

2020 - 2021

# STUDENT ORGANIZATION HANDBOOK

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Southern Adventist University

Office of Student Life & Activities

[www.southern.edu/activities](http://www.southern.edu/activities)



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WELCOME

Student life at Southern is enhanced by student organizations that provide activities, information, and service opportunities to the community. By serving as a leader of a student organization, you are making a contribution to the social life at Southern. The Office of Student Life & Activities values your contributions and is dedicated to supporting your student organization in the following ways:

EVENT PLANNING

- Social events
- Convocation ideas
- Resources for planning (school & local)

FUNDING

- Fundraising advice
- Off-campus fundraising (major)
- On-campus fundraising (minor)

SPACE

- Assistance with scheduling space
- Contact information

RESOURCES

- Student Organization directories
- Registration
- Advising
- Idea books
- Organization Showcase
- Meetings for President, Adviser, and Treasurer

WEBSITE

- Listing on activities website
- Advertisement of organization activities

OFFICE OF STUDENT LIFE & ACTIVITIES (OSLA)

Kari Shultz, Director of Student Life & Activities  
Ulmer Student Center  
423-236-2484  
kshultz@southern.edu  
www.southern.edu/activities



# ORGANIZATIONS

## OFFICERS

To run or hold an elected office in a student organization, a student must:

1. Be a current student
2. Maintain a minimum cumulative grade-point average (GPA) of 2.00
3. Maintain a record of good citizenship

### Registration Process

All organizations must fill out a Student Organization registration form every year.

### Deadline for registration forms:

- September 7, 2020 by 5p for continuing and returning organizations
- September 14, 2020 by 5p for new organizations
- January 19, 2021 for 2nd semester organizations

Until an organization is registered, it cannot operate on behalf of Southern or take advantage of any privilege granted to registered Southern Student Organizations.

### Approval Process:

- Develop a constitution (submit electronically to *kshultz@southern.edu*)
- Student Development will verify eligibility of officers
- Student Activities Committee will review registration and approve organizations and officers.
- Notification will be sent from the OSLA upon approval.

Change of officers during the year should be reported to the director of Student Life & Activities as soon as possible.

## DEADLINES

**Sept. 7** by 5p  
for continuing  
and returning  
organizations

**Sept. 14** by 5p  
for new  
organizations

**Jan. 19** by 5p  
for 2nd semester  
new organiza-  
tions

## TYPES OF ORGANIZATIONS

- Academic/Educational
- Ethnic/Cultural
- Honor/Recognition
- Recreational/Sports
- Religious/Spiritual
- Service
- Social
- Special Interest

Currently, around 40 student organizations are formally recognized by the University. These groups must meet the following criteria:

- The key purpose of student organizations must be in keeping with the goals and standards of Southern. All group decisions must reflect these goals and be related to student life on campus.
- All proper paperwork (registration form and constitution-electronically) must be filed annually with the Office of Student Life & Activities (OSLA) by the appropriate deadlines.
- All organization members and leaders must be currently registered at Southern in a degree-granting program. At least three (3) active officers, two (2) of which are required to be a president and treasurer, shall be elected each year.
- All organizations must be controlled and directed by current students.
- Enlist the support of a full-time employee of Southern to be an adviser for your organization.
- Student membership is not mandatory and must meet the University's nondiscrimination policy.
- All dues/funds raised should be deposited in the University Cashier's office.
- Participate in regular community service activities.
- Abide by all regulations specified in this handbook and in the Student Handbook & Planner.

**Note:** Student groups that do not meet these criteria are not permitted to function on Southern's campus.

## ORGANIZATION PRIVILEGES

Registering your student organization gives access to the privileges and services Southern provides. Some of the resources available only to currently registered student organizations include:

- Official recognition by the University
- Use of University facilities and services
- Use of adviser's knowledge to aid in organization planning
- The ability to advertise organization events (bulletin boards, electronically, websites, etc.)
- Audio/visual and technical services
- A listing on the Student Activities website
- Access to SA funding (excluding residence halls, student families and graduate organizations)
- Resources, materials, and consultation available in the OSLA
- Request permission to conduct fundraising activities
- Request to sponsor programs and activities
- Request a deposit account in the accounting office
- Be pictured in the student organization section of the yearbook

## MEMBERSHIP ELIGIBILITY

Membership must be open to all students who meet the requirements for membership set forth in the constitution of the organization. Student organizations, in keeping with the University's commitment to nondiscrimination, may not exclude potential members on the basis of race, sex, color, religion, ancestry, national origin, age, disability, or veteran status. Organizations that choose their membership on the basis of restrictive clauses dealing with race, religion, national origin, or those that would deny access to persons with disabilities are considered to be in conflict with university policy and are not permitted to function as a student organization at Southern Adventist University.

Membership is open only to students currently enrolled at Southern in a degree-granting program.

## EXPECTATIONS FOR ORGANIZATIONS

Registered student organizations retain recognition by operating within University goals and abiding by all its policies and procedures. Specific expectations of student organizations include:

- Follow all University policies and practices, and local, state, and federal laws
- Consist of at least three (3) students to serve as leaders for the organization
- Select an adviser to sponsor the organization who is employed on a full-time basis with the University
- Consult early with the OSLA when planning a potentially risky activity
- Register all fundraisers, social events, community service, and major events with OSLA within deadlines
- Deposit all organization funds with the University Cashier's office as all other bank accounts are prohibited
- Manage organization funds wisely and ethically with sound accounting practices

- Avoid committing to goods or services without sufficient funds to cover expenses
- Fundraise on or off-campus within University policies and with prior approval (see OSLA for details)
- Register every year with the OSLA
- Provide the OSLA with a current electronic version of the organization's constitution
- Ensure continuity by training new leaders and keeping good records

## FORMING A NEW STUDENT ORGANIZATION

Southern encourages creativity within student organizations. Proposed new student organizations must meet all University expectations and requirements. Additionally, new organizations must:

- Complement the University's mission
- Demonstrate a clear, need that is not being met and that is not duplicated by another student organization or academic department/school
- Conduct activities that do not create undue risk or liability to the University as determined by the Risk Management office
- Have a name that clearly represents the function of the organization



# HOW TO BE A GOOD LEADER

"Leaders don't force people to follow - they invite them on the journey."

## SUCCESSFUL LEADERSHIP:

It is important to remember that there is not just one successful style of leadership. Leaders come in all shapes and sizes depending on the situation and the group. The main issues that every leader will face at some point are:

- How to challenge the status quo: There is growth and decline. Staying the same really isn't an option.
- How to create a shared vision: This takes vision, communication, and rational thought. The whole group must be interested in working toward a mutual vision and a leader is one who finds a way to inspire that enthusiasm while listening and paying attention to the group's best interest.
- How to empower the members of your organization to work together cooperatively. One of the most important tasks that a leader is faced with is encouraging their group members to form committed and caring relationships. Cooperative efforts result in trust; communication and support hinder the growth of hard feelings, miscommunication, and disrespect among the group.
- How to lead with encouragement and understanding: recognize the success of committed group members on a regular basis.

## Tips for Being a Good Leader

1. Lead by Example
2. Communicate Effectively
3. Keep Meetings Productive
4. Know your Limits
5. Find a Mentor
6. Be Emotionally Aware
7. Watch Out for Common Pitfalls
8. Learn From the Past
9. Never Stop Improving
10. Look Toward God

## DIFFERENCES BETWEEN A BOSS AND A LEADER

### Boss

- Drives Officers
- Depends on Authority
- Inspires Fear
- Says "I"
- Places blame for the breakdown
- Knows how it's done
- Uses People
- Takes Credit
- Commands
- Says "Go!"

### Leader

- Coaches Officers
- Depends on Goodwill
- Generates Enthusiasm
- Says "We"
- Fixes the Breakdown
- Shows how it's done
- Develops People
- Gives Credit
- Asks
- Says "Let's Go!"



# OFFICER TRANSITIONING

One of the best ways to ensure a smooth transition of information is to make a notebook for the new officers. This notebook should include important organization information and insights from outgoing officers that can be passed on to future officers.

**Below are steps you should take to ensure a smooth transfer of information to new officers:**

1. Create a notebook and/or website containing vital information for new officers. Notebooks can be maintained throughout the year, to prevent vital information from being lost.

Include the following:

- Contact information (email addresses and cell numbers, etc.) for old and new officers, advisers, and if possible, members
- A copy of the organization's constitution, by-laws, or charter
- The specific officer job description as outlined in the constitution and any other responsibilities that were not detailed in the constitution
- A brief history of the organization, its purpose, and major past projects/events. This section should include time lines, newspaper articles or press releases, etc.

- A financial information section with a copy of the current budget and samples of the most commonly used financial forms
- Meeting agendas and minutes
- Electronic files with organization documents
- A list of events and the ways they were marketed
- List any goals that the outgoing officer had for the position that year and if each of the goals were achieved and why/why not
- A list of useful websites and contacts

2. Elect officers (minimally, the president) prior to the end of the school year, so that they can begin planning during the summer.
3. Require new officers to meet with the adviser for your organization.
4. Consider timing of officer elections to allow for adequate transition time.
5. Hold a new officers training workshop for the old officers to share duties and responsibilities of their position.

An additional option might include a shadowing period, in which the incoming officer could shadow or assist the outgoing officer in his duties for a short period prior to the actual changing of officers.



# MEMBER RECRUITMENT & RETENTION

## THE MEMBERS OF YOUR ORGANIZATION NEED:

- A sense of belonging
- A genuine, welcoming feelings
- To know that they are needed not just for their hands, money, or specific talents

Recruiting and retaining members is critical to the longevity of your organization. If you are interested in recruiting and retaining your members' loyalty and interest, you might want to take into account the following facts:

### THE MEMBERS OF YOUR ORGANIZATION NEED:

- A sense of belonging
- A genuine, welcoming feeling
- To know that they are needed not just for their hands, money, or specific talents

Introduce new members to the returning members and make them feel a part of the group.

### WAYS TO INCLUDE MEMBERS IN YOUR ORGANIZATION:

- Have them assist with the planning and the execution of your objectives
- Be a part of the sharing of ideas, the brainstorming, and the production
- Involve new members as soon as possible (not just with busy work or something that no one else wants to do) so that they don't think they are wasting their time
- Explain the nature of the job in detail and what the expectation of them is not only for this event but for the future

- Give tasks that are within the range of their talents, interests, and abilities. These responsibilities will help the member become a leader
- A subtle way of training a new member is to pair them with a returning member so that they understand the scope of the task before them
- Take time to thank the members for participating in the activity whether it is planning or executing the event (with thank-you notes, recognition in newsletters or in meetings for their contribution)

Remember the senior members in your organization as well so that they don't drift away and take with them the experience that you need within your organization. Keep these returning members involved in your organization. The goals of these returning members might have changed from the time they first joined, so be sensitive to that.

Finally, the key to keeping members engaged is to communicate. Make sure to give your new members all of the information they need as you groom them to be good members within your organization. A gap in a person's understanding or not receiving information, could be the quickest way to lose members.

## KEEP YOUR MEMBERS' SPIRITS UP

- Offer positive feedback
- Organize an effective training program
- Provide a sense of unity
- Compliment good work
- Allow for new challenges
- Install a suggestion box or be open to discuss alternate ways of doing the tasks
- Reward good efforts (certificates & trophies)
- Provide reimbursement for out of pocket expenses
- Initiate social interaction (parties, contests, retreats, etc.)
- Remember birthdays, special honors, etc.



# ADVISER RESPONSIBILITIES

You might wonder why a student organization would want a faculty or staff adviser. After all, you were elected because you are a competent and capable leader, right? But . . .

- Do you sometimes have trouble with administrative red tape?
- Do you sometimes wish your organization had more support from related academic or service departments?
- Could your organization benefit from some “connections” with university policy makers?
- Even though you are doing a super job now, will your organization have to start again from scratch next year?

A faculty or staff adviser could help alleviate these and other problems, **WITHOUT TAKING OVER** the leadership of your organization. The University expects faculty to contribute to campus life by sponsoring certain organizations, or to be present at student and institutional functions.

## The role of the adviser is to:

- Serve as a sounding board on which you can bounce new ideas
- Support your group
- Intervene in conflicts between group members and/or officers

- Be knowledgeable of policies that may impact your organization’s decisions, programs, etc.
- Run “interference” with university departments
- Provide continuity and stability as student leadership changes
- Provide an “outside” point of view or perspective
- Help deal with organizational crisis
- Give honest feedback to group members
- Better still is the fact that the organization/adviser relationship benefits the adviser too. Being involved with a student organization offers the faculty or staff member:

- A unique opportunity to get to know and work with students outside of the classroom or office
- An opportunity to feel satisfaction and accomplishment through making a special contribution to a particular group
- The reward of watching students develop their individual skills and talents
- The chance to informally share his/her knowledge and expertise on relevant topics
- **Advisers will also receive a copy of this Student Organization Handbook.**

## The responsibilities of group members to the adviser are:

- Discuss your expectations of the adviser’s role with your adviser from the beginning
- Notify the adviser of all meetings
- Send the adviser a copy of all minutes
- The president/committee chair should meet regularly with the adviser to discuss organizational matters and to relay updated information
- Consult adviser before any changes in the structure or policies of the organization or committee are made, and before major projects are undertaken
- Understand that while the adviser has no vote, he/she should have speaking privileges
- The responsibility for the success or failure of a group project rests ultimately with the group, not the adviser
- Periodically, evaluate your adviser and give appropriate feedback to let them know how they may improve in order to advise you better
- If you have over 10 people attending in a meeting, you must meet via zoom or another online platform.



# ADVISER RESPONSIBILITIES

Now that you know how much your organization and its potential adviser can gain from one another, you probably want to know how to find this adviser. Please keep the following information in mind as you determine who your organization will ask to advise them:

## Faculty Advisers

Teaching faculty consists of employees who are salaried and whose primary responsibility is teaching in or administering one of the academic departments or schools.

“The university expects faculty to contribute to campus life. They may be asked to sponsor certain Student Organizations or to be present at student and institutional functions. These activities should not interfere with faculty members’ academic workload.” (Employee Handbook)

## Salaried Staff Advisers

Salaried staff employees are paid on a salaried basis. This group includes the president, vice presidents, non-academic department directors, and staff in many administrative and support departments of the University. Advisers (excluding the president and vice presidents) chosen from this list should be approved by their supervisors.

## Hourly Staff Advisers

Hourly staff employees maintain an hourly record of their work. Advising responsibilities may cause overtime so

supervisors should include advising responsibilities in their job description and compensate the hourly staff employee for their time. An hourly employee must have approval from their supervisor to advise a student organization.

## Adviser Selection Procedures

Poll your group members for the names of professors or staff members who they have found helpful and interested in student life. When you have identified an individual to serve as your adviser, your organization should develop a concise statement of its purpose, activities, and goals. Prepare a clear statement of expectations of the adviser, both in terms of role and time commitment, as well as the benefits they can enjoy. With this information in hand, you will be ready to approach a potential adviser confidently and positively, and discuss with them their interest and ability for advising your organization. The most suitable adviser is one who shares a common interest with your organization. Advisers of student organizations are volunteers. This activity is not a condition of their employment at Southern.

