

# **Student Organization & Advisors**



## **Guidebook**

*Office of Student Activities*  
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As students progress through their college careers, they participate in a variety of experiences in and out of the classroom. Experts have consistently estimated that 70% of a student's time is spent in activities outside the classroom. This involvement includes work, independent study, intercollegiate and intramural athletics, student clubs and organizations, study abroad, and living-learning programs.

Adrian College acknowledges the important value student organizations have in the educational process. Recognized student organizations play an important role in developing student leadership and providing a quality campus environment. It is the responsibility of each student organization to adhere to the mission of the College. An organization's goals, objectives, and activities must not deviate from established College policies or regulations.

Because of their importance, recognized student organizations are accorded special privileges and benefits. These privileges include use of College facilities and services, the privilege of participating in certain College-sponsored student activities, and the privilege to apply for funds from the Cooperative Activities Board. In order to exercise the privileges accorded to recognized organizations, a student group must register with and be recognized by the Office of Student Activities.

This guide contains valuable information about policies, procedures, resources, and helpful tips on running your organization successfully. Please contact the Office of Student Activities at 264-3811 with any questions pertaining to the information in this guide or if you need assistance regarding any aspect of your organization. We are here to help you!

## **Definition of Recognized Student Organization**

A recognized student organization at Adrian College is any group meeting the following criteria:

- Primary membership consists of students enrolled at Adrian College
- Formed in order to contribute to the students' personal development
- Properly registered with the Office of Student Activities

# Benefits and Privileges of Recognition

1. Eligibility to use Adrian College's name and approved images in association with the name of the organization as established by College policy.
2. Eligibility to use Adrian College facilities and property as established by College policy.
3. Eligibility to solicit membership on campus under the organization's name.
4. Eligibility to sponsor activities and promote those activities.
5. Eligibility to distribute literature, flyers, posters, banners, and organizational material according to College policy.
6. Eligibility to solicit funds on campus under the organization's name, subject to the approval of the Office of Student Activities.
7. Eligibility to petition the Cooperative Activities Board (CAB) for funds to be used for events and/or activities.
8. Eligibility to use College services/resources such as purchasing, printing, College business account, motor pool, computer services, mail services (bulk mail, etc.), and Central Stores, as established by College policy.
9. Eligibility to receive awards and honors presented to College organizations and members.
10. Eligibility to participate in College student activities such as the Student Organization Fair.
11. Eligibility to have a student organization mailbox in Caine Student Center.
12. Listing of the organization in the official publications of Adrian College, including the College's website.
13. Eligibility to apply for an office in the Student Organization Center.

# Responsibilities of Student Organizations

A student organization accepts responsibility for members' behavior when:

1. An individual is acting as a member of the organization, with or without official sanction, rather than as an individual student;
2. An event is held, officially or unofficially, in the name of the organization;
3. The action of individuals is under circumstances that draw attention to the organization rather than to themselves as individuals;
4. When the conduct, by its nature and upon review of the totality of circumstances, is deemed to be an organizational offense by the Vice President and Dean for Student Affairs or designee.

The liability of an organization for the behavior of its members and guests extends to responsibility for making certain that members do not violate Adrian College's policies in their association with the organization. When an organization is charged with responsibility for the violation of Adrian College policies, the organization shall be subject to disciplinary action to an extent commensurate with the offense in question. Organizations may be placed on probation, be required to perform some positive action for the good of the community, be assessed monetary restitution or lose recognition as a College organization. Additional sanctions may be placed on the organization as a result of College judicial procedures. Refer to the Adrian College Student Code of Conduct for more information.

## Hazing

Adrian College prohibits hazing on the part of any individual, organization, or group. Hazing is defined as any action or situation, regardless of intention, whether on or off College premises, which results or has the potential or resulting in physical, mental, or emotional harm, discomfort, distress, embarrassment, harassment, or ridicule to a group's members or prospective members.

Furthermore, being a member or prospective member of any student organization, group, or activity does not provide for, require, nor allow or tolerate any of the following: personal servitude; physical endurance; private or public humiliation; loss of personal dignity or self-worth; lowering of one's personal standards; alcohol abuse; academic dishonesty; violations of federal, state, or local laws. Adrian College will treat the hazing action of even one member of a group as constituting hazing by the entire group.

Hazing activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other similar activities; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the

group's law, ritual, or policy or the regulations and policies of Adrian College. The activities above are not considered an inclusive list.

Individuals or groups believed to be in violation of this policy will be referred to the College judicial system and other appropriate organizations (e.g., national headquarters, athletic department). For further information, contact the Director of Student Activities (x3811) or the Associate Dean for Student Affairs (x3142).

