



STUDENT ORGANIZATION

HANDBOOK

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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:

1 EVENT PLANNING

Social programming
Resources for planning
(school & local)
Advertising

2 CROSS-CAMPUS COMMUNICATION

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

3 SPACE

Assistance with scheduling
facilities
Contact information

4 RESOURCES

Student Organization Directories
Registration
Advising
Organization Showcase
Meetings for President, Adviser,
and Treasurer

OFFICE OF STUDENT LIFE & ACTIVITIES (OSLA)

Alexis Greutz

Director of Student Life & Activities



Bietz Center for Student Life

423-236-2484

Hours: Monday - Thursday, 8a - 5p,
Friday, 8a - 12p

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 2.50
3. Maintain a record of good citizenship which includes enrichment credit programming and disciplinary records

Registration Process

All organizations must fill out an online Student Organization registration form every year

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

Approval Process

- Develop a constitution (submit to your registration form)
- Student Development will verify eligibility of officers
- Student Development will review applications and approve organizations and officers
- Notification will be sent from the OSLA upon approval to the president and advisor

A student can only be a president of one organization

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

DEADLINES

August 28 by 5pm for all organizations
Jan. 22 by 5p for new organizations 2nd semester

Currently, around 50 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) must be filed annually with the Office of Student Life & Activities (OSLA) by the appropriate deadlines listed on the student organization application page.
- All organization members and leaders must be currently registered at Southern in a degree-granting program. At least three (3) active officers are required to formulate and must include a president, treasurer, and secretary.
- All organizations must be controlled and directed by current students.
- Enlist the support of a full-time employee (faculty or staff) 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 as all other bank accounts are prohibited
- Participate in regular community service activities if seeking appropriations from Student Association.
- Abide by all regulations specified in this handbook and in the Student Handbook.
- Register all fundraisers, social events, community service, and major events with OSLA.

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

ORGANIZATIONS

ORGANIZATION PRIVILEGES

Registering your student organization gives access to the privileges and services Southern provides. Some of the resources available to 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, campus screens, The Weekender, etc.)
- Audio/visual and technical services
- A listing on the Student Activities website
- Access to SA funding (excluding residence halls and graduate organizations)
- Resources, materials, and consultation available in the OSLA
- Request permission to conduct fundraising activities - *See fundraising application on student activities website*
- 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.

TYPES OF ORGANIZATIONS

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

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
- Consult early with the OSLA when planning a potentially risky activity
- Manage organization funds wisely and ethically with sound accounting practices
- Report all community service to the Christian Service office by deadlines
- 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)
- Ensure continuity by training new leaders and keeping good records (i.e. Sending meeting minutes)

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, unmet need that is not duplicated by another student organization or academic department
- 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

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 document containing vital information for new officers. These 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
- 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

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 return on the dues they pay
- ✓ To know that they are needed not just for their hands, money, or specific talents

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 leaders 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
- 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.

ADVISOR RESPONSABILITIES

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?

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

THE ROLE OF THE ADVISER

- 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
 - Inform themselves of the policies and practices of the University as they relate to the Student Organization and its objectives
 - Be responsible for the type of entertainment and programming planned by the organization’s officers
- Be an adviser to the organization regarding:
 - planning for spiritual and social events
 - officers and organization meetings
 - Assist with community service opportunities
 - Being present at social functions and all other activities of the organization for the duration of the event is a requirement
 - 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

ADVISER RESPONSABILITIES

RESPONSABILITIES OF GROUP MEMBERS TO ADVISER

- 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

ADVISER SELECTION PROCEDURES

In your organization's constitution 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 in 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.

FINANCIAL PROCEDURES

Many organizations receive financial support from academic departments, membership dues, or Student Association (SA) funding.

ORGANIZATION ACCOUNTS AND REGISTRATION

- All student organization funds must be maintained through university-approved accounts. Student organizations may not open independent bank accounts or use external payment platforms such as CashApp, Venmo, PayPal, or similar services.
- The OSLA coordinates account setup with the Accounting Department and notifies organization treasurers once accounts are active. Treasurers must complete OSLA financial orientation training before receiving account access.

