them on to HPN for final approval. Forms can be found on the USF intranet. Organizations cannot sell items available in the bookstore for fundraising (see page 35 Fundraising Policy).

1. **Offices, departments or organizations of the university are not to obtain imprinted merchandise from any other source than the Campus Shoppe.** As the retail operation of the University of Saint Francis and through the contract with Barnes & Noble, the Campus Shoppe has the responsibility of providing and marketing any imprinted merchandise representing the university. The Campus Shoppe can provide virtually any type of merchandise needed, including medical uniforms.

2. **Offices, departments or organizations of the university are not to sell imprinted merchandise for fund-raising or any other reason.**

3. **Offices, departments or organizations of the university may give free imprinted merchandise away for promotional reasons. Prior approval of the merchandise to be given away must be obtained from HPN Marketing Inc..** This approval is to ensure the quality of the merchandise, as well as to ensure the imprint design upholds the image of the university and is aligned with the mission and values of the university. Layout assistance from the Marketing Department may also be required.

A layout or mockup of the imprint along with the Imprinted Merchandise Approval Form must be approved by HPN Marketing before seeking purchase order approval and before ordering merchandise. A copy of the imprint design and the approval form will be retained.

4. **The Campus Shoppe is not permitted to distribute or sell merchandise donated to the university.**

5. **Unauthorized use of university logos is prohibited.** The University of Saint Francis logo and the logos used for Cougar athletics are trademarked. Outside individuals or companies or USF offices, departments or organizations wishing to use one of these logos on merchandise or promotional items must obtain approval in writing from the Marketing Department. Layout assistance from the Marketing Department may also be required.

**Specific steps for obtaining approval to imprint merchandise:**

1. Obtain the [Imprinted Merchandise Approval Form](#) (Word format) from the USF intranet.
2. Print-out/attach and complete the form and an example of your art work to Director of Co-Curricular Activities for initial guideline approval. It will be forwarded to HPN for final approval.
3. Attached a copy of your Imprinted Merchandise Form to the purchase order requisition form that you send to the Business Office.
4. After you have obtained a purchase order from the Business Office, order your merchandise.

Department	Date Submitted
Submitted By	Due Date
E-Mail	Telephone

Please attach your design and complete the boxes:

Description of merchandise
Purpose of merchandise
Vendor that will produce the merchandise
Quantity to be ordered

For completion by the Campus Shoppe:

Design approved     Design not approved, explanation: \_\_\_\_\_

Final merchandise on file at the Campus Shoppe

Campus Shoppe Signature & Date:

**PURCHASE ORDER REQUISITION**  
**UNIVERSITY OF SAINT FRANCIS**

UNIVERSITY OF SAINT FRANCIS

**SALES TAX EXEMPTION FORM**

Form ST-105 SF# 49065 (Rev 1/00) **Indiana Department of Revenue General Sales Tax Exemption Certificate**  
This form is not to be used as an Agricultural or Utility Exemption Certificate. Company Exemption Certificates are not valid for personal purchases.

Name UNIVERSITY OF SAINT FRANCIS OF FORT WAYNE, INDIANA, INC. TID# 0001814931 000 0  
Address 2701 SPRING ST Date 2-20-2004  
City FORT WAYNE State IN Zip Code 46808

Blanket  Single Purchase Description of Articles \_\_\_\_\_

Sale to Retailer, Wholesaler or Manufacturer for Resale Only  
 Sale of Manufacturing Machinery, Tools and Equipment to be Used Directly in Direct Production  
 Sales to Not-for-Profit Organizations, Claiming Exempt Purchases Pursuant to Sales Tax Information Bulletin #10

Note: Many purchases by Not-for-Profit Organizations are subject to Sales Tax; therefore, purchasers are cautioned to read Sales Tax Information Bulletin #10 before signing this certificate.

Sales to Governmental Units  
 Other (Explain) \_\_\_\_\_

I hereby certify under the penalties of perjury, that the property that is to be purchased by the use of this exemption certificate is to be used for an exempt purpose pursuant to the State Gross Retail Sales Tax Act.

Signature Donald E. Simmons Title Vice President for Finance

UNIVERSITY  
INFORMATION

# 2008-2009 Co-Curricular Activities Calendar



## 2008-2009 ACADEMIC CALENDAR

### **Fall Semester 2007**

Weekend Classes Begin	Friday, August 22, 6 pm
Weekday Classes Begin	Monday, August 25
Labor Day (no classes)	Monday, September 1
Faculty Development (no classes)	Tuesday, October 7
Mid-Semester	Friday, October 17
Thanksgiving Vacation (no classes)	Wednesday-Sunday, November 26-30
Classes Resume	Monday, December 1, 8:00 am
Final Exams	Friday, December 5, 6 pm–Friday, December 12