## **Liability**

The issue of liability stems from damages (physical, emotional, financial, or other) suffered by individuals or groups which could be argued were caused by the actions or inactions of others. Individuals, leaders of student organizations, and the organization itself, as well as the College, could be held "liable" (responsible) for damages suffered by individuals or groups.

Student organizations are not automatically covered under the College's liability insurance. They could be covered if the organization is involved in an activity that has been authorized by the College and the College has a significant amount of control in such activity. Activities that are personal or private to a group or to individuals will not be extended coverage under the College's liability insurance.

To determine if any act, action, or activity is covered by the College liability insurance, the student organization or individual **must** contact the Vice President for Business Affairs in advance of the event. If the activity is considered covered, a written notification will be given from the Vice President for Business Affairs. Activities/events/occurrences that are outside the scope of normal College expectations will not be covered even when written notification has been given.

## **Alcohol**

The following are policies that specifically pertain to student organizations. Please see the Student Handbook for the complete Adrian College Alcohol Policy.

1. Adrian College money may not be used for the purchase of alcohol. This includes money from Adrian College accounts as well as money that is raised by on-campus sales or solicitations.
2. Alcohol may not be served at a membership recruitment function by any student organization.
3. The marketing, advertising, or promotion of alcoholic beverages on campus or at campus events is prohibited.
4. Drinking games and alcohol paraphernalia (e.g., beer bong) are prohibited.

# Registration Process

In order to be eligible for the privileges and services available to recognized student organizations, an organization must register with the Office of Student Activities. Registration includes completing the following:

1. Submission of the *Student Organization Recognition Form*.
2. Submission of an up-to-date constitution by which the organization operates. This is to be turned in with the registration form. *Note: See constitution requirements.*
3. Submission of the *Advisor Agreement Form*, signed by the organization's advisor. An advisor must be a faculty or staff member at Adrian College. *Note: See advisor responsibilities.*
4. Submission of a *President Agreement Form*.

Each group must complete the required registration forms provided by the Office of Student Activities by October 1 of each year. Failure to register by the deadline will result in loss of active status classification and the loss of privileges accorded to recognized student organizations, including posting privileges and access to CAB funding. It is recommended that organizations turn in the required registration forms as early as possible to avoid the possibility of losing privileges. New organizations may register at any time during the year (see *Procedures for Recognition of New Student Organizations*).

Presidents for recognized student organizations must be full-time students in good academic and behavioral standing during their term of office. A staff member in the Office of Student Activities will review academic progress each semester. Presidents not maintaining a 2.0 cumulative GPA will forfeit their position upon notification from the Office of Student Activities. The organization advisor will also be notified regarding the status of the president.

## **Procedures for Recognition of New Student Organizations**

Any group of students desiring to establish a new student organization must register their *intent to organize* with the Director of Student Activities and petition the College Environment Committee for recognition. In order to be granted recognition by the College Environment Committee, the members of the organization must:

1. Complete and submit the *Intention to Organize a New Student Organization* to the Office of Student Activities.
2. Submit a copy of the organization's proposed constitution to the Office of Student Activities. *Note: See constitution requirements.*
3. Petition the College Environment Committee for recognition as an organization.
4. Upon approval, submit the *Student Organization Recognition Form*, *President Agreement Form*, and *Advisor Agreement Form* to the Office of Student Activities.

## **Petition for Recognition**

A copy of the organization's constitution and application must be submitted to the College Environment Committee for review. The proposed president and proposed advisor of the group will be requested to appear at the next scheduled College Environment Committee meeting to answer questions and/or concerns about the proposed group. The committee chairman or designee will inform the proposed organization of the committee's decision.

## **Procedures for Re-recognition of an Inactive Student Organization**

Once an organization's recognition has lapsed for more than one year it is necessary to re-apply for recognition. Students interested in reactivating an organization should complete an *Intention to Re-register Inactive Student Organization* form and submit for approval to the Director of Student Activities. After this approval, prospective members may attempt to organize members, hold meetings, and use campus facilities on a temporary basis until recognition is granted/refused or the semester ends.