DUES, INCOME, AND RECORDS

- Organizations must charge a minimum of \$1.00 in dues to remain eligible for Student Association (SA) funding. Dues must be collected in cash or through university Clover machines and may not be charged to a student account.
- All dues and organization income must be deposited through the University Cashiers Office. Donations or outside contributions require special handling and should be brought to the OSLA.
- Organization treasurers are responsible for maintaining accurate financial records, including copies of receipts for purchases and reimbursements.

STUDENT ASSOCIATION FUNDING

- Recognized student organizations in good standing may apply for SA funding through the Senate Finance Committee to support organization activities.
- To be eligible for funding, organizations must:
 - Complete the Student Organization Registration Form
 - Submit an electronic constitution and bylaws
 - Consistently submit meeting minutes to the OSLA
 - Demonstrate dues collection
 - Participate in a community service activity during the previous semester

- New organizations, or organizations returning after a year of inactivity, are exempt from the community service requirement for one semester.
- Approved funding allocations will be deposited into the organization's university account following Senate Finance Committee approval.

SPENDING ORGANIZATION FUNDS

- The Treasurer serves as the primary authorized representative for withdrawals and financial transactions. Authorized individuals must present a Southern ID when accessing organization funds.
- Funds may be withdrawn through the Cashiers Office using a petty cash slip. Withdrawals exceeding \$250 require supporting documentation, such as receipts, invoices, or proposed purchase information.
- Organization funds may be used for legitimate operational expenses, including events, activities, advertising, photocopying, postage, and related organizational needs. Questions regarding allowable expenditures should be directed to the OSLA before funds are spent.
- Organizations are expected to maintain a positive account balance at all times. Any deficit at the end of the academic year may become the responsibility of the sponsoring academic department or organization officers.
- Unused funds roll over from year to year. Organizations are encouraged to maintain a positive balance to assist incoming officers.
- Treasurers and Presidents may request account balances and financial activity reports from the University Cashiers Office as needed.

Fundraising and sales activities are limited to university-sponsored groups and must be specifically related to university purposes. All fundraising activities require approval by the Student Development Committee and/or the Advancement office. 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 (DONATION/SPONSOR-BASED FUNDRAISER PROCEDURES)

- Forms for a major fundraising project are available on the Student Activities website. To apply, you must have a staff or faculty sponsor and a list of prospective donors.
- The Director of Student Life & Activities will then coordinate the request through the Advancement office.
- A club officer or sponsor must complete a fundraising application for approval by the Advancement office.
- Any fundraising project must have official approval before being announced or any solicitation begins.
- Donations, name of donor, and donor contact information must be turned into Advancement for processing and receipting. For Online donations, display a QR code directing to www.southern.edu/giveclubs.
- Students must thank donors and provide project updates to donors, in collaboration with the Advancement office.

MINOR / SALES-BASED FUNDRAISER PROCEDURES

- Submit a proposal for the fundraising project to the Director of Student Life & Activities using the minor fundraising form on the Student Activities website.
- 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.
- The Director of Student Life & Activities will then present these requests to the Student Development committee. The Committee will review the proposal and give guidance for modifications if needed.
- Approval or denial of the request by the Student Development committee will be communicated in writing to the person submitting the fundraising proposal.
- Items purchased for a fundraiser cannot be purchased with the tax exempt number because the club is reselling those items for profit.
- If a donation is received, the donation, name of donor, and donor contact information must be turned into Advancement for processing and receipting. For online donations, display a QR code directing to www.southern.edu/giveclubs.
- Anonymous donations can be given via tip jar and must also be turned in to Advancement for processing.

FUNDRAISER IDEAS

Special Events

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

Tournaments

Pool
Bowling
Board games
Spikeball
Basketball

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

Tip for Fundraising: Charge non-members to attend organization events 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!

UNIVERSITY EXPECTATIONS

Student organizations are expected to seek opportunities where members can participate in community service at least once each semester outside our SAU community. Continuing Organizations must have documentation from the Christian Service office that they did complete an outreach activity from the previous semester to be considered for SA funding (Not including MLK service day 2nd semester).