Once your adviser begins to serve, keep them well-informed, clarify expectations and roles when needed, and draw on their expertise. Remember that like you, your adviser has multiple demands placed on their time. Be sensitive to this fact. Occasional thank-you’s and acknowledgments are a good idea. For example, if you have organization t-shirts, make sure your adviser has one too! Enjoy what can be an extremely rewarding and mutually beneficial relationship.



## Once you have chosen an adviser, they should do the following things:

1. Inform themselves of the policies and practices of the University as they relate to the Student Organization and of the objectives of the Student Organization
2. Be responsible for the type of entertainment and programming planned by the organization’s officers
3. Be an adviser to the organization regarding:
  - planning for spiritual and social events
  - securing of organization speakers
  - officers and organization meetings
4. Assist with community service opportunities
5. Be present at social functions and all other activities of the organization for the duration of the event

# FINANCIAL PROCEDURES

Many organizations receive financial support from academic departments, membership dues, or Student Association (SA) funding. Find out more details at the Treasurer's meeting on September 24, 2020, 5:30p.

## DUES

Student organizations are required to charge a minimum of \$1.00 dues in order to be eligible for SA funding. Organizations should be aware that dues are to be paid in cash, and may not be charged to the student's account. The treasurer deposits all dues in the organization's account in the University Cashier's office.

**Student organizations are not permitted to open their own checking/savings accounts at area banks.**

## STUDENT ASSOCIATION FUNDING

Student Organizations must have an income to cover events planned. In addition, student organizations may apply for SA funding to assist in covering organization activities.

NOTE: The organizations listed below are NOT eligible for SA funds:

- Residence Hall Clubs
- Student Families Club
- Graduate Student Organizations

To determine eligibility for both new and existing organizations receiving SA funds, current student organizations in good standing may apply with the SA president or executive vice president for operating funds. Eligibility requirements include:

- Student organization registration form completed
- Electronic constitution submitted
- Prior approval by the Student Activities Committee
- Participation in a community service activity the previous semester
- A **new organization** (never been formed or a returning organization that didn't function the previous year) are exempt for one semester from the community service component

## ELIGIBLE ORGANIZATIONS

- Student organizations may receive funds from dues, SA fundraising, or from fundraising efforts for advertising, supplies, photocopying, postage, and organization activities.
- If an organization qualifies for funds from the SA, the SA finance director will appropriate the funds and the credit will appear on the organization's account. These forms are available in the SA office or OSLA.
- The two designated individuals (treasurer and/or adviser) may make transactions and conduct business in the University Cashier's office (deposit dues, fees, fundraisers, and make withdrawals, etc). The individual's Southern ID card will be requested to verify authority.
- A ledger of income and expenses must be kept by the organization's treasurer, form available outside the door to the Student Development office.
- Groups receiving SA funding could be subject to an audit during the Spring 2021 semester.

Treasurers must keep copies of receipts of items purchased or reimbursements made.

## ORGANIZATION DEPOSIT ACCOUNTS

Procedure for setting up a deposit account for a **new organization**:

- Become a recognized organization - turn in student organization registration form to the OSLA by deadline.
- Fill out the New Deposit Account Application Form available outside of the door to the Student Development office with signatures of the treasurer and adviser(s).
- Fill out the Deposit Account Withdrawal Authorization Form with signatures of the treasurer, and adviser(s). The form is available outside the door to the Student Development office.
- Chief accountant assigns general ledger account number.
- The OSLA notifies the treasurer of active account.
- Designated person(s) can make transactions and conduct business (i.e., deposit dues, fees, fundraisers, withdrawals, etc.) in the University Cashier's office

**Southern ID card will be requested to verify authority when making transactions in the University Cashier's office.**

# FINANCIAL PROCEDURES

## PROCEDURE FOR CONTINUING OR RETURNING ORGANIZATIONS:

- Re-register the organization - turn in Student Organization Registration Form to the OSLA by deadline.
- Fill out the Deposit Account Withdrawal Authorization Form with signatures of the treasurer and adviser(s). The Form is available outside the door to the Student Development office.
- The OSLA will work with the Accounting Department to set up accounts and will notify Treasurer when the account is ready.
- Designated person(s) can make transactions and conduct business (i.e., deposit dues, fees, fundraisers, withdrawals, etc.) in the University Cashier's office.

## INCOME

Member dues can be deposited in the Cashier's office. Donations or other contributions received by the Student Organizations require special handling and should be brought to the OSLA.

## AUTHORIZATION FOR WITHDRAWING FUNDS FROM ORGANIZATION ACCOUNT

Only the individuals (Treasurer and/or Adviser) indicated on the New Deposit Account Application Form and/or the Deposit Account Withdrawal Authorization forms available outside the door to the Student Development office will be authorized to withdraw funds from the organization's account.

## WITHDRAWAL METHOD

The organization's Treasurer will be the primary individual responsible for all withdrawals of the organization's funds. The Cashier's office will check the list for the person(s) authorized to withdraw money. Southern ID must be presented when withdrawing money.

The money can be withdrawn by filling out a petty cash slip at the Cashier's office. Withdrawals exceeding \$250 by authorized student organization officials will require supporting documentation (receipts, sales tickets, invoice, etc.).

## SPENDING FUNDS

Operating funds may be spent on any items required to operate the organization (i.e. events and activities, advertising, photocopying, postage, etc.). If there is a question pertaining to operating funds, call the OSLA BEFORE the money is spent. Questions may also be directed to the University Cashier's office by calling x2826. Student Organizations are qualified to utilize Tennessee state sales tax exemption for organization expenditures. See the OSLA for details.

## REPORT OF ORGANIZATION FINANCIAL ACTIVITIES

The Treasurer or President may inquire at the University Cashier's office for the balance and the financial activity of the organization as often as needed. During the Treasurer's Meeting in September, the director of Student Life & Activities will provide the treasurer with the amount in the deposit account.

## CASH APP

We prefer you not to go with Cash App. Work with your adviser if Cash App is necessary.

## ORGANIZATIONS LINKED TO ACADEMICS

If your organization is linked to an academic department, funds have been set aside for your events by your school or department in their budget. Check with the dean or chair of school or department for further information.

## OVERDRAWN

Student organizations are expected to operate with a credit balance at all times. Any deficit at the end of the semester/year will need to be covered by the academic department sponsoring the organization or by the officers.

## MONEY LEFT OVER

Any funds left over at the end of the year, roll over to the next year. It is advised to leave a credit balance so new officers have funds to begin the next year.

## END OF THE YEAR REPORT

A summary of the year's income and expenses should be given to the next Treasurer and the adviser. An example of this report is available in the Treasurer's Manual.

## CASHIER'S OFFICE HOURS (UNLESS OTHERWISE POSTED)

Monday-Thursday, 8:30a-4:30p

Friday, 8:30a-Noon

# FUNDRAISING

Fundraising and sales activities are limited to university-sponsored groups and must be specifically related to university purposes. All fundraising activities, including Student Association, require approval by the Student Activities Committee and/or the University Fundraising Committee. This includes solicitation of gifts or gifts-in-kind which will involve any type of participation or involvement by the University. This policy includes the Fleming Plaza area, recreation areas, lawns, and campus buildings. Private individuals are not permitted to hold flea markets or other such sales on university property. Acknowledgment and receipting of all gifts, solicited and unsolicited, will be made by the Advancement office.

## MAJOR FUNDRAISER PROCEDURES

(Funds raised outside of Southern's campus, i.e. Youth Congress, out-of-state/country tours, etc.)

1. Forms for a major fundraising project are available in the OSLA. Once the proposal is written, submit it to the OSLA. Proposed text for any brochures, letters, pledge cards, etc., which will be used in the campaign must also be submitted with the proposal to the OSLA.
2. The Director of Student Life & Activities will then coordinate the request through the University Advancement office. The Fundraising Committee will review the proposal and campaign material giving guidance for modifications needed to comply with applicable regulations.
3. Approval or denial of the Fundraising Committee will be communicated to the contact person in writing.
4. Any fundraising project must have official approval before being announced or any solicitation begins.
5. Plan ahead and make requests early, as the committee only meets on the 1st Wednesday of every month.

## MAJOR FUNDRAISER IDEAS:

Alumni donations, lunches, letters, invitational events. Remember to include alumni in organization news.

## MINOR FUNDRAISER PROCEDURES

(Funds raised on Southern's campus, i.e. bake sales, sale of candy/flowers, car washers, etc.)

1. Submit a proposal for the fundraising project to the Director of Student Life & Activities using the proposal forms available outside the glass door to the Student Development office.
2. Indicate on the form the method of procuring the product for sale. If businesses are being asked to donate a product, then other steps must be followed. See the OSLA for details.
3. The Director of Student Life & Activities will then present these requests to the Student Activities Committee. The Committee will review the proposal and give guidance for modifications if needed.
4. Approval or denial of the request by the Student Activities Committee will be communicated in writing to the person submitting the fundraising proposal.



Approval must be received before any fundraising activities begin.  
Only those organizations with current approval status  
may request permission to raise funds.



Please  
be sure to  
review the  
fundraising  
section on  
page 11  
before you  
begin any  
fundraising  
activities.

*Contact  
Kari Shultz  
for details.*

# MINOR FUNDRAISER IDEAS

## SERVICES

Baby-sitting  
Gift wrapping  
Animal walking/sitting  
Pet washes  
Cleaning

## SALES

Bake sales (other food)  
Singing grams  
Seasonal items  
Flower/candy sales  
Concession stands  
T-shirt sales  
Potluck meals - donated dishes  
Donuts for sale

## SPECIAL EVENTS

Benefit concert/drama  
5k/10k run  
Car wash  
Chili cook off  
Trash for cash/garage sale/  
Flea market

## TOURNAMENTS

Pool  
Bowling  
Board games  
Spikeball  
Basketball

**Tip for Fundraising:** Charge  
non-members to attend  
organization event for a higher  
price.



# COMMUNITY SERVICE

The University encourages Student Organizations to be involved outside of Southern in some type of on-going community service throughout the school year. This not only benefits students, but our Chattanooga community as well.

Collaboration with other student organizations is encouraged.

## Why do Community Service?

Not only is it a chance for your organization to work together toward a common goal, but also to impact your members by improving their confidence, making new friends and learning new skills while making a difference in the community.

## University Expectations

Student organizations are expected to seek opportunities where members can participate in community service at least once each semester (Not including MLK service day). Continuing Organizations must have on file in the Christian Service office a Community Service Documentation Form (green paper) from the previous semester to be considered for SA funding.

Always represent Southern to the best of your abilities. When you commit to participate, be punctual and stay the whole time you offered to stay. When in doubt, ask questions.

It is always better to go the extra mile.

## How may we serve?

- Volunteering for a non-profit
- Preparing/delivering food for the low income families and homeless
- Tutoring children
- Assisting elderly and others in need in yard/house maintenance
- Maintaining the campus trails
- Visiting and planning programs at a nursing home/assisted living

## HOW TO SUBMIT A COMMUNITY SERVICE ACTIVITY:

### Before the event:

Pick up the following forms from outside the Christian Service office:

- Community Service Documentation Form (green paper)
- Community Service Roster Form (purple paper)
- Turn the green form in at least 2 weeks before the activity.
- EVERY PARTICIPANT must sign up online at [southern.edu/Serve](http://southern.edu/Serve) to be in compliance with Risk Management

### During the event:

- Take attendance on the Community Service Roster (purple paper).

### After the event:

- Turn in the CSR form on the 1st business day after the activity.

## PLAN COMMUNITY SERVICE

Plan one activity each semester

Opportunities can be found at [www.southern.edu/serve](http://www.southern.edu/serve)

## SERVICE EXPO

Cancelled  
Student Center

## COMMUNITY SERVICE DAY

Cancelled  
Iles P.E. Center

## COMMUNITY SERVICE ACTIVITY COMPLETED BEFORE:

November 19, 2020  
May 30, 2021

# POTENTIAL CONTACTS FOR COMMUNITY SERVICE OPPORTUNITIES

Below is a small listing of locations and contact individuals for several entities which offer volunteer opportunities. This is by no means an exhaustive list, but rather something to get you started. Please remember that most of these locations require substantial advance notice in order to accommodate your organization. Keep this in mind when planning a community service activity.

**For more information visit: [southern.edu/service](http://southern.edu/service)**

## **Samaritan Center**

Contact Name: Bethany Hills  
Email: [bethanyhills@thesamaritancenter.net](mailto:bethanyhills@thesamaritancenter.net)  
Phone Number: 423.238.7777

## **The Lantern at Morning Pointe**

Contact name: Maria Lee  
Email: [collegedale-lan-lpc@morningpointe.com](mailto:collegedale-lan-lpc@morningpointe.com)  
Phone Number: 423.396.4700

## **Chattanooga Community Kitchen**

Contact name: Christa Songer  
Email: [christas@homelesschattanooga.org](mailto:christas@homelesschattanooga.org)  
Phone Number: 423.756.4222

## **Chattanooga Audubon Society**

Contact name: Darlene Carlson  
Email: [dcarlson@chattaudubon.org](mailto:dcarlson@chattaudubon.org)  
Phone Number: 423.892.3690

## **Salvation Army**

Contact name: Lauren Russek  
Email: [lauren.russek@uss.salvationarmy.org](mailto:lauren.russek@uss.salvationarmy.org)  
Phone number: 423.756.1023

## **Beacon Academy**

Contact name: Brigett Pangkey  
Email: [principal@beaconacademy.us](mailto:principal@beaconacademy.us)  
Phone number: 951.295.4225

## **Did you know that...?**

- 82% of hiring managers say they prefer candidates with volunteer experience. 92% say that volunteer activities build leadership skills. -Fortune magazine
- Volunteering also resulted in more meaningful attachment to work, improved overall attitude and job performance, and increased focus while at work. -Seattle Times

You may also contact:

## **Melissa Moore**

Christian Service Program Director

423-236-2205

[mtortal@southern.edu](mailto:mtortal@southern.edu)

[www.southern.edu/serve](http://www.southern.edu/serve)

# STEPS TO COMMITTEE SUCCESS

**Below is a list of items you may find useful when leading a committee:**

- The committee must have a purpose for meeting. Each member of the committee must know and understand the purpose. Don't forget to include the adviser.
- Committee members must be selected with care. A diverse group of individuals should be represented to meet the needs of the members. Consider age, gender, and ethnic backgrounds as well as skills and potential.
- Committee members should be informed about expectations, duties, and responsibilities. A strong team will be created when each of the members has an understanding of their responsibility for the organization's success.
- A regular meeting time should be established. A designated time will enable members to include it in their schedule.
- The meeting should always start on time. Starting on time shows respect for members who are on time. Those who are late will catch on.
- Notify each member when special meetings are called. Communication is key in making each member feel a part of the team. Don't exclude them from the discussion.
- An agenda should be planned for each meeting. The president needs to plan each meeting well in advance. There should be enough flexibility in the agenda to discuss last minute items.
- Delegate responsibilities by assigning members specific tasks. Each member needs to feel needed and know that they are making a valuable contribution to the organization.
- Keep in touch with the committee members at all times. Check with members between meetings to encourage them.
- Give praise and/or constructive criticism to committee members on a regular basis. Members need to receive feedback.