### **Spring Semester 2008**

Weekend Classes Begin	Friday, January 9, 6 pm
Weekday Classes Begin	Monday, January 12
Martin Luther King Day (no classes)	Monday, January 19
Mid-Semester	Friday, March 7
Spring Vacation (no classes)	Monday–Friday, March 9-13
Easter Vacation (no classes)	Thursday (4:30PM)-Sunday, April 9-12
Final exams	Friday, April 24, 6 pm–Friday, May 1
Commencement Ceremonies	Saturday, May 2

## IMPORTANT USE CONTACT NUMBERS

*The following list is a quick look at important numbers campus offices. The University is in the process of changing phone systems; for the remainder of the 2008-2009 both numbers should give you the office or person you are trying to reach.*

Associate Dean of Students	Tim Caldwell	434-7729	
Bookstore	Robin Huffman	434-3237	399-8075

Business Office	Toni Mankey	434-3221	
Campus Ministry	Jan Patterson	434-3260	399-7700 x6703
Director of Residential Life	Andy McKee	434-7411	
Food Service Manager	Ashli Ezell	434-3258	
Operations	Nancy Money	434-3225	399-7700 x6107
<i>Paw Print</i> Student Newspaper Office		434-3161	
SAC Office	Coordinators	434-7487	
Security	Dick Robbins	434-3222	
SGA Office	Officers	434-7452	
Student Academic Support Services	Tricia Bugajski	434-7555	399-8176
VP for Student Life/Dean of Students	Sharon Mejeur	434-3179	

### **USF CLUBS, ORGANIZATIONS, GROUPS, and OTHER**

<b>Club/Organization</b>	<b>Advisor</b>	<b>Advisor Email</b>
American Advertising Federation (AAF)	Alan Nauts	anauts@sf.edu
Art Education Society	Jean Petsch	
Cougars for Life	Amy Obringer	aobringer@sf.edu
Dead Theologians Society	John Bequette	jbequette@sf.edu
Drama Club: Act One	Brad Beauchamp	
Educators in Action	Nancy Hankee	nhankee@sf.edu
f/8 Photography Club	Cara Wade	cwade@sf.edu
Fellowship of Christian Athletes	Mitch Ellisen	mellisen@sf.edu
Film Club	Jane Martin	jmartin@sf.edu
Graduate Psychology Club	John Brinkman	jbrinkman@sf.edu
Graduate Student Nurses Association	Julie Moss	jmoss@sf.edu

Intramurals Athletics	Melissa Reesman	mreesman@sf.edu
Jazz Ensemble	Bob Mayer	rmayer@sf.edu
Just Peace	Barb O'Connor	boconnor@sf.edu
Music Ministry	Michelle Colchin	mcolchin@sf.edu
Orientation Team	Tim Caldwell	tcaldwell@sf.edu
<i>Paw Print</i>	Tim Caldwell	tcaldwell@sf.edu
<b>Club/Organization (cont'd)</b>	<b>Advisor</b>	<b>Advisor Email</b>
Peer Ministers	Jan Patterson	jpatterson@sf.edu
Pep Band	Bob Mayer	rmayer@sf.edu
Physical Therapy Studies Student Society	Cynthia Ruich	cruich@sf.edu
Physicians Assistant Student Society	Dr. Keith Graham	kgraham@sf.edu
Pre-Professional Healthcare Club	Teri Beam	tbeam@sf.edu
Public Relations Society	School of Creative Arts	
Resident Hall Association	Andy McKee	amckee@sf.edu
Science Club	Warren Pryor	wpryor@sf.edu
Special Interest Group Graphics (SIGGRAPH)	Kevin McNulty	kmcnulty@sf.edu
Sports Management Club	School of Business & Entrepreneur Leadership	
Student Activities Council	Melissa Reesman	mreesman@sf.edu
Student Art League	Mary Klopfer	mklopfer@sf.edu

Student Government Association	Melissa Reesman	mreesman@sf.edu
Student Nursing Association	Rene DePew	rdepew@sf.edu
Students in Free Enterprise (SIFE)	Kristina Bowman	kbowman@sf.edu
Students Promoting Inter-Cultural Exchanges	Courtney “Lovey” Marshall	cmarshall@sf.edu
Theology Club	John Bequette	jbequette@sf.edu
University Singers	Bob Nance	

- A university calendar has been included for your club or organization to use as a planning tool. Reference the calendar as you choose dates for club/organization meetings, activities and events making an effort not to conflict with those events already scheduled.
- Please note that the following calendar is subject to changes throughout the school year as it was pulled together during the summer of 2008.
- You may notice that not every university event is included; however efforts were made to incorporate the events most important to students and their planning including the academic calendar, university athletic schedules, the events calendars for the School of Creative Arts, Student Activities Council, Student Government Association, Intramurals, Commuter Services, Campus Ministry and Residence Life as well as major holidays and university closings.
- In order to fit a large amount of information in a small space, abbreviations of opponents and places have been used. Any italicized event was tentative at the time the calendar was published.