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
- Delivering food/hygiene kits for the low income families and homeless
- Tutoring children at a community center
- Assisting elderly and others in need in yard/house maintenance
- Community clean up day for parks, streets, riverbanks, etc.
- Visiting and planning programs at a nursing home/assisted living

HOW TO SUBMIT A COMMUNITY SERVICE ACTIVITY

Before the event

- Look for opportunities to adopt already posted events OR view the community partner page at southern.edu/christianservice to organize your own service event.
- Fill out a community service request form on the southern.edu/activities webpage
- Service requests must be filled out at least 2 weeks prior to the anticipated event date.
- Invite members to sign up for the event at southern.edu/serve (participants must sign up per Risk Management compliance)

PLAN COMMUNITY SERVICE

Plan one activity each semester

Opportunities can be found at www.southern.edu/serve

COMMUNITY SERVICE ACTIVITY COMPLETED BEFORE:

(One each semester)

- December 6
- April 25

Organizations desiring to receive SA appropriations must complete a community service activity the previous semester

Need help scheduling a community service?

Contact:

Cheryl Craven

Director of Christian Service
Bietz Center for Student Life
423-236-2205
serve@southern.edu

Scan here to set up an appointment with Christian Service:



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 discussion points
- 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

See a sample of minutes on the next page.

SAMPLE: MEETING MINUTES

NAME OF STUDENT ORGANIZATION

Minutes from 9/16/21 Officer's Meeting, Bietz Center for Student Life

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

Officers Absent: Glenn

Meeting called to order at 6p

Review and approval of minutes from September 2

President's Report

- Members will participate in a community service opportunity on September 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 International Food Festival and what is required for participation.
- Social Coordinator received an approval email from the Screening committee for the upcoming movie night.
- 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: _____

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 policy and procedure 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, 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 by sending an email for approval to studentactivities@southern.edu. 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
- **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 termination of the organization
- 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 of this handbook 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 Development committee one month prior to the proposed date of the event
- It will be the responsibility of the Student Development Committee, in conjunction with student organizations, to review these policies and procedures at least once a year and recommend changes to the OSLA

SOCIAL EVENT POLICIES AND PROCEDURES

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 policy and procedure guidelines are to be used by student leaders as they plan activities that allow them to achieve their individual organizational goals.

POLICIES

- A social event is any event sponsored by a registered student organization that involves organized entertainment or activities with anticipated attendance of 10 or more participants. Questions regarding whether an event qualifies as a social event should be directed to the OSLA.
- All student organization events, whether on or off campus, must comply with university policies, including the substance abuse policy outlined in the Student Handbook.
- Off-campus events using, implying, or receiving support from Southern Adventist University, or publicized on campus, must be approved in advance through the OSLA by emailing studentactivities@southern.edu.

EVENT SUPERVISION AND CONDUCT

- **The organization's official adviser, or a designated full-time faculty or staff substitute, must be present for the duration of the event.**
- Actions that disrupt the event, violate university policy, or create safety concerns are prohibited and may result in the event being terminated and/or organizational disciplinary action.
- The attending adviser, facility manager, Student Development staff, and student organization leadership reserve the authority to determine whether an event should be cancelled or terminated due to policy violations or safety concerns.

EVENT SCHEDULING AND OPERATIONS

- Student organizations are responsible for coordinating event planning, facility reservations, and event logistics in accordance with university procedures. Organizations are encouraged to consult with their adviser and the OSLA during the planning process.
- All events held in campus facilities must conclude by midnight unless otherwise approved. Attendees are expected to leave the facility promptly at the conclusion of the event.
- If an adviser is not present at the start of the event, Student Development staff, in consultation with organization leadership, will determine whether the event may proceed.

POLICY VIOLATIONS AND EXCEPTIONS

- Organizations that fail to comply with event policies may lose the privilege of hosting social events for the remainder of the semester or face additional disciplinary action.
- Requests for exceptions to these policies must be submitted in writing to the Student Development Committee at least one month prior to the proposed event date.