## **How to Avoid Committee Chaos**

Just forming a committee does not produce outcomes. There are specific things organizations need to keep in mind when creating new and maintaining current committees:

- A committee must have a defined and understood purpose.
- People should be assigned to a committee for a reason, whether it be their interest, potential contributions, skills, or experience.
- Expectations must be clear-what are the goals, the time line, what resources can be used, etc.
- Regular meetings should take place and updates should be communicated to the larger group.
- Committee work can feel isolating at times. Provide feedback to committees on progress made, new expectations, and recognition for a good job.
- When a committee no longer is needed, it is okay to disband it or restructure it.

## **Importance of Keeping Minutes**

- This is an official record of the business of your organization
- Provides continuity
- Informs absent members about business conducted
- Useful in following up with assignments and discussion
- Helpful in planning agendas for future meetings
- Send minutes to OSLA at [kshultz@southern.edu](mailto:kshultz@southern.edu)



# ROBERT'S

## RULES OF ORDER

Purpose How to do this	Motion	You say this	Needs a second	Able to	Discussion Item	Vote must be
Introduce business (or make a motion)	Main	"I move that... (action proposed)"	yes	yes	yes	Majority
Change wording of a motion before voting	Amend	"I move to amend the motion by... (adding, etc)"	yes	yes	yes	Majority
To withdraw a motion I made	Permission to withdraw	"I request that my motion be withdrawn"	no	no	no	Majority
Send to committee	Committee or refer	"I move that the motion be referred to..."	yes	yes	yes	Majority
Postpone Action	Postpone definitely	"I move that the motion be postponed to... (date)"	yes	yes	yes	Majority
Limit debate	Limit debate	"I move that the debate be limited to..."	yes	yes	no	Two-third
End or cutoff debate, brings to vote	Previous question	"I move that previous question"	no	no	no	Two-third
Questions of privilege	Personal privilege and general privilege	"The speaker is misstating my remarks"	no	yes	yes	Chair rules and takes appropriate action
To change a decision	Rescind	"I move to rescind the motion to..."	yes	yes	yes	Two-third
To bring back a motion for revote	Reconsider	"I move to reconsider the vote on..."	yes	no	yes	Majority
Take short intermission	Recess	"I move that we recess for... (time)"	yes	yes	no	Majority
Close meeting	Adjourn	"I move that we adjourn"	yes	no	no	Majority

Adapted from Doris P. Zimmerman's Robert's Rules in Plain English. New York: Harper Collins, 1997. Found in Arizona State University Student Club Handbook found at [www.west.asu.edu/studentlife/clubhandbook/](http://www.west.asu.edu/studentlife/clubhandbook/)

# HOW TO RUN AN EFFECTIVE MEETING

In order to remain organized, student organizations should prepare agendas and keep minutes of their business.

## WRITING AN AGENDA

An agenda is a means to add structure to a meeting and to cover relevant topics. Agendas can be simple or detailed.

## WRITING EFFECTIVE MINUTES

Meeting minutes are an official record of the business of an organization. Minutes give continuity to procedures, traditional activities, etc. They also inform members who were absent of what was discussed and decided. Minutes are useful in following up with assignments and decisions, and are very helpful when planning agendas for future meetings.

### MINUTES SHOULD INCLUDE:

- The name of the organization
- Type of meeting that is being held (officers, project team, fundraising, etc.)
- Date of the meeting
- Location of the meeting
- The name of the presiding officers and secretary (the latter at the end of the minutes, with signature above typed or printed name)
- Notation of the reading previous minutes and how they were approved (approved as read or approved as corrected)
- List of attendees and those absent
- All of the major motions except those withdrawn and all other major decisions made
- Motions and resolutions need to be taken verbatim and should be read back during the meeting to make sure they have been accurately recorded
- Committee and officer report-pertinent information
- Adjournment

### OTHER IDEAS FOR WRITING MINUTES:

- Use full names, not nicknames
- Do not be embarrassed to ask for a motion to be restated if you do not understand
- State whether or not the motion was carried. The number of votes is not necessary unless it is required by your by-laws
- Make any corrections in the minutes immediately before the mistakes are forgotten
- Record what is done, not said. Summarize important discussions if knowing why a decision was reached is necessary to understand the decision



# SAMPLE: MEETING MINUTES

Name of Student Organization

Minutes from 9/16/20 Officer's Meeting, Robert Merchant Room

Officers Present: Sally, John, Eric, Hunter, and Dr. Jim

Officers Absent: Glenn

Meeting called to order at 6p

Review and approval of minutes from Sept. 2

## President's Report

- Members will participate in a community service opportunity on Sept. 20 from 10-2p.  
Ed will take care of sign ups, Mary will arrange for equipment to be used.
- Social event at the end of the semester, begin to collect ideas of what can be done.

## Officer's Report(s)

- VP met with SA President about upcoming DEEP weekend and how we can assist in hosting the Oakwood students.
- Treasurer reported on the fundraising total and the amount in organizations account.

## Old Business

## New Business

## Adviser's Report

- Dr. Jim reminded officers about getting all of the paperwork done for the upcoming retreat (release forms, permission for overnight stay, rules for conduct, etc.)

## Announcements

- Fundraiser next month
- Convocation speaker in December

## Meeting Adjourned

- Meeting dismissed at 6:55p

Minutes Submitted by: \_\_\_\_\_

Signature of Secretary: \_\_\_\_\_

# STUDENT ORGANIZATION LOGOS

Student organizations should NOT use the official university logo or seal unless they have received specific written permission to do so from Marketing and University Relations. The official university icon and wordmark and the University seal should also never in any way be altered or merged with other club artwork or fonts.

Student organizations should create their own organization logo and somewhere in the design include the wording “a student organization of Southern Adventist University” to show the affiliation of the organization with the university. This allows an organization to exhibit creativity and the freedom to use their own identity and yet still show the group’s affiliation with Southern Adventist University.

University Logo



University Seal





# SOCIAL EVENT POLICY

Southern Adventist University is concerned with providing an environment on campus that allows for the social development of its students. At the same time, the University must be concerned for the safety and well-being of the community and facilities. The following policies and procedures guidelines are to be used by student leaders as they plan activities that allow them to achieve their individual organizational goals.

## POLICIES

- Social events are defined as any event sponsored by a registered Student Organization as defined by this Student Organization Handbook, any form of entertainment that involves active participation by the attendees, any event with an anticipated attendance of 10 or more participants. Questions regarding the uncertainty of an event as being social should be directed to the OSLA.
- All off-campus events should be registered with the OSLA on the off-campus activities petition form available outside the glass door to the Student Development office. If the event will be held off-campus and will use or imply the Southern Adventist University name or financial support or is publicized on campus, the event must also be registered. This will ensure that the University policies and/or procedures will be understood and followed.
- Southern Adventist University students with university identification may participate in the event.
- All events whether on- or off-campus must adhere to the substance abuse policy stated in the Student Handbook and Planner.
- The organization's official adviser or, a full-time faculty or staff member, must be present for the duration of the event. A designated substitute must be a member of the University faculty or staff.
- Actions that interrupt the event or carry the potential for harm are not permitted and may result in event termination.
- The attending adviser, facility manager, Student Development staff, and/or Student Organization leadership will

jointly determine whether an event must be cancelled/terminated. One of the above-mentioned individuals will announce the decision if the event is terminated.

- All events held in a campus facility must conclude prior to midnight. All attendees are expected to leave the facility at that time.
- Student Organizations should consult the Event Planning section (pages 31-40) for scheduling events and checking the capacity and the amenities offered in the venue.
- If the policies are not followed, the Student Organization will not be permitted to sponsor such events for the remainder of the academic semester in which the violation occurred.

## PROCEDURES

- Student Organizations may obtain assistance in planning an event by making an appointment with the Director of Student Life & Activities to discuss the resources available.
- Students should work with their adviser(s) and/or the Director of Student Life & Activities to obtain the necessary assistance to execute the organization's social event.
- Student leaders should consult the planning list provided in this handbook to plan their event.
- If the adviser is not present at the beginning of the event, the designated Student Development staff member in consultation with the student leaders determines if the event may proceed.
- Operating procedures will be the responsibility of the OSLA, with approval of the Vice President of Student Development.
- Any exceptions of these policies and procedures must be in writing to the Student Activities Committee one month prior to the proposed date of the event.
- It will be the responsibility of the Student Activities committee, in conjunction with Student Organizations, to review these policies and procedures at least once a year and recommend changes to the OSLA.

# A-Z POLICIES

An A-Z Guide of Policies, Procedures, and Other Good Stuff to Know.

**Below you will find a listing of various policies and procedures that may apply to your organization and/or events you plan. Note that the University reserves the right to update, revise, and disseminate these and other policies at any time.**

## A

### ACADEMIC STANDING

Student officers are expected to maintain satisfactory academic progress each semester. Those experiencing academic difficulties (i.e. academic probation or provisional status) should consider modifying their extra-curricular commitments and seek help. If an officer's GPA should drop below 2.0, a replacement will have to be selected and communicated to the OSLA.

### ADVERTISING

Student groups may not advertise an event (including online) until approval is granted by their adviser, and a stamp of approval is placed on the advertisement by the Student Development office. Advisers have access to post organization information on the *Southernnews* forum.

### ALTERNATIVE CREDIT OPPORTUNITIES (1 CREDIT EACH)

Each organization is allowed three alternate enrichment credit opportunities each semester. The request for this must be submitted for approval to the Student Development office or emailed to [terir@southern.edu](mailto:terir@southern.edu), a minimum of, one (1) week prior to the event. These alternate enrichment credit opportunities cannot be scheduled at the time of any previously scheduled credit event (with the exception of regular Vespers), during Weeks of Prayer, or the night of any cultural club Vespers or dates designated on the calendar. Arrangements need to be made with the Administrative Assistant in Student Development to obtain cards to record attendance. These cards need to be returned to the Student Development office the first business day following the event.

### AUDIO-VISUAL EQUIPMENT REQUESTS

Requests for any audio-visual equipment may be made through the Audio Visual Department,

- Sound, lighting, and video systems for programs and events.
- They provide an AV technician for the following Auditoriums: Thatcher Chapel, Talge Chapel (usually deans will provide assistance), Lynn Wood Chapel, Ackerman Auditorium, and Iles P. E. Center.
- Assist with student organizations for AV services and equipment needs. There may be rental fees for the equipment.
- Equipment could include: Lighting, PA systems, DVD projector, portable screens, foggers, color lighting, and special lighting effects, etc.

Any costs incurred in the use of these services are the responsibility of the student organization.

## B

### BAKE/CONFECTIONERY FOOD SALES FOR FUNDRAISING

The sale of food items by any university-affiliated group for the intent of fundraising is ordinarily limited to bake/confectionery sales. The tax exempt status does not apply since this is a fundraiser. Approval for this type of fundraising must be obtained from the Director of Student Life & Activities.

A bake/confectionery sale is defined as any item that will not spoil in the absence of refrigeration. These items usually include cookies, brownies, popcorn balls, cake (with nonperishable icing), muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, candy, and fudge.

All items should be individually wrapped before being sold on campus. Persons wrapping food items should take care that their hands are clean before handling food. Food may be placed in any wrapper that will permit the food to be seen and keep the food free from contamination. No food license is required to sell confectionery items on campus by a registered Student Organization. Badgering passers-by for sales in an overly aggressive manner is not permitted. Funds raised from the sale should be deposited into the organization's account in the University Cashier's office.

# QUICK TIPS:

*Getting the biggest bang for your buck*

- Collaborate with others and share costs
- Book free or low cost spaces
- Plan early to avoid last minute expenses
- Never hesitate to negotiate for speakers, performers, and tech fees
- Limit funds spent on food - use simple, low-cost options
- Bigger isn't always better
- Be realistic with project attendance - most groups overesti-

## BULLETIN BOARD ANNOUNCEMENTS/NOTICES/ POSTERS

All announcements/notices/posters **MUST** be approved and stamped by the OSLA prior to posting. Items in violation of this policy will be removed. Announcements/notices/posters are to be posted **ONLY** in campus buildings in designated locations. **They are NOT to be posted on windows, painted surfaces, department-themed bulletin boards, doors, or any surface other than bulletin boards.** Individuals who post notices on bulletin boards, etc., are responsible for removing the advertisement after the event has taken place. After the OSLA approval, please contact the appropriate person(s) for their specific posting guidelines:

- Student Center - Student Development
- Residence Halls - Residence Hall Deans or Office Manager
- Dining Hall Stairway- Student Development
- Various Buildings - Office Manager for the Department/School

35 posters are suggested to cover the campus.

**Posters are not to exceed 8.5 x 14 inches in size.**

## C CAMPING

Students who wish to leave campus for weekend camping trips must submit a request through the regular weekend-leave process. The following guidelines must be verified: specific identification of camping site, approved adult sponsor to accompany mixed-gender groups, and separate sleeping arrangements for each gender. Campus organizations and non-residence hall students are expected to follow these guidelines. Camping on the Biology Trail, White Oak Mountain, or the Sabbath Trail is prohibited.

## CANDLES

Candles are **NOT** allowed on campus. This applies to ALL buildings on campus, even during the holidays. Do **NOT** consider your organization exempt from this policy. A fine of \$200 will be assessed if there is a violation.

## CHARGING ADMISSION

If hosting an event where admission is charged, please follow these guidelines:

- All funds must be deposited in the Cashier's office
- Admission charges must be stated on all publicity
- Give consideration to rates charged for members and non-members

## CONTRACTS

Before signing any contracts, be sure you understand what you and the other party have agreed to do. Advisers must co-sign all contracts. Never commit to an arrangement until the terms and conditions are in writing. Speak to adviser about a payment method. Do not pay for products or services before they are received, unless a deposit is necessary.

## COPIES

Color copies for your organizations may be made in the Student Development office. A maximum of 35 copies may be made for each event. Please allow adequate time for the copies to be made. Contact the Administrative Assistant or the Director of Student Life & Activities for details.

## COPYRIGHT

All student organizations must adhere to copyright laws, a set of exclusive rights that creators of various media have to protect how their work is used. Activities that bring copyright laws into play would include: showing a movie or movie clips, producing a play, playing music or audio recordings of music or the spoken word, or using pieces from published works, such as drawings, photographs, or websites.

## E EMERGENCY PROCEDURES

If an incident occurs at your event:

- Call for help, 8-911 (from campus buildings or 911 (from cell phones if on or off-campus).
- Immediately report an emergency to Campus Safety, 423-236-2100.
- Report any incidents to the OSLA 423-236-2484 as soon as possible.