# Registration Agreement

The organization agrees to the following in order to qualify as a recognized student organization:

1. It is the policy of Adrian College that all students, faculty, staff, officials and guests be free from discrimination and discriminatory harassment based on race, religion, creed, ethnicity, national origin, sex, sexual orientation, age, handicap or physical characteristics.
2. No organization's rules, constitution, or bylaws may be in conflict with the regulations of the College or local, state, or federal laws.
3. Officers of recognized student organizations are responsible for familiarizing themselves and all members with all College procedures pertaining to the organization's activities.
4. Each organization shall be responsible for the individual and collective conduct of its members in all of its group-sponsored activities and functions.
5. It is understood that any information on the registration form will be treated as public directory information and distributed to the College community as needed.
6. All organizations must follow the registration process at the beginning of each academic year, as well as when new officers are installed.

Registration

# Organization Constitution Requirements

All recognized student organizations are required to submit an up-to-date constitution and bylaws. If affiliated with a national organization, the national constitution and bylaws must be submitted. The constitution must include the following information:

- The organization's name
- The organization's purpose
- Requirements for membership
- Methods of officer selection and impeachment
- Officer responsibilities
- Adrian College nondiscrimination clause\*

\*Some religious qualifications may be suggested by certain organizations whose aims are primarily sectarian. General ("social") fraternities and sororities, as well, may limit their memberships to only those students of the same gender.

This information must be kept on file with the Office of Student Activities (including revisions). It is the presiding officer's responsibility to make certain an up-to-date constitution is provided. In case of constitutional questions or concerns in which the Office of Student Activities is involved, the constitution on file will be used to solve the matter. It is important that each member has a copy of this document and is familiar with its contents. The constitution sets the fundamental principles by which the organization is to operate. The bylaws are concerned with procedural methods rather than principles.

Provisions are made for the alteration of a constitution and bylaws so that one may benefit from experience and make changes and modifications that may be necessary to adapt to the changing needs of the organization. Bylaws are usually more easily amended and their amendment need not affect the main purpose of the organization. Student organization constitutions should be reviewed on a regular basis and revised as needed.

All members of the organization should have a copy of the constitution with revision date and ratification signatures. Significant changes which redirect or alter the organization's constitution must be reported to the Office of Student Activities within two (2) weeks of the change.

# Role of the Advisor

Student involvement in campus organizations provides an opportunity for students to develop leadership and organizational development skills. This involvement also complements their educational objectives with important out-of-class activities by exercising basic freedoms and learning about human behavior. In support of these objectives, it is important that persons with experience in organizations be available to assist students in their organizational endeavors.

While the range of activities of student organizations is diverse, the assistance advisors can give organizations by being responsive to students' questions on procedural matters, College policies, financial matters, and so on, can help advance the basic reasons for recognizing student organizations at Adrian College.

All recognized student organizations must have a faculty or staff advisor. In special cases, the Director of Student Activities will direct certain organizations to use an appropriate advisor. These persons may be chosen because of their capabilities in a specific area. In such cases, the student organization shall follow the guidelines of the advisor assigned. In all other cases, the organization may choose an advisor according to constitutional requirements.

## **Responsibilities of an Advisor to the College**

1. The advisor to a student organization must be familiar with College policies and regulations and the particular organization which he/she advises.
2. Adrian College recognizes that the definition of the role of advisor to a student organization is that of consultant or resource person. Therefore, with the assumption and completion of the duties and obligations outlined herein, he/she should be assisting the organization's members be accountable for their conduct.
3. Because scholastic success is important to the College's mission, the advisor may wish to work closely with the students concerning their academic progress.

## **Responsibilities of Advisors to Recognized Student Organizations**

1. Maintain regular contact with officers and members.
2. Assist in scheduling meetings. Serve as a resource person at executive and regular meetings. Attend functions of the organization.
3. Assist with the formulation and/or revision of the organization's constitution and bylaws.
4. Encourage and assist the organization to plan active and significant programs. Work with the officers to promote efficient and effective administration of the organization.
5. Assist the treasurer in maintaining accurate accounting procedures and in formulating an annual budget.
6. If it is necessary for an advisor to resign his or her position as advisor, he or she shall notify the organization and the Director of Student Activities.

## **Responsibilities of Organization Members to Advisors**

1. Recognized student organizations are responsible for recruiting advisors and identifying them for the Office of Student Activities.
2. The advisor should be recognized as an integral part of the group; however, he or she is not a member. Therefore, additional courtesies and considerations should be extended to him or her. The advisor should be welcomed at all meetings and social events and thanked for coming at the close of the event.
3. Officers should plan their meetings at a time when the advisor is able to attend. Members should invite him or her to all activities. The president should also meet regularly with the advisor to discuss organizational matters.
4. Check all dates with your advisor before scheduling special meetings or social activities.
5. Members should consult with the advisor for his or her opinion and advice when problems arise in the organization. The advisor's background and experience within the organization and the College should be used. No one should go "over their head" or bypass advisors when working out problems and plans. Officers and members should talk over plans with him or her first.
6. Officers must keep the advisor fully informed of the programs and activities of the organization and the progress being made in carrying out plans.
7. Necessary expenses of the advisor for social affairs and activities of the organization should be paid for by the organization.
8. Proper social procedures and courtesies should be observed toward the advisor at all organizational functions. Show appreciation for your advisor's services by a thank-you note, appropriate comments at meetings and other occasions, and through personal thank-yous.
9. A copy of the organization's constitution should be given to the advisor before completing the Advisor Agreement Form.