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 2.50, a replacement will have to be selected and communicated to the OSLA.

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, a minimum of, one (1) week prior to the event. These alternate enrichment credit opportunities cannot be scheduled during closed weekends. Arrangements need to be made with Teri Reutebuch in Student Development to obtain a sign-in sheet(s) to record attendance. These sign-in sheets need to be returned to the Student Development office the first business day following the event. Second semester, the Office of Ministry and Missions strongly encourages clubs to plan a vespers during SonRise weekend.

The following dates are closed for alternate Vespers opportunities:

August 28, 2026	January 15, 2027	April 3, 2027
September 11, 2026	January 22, 2027	April 16, 2027
September 18, 2026	January 29, 2027	
September 25, 2026	February 5, 2027	
October 23, 2026	February 12, 2027	

AUDIO-VISUAL REQUESTS

Requests for any audio-visual equipment may be made through the Audio Visual Department, x2411. Some of the other services offered are:

- 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, Iles P. E. Center, and Bietz Center for Student Life
- Assist student organizations with 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

ADVERTISING

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

Announcements for campus screens are posted by the OSLA. Announcements should be sent to Alexis Greutz one (1) week prior to when the event takes place for approval and posting. **Format needs to be in PNG or JPG with dimensions of 16:9.** 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.

Flyers/Posters:

Contact: Alexis Greutz
Must physically be stamped in the Student Development Office

IDM Campus Screens

Contact: Alexis Greutz
agrentz@southern.edu
Contact 1 week before event

The Weekender

Contact: Alexis Greutz
southern.edu/weekenderrequests
Contact by Thursdays, 10am

Residence Hall Newsletter (Talge, Thatcher, Village)

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

The Southern ACCENT

Contact: ACCENT Editor-in-Chief
See SA webpage for contact info
Contact 2 weeks before event

Convocation Slide

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

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.

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, candy, and fudge.

Vendors should take care that their hands are clean before handling food and should be held and sold in a sanitary manner. 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 Cashiers office.

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.

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:

- Transportation - contact Southern's Transportation Services for details
- Release and Indemnity forms are required to be filled out - can be found on the southern.edu/activities webpage
- Provide your itinerary, a trip roster of members, name of attending adviser, and contact information to the OSLA

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 Cashiers 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.

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 spoken word, or using pieces from published works, such as drawings, photographs, books, 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
- On weekends, call the Dean of the Residence Halls and ask for the Dean on duty

EQUIPMENT RENTAL

The following machines are available to rent from the OSLA, contact Alexis Grentz for rental information.

- Cotton Candy
- Popcorn Machine
- Snow Cone

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/>)

Organizations are subject to replacement costs should equipment experience damage during rental period.

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. 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 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. All overnight trips must have both a male and female sponsor present if there is mixed company.

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 projected attendance - most groups over-estimate

G

GAMES

Student Life & Activities has various large games that you are welcome to use for organization events: Jenga, 9 square in the Air, Four Square, Corn Hole, Spikeball, etc.

GIFT CARDS

University policy requires all groups on campus wanting to give out gift cards to fill out a form. Clubs are no longer permitting to go out and purchase gift cards on their own. See Alexis Grentz if you would like to obtain gift cards.

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.

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

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.

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 and are illegal in the state of Tennessee. A drawing to win a prize is acceptable when no money is involved.

RISKY EVENTS (RELEASE AND INDEMNITY)

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.

When planning an off-campus event or high-risk activity, a "Release and Indemnity" form must be filled out at least one (1) week prior to the event. The form can be found on the Student Activities website at southern.edu/activities. These forms must be signed by each participant attending or participating in any activity deemed a potential hazard.

RECEIVING GIFTS

Student organizations may accept donated merchandise or property from individuals or businesses in support of the organization.

Donors must provide a letter indicating their intent to donate the item(s). If the donor intends to claim the donation as a tax deduction, the gift must include an assigned or appraised dollar value provided by the donor. A copy of the donor letter must be submitted to the Office of Student Life & Activities (OSLA) so the gift may be acknowledged through the Advancement Office.