## EQUIPMENT RENTAL

The following machines are available to rent from the OSLA:

- |                  |      |
|------------------|------|
| • Cotton Candy   | \$40 |
| • Nacho          | \$20 |
| • Popcorn Popper | \$40 |
| • Snow Cone      | \$40 |

**Products or supplies are not included in the rental fee. For further details, contact Kari Shultz.**

**Outdoor camping and adventure equipment is available through the Outdoor Leadership program. Check the website for equipment, prices, etc. (<http://www.southern.edu/academics/academic-sites/pehw/outdoor-programming/rentals/>)**

## EVENT PLANNING

The following requirements are for both on and off-campus events:

All events including presenters, movies, musical presentations, and any form of entertainment must be planned and implemented in accordance with Southern's Student Handbook and Planner. All on- and off-campus events must fall within the behavioral expectations and guidelines for Southern students.

Proper sponsorship must be provided for all student organization events. An approved adviser must be present at each event, for the entirety of the event. The group is expected to pay any transportation, admission, or other expenses of the adviser.

Any student attending an event is encouraged to participate in the planned events, to remain within the designated limits of an outing, and to remain with the group until the last planned event is completed.

Any student organization event should be held at a time not interfering with classes, Convocations, residence hall worships, curfews, or any regularly scheduled university event.

For any overnight events and/or classes missed, an off-campus activity petition form must be filled out and returned to the OSLA two weeks prior to the event. Each residence hall student should follow proper procedures in signing out of the residence hall. Indicate the attending adviser.

## F

### FILM AND VIDEO COPYRIGHTS

Films and videos shown on campus without permission of the copyright holder constitutes potential infringement of U.S. Copyright laws.

**A copyright license is required for public performances of all name films and videos.**

Under Section 101 (Title 17) of the law: "a public performance is one open to the public or where a substantial number of persons outside of a normal circle of family and its social acquaintances is gathered." The "home use" version of films, obtained online or from video stores, retailers, etc., are not cleared for public performance use by colleges, schools, etc., because proper licensing fees to the copyright owner have not been paid for use. Performances in school are considered "public

performances" under the copyright law and subject to copyright control. Questions should be directed to the Film Screening Chair, Stanley Cottrell (x2798).

## FILM SCREENING

**All feature length movies (DVD and video) must be approved in advance before showing on campus or at any school related function by the film screening committee.** Contact Stanley Cottrell, (x2798) for further details.

## FORMS

To find forms concerning student organizations, check outside the glass door to the Student Development office.

## H

### HAZING AND OTHER IRREGULAR ACTIVITIES

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student will be subject to discipline, including dismissal.

## HIGH-RISK ACTIVITIES

Some Student Organizations might plan activities that carry a higher-than-average likelihood of injury to participants. Activities might include but are not limited to: car rallies, foot races, white water rafting, skiing, boating, scuba diving, kayaking, rock climbing, wakeboarding, bicycle races, etc. Planning for these events requires a clear idea of what and how the event will be accomplished. In planning high-risk activities, greater attention needs to be placed on reducing or avoiding physical or psychological injuries, or legal problems that could result from poor or insufficient planning.

No less than two (2) weeks prior to these high-risk activities, organizations are required to outline in writing:

- Name of student organization and contact person, including email address and phone number in the event of any questions
- Event, date, time, location, name of attending adviser and an email from them stating they will be attending
- The potential hazards of the activity
- What steps the organization has taken to prevent or minimize any injury or harm resulting from this activity



The Director of Student Life & Activities will provide "Release and Indemnity" forms for the organization and notify the event coordinator by email that the forms are ready to pick up. Each participant should sign this release form prior to departure. Completed forms should be returned to the OSLA one business day after the trip or event or put in inter-departmental mail to the OSLA.

## **I** INFORMATION DISPLAY MONITORS (IDM)

Announcements for the information display monitors (IDM) are posted by the OSLA. The Director of Student Life & Activities makes the final decision whether to post an event, the length of time the announcement remains on the monitor, and the wording of the announcement. Events should be posted 2-3 days prior to the event. Announcements should be sent by e-mail to Teri Reutebuch one (1) week prior to when the event takes place. **Format needs to be in PNG or JPG with dimensions of 1920x1080.** In order to post Student Organization events, the following information is needed:

- Name of Student Organization and the contact person, including email address and phone number, in the event of any questions
- Event, date, time, and location
- Description of event, cost, etc.

## **L** LEADER RESPONSIBILITY

The leader, president, or other chief executive as indicated on the student organization registration form is ultimately responsible for the actions of their organization. If the organization is in violation of a University regulation or policy, the leader and the adviser will be required to speak for the organization in any disciplinary investigation.

## **M** MCKEE LIBRARY

The McKee Library staff will work with your organization to display special events during the year. To schedule a time that will create additional exposure for your organization to a great number of students contact Jessica Spears (x2009 or jspears@southern.edu).

## MEDIA PROMOTIONS AND NEWS COVERAGE

Groups wishing to have media coverage for their event should contact the Marketing and University Relations office. Student Organizations may seek guidance and advice on working with the media through the Director of Marketing and University Relations.

## MEMORIES - OFFICER YEARBOOK PICTURES

The Memories editor or staff member will contact your organization about the time frame available to have yearbook pictures taken (usually done in October). Only recognized organizations will be pictured in the yearbook.

## MISCELLANEOUS POLICIES GOVERNING STUDENT ORGANIZATIONS

To ensure the safety and well-being of students, faculty, and staff at Southern Adventist University, and to provide an organized atmosphere for events on campus, the University has established some policies to which every organization must adhere. Compliance with these policies (see page 20) will ensure that your organization will remain in good standing with the University. Every organization should make all of its members familiar with these policies.

## **N** NONDISCRIMINATION POLICY

The University does not discriminate on the basis of age, color, disability, ethnic or national origin, gender, or race in compliance with all applicable federal and state regulations. Student Organizations should implement the same policy.

## **O** OVERNIGHT TRIPS

Extra care must be taken when planning overnight trips, as they often involve special transportation arrangements, overnight lodging, and potentially risky activities (water skiing or water sports). Trip guidelines include:

- Bus transportation - contact Southern's Transportation Services
- Waivers are required and can be obtained from the OSLA
- Provide your itinerary, a trip roster of members, name of attending adviser, and contact information to the OSLA.

## R

### RAFFLES

Student organizations are not permitted to coordinate any type of raffle to raise funds for their organization. A raffle is the selling of chances to win a prize. A drawing to win a prize is acceptable when no money is involved.

### RISKY EVENTS

#### (RELEASE AND INDEMNITY)

When planning an off-campus event, a "Release and Indemnity" form must be requested at least one (1) week prior to the event. Please forward the following information to the OSLA at [kshultz@southern.edu](mailto:kshultz@southern.edu):

- Name of organization hosting event
- Date and location of event
- Description of event
- Faculty/staff/adviser attending event and an email from them stating they will be attending
- Indicate number of people attending

The OSLA will send email notification when the forms are ready. These forms must be signed by each participant attending the event and returned to the OSLA on the first business day after the event.

### RECEIVING GIFTS

A student organization may at times be the recipient of a gift of merchandise from a person or business not connected with the University. The gift might be given because the donor believes in the organization and wants to provide support.

The giver of any gift should provide the student organization with a letter indicating their intent to donate the gift to your organization. If the donor intends to declare the value of the gift as a tax deduction, the gift must be valued. It is the responsibility of the donor to attach that dollar value to the item or, in gifts of significant value, to have the gift appraised. The dollar value should be included in the letter. A copy of the donor's letter must be provided to the OSLA, so that the gift may be acknowledged by the Advancement office. The student organization should also acknowledge the generosity of the donor.

Any gift that provides a tax deduction for the donor becomes the property of the University, not the Student Organization, although the Student Organization may be the sole user. Any property belonging to the University may not be disposed of, sold, given away, or traded by the Student Organization, without prior written consent from the Advancement office.

## RECORD SYSTEM

A record system has been developed to record the various activities of your organization. Any emails, advertised events, *Accent* articles, meeting minutes, newsletters, activities, library displays, etc., will be recorded for your organization and will be used in making decisions about SA funding. This will also serve as a history for future leaders of your organization.

## S

### SERVICE DEPARTMENT

#### (SERVICES AND CHARGES)

Below is a list of the items provided by the Service Department along with the pricing structure for each item that they may change:

Chairs - \$ 1.00 each

Tables - \$ 7.00 each

Trash cans - \$ 5.00 each

Steps for Staging - \$ 10.00 each

Staging ( 4' x 8' ) - \$ 25.00 each

Skirt for Staging - \$ 25.00

### SIDEWALK CHALKING POLICY

Typically, using chalk on University sidewalks for advertising purposes is not permitted. Exceptions to this policy may be discussed with Kari Shultz, [kshultz@southern.edu](mailto:kshultz@southern.edu).

### SOUND AND LIGHT REQUESTS

Costs incurred for any sound or lights for an event planned for the organization are the sole responsibility of the Student Organization. Arrangements for these services are made by calling the Audio Visual Department (x2411).

### STANDARDS OF BEHAVIOR

Students are expected to establish a Christian lifestyle which fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer; Bible study, and Christian-service activities, practicing good study habits; selecting a balanced and nutritious diet, and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons. Behaviors that do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages; tobacco and illicit drugs; gambling; dancing; improper sexual behavior; including homosexual behavior; and attendance at entertainments which are spiritually or morally destructive. It is inappropriate for students of the opposite gender, who are not married to each other, to spend the night together. Students who engage in such behavior will be subject to discipline.

TRANSPORTATION  
SERVICES HOURS

Monday-Thursday

7:30a - Noon  
1-5p

Friday

7:30a-Noon

STUDENT ACTIVITIES COMMITTEE

The function of this committee is to plan and arrange student entertainment programs for the University with specific attention to Saturday night activities. The committee also works to develop policies and guidelines for general student activities and recreation including the Student Association, Student Center, and residence halls. The committee reports directly to the vice president for Student Development and is chaired by the Director of Student Life & Activities.

The Student Activities Committee also reviews each student organization registration form and assesses the eligibility of each student leader. After the committee has met, the Director of Student Life & Activities will notify the student leader and adviser(s) of the committee’s decision regarding your proposed organization.

T  
T-SHIRTS

The following area vendors have provided t-shirts for the University:

Atlanta Custom Graphics  
5896 Bridgemont Place NW  
Acworth, GA 30101  
Phone number: 470-893-5012  
Contact: Shawna Wood

C & C Custom Tees Outlet  
6101 Ringgold Rd.  
Chattanooga, TN 37408  
Phone number: 855-8896

Custom Werks  
1220 E. Main St.  
Chattanooga, TN  
Phone number: 756-1144

Incor Design & Promotion  
4403 Dayton Blvd.  
Chattanooga, TN  
Phone number: 870-4880

TERMINATION OF REGISTRATION

The registration of a Student Organization may be terminated for any of the following reasons:

- At the written request of the officers of the organization
- At the request of the adviser of the organization

- When an organization fails to hold a meeting or any activity for an entire academic year
- When an organization fails to file a Student Organization Registration Form
- For violation of university regulations or policies

A Student Organization that has its registration terminated shall cease to exist and will no longer be accorded any benefits or privileges by the University. Termination may be for a specific period of time (suspension) or for an indefinite period of time (expulsion).

TRANSPORTATION SERVICES

Reservations for vehicles may be made by going online [southern.edu/transportation](http://southern.edu/transportation) or by calling the Fleet Coordinator for Transportation Services (x2716). Charges for the use of the vehicles will be assessed to the Student Organization.

The procedure for renting vehicles is as follows:

1. All transportation requests need to be made online (<http://southern.edu/transportation>)
2. Contact Transportation Services (x2716) to check availability as soon as it is determined that transportation will be necessary
3. Drivers of vehicles must be at least 21 years old and be an approved driver (<http://southern.edu/transportation>)
4. If vehicles will be picked up after business hours, stop by the department in advance to get the keys and sign the paperwork. For weekend rentals, keys must be picked up before noon on Friday, the vehicle may be picked up at the reserved time

Transportation Services requires a **24-hour notice**, prior to the pick up date of a vehicle, for any cancellations. A minimum charge will be applied for reservations not properly cancelled. If canceling the day of use, leave voicemail or \$25 non-cancellation fee will apply.

### Rental rates are as follows:

- Full Size Car (5 Passenger) \$30/day w/100 free miles **OR** \$45/day w/unlimited miles **OR** \$100 for 3 days w/ unlimited miles
- Mini Vans (7 Passenger) \$40/day w/100 free miles **OR** \$80/day w/unlimited miles **OR** \$175 for 3 days w/ unlimited miles
- SUV (8 passenger) \$50/day w/100 free miles **OR** \$90/day w/ unlimited miles **OR** \$200 for 3 days w/ unlimited miles
- Vans (12 Passenger) \$40/day w/100 free miles (\$0.45 per mile after 100 miles) **OR** \$135/day w/unlimited miles **OR** \$360 for 3 days w/ unlimited miles
- Box Van (2 passenger, 15'x7') \$50/day w/100 free miles **OR** \$135/day w/unlimited miles
- Pick Up Truck (6 passenger) \$40/day w/100 free miles **OR** \$135/day w/unlimited miles (must call 48 business hours ahead)
- Transit Van (12 passenger) \$55/day w/100 free miles **OR** \$180/day long distance w/unlimited miles **OR** \$485/3 days w/unlimited miles **OR** \$740/weekly w/unlimited miles (3'5"d x 3'6"t x 4'6"w storage)

### Golf Carts

- 2/4 passenger - \$30/day **OR** \$100/week
- Larger carts are available upon request

### For Rental of these Vehicles Require Transportation Approved Driver & CDL License.

- \*Mini Bus (23 & 29 Passengers) \$100/day w/100 free miles, after \$1.00/mile
- \*Mini Bus (33 Passengers) \$130/day w/100 free miles, after \$1.30/mile
- \*Coach Bus (56 Passengers) \$175/day w/100 free miles, after \$1.65/mile
- \*School Bus (40 passengers) \$75/day w/100 free miles or \$1 per mile (no AC available) - camping trips

\*Bus Driver wages and per diem are **not included** in the above prices. Rate: \$15 per hour up to 5 hours, over 5 hours \$150 per day.

**All rentals are charged for fuel usage.**

### Becoming Approved Drivers:

Students must take a online test in order to drive any school vehicle. How to get the driver's application?

1. Go to Transportation website at [southern.edu/transportation](http://southern.edu/transportation). On the right side of the page, select "Approved Drivers."
2. Fill out Driver Questionnaire with student organization name or department.
3. Submit Form.
4. Transportation will contact group sponsor with driver approval.

### What to do in the event of an accident:

1. Students need to follow the directions outlined in the information packet located in the glove compartment or above the visor and complete the accident form.
2. Insurance (Risk Management) pays for the damages, and the department/ Student Organization renting the vehicle pays the deductible.
3. The insurance card is located in the glove compartment or above the visor with the registration and accident instructions.

### Wreck/Theft Procedures:

In the event of an accident or theft, it is important to notify appropriate law enforcement officials, Southern's Campus Safety, and call Transportation Services during business hours (423-236-2716). For after hours, call Campus Safety (423-236-2100).