# Facilities

## Space/Room Reservations

The Office of Conferences, Pellowe Hall (x4381), is responsible for scheduling and coordinating all campus events and activities outside of Caine Student Center. Before planning events it is necessary to submit an *Application for Use of College Facilities* form and confirm dates with this office to assure room availability and lack of conflicting events. Use of the Merillat Sport and Fitness Center must also be arranged with the Building Manager.

## Caine Student Center

Caine Student Center is the living room of the campus, the place for students to connect, discuss ideas, study, promote causes, or just relax together. Caine provides a place for students, faculty, and staff members to interact on a formal and informal basis, furthering the College's philosophy of fostering learning both in and out of the classroom.

Caine Student Center is a safe and secure environment in which a wide range of programs and services are offered to the campus community. Policies are designed to help members of the community understand how Caine Student Center operates and assist them in making full use of the programs and services provided. Campus groups may direct questions and concerns about the operation of Caine Student Center to the Office of Student Activities, ext. 3811.

1. Caine Student Center may be reserved by recognized student organizations, students, persons sponsored by a student organization, academic departments, faculty, staff, and off-campus organizations. Campus groups have priority for events between August 1 and April 30. See *Scheduling Policy* for more information.
2. A *Space Reservation Form* (available in the Office of Student Activities and on the Student Activities website) must be completed, approved, and returned to the sponsoring organization before the space may be reserved. If an organization fails to submit a reservation form, the space may be assigned to another organization..
3. All catering must be coordinated through Creative Dining Services no less than 30 days prior to the event.
4. All special requests for furniture arrangements must be made no less than ten (10) days prior to the event.
5. Audio/visual needs can be arranged through the Office of Student Activities or the Education Curriculum Center.
6. The Campus Safety Department will be notified of all events scheduled in Caine Student Center.
7. All Adrian College policies including, but not limited to, alcohol use, drug use, tobacco use, and gambling will be strictly enforced in Caine Student Center.
8. Use of all facilities is subject to all applicable federal, state, and local laws and ordinances.
9. Rooms must be left in a clean and orderly fashion. Be sure to dispose of all trash and recyclables in the appropriate receptacles.

10. Adrian College reserves the right to modify room reservations when necessary for the benefit of an individual or group or for more efficient operation or maintenance of Caine Student Center.
11. Any damage incurred while the space is occupied is the responsibility of the organization using the assigned space. The Office of Student Activities and/or Conferences will assess restitution for damages and excessive trash removal.
12. If reserved space is no longer needed, the sponsoring organization is expected to inform all appropriate campus departments ASAP. Departments requiring notification include the Office of Student Activities, Conferences, the Plant Department, the Campus Safety Department, and Creative Dining Services.

## **Catering**

Any recognized student organization wishing to cater an event being held on campus must arrange purchases through Creative Dining Services, Ritchie Dining Hall (x4355) or via email at [catering@adrian.edu](mailto:catering@adrian.edu) at least 30 days prior to the event(s). Special order bakery items such as decorated cakes and cookies are also available.

Student organizations may also hold picnics. The following policies have been established for resident students desiring to hold a picnic:

1. Twenty or more people are required; any non-residents will be charged the cash door price for that meal.
2. The picnic must be arranged at least one week in advance.
3. A list with names of residents and their ID numbers for their meal plans must be brought into the food service office. This must be turned in at least 48 hours in advance of the picnic. You will be given food only for the number of eligible student numbers turned in, or you will be charged for additional meals requested.
4. All necessary utensils will be provided and should be returned within 24 hours after the event. An ID card will be required for all equipment loaned from food service.
5. Paper and plastic products are provided: plates, knives, forks, spoons, cups, and napkins.
6. If you must cancel a picnic, please notify food services immediately. No refunds will be made if the student group does not pick up the picnic at the scheduled time.
7. Students whose ID numbers appear both on a picnic list and a corresponding meal list in the dining hall will be billed accordingly for the extra meal.