Any donated property associated with a tax deduction becomes the property of the University, though it may remain for the organization's use. University property may not be sold, traded, transferred, or disposed of without prior written approval from the Advancement Office.

S

SCREENING

Music, skits, spoken word, plays, etc. all need to be cleared by the Film and Screening Committee.

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 DVD's in the Red Box, 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 and Screening Committee.

All feature length movies (DVD and video) must be approved in advance before showing on campus or at any school related function.

See available resources page for contact information.

SERVICE DEPARTMENT

Below is the list of the items provided by the Service Department:

- Chairs
- Tables
- Trash cans
- Steps for Staging
- Staging (4' x 8')
- Skirt for Staging

SIDEWALK CHALKING POLICY

Typically, using chalk on University sidewalks for advertising purposes is not permitted. Exceptions to this policy may be discussed with Alexis Grentz, agrentz@southern.edu.

T

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 a constitutional provision dissolves the organization
- When an organization fails to hold a meeting or any activity for an entire semester
- 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

Drivers of vehicles must be at least 21 years old and be an approved driver

Reservations for vehicles may be made by going online to southern.edu/transportation. Charges for the use of the vehicles will be assessed to the Student Organization.

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

All rentals are charged for fuel usage.

Becoming an Approved Driver:

- Go to Transportation website at southern.edu/transportation. On the right side of the page, select "Approved Drivers."
- Fill out Driver Questionnaire with student organization name or department.
- Submit Form.
- Transportation will contact group sponsor/adviser with driver approval.

What to do in the event of an accident

- 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.
- Insurance (Risk Management) pays for the damages, and the department/student organization renting the vehicle pays the deductible.
- The insurance card is located in the glove compartment or above the visor with the registration and accident instructions.

TRANSPORTATION SERVICES HOURS

Monday-Thursday 7:30a-Noon, 1-5p

Friday 7:30a-Noon

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

Emergency Contact Information:

If the vehicle is broken down on the side of the road or if there is a light on the dash, contact Campus Safety (423-236-2100). They will contact the Transportation Services personnel on-call to assist. If a decision is made to have the vehicle towed without notifying Barry Becker, the group can be charged for the tow bill. 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.

OFF-CAMPUS TRIPS

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

GENERAL GUIDELINES

- 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, 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 before 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 Development 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.

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 needs 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 if all your paperwork and forms are approved for your off-campus 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 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.)

OFF-CAMPUS TRIPS

ADVISER RESPONSABILITIES 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 notifying the OSLA of your plans.

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. Emergency contacts for each student does not need to be provided if each student fills out the proper risk management form.

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 attending. 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.

Standard 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, music played, drug and alcohol policy, 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.

CALENDAR OF EVENTS 2024-2025

OFFICE OF STUDENT LIFE & ACTIVITIES

www.southern.edu/activities

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

AUGUST

August 23

Organization Showcase

Iles PE Center - 4:30p-6:30p

An opportunity for you to showcase the benefits of joining your organization. Contact Alexis Greutz to reserve a table for your organization by August 15.

August 28

Student Organization online Registration Form Due before 5:00p

In order to be recognized by the University, your organization must submit an online registration form prior to this deadline. Please email your organization's constitution to studentactivities@southern.edu.

SEPTEMBER

September 2 (Required)

President & Advisor Orientation

Presidential Banquet Room - 5:30p

An orientation meeting to acquaint organization presidents to the various services available to them, including SA funding, volunteer opportunities, and much more.

September 1

Treasurer's Meeting

The Grid - 5:30p

An orientation meeting to acquaint organization treasurers in how to manage their organization funds.

OCTOBER

October 3

SA Fall Festival

Hulsey Track - 4:00p

Fundraising Opportunity

NOVEMBER

November 15

International Food Festival

Iles PE Center - 4:00p

Fundraising Opportunity

DECEMBER

December 6

1st Semester Community Service Documentation Due to the Christian Service Office by Noon

December 6

Student Organizations Parties

-Various Locations - Various Times

An opportunity for your organization to host a special party prior to Christmas Break.