There is a blank accident report form in the vehicle. It needs to be completed and returned to Transportation Services as soon as an accident occurs. The insurance card, vehicle registration, and emergency contact information is also included in the vehicle. This information, along with a copy of the police report, is to be forwarded to: [transportation@southern.edu](mailto:transportation@southern.edu)

### Emergency Contact Information:

If the vehicle is broken down on the side of the road or if there is a light on the dash, make arrangements to have the vehicle towed to a safe place. Assess condition of vehicle and contact Campus Safety (423-236-2100). They will contact the Transportation Services personnel on-call to assist. Give Campus Safety a number where you can be reached (cell or place of business).

## V

### VILLAGE MARKET:

Student organizations may go to the courtesy desk and have purchases charged to their club. Only Advisors, Presidents, and Treasures are able to purchase at the VM.



# HOSTING A SPEAKER

Your organization may host three alternate enrichment credit opportunities each semester. Please follow these guidelines in securing a speaker and making sure that their needs are met.

## SECURING A SPEAKER

- Gather information on speaker(s) with the specifics needed to bring the individual to campus.
- Contact the Vice President for Student Development to discuss and approve an idea for the Convocation speaker.
- Work with the Administrative Assistant of the Student Development office to arrange for hotel, transportation, air fare, honorarium, payment of fees, venue needs, etc., if your organization has been assigned a regular Convocation program or you are hosting your own alternative Convocation.

## PROMOTION SUGGESTIONS

To ensure a well-run event and a good turn-out for your event, please consider the following:

### 1 Month Prior to the Event

- Arrange hotel accommodations and ground transportation with Student Development
- Prepare posters
- Work with the Marketing and University Relations office to send press releases to all interested parties, departments, etc.

### 1 Week Prior to the Event

- Confirm lecture space and technical requirements
- Confirm ground transportation with Student Development
- Check logistics for any additional activities (if cleared by speaker)
- Always arrange for a point person to provide the speaker with support during the event should any distractions occur such as noise, improper exiting, etc.
- Post event fliers

### Day of the Event

- Check lecture space and all logistics of speaker's itinerary
- Meet and greet the speaker. They should be asked if they wish to be taken to their hotel to freshen-up before the event commences. Always ask the speaker what you can do to assist them (turning off lights, etc.)
- Always appoint a contact person to escort a speaker, to oversee the speaker's needs, to debrief the speaker before and after the presentation, and to make sure that return transportation is arranged
- Provide water for the speaker
- Introduce the speaker

### Week After the Event

- Send thank-you letter to speaker
- Send any press material to the speaker



# OFF-CAMPUS TRIPS

## GENERAL GUIDELINES

For this document, off-campus trips are defined as follows: overnight, weekend, or international.

- It is the responsibility of the organization's president and adviser(s) to submit a request for approval with the Director of Student Life & Activities prior to scheduling an off-campus trip.
- No trips are to be scheduled during Week of Prayer Meetings, closed Vespers weekends, during mid-term exams, the week before final exams, or the week of final exams. Extended trips should be scheduled, as much as possible, over weekends and breaks in the academic calendar in order to minimize the number of classes and labs students must miss. If spending 2 nights off-campus, a list of students, where they stayed, and name of facilities and addresses must be submitted after the trip to Campus Safety.
- It is the student organization's responsibility to pay all expenses (travel, lodging, etc.) of their attending adviser(s).
- The request will be taken to the Student Activities Committee for discussion. The committee will make recommendations to the Administrative Council for final approval.
- If the request has been approved, then it is the adviser's responsibility to notify the associate Vice President for Academic Administration at least two (2) weeks before the off-campus trip if students will be missing classes. This notification must be in writing, with a list of students participating, the date and time of departure, destinations, and the date and time of return.
  - During the pandemic you'll need to check with OSLA if planning any off campus trips.

The off-campus trip request form may be obtained in the office of the Associate Vice President for Academic Administration. It is each student's responsibility to make prior arrangements with professors for work missed during an off-campus trip.

- Transportation arrangements need to be made through Southern's Transportation Services. If they are unable to meet your transportation needs with Southern's vehicles, then work with them for alternate transportation.
- Each off-campus trip must be verified with the office of Risk Management to ensure that all insurance forms and any hold-harmless agreements are signed.
- Prior to departure, a **detailed itinerary** must be submitted to the OSLA for any off-campus trip, as well as a list of students and their emergency contact. Phone numbers of lodging accommodations must also be submitted to the OSLA for emergency use. A guideline of conduct should be attached to this itinerary.
- Meet with the director of Student Life & Activities one (1) week prior to the trip in order to review the Checklist for Off-Campus Trips forms available outside the glass door to the Student Development office.
- It is the adviser's responsibility to notify the Associate Vice President for Academic Administration immediately after the trip if any of the students previously listed as participating did not actually attend the trip.

## BUDGETING FOR OFF-CAMPUS TRIPS

When submitting a request for an off-campus trip, a budget must accompany the proposal. The following information **MUST** be submitted in order for your proposal to be processed:

1. Total cost of the trip
2. Proposed income sources (Be specific. i.e., member payments, pledge letters (see page 11), car washes, donations, etc.)
3. Proposed Expenses
  - Transportation / cost of drivers
  - Lodging
  - Meals
  - Specify other expenses (adviser expenses, etc.)

## **ADVISER RESPONSIBILITIES FOR OFF-CAMPUS TRIPS**

Below is a list of the various roles of an organization's adviser(s) regarding off-campus trips:

### **PLANNING THE TRIP**

Adviser(s) should be included in all the planning stages of the off-campus trip. Their role is to be an adviser, not someone who plans the trip for the students.

### **SUBMIT REQUEST**

Adviser(s) should sign off that they approve of the request for an off-campus trip prior to submitting it to the OSLA.

### **ADVISER EXPENSES**

It is the responsibility of the student organization to pay for the adviser(s) travel, lodging, etc., while sponsoring the off-campus trip.

### **NOTIFY ACADEMIC ADMINISTRATION**

If the request has been approved, then it is the adviser's responsibility to notify the Associate Vice President for Academic Administration at least two (2) weeks before the off-campus trip, if classes will be missed. This notification must be in writing, with a list of students participating, the date and time of departure, destinations, and the date and time of return. The Off-Campus Trip Request Form may be obtained in the office of the Associate Vice President for Academic Administration. It is each student's responsibility to make prior arrangements with professors for work missed during an off-campus trip.

### **RISK MANAGEMENT**

Each off-campus trip must be verified with the Risk Management office to ensure that all insurance forms and any hold-harmless agreements are signed.

### **DETAILED ITINERARY**

Prior to departure, a detailed itinerary must be submitted to the OSLA for any off-campus trip, as well as a list of students and their

emergency contact. Phone numbers of lodging accommodations must also be submitted to the OSLA for emergency use. A guideline of conduct should be attached to the itinerary.

### **DECISIONS DURING THE TRIP**

Students should consult the adviser(s) when making decisions either about the itinerary or any departure from that itinerary. The adviser's role is to be a mentor and to guide the student leaders in handling situations that might come up. The adviser DOES have the final word in any decision.

### **DEPARTING FROM ITINERARY**

Students are expected to stay with the group and follow the planned itinerary. Any exceptions must be cleared with the attending adviser(s). The adviser(s) is responsible to know where students are at all times during the trip.

### **OVERNIGHT ACCOMMODATIONS**

If a student is going to stay overnight somewhere (friends, relatives, etc) other than listed on the itinerary, they must make arrangements with the adviser(s). Students must provide the adviser with the name and contact information of the location where they would like to stay.

### **STANDARDS OF BEHAVIOR**

On any Southern-sponsored trip, the guidelines outlined in the Student Handbook DO APPLY since the group is representing the University. This includes, but is not limited to, the dress code, jewelry, music played, etc. The adviser(s) is encouraged to assist student leaders in upholding these standards if issues arise on the trip.

### **AFTER THE TRIP**

It is the adviser's responsibility to notify the Associate Vice President for Academic Administration immediately after the trip if any of the students previously listed as participating did not attend the trip.

\*A checklist form is available outside the glass door to the Student Development office.

# CALENDAR OF EVENTS 2020

When planning activities for your organization this year,  
please keep in mind the following calendar dates:

## AUGUST

### August 23

**Organization Showcase** - Promenade - 4:30-6:30p.  
An opportunity for you to showcase the benefits of joining your organization. Contact Kari Shultz to reserve a table for your Organization Showcase by August 17.

### August 27

**Information Session for Presidents** – Presidential Banquet Room – 5:45p, dessert provided.

## SEPTEMBER

### September 7

**Continuing & Returning Student Organization Registration Form due** to the OSLA before 5p. In order to be recognized by the University, your organization must submit a registration form prior to this deadline. Please email your organization's constitution to [kshultz@southern.edu](mailto:kshultz@southern.edu).

### September 7-10

**Service Expo** - 11a, Student Center

### September 14

**New Student Organization Registration Form due** to the OSLA before 5p. In order to be recognized by the University, your organization must submit a registration form prior to this deadline. Please email your organization's constitution to [kshultz@southern.edu](mailto:kshultz@southern.edu).

### September 18

**Closed Vespers**

### September 17

**President's Orientation** – Presidential Banquet Room – 5:30p, supper provided. An orientation meeting to acquaint organization presidents to the various services available to them, including SA funding, campus ministry opportunities, and much more.

### September 22

**Adviser's Meeting** – Presidential Banquet Room, noon, lunch provided.

## OCTOBER

### October 17

**423 Night Market** - Contact Sheryl Kambuni about participant in this event.

## NOVEMBER

**November 14 Student Organizations/Department/Schools/Thanksgiving Parties** – Various Locations – Various Times. An opportunity for your organization to host a special party prior to Thanksgiving Break.



# CALENDAR OF EVENTS 2020

## JANUARY

**January 18**

**New Student Organization Registration Form due** to the OSLA before 5p. If your organization was not officially recognized by the University during the Fall semester, your organization must submit the registration form prior to this deadline. Please email your organization's constitution to [kshultz@southern.edu](mailto:kshultz@southern.edu).

**January 21**

**President's Meeting** – Presidential Banquet Room – 5:45p, supper provided. An opportunity for organization presidents to debrief issues from 1st semester, discuss future plans, and plan for the future.

## MAY

**May 1**

**Diversions: Student Organization End of the Year Parties**, Various times and locations.



# EVENT-PLANNING CHECKLIST

\*SEE PAGE 36 FOR AVAILABLE RESOURCES

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Responsible Organization: \_\_\_\_\_

Person(s) in charge      Name: \_\_\_\_\_  
   Cell phone #: \_\_\_\_\_  
   Adviser's Name: \_\_\_\_\_  
   Cell phone #: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

## FACILITIES

\_\_\_\_\_ Location(s) reserved \_\_\_\_\_  
\_\_\_\_\_ Rain location reserved \_\_\_\_\_  
\_\_\_\_\_ Set up confirmed (tables, chairs, stage, trash cans, etc.)  
\_\_\_\_\_ Tent(s) needed # \_\_\_\_\_

## AUDIO/VISUAL/LIGHTING

\_\_\_\_\_ Equipment ordered – list of equipment \_\_\_\_\_  
\_\_\_\_\_ Set up date/time \_\_\_\_\_  
\_\_\_\_\_ Rehearsal time set \_\_\_\_\_  
\_\_\_\_\_ Music needed and approved \_\_\_\_\_

## PUBLICITY

\_\_\_\_\_ Invitations (number \_\_\_\_\_ date sent \_\_\_\_\_)  
\_\_\_\_\_ Fliers created, approved & distributed (date \_\_\_\_\_)  
\_\_\_\_\_ Signs posted (date \_\_\_\_\_)  
\_\_\_\_\_ Newspaper ad or article written (date \_\_\_\_\_)  
\_\_\_\_\_ Event website updated (date \_\_\_\_\_)  
\_\_\_\_\_ Listing on other locations: Chatter, Residence Hall newsletters, IDM, The Weekender, etc.  
\_\_\_\_\_ Emails sent (date \_\_\_\_\_)  
\_\_\_\_\_ Announcements at meetings (Convocations, worships, etc.)

## FOOD

\_\_\_\_\_ Menu selected (items ordered \_\_\_\_\_)  
\_\_\_\_\_ Set up or prep time arranged (time \_\_\_\_\_)  
\_\_\_\_\_ Food acquired (from \_\_\_\_\_)  
\_\_\_\_\_ Food for volunteers ordered (date \_\_\_\_\_ menu \_\_\_\_\_)  
\_\_\_\_\_ Other \_\_\_\_\_

## SPEAKER/MUSIC/HONORARIUM

\_\_\_\_\_ Entertainer/performer confirmed (date \_\_\_\_\_ name \_\_\_\_\_)  
\_\_\_\_\_ Gifts for speaker(s) ordered/purchased/made (items \_\_\_\_\_)  
\_\_\_\_\_ Music played approved - submit music selections to Chair of Music Screening Committee

## DECORATIONS

\_\_\_\_\_ Balloons ordered (quantity and color \_\_\_\_\_)  
\_\_\_\_\_ Tablecloths needed (number and color \_\_\_\_\_)  
\_\_\_\_\_ Other decorations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRINTED MATERIALS**

- \_\_\_\_\_ Programs ordered (number/color of paper/date\_\_\_\_\_)
- \_\_\_\_\_ Signs for the event ready
- \_\_\_\_\_ Name tags if necessary (number ordered\_\_\_\_\_)

**TRANSPORTATION/PARKING**

- \_\_\_\_\_ Vehicles reserved with Transportation Services (date\_\_\_\_\_)
- \_\_\_\_\_ Arrange for parking for guest (date\_\_\_\_\_)
- \_\_\_\_\_ Arrange with Campus Safety if traffic control is needed (date\_\_\_\_\_)

**SECURITY**

- \_\_\_\_\_ Arrange for buildings to be open (date\_\_\_\_\_)
- \_\_\_\_\_ Arrange for inspection for fire hazards (date\_\_\_\_\_)

**HANDICAP ACCESSIBILITY**

- \_\_\_\_\_ Arrangements made (date\_\_\_\_\_)

**RECYCLING AND TRASH REMOVAL**

- \_\_\_\_\_ Arrange with Landscape Services for removal of large amounts of trash

**PHOTOGRAPHER**

- \_\_\_\_\_ Arrange for photographer & confirm (date\_\_\_\_\_)

**GIVEAWAYS**

- \_\_\_\_\_ Giveaways ordered (number\_\_\_\_\_)
- \_\_\_\_\_ Giveaways prepared (number\_\_\_\_\_)

**MUSIC**

- \_\_\_\_\_ Approval of music played (date\_\_\_\_\_)
- \_\_\_\_\_ Submit music & lyrics to Chair Screening Committee (date\_\_\_\_\_)

**SERVICE DEPARTMENT**

- \_\_\_\_\_ Arrange for chairs, trashcans, tables, staging, etc. (date\_\_\_\_\_)
- \_\_\_\_\_ Take schematic of venue to discuss with (date\_\_\_\_\_)

**COPYRIGHT (IF SHOWING A MOVIE)**

- \_\_\_\_\_ Obtain approval from chair of Screening Committee to the movie being shown
- \_\_\_\_\_ Follow approved copyright laws (See Stanley Cottrell in the McKee Library for details)

**BUDGET**

- \_\_\_\_\_ Prepare budget for event
- \_\_\_\_\_ Pay all bills or get reimbursement
- \_\_\_\_\_ Make final report of income and expenses

**AFTER THE EVENT**

- \_\_\_\_\_ Return rented items
- \_\_\_\_\_ Return any items to storage
- \_\_\_\_\_ Send thank-you notes
- \_\_\_\_\_ Pay all bills
- \_\_\_\_\_ Have participants do evaluation
- \_\_\_\_\_ Have organizers/volunteers do evaluation
- \_\_\_\_\_ Create a list of changes for next year

**PURCHASE**

- \_\_\_\_\_ Online - Teri or advisers
- \_\_\_\_\_ Copies of receipt to S.D.
- \_\_\_\_\_ Tax exempt
- \_\_\_\_\_ Make sheet for purchase and reimbursement
- \_\_\_\_\_ Charged to St. Org. after 1 week
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# STEPS TO A SUCCESSFUL PROGRAM

## **BRAINSTORM**

With your organization, brainstorm a list of programs you would like to provide for the campus community. Make sure to ask other students outside of your organization what they would like to see or experience.