## **Plant Requests**

At times student organizations require the services of the Plant Department to assist with programs, events, and/or maintenance needs. To request these services, a *Plant Service Request Form* and/or a memo needs to be submitted to the Plant Department at least ten (10) days prior to the event. Please provide specific details as to the dates, times, location, and services needed. The request must be authorized by an organization advisor and/or the Director of Student Activities. There may also be a minimal fee charged to the organization for services provided. For more information contact the Plant Department (x4456).

## **Vehicle/Van Reservation**

Adrian College vans may be used by students and student organizations via an Adrian College faculty or staff member. The faculty/staff member must reserve the vans through Plant Services (x4456) and assume all responsibility for the vehicles and students. No more than two (2) vans may be reserved by a single organization for the same day.

# Funding

This section outlines some of the resources for groups with great plans and no money. In order to have a successful fundraising campaign, the organization needs to know where it is going, why it wants to go there, and what it wants to do when it gets there. Before you begin any fundraising efforts it is important to spend some time thinking about these issues, which will help you determine how much money you will need and where you might find it. For some groups a simple candy sale will generate enough revenue, while other groups may need to create a more elaborate plan of corporate sponsorship to reach its goals. Whatever your group's needs are, the following resources should help you have a successful fundraising campaign. Just remember, be creative and if you don't ask, the answer will always be no.

All fundraising activities for student groups at Adrian College, including sports teams, need prior approval from the Office of Student Activities. Some activities are restricted or prohibited under College policy or state and federal laws. You should be familiar with both the approval process and limitations before you undertake a fundraising activity. This information is available in the Office of Student Activities.

## Fundraising Ideas

Candy sale	Sports arena concessions	Pop can drive
Car wash	___-a-thon	Donations
Letter writing campaign	Auction	Corporate sponsors
Local businesses	Co-sponsorship	

## Where to Find Local Sponsors

Yellow pages	Shopping mall	Stores near campus
Radio advertisers	Advertisers at sporting events	Local newspaper
On-campus departments	Restaurants	Soft drink distributors

## Things to Know

### Campus/Program/Event Demographics

Before you start sending out letters or making "cold" calls, you must define your program, your target market, estimated attendance, and the dollar amount of the sponsorship that you seek. Examples of different types of sponsorship could be a lump sum of money, banners, newspaper advertisements, buttons, balloons, t-shirts, or artists' fees. This step allows you to show potential sponsors that you have done your homework.

### How you are going to ask for sponsorship

You should put together a package of information to be used in the solicitation process. The package should include a cover letter introducing your organization and the program, your demographic research, the type of sponsorship you seek, and any other materials that may help your cause.

# Fundraising Policy

All campus fundraising projects, both on and off campus, must be approved by the Office of Student Activities. This policy includes all athletic teams and student organizations, including departmental clubs, and honorary societies. The procedure for approval is as follows:

1. The organization wishing to sponsor a fundraising event must complete a *Fundraising Request Form*, available in the Office of Student Activities, 235 Caine Student Center.
2. The request form will be checked against a calendar showing other fundraising events. The Office of Student Activities reserves the right to determine the appropriateness of all solicited materials.
3. In the case of projects involving sales in the residence halls, only one door-to-door solicitation date per group (one day only) in each hall will be permitted per week, and no more than one sale per day will be permitted in each hall (at the discretion of each Resident Director). Additional permission from the Assistant Director of Residence Life is also needed.
4. In cases where fundraising in the community is involved, additional permission must be granted by the Vice President for Institutional Advancement.
5. For sales at athletic events, additional permission must be granted by the Director of Athletics.
6. For the sale of items utilizing the name, logo, or mascot of Adrian College, additional permission must be granted by the Campus Bookstore manager.
7. No overt solicitation is permitted (i.e., hawking, barking, hassling, etc.).
8. Permission will be given only for the specified dates. The request form must specify the beginning and conclusion of the project in cases where more than one day of fundraising is desired.
9. The Director of Student Activities must sign all forms for final approval.
10. Approved projects may be advertised in accordance with existing advertising and posting policies.
11. No funds solicited on campus are to be used for the purchase of alcoholic beverages.
12. Raffles may not be used as a means of fundraising.
13. Bake sales may not be used as a means of fundraising.