JANUARY

January 26

New Student Organization Online Registration Form Due before 5:00p

If your organization was not officially recognized by the University during the Fall semester, your organization must submit the online registration form prior to this deadline.

January 27

President, Advisor & Treasurer Orientation (Newly Registered Clubs Required)

The Grid - 5:30p

An orientation meeting to acquaint new organization presidents to the various services available to them, including SA funding, volunteer opportunities, and much more.

APRIL

April 17

423 Night Market

Upper Church Parking Lot - 9:30p

Fundraising Opportunity

April 27

2nd Semester Community Service Documentation Due to the Christian Service Office by Noon

EVENT-PLANNING CHECKLIST

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/LIGHTNING

_____ 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 _____)
_____ Accent newspaper ad or article written (date _____)
_____ Event website updated (date _____)
_____ Listing on other locations: Chatter, Residence Hall newsletters, Campus Screens, 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/HONORARIUM

_____ Entertainer/performer confirmed (date _____ name _____)
_____ Gift for speaker(s) ordered/purchased/made (items _____)

DECORATIONS

_____ Balloon ordered (quantity and color _____)
_____ Tablecloths needed (number and color _____)
_____ Other decorations _____

EVENT-PLANNING CHECKLIST

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 _____)
- _____ Notify Memories editor of event (date _____)

GIVEAWAYS

- _____ Giveaways ordered (number _____)
- _____ Giveaways prepared (number _____)

MUSIC

- _____ Submit music & lyrics to the Chair of Screening Committee (date _____)
- _____ Approval of music played (date _____)

SERVICE DEPARTMENT

- _____ Arrange for chairs, trashcans, tables, staging, etc. (date _____)
- _____ Take schematic of venue to email to Service Department (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

EVENT-PLANNING CHECKLIST

PURCHASES

- _____ Online - Teri Reutebuch or advisers
- _____ Copies of receipts to Student Development
- _____ Tax exempt status
- _____ Make sheet for purchase and reimbursement
- _____ Charged to student organizations after 1 week if all receipts are not turned in

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

AVAILABLE RESOURCES

Alexis Grentz, Director

Student Life & Activities x2484

- Works with organizations regarding activities/events and provides event- planning resources
- Approves advertisements and flyers to be displayed on bulletin boards

agrentz@southern.edu

John Garvin, Crew Supervisor

Service Department x2144

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

servicedept@southern.edu

Linski Cherisol, Manager

Audio Visual Department x2411

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

audiovisual@southern.edu

Christina Hall, Fleet Coordinator

Transportation Services x2716

- Handles requests for campus rental vehicle(s)

transportation@southern.edu

Mark Antone, Director

Landscape Services x2748

- Authorizes use of campus areas for outdoor events and coordinates trash pick-up

mantone@southern.edu

Dawn Self, Catering Manager

Food Services x2709

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

dself@southern.edu

TBD

Film and Screening Committee Chair

- Approves media content of performance or showing material

xxxx@southern.edu

Justin Moore, Associate Vice President

Financial Administration x2267

- Advises groups concerning insurance issues and questions (risk management)

risk@southern.edu

Josh Fraker, Fire Safety Specialist

Campus Safety x2100

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

jdfraker@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

Javier Peña, Head Cashier

Cashiers office x2847

- Deposits dues/funds and oversees reimbursement of items purchased with organization funds
- Account activity print-outs

jpena@southern.edu

Teri Reutebuch, Administrative Assistant

Student Development, x2814

- Makes online orders
- Approves alternate credit opportunities

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)

Adventhealth Hall (Nursing)

- Room 1210 – Auditorium with tables/chairs. Seats 96.
- Rooms 1305 and 3305. Amphitheater-style seating. Seats 85/95 respectively.

Food with permission.