## **CHOOSE AN IDEA**

Make sure you have consensus and a broad range of members who are committed to the idea.

## **DEVELOP PROGRAM GOALS**

Who is your target audience, what are your goals, what are your objectives, etc.

## **DELEGATE RESPONSIBILITIES**

Involve the members of the organization in the various tasks needed to make sure the program is successful. Depending on the size of the event, you may need committees or just committed individuals. Make sure new volunteers understand what they're signing up for, and use people's talents and interests to your group's benefit.

## **ESTABLISH A BUDGET**

Determining your budget will help you decide if you need to seek additional funding, or if your organization can cover the expenses.

## **RESERVE PROGRAM LOCATION**

Meet with the staff or the office manager of the location that you are attempting to reserve for your event.

## **CONTACT PERFORMERS**

If you have an outside performer - speaker, comedian, band, or other entertainment that your organization will be paying - it is necessary to have a signed contract. The director of Student Life & Activities can help you with information and support for this process.

## **PLAN YOUR MARKETING STRATEGY**

Be creative, and plan your publicity to attract the audience you outlined in your program goals. Remember that all forms of publicity need to be stamped at the Student Development office.

## **CONSIDER WAIVERS, RELEASES, OR PERMITS**

When sponsoring off-campus activities or events involving physical activities, you should use a waiver to help reduce liability to your organization. Contact the OSLA for more information and assistance.

## **ORDER CATERING AND CONFIRM ARRANGEMENTS**

Make contact with Food Services at least two weeks in advance to order any food or beverages for your event.

## **PURCHASE DECORATIONS AND SUPPLIES**

Make your event special by putting in the extra touches. Make sure you consult with your Treasurer BEFORE you make any purchases.

## **CLEAN UP CREW**

Don't forget to line up people to assist with clean up for your event.

## **HAVE A GREAT EVENT**

After the work you've put in, enjoy the program.

## **PAY THE BILLS**

If you received co-sponsorship from other organizations, provide them with the information on actual costs.

## **THANK THE PEOPLE WHO HELPED**

Whether they are members of your organization, people on campus, or outside groups who provided assistance, make sure that they are ready to help you out the next time - thank people personally and/or in writing.

## **EVALUATE THE PROGRAM**

Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone better.

## **LEAVE A RECORD FOR NEXT TIME**

Save information in a program or binder to pass on to the next generation of your organization. Program planning is made easier when you can build on the success of those who came before you.



# AVAILABLE RESOURCES

**Kari Shultz, Director****Student Life & Activities, x2484**

- Works with organizations regarding activities/events and provides event- planning resources

*kshultz@southern.edu*

**Director****Hubert Maitland****Service Department, x2144**

- Arranges placement of equipment for events (chairs, tables, trash cans, etc.)

*hubertmaitland@southern.edu*

**Linski Cherisol****Audio Visual Department, x2411**

- Schedules audio visual requests: video and audio taping, public address systems, and stage lighting

*linskic@southern.edu*

**Sandy Garcia, Office Manager and Fleet Coordinator****Transportation Services, x2716**

- Handles requests for campus rental vehicle(s)

*sandrakgarcia@southern.edu*

**Mark Antone, Director****Landscape Services, x2748**

- Authorizes use of campus areas for outdoor events

*mantone@southern.edu*

**Sherri Schoonard, Associate****Director/Catering Services****Food Services, x2709**

- Consultant for any food or beverage requirements and Dining Hall and Presidential Banquet Room reservations

*sschoonard@southern.edu*

**Laurie Minner Cadwallader, Chair Music Screening Committee, x2164**

- Approves music content of performance material

*lredmerminner@southern.edu*

**Stanley Cottrell, Chair****Film Screening Committee, x2762**

- Approves films/movies to show at events

*scottrell@southern.edu*

**Andrew Myaing, Director****Risk Management, x2267**

- Advises groups concerning insurance issues and questions

*amyaing@southern.edu*

**Josh Fraker, Fire Safety Specialist****Campus Safety, x2100**

- Advises groups on safety and security issues, and authorizes facility access

*jdfraaker@southern.edu*

**David Huisman, Controller****Accounting office, x2821**

- Sets-up deposit accounts for the organization (deposits and withdrawals)

*dhuisman@southern.edu*

**Andy Compton, Junior Accountant****Accounts Payable, x2559**

- Maintains resources on account vendors (vendors where Southern has accounts)

*acompton@southern.edu*

**Kimberly Muaya, Head Cashier****Cashier's office, x2847**

- Deposits dues/funds and oversees reimbursement of items purchased with organization funds

*kjmuaya@southern.edu*

**Daniel Johns, Accounting Clerk****Accounting office, x2820**

- Account activity print-outs

*dannyj@southern.edu*

**Teri Reutebuch, Administrative Assistant****Student Development, x2814**

- Approves advertisements and flyers to be displayed on bulletin boards

*terir@southern.edu*

WHEN CALLING  
FROM OFF-CAMPUS  
OR FROM A CELL  
PHONE, DIAL:

423-236-extension

# RESERVATION OF FACILITIES



**ACKERMAN AUDITORIUM** - (See J. Mabel Wood Hall - Ackerman Auditorium)

## **ADVENT HEALTH HALL (NURSING)**

Room 1210 – Auditorium with tables/chairs. Seats 96.

Rooms 1305 and 3305. Amphitheater-style seating. Seats 85/95 respectively.

Food with permission.

Conni Cash, Office Manager, School of Nursing, x2940, [clcash@southern.edu](mailto:clcash@southern.edu)

## **BROCK HALL (1ST FLOOR) – ROOM 1010**

Large classroom which can hold up to 68 people, good for meetings, and parties.

food with PERMISSION ONLY. Additional items available: overhead projector, internet connection, 2 video projectors in ceiling, 1 computer, surround sound, Comcast cable.

Arlene Leavitt, Office Manager, School of Journalism & Communication, x2330,

[aleavitt@southern.edu](mailto:aleavitt@southern.edu)

## **BROCK HALL (3RD FLOOR) – ROOM 3205**

Large classroom which can hold up to 120 people, Good for meetings and parties.

Additional items available: computer, VCR, CD player, white boards, internet connection.

Sandy Tucker, Assistant Director of Records, x2898, [stucker@southern.edu](mailto:stucker@southern.edu)

## **CHEROKEE COUNCIL HOUSE**

Completed in 2010, the Cherokee Council House is an open-aired heptagonal (seven-sided) building that is a modified representation of the traditional Cherokee Council House. The seven sections of seats surrounded the sacred fire. This shake shingled, open-roofed council house can easily accommodate over 70 adults in bleacher styled seating around the central fire ring. The Outdoor Leadership Program utilizes this building as an outdoor classroom during the day but is frequently available to groups when not being used for academic purposes. The Cherokee Council House is the perfect setting for a group Vespers, birthday party, or organizational meeting.

Outdoor Education Center, x2416, [adventureprogramming@southern.edu](mailto:adventureprogramming@southern.edu)

## **COLLEGEDALE SDA CHURCH – SANCTUARY AND FACILITIES/TENT**

Facilities include the sanctuary, Fellowship Hall, the South Atrium, chapel, etc. Call to make specific arrangements for a particular location.

Amy Wickham, Office Manager, 396-2134, [amyw@southern.edu](mailto:amyw@southern.edu)

## **DANIELLS HALL (SOCIAL WORK) – SEMINAR ROOM, AMPHITHEATER, AND CLASSROOMS**

All rooms are good for meetings and lectures, food is allowed with permission only.

- Conference Room (Room 203): Small meeting room with large table which can seat up to 13 people
- Amphitheater (Room 220): Large state-of-the-art classroom which holds up to 84 people
- Room 114: Classroom will accommodate up to 50 people
- Room 219: Smaller classroom that will hold up to 17 people

Additional items available: white boards, internet, screens/projection

Cheryl Craven, Office Manager, School of Social Work , x 2775, [cherylm@southern.edu](mailto:cherylm@southern.edu)

## **DINING HALL (SEE WRIGHT HALL)**

**Remember to request meeting spaces well in advance and provide the following info:**

1. Name the event
2. Date & time
3. Number of people
4. Contact name & number

# RESERVATION OF FACILITIES

## GOLIATH WALL

With over 200 horizontal feet of 40'-60' climbs, as well as plenty of surrounding bouldering opportunities, the Goliath Wall has been bolted for top rope use and boasts many climbing routes ranging from 5.6 to 5.12+, as well as a proposed sport climb traverse. There is no charge for recreational climbing. Classes and reserved groups have priority access to the wall; individual climbers are then welcome on a first come, first serve basis. All climbers must sign the Waiver located in the Goliath Wall Kiosk and follow the posted rules.

To reserve the Goliath Wall Amphitheater for special events, please contact

Teri Reutebuch, Student Development, x2814, [terir@southern.edu](mailto:terir@southern.edu)

## HACKMAN HALL (RELIGION)

There are 3 main classrooms available with state of the art audio visual equipment (204; 215; 230). There is also an additional smaller classroom (130). Food is allowed in the building with special permission from the dean of the School of Religion.

- \* Room 130: Classroom accommodates 41 people
- \* Room 204: Classroom accommodates 48 people, desks are stationary tables
- \* Room 215: Classroom accommodates 116 people, chairs with arms
- \* Room 230: Classroom accommodates 46 people, desks are stationary tables

Janita Herod, Office Manager, School of Religion, x2976, [jrherod@southern.edu](mailto:jrherod@southern.edu)

## HICKMAN SCIENCE CENTER (SCIENCES, ALLIED HEALTH, MATH, COMPUTING)

All rooms are good for meetings and lectures, food with PERMISSION ONLY. \*Pre-Covid Numbers

• Atrium: 65 people at tables max. Club must arrange to rent tables and/or chairs if needed for the atrium. Service department rents tables and chairs.

- Room 1315: 58 people max
- Room 1311: 97 people max
- Room 1307: 48 people max
- Room 3411: 60 people max but there are only 50 chairs in the room
- Room 3407: 24 people max
- Room 3112: 75 people max

Kelly Sanchez, Office Manager, School of Computing, x2936, [ksanchez@southern.edu](mailto:ksanchez@southern.edu)

## HULSEY WELLNESS CENTER

In the Hulsey Wellness Center, the Amphitheater and 2 classrooms are available to reserve outside of normal class hours. Also, the rock wall is available. For more information and reservations please contact:

Darin Bissell, Facility Manager, x2596, [dbissell@southern.edu](mailto:dbissell@southern.edu)

The Hulsey pools are available. For more information and reservations please contact:

Bob Benge, Dean, School of P.E. Health and Wellness, x2855, [rcbenge@southern.edu](mailto:rcbenge@southern.edu)

## ILES GYMNASIUM

For the Iles P. E. Center (gym) reservations, contact:

Darin Bissell, Facilities Manager, x2596, [dbissell@southern.edu](mailto:dbissell@southern.edu)

Available outdoor facilities include the track, tennis courts, sand volleyball, ball fields, and disc golf course. You are welcome to use any of these locations, but keep in mind that the facilities will still be open to other users and cannot be reserved exclusively. Intramurals always has priority.

Night events that need lights may be scheduled with Darin Bissell (Facility Manager), x2596, [dbissell@southern.edu](mailto:dbissell@southern.edu)

## IMPROV

The Improv is located at the Fleming Plaza and can be used for meetings and social gatherings. For more information and reservations contact:

Teri Reutebuch, Administrative Assistant, Student Development, x2814, [terir@southern.edu](mailto:terir@southern.edu)

## **J. MABEL WOOD HALL - ACKERMAN AUDITORIUM**

Large performance hall with theater-style seating, holds up to 250 people. Only meetings, lectures, and other professional-type activities are permitted. Food and drink is NEVER permitted and should not be brought to such events. Additional items available: sound system (requires setup), podium, piano, and organ.

Annie Smolinski, Office Manager, School of Music, x2880, [annies@southern.edu](mailto:annies@southern.edu)

## **K.R. DAVIS PROMENADE**

As an outdoor facility, the Promenade and surrounding area has relatively unlimited capacity. When planning any event on the Promenade, please contact Kari Shultz for details. Arrangements must be made for lights, sound, and electrical needs with the Audio/Visual Department.

## **LEDFORD HALL (TECHNOLOGY)**

A small meeting room with table-type desks

- Room 1010: Holds 20 people

Additional items available: white board, overhead projector

Emiko Marr, Business Manager, Technology Sales and Services, x2860, [ekmiyagi@southern.edu](mailto:ekmiyagi@southern.edu)

## **LYNN WOOD HALL – CHAPEL**

A large meeting room with theater-style seating and a stage. This Chapel holds up to 320 people (including balcony) or 268 people (excluding balcony). Good for meetings, presentations, etc.

Lori Thompson, Advancement Administrative Assistant, x2829, [lthompson@southern.edu](mailto:lthompson@southern.edu)

## **MILLER HALL (MODERN LANGUAGES) – PIERSON CLASSROOM**

Large classroom with 50 desks and 50 chairs.

Desks may be removed and chairs brought in allowing room to accommodate up to 100 people.

Additional items available: sound system with DVD/VCR, projector, and projector screen.

Adrienne Royo, Office Manager, Modern Languages, x2395, [aroyo@southern.edu](mailto:aroyo@southern.edu)

## **ROBERT MERCHANT ROOM - (SEE ULMER STUDENT CENTER - ROBERT MERCHANT ROOM)**

## **STUDENT CENTER SHERRIE NORTON - (SEE ULMER STUDENT CENTER - SHERRIE NORTON)**

## **STUDENT PARK PAVILION**

This outdoor facility and surrounding area is ideal for a variety of activities. Reservations are required in order for appropriate service to grounds, restrooms, lights, trash and security. Southern Adventist University students may reserve this area at no charge with proof of current student identification.