# Cooperative Activities Board (CAB)

The Cooperative Activities Board (CAB) is a panel of students who represent the student body of Adrian College. CAB is advised by the Associate Dean for Student Affairs, governed by the Student Government Association (SGA), and chaired by the Executive Vice President of SGA. CAB reviews and evaluates funding requests from all recognized campus organizations and then allocates an amount based on available funds and the request's adherence to evaluation criteria. The board focuses on ensuring quality and diversity throughout the scheduled events on campus. More information about CAB (including an on-line request form) is available at [www.adrian.edu/student\\_life/student\\_orgs/cab.php](http://www.adrian.edu/student_life/student_orgs/cab.php).

## CAB Request Procedure

To receive a portion of the student activity fee for an organization, the following must be completed:

### Request Forms

1. Forms are available online (see website above).
2. Forms are to be submitted to the Office of Student Affairs (Associate Dean for Student Affairs) by published deadlines.
3. Forms must be typed or word-processed and complete or they will not be evaluated.
4. If the proposed event is on campus, the organization is responsible for scheduling the event through the Office of Conferences and Programs (Pellowe Hall, x4381).
5. Completed forms will be processed for allocation or resubmission.

### Evaluation Criteria

The **organization** must:

1. Be a registered student organization on campus.
2. Demonstrate financial accountability.
3. Show evidence of fundraising efforts, membership dues, and/or gifts.

The **activity** must:

1. Be of value within the context of Adrian College in respect to diversity.
2. Provide social, recreational, or cultural enrichment to the entire campus community, and/or
3. Provide developmental, educational, or spiritual enrichment to the entire campus community, and/or
4. Provide positive exposure and/or goodwill in the name of Adrian College on a national, regional, or state basis.

The **form** must:

1. Be fully completed and typed/word processed. The form is available on-line at the CAB website.
2. Have the endorsement of the organization advisor.

## **Submission Periods**

Allocations will be considered in April for the following academic year, and then on a regular basis during the current academic year. The schedule is published at the beginning of each year and is available at the CAB website.

## **To Access Funding**

1. Funds will be accessed on a per-event basis. Funds are not automatically transferred to agency accounts.
2. After allocation, your organization may access the funds at any time during the semester.
3. Contact the Associate Dean for Student Affairs at least two (2) weeks in advance of a purchase for the event. Timely communication will assist in filing proper paperwork and obtaining necessary signatures.
4. Maintain all receipts for accounting purposes.
5. Notify the Associate Dean for Student Affairs when funds are not used. Unused monies will be reallocated.

## **Financial Responsibilities**

Any organization that financially obligates itself, whether through a member or officer, for services, merchandise or facilities (on or off campus), does so in the name of the organization and its members. Adrian College is not responsible in any way for debts incurred by an organization or its members.

## **Allocation of Funds**

The funds approved by CAB can be allocated to your organization via a purchase order, transfer of funds, or disbursement. It is preferred that organizations plan in advance and use a purchase order procedure to utilize their approved CAB funds. The following information provides a brief description of each procedure for your organization.

### **Purchase Order**

1. Used prior to the event/purchase.
2. Used for materials or services from vendors who accept purchase orders.
3. Requires specific items, quantities, prices, etc.
4. Requires lead time of at least two (2) weeks.
5. Starts with purchase requisition.
6. After allocation is approved, organization may access funds at any time.

### **Transfer of Funds**

1. Used after the event/purchase. Organizations must receive approval from Associate Dean for Student Affairs prior to event.
2. Reimburses organization's agency account (not all organizations have agency accounts).
3. Done via memo from Associate Dean for Student Affairs to the Business Office.
4. Requires receipts, paid invoice, or documented evidence/proof that funds were spent from the agency account. Submit to the Associate Dean for Student Affairs.

## **Disbursement**

1. Used after the event/purchase OR before the event/purchase with invoice or contract (see *CONTRACTS* below).
2. Payable to the organization or contracted individual.
3. Requires receipts, invoice, contract, etc. to be submitted to the Associate Dean for Student Affairs with disbursement form.

## **Contracts**

The Vice President and Dean for Student Affairs must sign all contracts for events that involve speakers, entertainers, etc. The contract(s) must be submitted to the Associate Dean for Student Affairs at least three (3) weeks before the event and must include a social security number or federal ID number from the contracted person/agency.

# Publicity

## Adrian College Posting Policy

The campus posting policy is intended to promote the fair and frank exchange of ideas (especially those that are controversial), protect the rights of campus organizations and individuals, preserve College property, maintain an attractive campus appearance, and promote the safety and security of the campus and campus community. Signs posted in contradiction to this policy may be removed and individuals or organizations may be held responsible for charges associated with removal.