Jenifer Anderson, Office Manager, School of Nursing, x2940, andersonjenifer@southern.edu

Bietz Center for Student Life

- Meeting Room 1104, Seating capacity 8, reserve at INFO desk
- Club Room 1116, Seating capacity 8, reserve at INFO desk
- The Grid 2500, Seating capacity 75, reserve with Joey Tolbert
- Jack Blanco Chapel, Seating capacity 21, reserve with Joey Tolbert
- Testing Room 3210A, Seating capacity 45, reserve with Joey Tolbert
- Study Room 3703, Seating capacity 6, reserve at INFO desk
- Study Room 3705, Seating capacity 6, reserve at INFO desk
- Study Room 3707, Seating capacity 6, reserve at INFO desk

Joey Tolbert, Bietz Center Facility Manager, x2070, jtolbert@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.

Karina Savelio, Office Manager, School of Journalism & Communication, x2330, ksavelio@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

Collegedale SDA Church – Sanctuary and facilities

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

Vaughan Choudree Facility Manager, 396-2134, vaughanc@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 203: Small meeting room with large table which can seat up
- 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

Michael Clinton, Office Manager, School of Social Work, x2775, mclinton@southern.edu

Dining Hall - (see Wright Hall)

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

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

Dennisse Rios-Blood, Office Manager, School of Religion, x2484, agrentz@southern.edu

Hickman Science Center (Sciences, Allied Health, Math, Computing)

All rooms are good for meetings and lectures, food with PERMISSION ONLY.

- Atrium: 65 people at tables max. Club must arrange for tables and/or chairs if needed for the atrium by contacting the Service Department.
- Room 113: 58 people max •Room 114: 97 people max
- Room 115: 48 people max •Room 308: 60 people max but there are only 50 chairs in the room
- Room 309: 24 people max •Room 335: 75 people max

Kelly Sanchez, Office Manager, School of Computing, x2936, ksanchez@southern.edu

Hulsey Wellness Center

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

Darin Bissell, Facility Manager, x2596, dbissell@southern.edu

Iles Gymnasium

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

Darin Bissell, Facilities Manager, x2596, dbissell@southern.edu

Available outdoor facilities include the track, tennis courts, sand volleyball, ball fields, basketball courts 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

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

K.R. Davis Promenade

As an outdoor facility, the Promenade and surrounding area has relatively unlimited capacity.

Lori Thompson, Advancement Administrative Assistant, x2829, lthompson@southern.edu

RESERVATION OF FACILITIES

Ledford Hall (Technology)

A small meeting room with table-type desks

- Room 1010: Holds 20 people

Additional items available: white board, overhead projector

Emiko Miyagi, Business Manager, Technology Sales and Services, x2860, 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.

Katelynn Webster, Office Manager, School of Engineering and Physics x2230, katelynnwebster@southern.edu

Miller Hall - Closed until further notice

MODERN LANGUAGES - LYNN WOOD HALL 1st Floor

Adrienne Royo, Department chair, Modern Languages, x2221, aroyo@southern.edu

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, terir@southern.edu

Student Park Cave

An educational and recreational resource for students, Southern employees, and the community. Two ways to access this cave: 1) Schedule a program through Outdoor Leadership by emailing adventureprogramming@southern.edu Enroll in the caving class, ADAC 152.

Tyler Hedges, Adventure Program Coordinator, x2416, adventureprogramming@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

Suzanne Brown, Office Manager, School of Education & Psychology, x2415, shbrown@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

Susan Behnke, Office Manager, Talge Hall, x 2990, susanb@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 Alexis Grentz 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.

Jody Vandivier, Office Manager, x2902, jodyvandivier@southern.edu

RESERVATION OF FACILITIES

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.

Jody Vandivier, Office Manager, x2902, jodyvandivier@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

Dawn Self, Catering Manager, x2481, dself@southern.edu

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

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

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

Arm wrestling tournament
Baseball tournament
Badminton tournament
Basketball dribbling marathon
Basketball tournament
Bicycling
Board games night
Bowling tournament
Camping
Canoe trip
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
Racquetball tournament
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
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
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-defense 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

PROGRAMMING IDEAS

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
Pancake eating contest
Paper airplane contest
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
Talent shows
Theme dinners
This is your life
Tie dye contest
Treasure hunts
Tutoring community children
Valentine making contest
Watermelon feed
Yard party