Teri Reutebuch, Administrative Assistant, Student Development x2814 or email [terir@southern.edu](mailto:terir@southern.edu)

## **STUDENT PARK CAVE**

An educational and recreational resource for students, Southern employees, and the community. Three ways to access this cave: 1) Schedule a program through Outdoor Leadership by emailing [adventureprogramming@southern.edu](mailto:adventureprogramming@southern.edu), 2) Come to the open cave events (one per MONTH) listed on the school calendar, 3) Enroll in the caving class, ADAC 152.

Mike Harris, Adventure Program Coordinator, x2459, [mharris@southern.edu](mailto:mharris@southern.edu)

## **SUMMEROUR HALL (EDUCATION & PSYCHOLOGY)**

Classrooms available on occasion when a class is not meeting in the location.

- Room 1200: Holds up to 68 people

Asti Conibear, Office Manager, School of Education & Psychology, x2415, [aconibear@southern.edu](mailto:aconibear@southern.edu)



## **TALGE HALL – CHAPEL**

Large meeting room with pews. Seats up to 150 people and is good for meetings, lectures, and seminars for large groups. Only available during specific times. Call for reservations.

Additional items available: podium, piano, sound system

Lisa Patterson, Office Manager, Talge Hall, x 2990, [lpatterson@southern.edu](mailto:lpatterson@southern.edu)

## **TAYLOR CIRCLE**

Large grass area which, due to grass conditions, can accommodate a large group only at certain times of the year. Not typically used for functions unless specific arrangements have been made. See Kari Shultz for details.

## **THATCHER HALL – CHAPEL**

Large meeting room with pews. Seats up to 574 people. Good for meetings, presentations, and lectures to large groups. Additional items available: screen, podium, piano, sound system (please contact Audio Visual for use of A/V equipment). Reservations must be made 48 hours in advance.

Monya Khan, Office Manager, x2902, [mkhan@southern.edu](mailto:mkhan@southern.edu)

## **THATCHER SOUTH – WHITE OAK ROOM**

Meeting room used for seminars, committee meetings, and workshops. Furnished with long tables and chairs. Seats up to 50 people. Use of the attached kitchen with permission only.

Monya Khan, Office Manager, x2902, [mkhan@southern.edu](mailto:mkhan@southern.edu)

## **ULMER STUDENT CENTER – ROBERT MERCHANT ROOM, SHERRIE NORTON ROOM**

Robert Merchant Room: Small room with large table which can seat up to 16 people comfortably. Good for smaller parties, meetings, etc.

Sherrie Norton Room: Large room with tables and chairs that can be set up in a variety of styles. It seats approximately 30 people and is great for meetings, parties, get-togethers, etc.

Additional items available: DVD player, overhead projector, TV, white board

Teri Reutebuch, Administrative Assistant, Student Development, x 2814, [terir@southern.edu](mailto:terir@southern.edu)

## **WRIGHT HALL – DINING HALL, PRESIDENTIAL BANQUET ROOM**

- Dining Hall: Holds up to 400 people, good for large parties. May NOT be reserved during regular meal times.
- Presidential Banquet Room: Max capacity is 112 people, and the room may not be rearranged in any way or there will be a charge.
- Presidential Banquet Room 1 holds 12 people, A/V supplied

Sherri Schoonard, Associate Director/Catering Service, x2709, [sschoonard@southern.edu](mailto:sschoonard@southern.edu)



# PUBLICITY IDEAS

- Roller Derby person to hand out promos
- Messages inside a coat or on their back that they can show people
- Human signs/billboards
- Coupons on pizza boxes
- Helium balloons
- Printed cups, plates, napkins, etc.
- "In Costume" person with handouts
- Place mats (foot or table) with event information
- Add/delete promotions from bulletin boards day by day
- Hand out free tickets to the event even if the event is free
- Sidewalk chalking (see the OSLA)
- Door hangers
- Write 'DON'T READ THIS' on handout
- Fortune cookies
- Progressive sign/posters
- 'Gimmick' handouts, snickers for a comedian event
- Give out toys with event info
- Use famous people in poster/ad, etc.
- Bumper sticker on backpacks
- Giveaways at the event
- Crossword puzzle type bulletin boards
- Stickers on pop cans
- Concession stand cups, popcorn boxes, etc.
- Letters to student organizations, faculty, chairs/deans
- Announcements at worships, Convocations
- Dress up as a cartoon character and hand out signs
- Place signs on A-Frame easels on the Promenade
- Have a card that is stamped at each event; those who attend 3 out of 5 events are placed in drawing
- Advertisement in the ACCENT or Chatter
- Cut posters horizontally and place on face of stairs-from a distance you can see the whole intact poster
- Email personal invitations to your members
- Advertise a picnic by printing on paper plates

- Use word of mouth to tell everyone about upcoming events
- Print fliers to look like money
- Bookmarks with event info
- Write TONIGHT across posters and fliers
- Have entire planning committee wear shirts that read "EVENT TONIGHT"
- Hand out pencils with flyers attached
- Create an organization mascot and use them to promote
- 'Ask me' buttons
- Create a cheap-date brochure featuring your events
- Switch around words that don't make sense – "Miss This Don't"
- Use different shaped signs, tombstones, traffic signs, cups, etc.
- "It's coming" poster, fliers, etc.
- Be creative-think outside the box

## WHERE TO PROMOTE

Create anticipation- have people talking!

- Food Service Areas (posters)
- Bulletin Boards (not on thematic boards and check with office managers)
- Student Center (approval stamp available from Student Development prior to posting)
- Residence Halls (approval available with the office manager)
- Campus Sidewalks (for approval contact the OSLA)
- Southernnews (adviser may post information for an organization)
- Fleming Plaza (if event is open to the public, get approval from business)
- IDM (Information Display Monitor) See Kari Shultz for details.
- The Weekender- contact Kari Shultz
- Southern ACCENT
- Reminders in mailboxes (must make arrangements with Residence Hall Deans prior to distribution)
- Email Mailing Lists (set up a mailing list for your organization to easily notify your members)

# EFFECTIVE PUBLICITY

## DEVELOP A MARKETING PLAN

1. Determine audience, budget, and resources (both human and other)
2. Contact adviser to participate
3. Develop a timeline with specific dates and tools that will be used
4. Seek whatever permission is necessary
5. Implement the plan
6. Evaluate the plan with suggestions for future events (take minutes)

## ADVERTISEMENT INFORMATION

- Make sure none of your events/activities conflict with any other events on campus, which might take away from the attendance of your event. Check with Kari Shultz to see what other organizations have planned.
- A good resource for advertising material is the Teaching Materials Center in Summerour Hall (there is a small fee for paper costs). They have:
  - Die Cuts
  - Lettering
  - Paper
  - Artifacts
  - Educational ideas & materials
- All posters/banners/fliers, etc. must clearly identify:
  - The sponsoring organization
  - Date & time of event
  - Contact information

## TIPS & REMINDERS FOR EFFECTIVE PUBLICITY

- Do the unexpected every time
- Consider the time and locations where traffic is highest and plan for human-contact type promotions
- It's not 'what' is done, but 'how,' that affects
- Use bright colors for posters
- 3-D signs are easily noticed. Use odd-shaped poster, fliers, etc.
- Wacky can also be interesting from time to time
- Consider options besides posters, table tents, and fliers

## ADVERTISING ON CAMPUS

### The Weekender

Contact: Kari Shultz  
kshultz@southern.edu  
Contact by Tuesday Noon

### The Southern ACCENT

Contact: SA Ad Manager  
studentadmgr@gmail.com  
Contact 2 weeks before event

### IDM (Information Display Monitors)

Contact: Kari Shultz  
kshultz@southern.edu  
Contact: Teri Reutebuch  
terir@southern.edu  
Contact 1 week before event

### Flush Facts (Talge)

Contact: Lisa Patterson  
lpatterson@southern.edu  
Contact by Wednesday Noon

### Thatcher Update

Contact: Tisha Lobby  
tishagabriel@southern.edu  
Contact by Tuesday Noon

### Southern Village Newsletter

Contact: JP Mathis  
jmathis@southern.edu  
Contact by Tuesday Noon

### Convocation Slide

Contact: Teri Reutebuch  
terir@southern.edu  
Contact by Wednesday Noon



# EQUIPMENT RENTAL

Student Activities Rental Agreement  
Office of Student Life & Activities  
Phone # 236-2484  
Fax # 236-1814  
E-mail: [kshultz@southern.edu](mailto:kshultz@southern.edu)

This document is a contract. You should familiarize yourself with its unusual features so there will be no misunderstanding as to your obligations. The Words RENTER, YOU and YOURS mean the persons who sign this rental contract (or are obligated under its terms). WE, OUR and STUDENT ACTIVITIES refer to the OSLA.

Equipment Rented	Machine Needed	Cost	Pick up equipment at	Amount to be paid/charged	Item returned in good condition
Cotton Candy		\$40	Service Department		
Nacho Machine		\$20	Student Development		
Popcorn Popper		\$40	Service Department		
Snow Cone		\$40	Service Department		

Notify the OSLA immediately if equipment does not function properly.

Date & Time Needed \_\_\_\_\_

Date & Time Returned \_\_\_\_\_

Event \_\_\_\_\_

Person Responsible for Machine \_\_\_\_\_

Sponsor of the Event \_\_\_\_\_

Authorized for pick up \_\_\_\_\_

Signature \_\_\_\_\_

Director of Student Life & Activities

I acknowledge receipt of the rented equipment in good condition, and that I have read and agree to all terms of this contract.

Signature \_\_\_\_\_

If other than renter, I represent the renter and am authorized to sign for the renter.

Signature \_\_\_\_\_

# TERMS OF RENTAL

## 1. Physical Condition of Rental Item(s)

You acknowledge that prior to taking the rented item(s), you examined it, saw it in operation (if appropriate), and are aware that it is in good condition except for any defect noted on this contract. It is your responsibility to return the rented item(s) to the agreed location, cleaned, and in the same condition you rented it, except for ordinary wear and tear.

## 2. Use of Item(s)

You agree that you are satisfied with the instruction given by the OSLA in the proper and safe manner of using the item(s). You further agree that the item(s) will be used only for the purpose for which the item(s) was manufactured and intended. Sub-leasing or improper use is prohibited.

## 3. Responsibility for Use

You are responsible for the use of the rented item(s). You assume all risks inherent in the operation and use of the item(s), agree to assume the entire responsibility for the safe use of the equipment, you agree to indemnify and hold the OSLA harmless from, and hereby release the OSLA from any and all claims for damage to property or bodily injury resulting from the use, operation, or possession of the item(s), whether or not it be claimed or found that such damage or injury resulted in whole or in part from the OSLA's negligence, from the defective condition of the item(s), or from any cause. You agree that no warranties, express or implied, have been made in connection with this rental.

## 4. Responsibility for Equipment

From the time the item(s) is rented until it is returned, you are responsible for it. If the item(s) is lost, stolen, or damaged under any circumstances while rented, regardless of fault, you shall be responsible for all charges this includes labor costs to replace or repair the item(s). If the item(s) is not returned clean, a cleaning charge will be made.

## 5. Item(s) Failure

You agree immediately to discontinue the attempt to use the rented item(s) should it at any time become unsafe or in a state of disrepair and will immediately (one hour or less) notify the OSLA of the fact.

## 6. Return of Item(s)

The rented item(s) is the property of Southern Adventist University and is rented to you subject to this contract for rental charges and for the period of time noted on the rental agreement. All equipment should be returned to the area where you picked up the equipment. If you desire to extend the term of this rental beyond the time and date specified on the rental agreement, you must immediately notify the OSLA and obtain their approval.

## 7. Charges & Payments

You are responsible for rental charges from the time the item (s) is out until it is returned. Return the item(s) promptly, clean, and in good condition. The Director of Student Life & Activities will decide as to the condition of return and whether there will be additional charges.

Payment may be made in cash to the OSLA or charged to an approved account within the Southern Adventist University accounting system.

### Accounting Charges

Charge \_\_\_\_\_ \$

Credit Student Activities \_\_\_\_\_ \$



# PROGRAMMING IDEAS

This list of programs is taken from Floyd B. Hoelting's document, "How To Do It In Residence Halls: 1001 Ways to Program." Even though you aren't planning for Residence Halls programs, the ideas generated here might be the catalyst that you need to plan an event for your organization.

## ATHLETIC DIMENSION

Archery contest  
Arm wrestling tournament  
Baseball tournament  
Badminton tournament  
Basketball dribbling marathon  
Basketball tournament  
Bicycling  
Board games night  
Bowling tournament  
Cage ball  
Camping  
Canoe trip  
Car rally  
Checkers tournament  
Co-ed softball tournament  
Cook out  
Croquet  
Darts contest  
Dominoes marathon  
Football tournament  
Frisbee contest  
Golf tournament  
"Grand Prix" go-cart race  
Handbook tournament  
Hide 'n' seek  
Hopscotch  
Horseshoes  
Hula-hoop contest  
Ice skating  
Jacks contest  
Jump rope contest  
Karate demonstration  
Kickball  
Kite flying contest  
Monopoly tournament  
Paper plane flying contest  
Pie eating contest  
Pool tournament  
Powder puff football game  
Racquetball tournament  
Road rally  
Sack races  
Soccer tournament  
Spring Olympics  
Summer Olympics  
Swim night  
Table tennis tournament  
Tennis tournament  
Three-legged race  
Tricycle races  
Tug of war

Tether ball  
Water balloon fight  
Winter Olympics  
Yo-yo contest

## INTELLECTUAL, CULTURAL, SPIRITUAL LIFE PLANNING & EMOTIONAL DIMENSIONS

Acupuncture discussion  
Adoption of a foster child  
American Indian powwow  
Armed Forces awareness  
Art show  
Bible study groups  
Big Brother/Big Sister project  
Bridal & fashion show  
Campus beautification  
Can & bottle collection  
Canned food drive  
Cartoon festival  
Choral groups  
College interest group  
College bowls (Trivia)  
Communication workshop  
Community service  
Counseling Services "rap" session  
Cultural art festival  
Cultural entertainers  
Cultural weeks  
Ecology day  
Ecology contest  
Environment week  
Ethnic group communication  
Exploration via bikes  
Faculty hobby show  
Farm visit  
Fashion show  
Fruit basket upset  
Fund drive for a disease  
Historical trips  
Human relations workshop  
Information "rap" sessions  
Inter-hall type tournament  
International day  
International student presentation  
Italian spaghetti dinner  
Ivory carving  
Job hunting techniques  
Knitting or crocheting  
Language group  
Leadership workshops

Little sister/brother weekend  
 Local speakers  
 Marriage & career panel  
 Paper drive  
 Plays  
 Poetry interest groups  
 Reading skills  
 Resume writing & interviewing  
 Science fair  
 Scrap books  
 Self-protecting classes  
 Senior citizen day  
 Sensitivity session  
 Slide show  
 Spiritual services  
 Spring sing  
 Student musical festival  
 Study groups  
 Survival discussions  
 Trivia contest  
 Tutoring services  
 University problem-solving session  
 Vehicle safety week  
 Voter registration drive  
 Woodworking