## Approval

All postings by student organizations, individual students, or individuals and organizations not affiliated with the College must be approved by the Office of Student Activities, located in Caine Student Center. The approval will consist of an approved stamp PRIOR to duplication of the postings. Persons or organizations duplicating prior to approval risk non-approval and wasting copies already made. All postings from the above mentioned without this approval will be removed by campus personnel.

Students and organizations seeking approval for postings should plan ahead as approval for postings may not be immediate and signs may require changes or additions to be approved. Students or student organizations denied approval for postings may appeal that decision in writing (the appeal should include a copy of the denied posting) to the Associate Dean for Student Affairs, Administration 118.

The Office of Student Activities (x3811) provides a service that allows student organizations to produce one-color posters in various sizes for a nominal fee.

## Content of Postings

All notices and signs must clearly state the individual's name or the official name of the sponsoring organization(s).

In accordance with the College's alcohol policy, the marketing, advertising, or promotion of alcoholic beverages or referring to alcohol or other illicit drug use, abuse, sale, or distribution is prohibited.

Student organizations are allowed to use the College seal, bulldog, paw print, official College colors (black, black screens, white, and Adrian Gold), and other College images. The use of these images is regulated by the Adrian College Image Guidelines, which are available in the Office of Student Activities, Office of Public Relations and Sports Information, and elsewhere. Student organizations seeking to use the College seal must request and receive permission for use from the Office of Student Activities.

Signs must represent a student organization or individual student in a positive way, as they are a reflection of the individual or group as a whole. The postings must reflect the values of the College as embodied in the Student Code of Conduct Preamble. No signs may be derogatory towards any person (regardless of affiliation), group, College

department, or entity on the basis of race, religion, creed, ethnicity, national origin, sex, sexual orientation, age, handicap or physical characteristics. The signs must not contain any profane, vulgar, or inappropriate content.

### **Location of Postings**

Posting of notices or signs should be limited to bulletin boards in order to prevent damage. Signs posted on glass windows, woodwork, doors, exterior of any campus building, or campus sidewalks will be removed. Chalking or painting of sidewalks is not permitted except with approval during certain College events (such as Art Week).

### **Academic Departments**

Academic departments have priority for the bulletin boards in their buildings. Bulletin boards available specifically for student organization use are located in North Hall, Mahan Hall, Jones Hall, and Peelle Hall. These were installed for use by the Student Government Association (SGA), the Campus Activities Network (CAN), Greek organizations, and other student organizations (including those associated with academic departments or disciplines).

### **Administration Building**

Administrative postings have priority. Approved postings on bulletin boards only.

### **Merillat Sport and Fitness Center**

Posting is allowed on bulletin boards and walls around them. The bulletin boards for posting are located in the lobby close to the elevator and upstairs between the vending machines.

### **Residence Halls and Greek Houses**

Approved postings may be distributed to residence hall and Greek house mailboxes in the Residence Life Office. Residence Life Staff will handle postings in the residence halls and Greek houses. Postings in campus living units are limited to bulletin boards in entryways and lobbies. No postings may be placed on painted surfaces and walls or in hallways except for Residence Life and other internal postings and programming. Exceptions to staff posting requirements may be made by the Director of Residence Life for large campus wide events (e.g., Dance Marathon, SGA elections, fraternity and sorority recruitment, and Greek Week). The exception will allow for the sponsoring organization or student to post publicity in the halls in the designated areas above. The Residence Life Office reserves the right to limit the number of postings by an organization due to space limitations.

### **Caine Student Center**

On bulletin boards on second floor, bulletin board by Williams Street entrance, and tack strips near mailboxes. At no times are postings allowed on walls in Caine Student Center.

### **Ritchie Dining Hall**

Approved postings on bulletin boards in hall only. Approved table tent postings may be placed in table tent holders 6 inches tall by 4 inches wide. Contact dining hall

managers for specifications, reservations, and prior approval.

### **Rush Hall**

Bulletin boards in hallway.

### **Shipman Library**

Approved postings on hallway wall opposite computer lab.

Students and student organizations are responsible for the removal of all approved signs and postings within 48 hours after the conclusion of their event or after the approval for the posting has expired.

Signs should not be placed in any manner contrary to the ordinances of the City of Adrian. This generally refers to postings outside the building.

No person or persons shall deface, tamper with, destroy, or remove any sign or inscription of any property owned by the College without proper authorization.

Avoid posting advertisements with permanent or destructive materials (glue, duct tape, staple guns, etc.)