## **SOCIAL DIMENSION**

Auction  
 Caramel apple sale  
 Carnival  
 Car painting contest  
 Car parade  
 Car wash  
 Charity projects  
 Christmas caroling  
 Christmas dinner  
 Christmas gift exchange  
 Christmas party for underprivileged  
 Citizens night  
 Clothing drive  
 Coin and money collecting  
 Combined games tournament  
 Cook out  
 Cooking contest  
 Crossword puzzle contest  
 Dad's weekend  
 Day in the country  
 Desk clerk appreciation day  
 Easter egg hunt for underprivileged  
 Egg pitching contest  
 Exchange weekend between colleges  
 Faculty-spouse dinner  
 Faculty visitation  
 Field trips

Flea market  
 Fondue party  
 Freshmen welcome wagon  
 Frustration carnival  
 Fundraising  
 Hayride  
 Heart-o-gram  
 Holiday parties  
 Home for the aged visit  
 Homemade ice cream party  
 Ice skating party  
 International student picnic  
 Kite flying party  
 Lake clean-up  
 Little brother/sister weekend  
 Lonely heart club  
 Love-a-gram  
 Luau  
 Marshmallow roast  
 Mom's weekend  
 Mountain climbing trip  
 Mum sale for parent's weekend  
 Musical chairs  
 Orange passing contest  
 Pancake eating contest  
 Paper airplane contest  
 Penny night  
 Picnics  
 Pie eating contest  
 Pizza party  
 Pool-side party  
 Potato sack contest  
 Potluck dinner  
 Prayer breakfast  
 Presidential dinner  
 Quiz bowls  
 Religious sing-a-long  
 Risk tournament  
 Sadie Hawkins party  
 Seed spitting contest  
 Service project  
 Shopping excursions  
 Soul food dinner  
 Special meals away from campus  
 Sponsor orphans  
 Staff-student breakfast  
 Taffy pulling party  
 Talent shows  
 Theme dinners  
 This is your life  
 Tie dye contest  
 Treasure hunts  
 Tutoring community children  
 Valentine making contest  
 Watermelon feed  
 Yard party

# TEAM-BUILDING ACTIVITIES

## ICEBREAKERS

Icebreakers are tools that enable the group leader to foster interaction, stimulate creative thinking, challenge basic assumptions, illustrate new concepts, and introduce specific material.

## GETTING ACQUAINTED ICEBREAKERS

### THE TOASTER GAME

Put a piece of bread in the toaster and pop it down. Once the toast is down, go around the circle and people have to quickly say one thing about themselves. When the toast pops up, the person talking has to eat the toast with whatever topping you (the leader) decides. Start off with simple ingredients such as jam, butter, etc. and slowly add more unusual ones (like potato, ice cream, smashed bananas). Works best if you have the toaster on a short cycle!

### BLANKET NAME GAME

Students are divided into two teams. Each team sits on the floor facing the other team. A blanket is held by two volunteers (Adviser and a student) between the two groups. Each team then quietly chooses one member of their team to sit just behind the blanket and ahead of their own team. At this point the chosen individuals are sitting facing each other, but concealed by the blanket. The blanket is then dropped and the two students quickly identify his opponent. A point is scored for the team who shouts out the opposing person's name first.

### GET 'EM UP AND MOVING

Provide each team with a stack of index cards. Challenge each team to be as effective a group as possible by constructing a model of a "getaway retreat" from the index cards. Folding and tearing the cards are permitted, but no other supplies can be used for the construction. Provide pens so that the teams can draw on the cards and decorate the getaway as they see fit. When the constructions are finished, take a tour of the getaway retreats.

## WHO AM I?

Prepare a self-adhesive label or post-it note for each young person in your group. Write on it the name of a well-known or famous person. This can be an historical character or current sportsman, musician, TV personality, celebrity etc. Have a good mix of men and women. Keeping the names hidden, stick the post-it notes on the foreheads of everyone in the group. They must then ask questions of the others to find out their identity. Each person takes a turn to ask questions and figure out who they are. For example, Am I alive? Am I female? Am I in a band? Only yes or no questions can be asked. If the answer is no, their turn is over. If the answer is yes, they can ask another question and keep going until they get a no, or guess who they are. Keep playing until everyone has guessed, or if time is short, stop after the first few correct answers.

## KNOTS

Divide your group into teams of 6-8. Each team forms a small circle. Ask them to extend their right hand across the circle and hold the left hand of the other team member opposite them. Then extend their left hand across the circle and hold the right hand of another group member. The task is to unravel the spider's web of interlocking arms without letting go of anyone's hands. Give them a three minute time limit to complete the task. Pressure!

## NAME THAT PERSON

Divide into two teams. Give each person a blank piece of card. Ask them to write five little known facts about themselves on their card. For example, I have a pet iguana, I was born in Iceland, my favorite food is spinach, my grandmother is called Doris and my favorite color is vermillion. Collect the cards into two team piles. Draw one card from the opposing team pile. Each team tries to name the person in as few clues as possible. Five points if they get it on the first clue, then 4, 3, 2, 1, 0. The team with the most points wins.

## BLIND WALK

This team builder is designed to help participants to learn the importance of giving clear directions and to learn what is required of them when using good listening skills. To build trust among group members. You will need blindfolds and a sketch of the surrounding area with a course drawn on it. Divide the group into pairs and blindfold one member of each pair. Give the partner, without the blindfold, a copy of the map. The partner without the blindfold must guide the blindfolded partner through the course with only verbal directions. The partners may walk together but they may not touch each other. Once the course has been completed, switch the blindfold to the other partner and give the pair a new map to follow.

HINT: This works best when you use an area that is unfamiliar to the group so they do not already know what obstacles they may encounter.

## TWO FACTS, ONE FICTION

Each participant writes down three statements in any order about themselves on a card, two are true and one is a lie. The trick is to make the lie believable. Gather all the cards, someone shuffles them. Read the cards aloud one at a time – group tries to guess who wrote the card & then which statement was false.

## HUMAN SCAVENGER HUNT

Break the large group into smaller groups of about six to twelve people each. Have each group stand or sit together in a place that is separate from the other groups but of equal distance from you - the leader who stands in the middle of the room.

Read one item from the list at a time. The team who sends up a person or group of people to you first that fits the description you have just given earns a point. For example, you might say “two people who have the same middle name” and within each group the members must talk, find out if any two have the same middle name, and then quickly send those people up to you. The first group of people with the same middle name to reach you earns a point for their team. You may give a

bonus point for different items if it applies - for instance, if a group has three people with the same middle name they may earn a point for this round even if they were not the first group to get to you. The group with the most points at the end of the game wins.



# PARTY IDEAS

The following party idea was taken from: Sach, Patty, (1997). Pick A Party: The Big Book of Party Themes and Occasions. New York: Meadowbrook Press.

## MUSIC PARTY

A music lovers' party is easy to plan as falling off a piano stool, because theme-related items are everywhere. Party paraphernalia for one who loves music is readily available, although supplies for specific areas of music, such as classical, country western, or jazz, will pose more of a challenge.

## INVITATION IDEAS

- Write the party information on pages of sheet music
- Format the invitation to look like album covers, featuring the guest of honor as the artist
- Write the party information on CD labels, and send them in diskette mailers.

## DRESS OPTIONS

- Formal or casual wear, host's choice
- As a famous musician, in the theme
- As a famous music title, in the theme

## DÉCOR

- Music posters and photos
- Sheet music, album covers, musical instruments
- Large paper or cardboard cutouts of music notes, clefs, and instruments
- Table cover made out of white paper and decorated with music notes
- Small instrument cases for decorative table arrangements

## ACTIVITIES

- Listen and sing to music
- Play Name That Tune or music trivia games
- Play the matching game: Match artists to songs or composers to musical works
- Sing karaoke
- Give a concert with kazoos and homemade instruments

## REFRESHMENTS

- Host's choice buffet, served on black-and-white paper or plastic products

## PRIZES/FAVORS

- Note pads, Post-It-Notes
- Magnets of musical instruments and music notes
- Tapes and records, vintage or contemporary
- Concert tickets
- Audiotapes of karaoke performances





# RESOURCES AVAILABLE

## OFFICE OF STUDENT LIFE AND ACTIVITIES

- Benson, Marilyn & Dennis. (1982). Hard Times Catalog for Youth Ministry. Loveland: Group Books.
- Bolte, Chuck & McCusker, Paul. (1989). Quick Skits & Discussion Starters. Loveland: Group Books.
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- Fields, Doug & Temple, Todd. (1988). Creative Time With Friends. Nashville: Oliver Nelson.
- Games. (1997). Grand Rapids: Zondervan Publishing House.
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- Harbin, E. O. & Sessoms, Bob. (1984). The New Fun Encyclopedia: Volume 2 Parties and Banquets. Nashville: Abingdon Press.
- Hinchey, Margaret. (1988). Fund Raisers that Work. Loveland: Thom Schultz Publications, Inc.
- Holiday Ideas. (1997). Grand Rapids: Zondervan Publishing House.
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- Rice, Wayne. (1989). Up Close & Personal: How to Build Community in Your Youth Group. Grand Rapids: Zondervan Publishing House.
- Rice, Wayne & Yoconelli, Mike. (1975). Far-Out Ideas for Youth Groups. Grand Rapids: Zondervan Publishing House.
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- Sachs, Patty. (1997). Pick A Party: The Big Book of Party Themes and Occasions. New York: Meadowbrook Press.
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- Shers, BBO & Murphy, Troy. (1997). Impact Sports: Creative Competition for Team Building. Grand Rapids: Zondervan Publishing House.
- Special Events. (1997). Grand Rapids: Zondervan Publishing House.
- Thompson, Charles. (1992). What a Great Idea! Key Steps Creative People Take. New York: Harper/Collins Publishers.
- Warner, Penny. (1997). Games People Play: The Biggest and Best Book of Party Games and Activities. New York: Meadowbrook Press.
- Warner, Penny. (1992). The Best Party Book: 1001 Creative Ideas for Fun Parties. New York: Meadowbrook Press.
- West, Edie. (1999). The Big Book of Icebreakers. New York: McGraw-Hill.
- Yaconelli, Mike & Koenigsaecker, Scott. (1989). Get 'Em Talking: 104 Great Discussion Starters for Youth Groups. Grand Rapids: Zondervan Publishing House.

# SPECIAL EVENT AND PARTY-PLANNING WEBSITES

## PARTY LINKS

American Rental Association, <http://www.ararental.org>, Archived articles by experts, with fabulous party ideas and plans, plus the names of reliable rental companies near you.

Balloon and Party Decorations, <http://www.fooledya.com>, Great tips designed for professionals.

Baskin Robbins, <http://www.baskinrobbins.com>, “Favorite” ideas for kid and adult parties. A fun site with lots of surprises.

Celebrations, <http://www.celebrations.com>, Tons of ideas for parties, food, activities, and more!

General Party Directory, <http://www.partydirectory.com>, Creative party ideas and resources for future parties.

Hobby Lobby, <http://hobbylobby.com>, Craft projects and decorating ideas.

Holiday Party Ideas, <http://www.holidaypartyideas.com>, Ideas for holiday parties.

Michaels Stores, <http://www.michaels.com>, Crafty instructions for your celebrations of gifts.

Recipe Encyclopedia, <http://www.epicurious.com>, Great for all kinds of food-related information.

Pinterest.com- great ideas, from food to decorations

## PRODUCTS SITES

Amazon Books, <http://www.amazon.com>, Thousands of titles on every subject, for reference, gifts, and prizes.

Crafts, <http://www.fabric.com>, A wealth of craft supplies and products.

## SEARCHING FOR SOMETHING?

Two great search engines are: Google, <http://www.google.com>, and Yahoo, <http://www.yahoo.com>. Go to the site, type in your key words, such as “party planning,” “reunions.” Other available services include Bing, Excite, Lycos, and so on. You’ll also find hundreds of articles and references on such subjects as flower arranging, trivia, family fun, song lists, and all conceivable holidays.

## RESOURCES FOR STUDENT LEADERS

[http://www.andrews.edu/services/studentlife/clubs/organizations\\_resource.html](http://www.andrews.edu/services/studentlife/clubs/organizations_resource.html)

[http://www.andrews.edu/services/studentlife/clubs/leadership\\_link.html](http://www.andrews.edu/services/studentlife/clubs/leadership_link.html)

# STUDENT ORGANIZATIONS

Z A Z M I F U N D R A I S I N G G K P W H J A T P  
 K J K A T D U W C O N V O C A T I O N W E E N X Q  
 D N Y P O H F S H Q C M Y E A R B O O K B Z R S A  
 V H T U E R S I W O U U U I L E D L B M L O O G U  
 Y G A X O F G B J S U C E W X L C O E A X Y F L D  
 P P B T M L U E J L L V K K I O T Q O A M F F X O  
 Q C A L E N D A R A P K A R I S H U L T Z J I V Q  
 L Z T O A D V E R T I S I N G Q S U L I W S C G B  
 T E A M J D Y A N F W T S L N P D V A X J K E B C  
 F Q V N J R L L X M I U K Z U J N F L K P S R W F  
 W M S J R J C V I C D N A B S O F S X Z C D S W A  
 O W L B W L W I E X J N A O Q D E L L Q S M T I X  
 C L Z P Y G Q O T I I C O N S P U B L I C I T Y W  
 E P O M H D Z L C B H F Q X C S Y J P E V N M O F  
 V X S N I Z Z F O F S X Y N H I M K Y X O U V P S  
 E E M O C S E O M I N E S J W R A S T C T C V P F  
 N D X U A W Q D M A M K J V X H G L K O V O E F S  
 T H U E L I Y M U D X H O U C D G B P N B R S F D  
 S O G Z R U P W N G J W Q T O C U H K F P G P S Y  
 C C D R N M G Q I F L E A D E R S H I P P A E D O  
 N M K A J X S T T P X R I T X A T M F S W N R G Q  
 Q W V P E E H B Y O I H S R G D Q W C A A I S H L  
 V S L K E T W T S N A N Y U D J C H H D A Z W T T  
 K G J Z C Q J R E Z C O R G M J L W X V I A I Q H  
 Z G X R O V Z B R N C X A B E N Y Q K I P T M K N  
 A Q H S A R F I V T H N J P M J O Y E S H I X D C  
 G W G D F W X Q I J Q Y R E B E I K K E M O D Q C  
 H D X Y Q I I G C W W L D F E Y S T W R O N F D V  
 N L F J C K Y H E L W A Q E R M E J D J K O Q F Z  
 R Y X J R R R H A M L X L N S L E L C V M F L K Y

CONVOCAION  
 FINANCIAL  
 ADVISER  
 KARI SHULTZ  
 OSLA  
 YEARBOOK

ORGANIZATION  
 FUNDRAISING  
 PUBLICITY  
 MEMBERS  
 VESPER  
 COMMUNITY SERVICE

ADVERTISING  
 LEADERSHIP  
 OFFICERS  
 EVENTS  
 CALENDER  
 TEAM

1st to return to Student Developement get a gift card by 11/2/2020

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