### **Off-Campus Publicity of Campus Events**

The Office of Public Relations and Sports Information (x3862) handles all off-campus publicity of events. Student groups responsible for planning events, which they wish to publicize off-campus, shall work through the Office of Public Relations and Sports Information to contact print and broadcast media. The Public Relations and Sports Information Office staff will work with student groups to create publicity plans and will be responsible for carrying out that plan. Flyers intended to be posted off-campus must have prior approval from the Office of Public Relations and Sports Information. Groups working on such events should involve the Office of Public Relations and Sports Information in the process as early as possible in order to ensure adequate publicity.

### **The College World**

The *College World*, Adrian College's weekly newspaper, offers articles and advertisements for student organizations at no charge. Materials (press release, photos, ads, etc.) should be turned in at least one week in advance. Student organizations submitting materials should consider writing several articles from different approaches to be used over several weeks. Contact the *College World* office (x3837) for more information.

### **The Green Sheet**

The *Green Sheet* is a weekly staff/faculty bulletin of Adrian College. The deadline for announcements printed in the *Green Sheet* is noon on Wednesday. Upcoming events can be submitted to Lesley Scott-Gillilan (x4466 or [lsgillilan@adrian.edu](mailto:lsgillilan@adrian.edu)) in the Office of Academic Affairs located in the Administration Building.

## **Kiosk**

The campus kiosk is located in front of Ritchie Dining Hall. It consists of three panels, which display information on activities and programs that occur on campus. Student organizations may utilize the kiosk to promote their events. Guidelines for the campus kiosk:

- All posters, signs, and/or notices must meet the guidelines specified in the College Posting Policy.
- Any recognized campus organization or department may utilize the kiosk.
- Only one copy of the announcement may be posted in the kiosk.
- Announcements must be turned in and approved by the Office of Student Activities prior to posting.
- Announcements may be posted no more than ten (10) days prior to the event.
- Announcements will be removed the day following the announced event.
- Space is provided on a first-come, first-served basis.
- The Office of Student Activities reserves the right to refuse to post a sign or poster and to remove a notice from the kiosk at any time.

## **Radio Station-WVAC**

The Voice of Adrian College (WVAC) can announce your upcoming event. Contact the radio station (x3141) for information.

## **Websites**

Student organizations are encouraged to create and publish websites to promote the organization and disseminate information. The College will link to these pages from the College website once approved. Some restrictions apply. See the Associate Dean for Student Affairs for more details (Administration 118, x3142).

# Resources

## **Community Service**

Many student organizations seek service opportunities throughout the campus and community. The Office of Student Activities (x3811) serves as a resource to connect individual students and student organizations to appropriate community agencies/projects and initiates various service projects to encourage student involvement. The Office of Student Activities also maintains a database to track community service hours completed by students in order to provide recognition to students who have shown a strong commitment to service. All students are welcome to visit the office in Caine Student Center at any time.

## **Conferences**

The opportunity for students to attend off-campus conferences is one that Adrian College supports and encourages. Students who do so are considered representatives of the College and are expected to uphold the principles of Adrian College and all applicable federal, state, and local laws and ordinances. Failure to do so may result in disciplinary action against the individual and/or the organization. A faculty/staff sponsor is generally not required for off-campus attendance, but may be required at the discretion of the Office of Student Activities. Students who plan to be absent from class to attend conferences are expected to personally contact their professors individually to request permission and to make arrangements for missed class work. Excusing absences and allowing "make-up" work is at the sole discretion of the faculty member.

## **Leadership Development**

Contact the Office of Student Activities (x3811) for suggestions/requests pertaining to specific leadership development topics desired by your organization.

## **Program Advice**

When planning social, educational, or recreational events and programs, recognized student organizations may request assistance through the Office of Student Activities (x3811). The office staff is available to provide consultation and advice on various aspects of program planning including: contract negotiation, technical and setup concerns, publicity and promotion, and program evaluation.

## **Transparencies**

Transparencies can be made in the Educational Curriculum Center (x4485), located in North Hall.

# Directory of Administrative Offices

<b>Department/Office</b>	<b>Extension</b>
Academic Affairs	4466
Academic Services	4413
Admissions	4326
Alumni	4321
Athletics	4210
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Business Affairs	4444
Campus Activities Network	4234
Career Services	4392
Chaplain	4211
Community Service	3811
Conferences/Campus Programs	4381
Counseling Services	4518
Dining Service	4355
Financial Aid	4306
Greek Affairs	3886
Health Services	4214
Housing	4303
Institutional Advancement	4324
Merillat Sport and Fitness Center	3875
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Orientation	3142
Parent Programming	3142
President	4301
Publications and Public Relations	3862
Registrar	4313
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