

# 2010 to 2011

## STUDENT ORGANIZATION HANDBOOK



### Office of Student Life

366 Millennium Student Center

One University Blvd.

(314) 516-5291

[studentlife@umsl.edu](mailto:studentlife@umsl.edu)

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Dear Organization Leader,

Welcome to the student activities! Opening the Student Life Handbook gets a step closer to learning all you need to know about managing an effective organization. Your success in student leadership depends on your ability to apply the content herein to your responsibilities as an officer in your organization and to the campus as a whole. The purpose for this handbook is to provide a resource tool for you and your organization at UMSL.

As a student leader, you want your organization to be the best it can be. Whether your organization is new or established, access to information and people who can assist you in meeting and exceeding your group's goals and objectives is important. This is the mission of the Student Life staff.

This handbook is designed to assist you in your organization's endeavors and to make your involvement on campus an exciting, rewarding, and positive educational experience. It contains information pertaining to organizational development, university policies, programming, financial services, use of campus resources, and more. The handbook is by no means exhaustive. If we can provide you with additional information or assistance pertaining to campus life or activities please stop by the Office of Student Life and our staff will be more than willing to assist you. We are here to ensure that your organization experience growth and success!

The Student Life Office is located on the third floor of the Millennium Student Center (room 366). We encourage you to visit us or call (314) 516-5291. We look forward to working together towards another great year at UMSL!

Best Wishes,

*Miriam Huffman*

Miriam Huffman  
Director of Student Life

# OFFICE OF STUDENT LIFE

366 Millennium Student Center  
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[www.facebook.com/UMSLstudentlife](http://www.facebook.com/UMSLstudentlife)

[twitter.com/UMSLstudentLife](https://twitter.com/UMSLstudentLife)

<http://blogs.umsl.edu/studentlife>

## HOURS OF OPERATION

### Regular Hours:

Monday through Thursday  
8:00 AM to 6:00 PM

Friday  
8:00 AM to 5:00 PM

### Summer Hours:

Monday through Thursday  
8:00 AM to 6:00 PM

Friday  
8:00 AM to 5:00 PM

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SECTION 1:

# MANAGING A STUDENT ORGANIZATION

## Section 1

# MANAGING A STUDENT ORGANIZATION

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Being involved in a student organization at UM-St. Louis will add many dimensions to your college experience. As a student leader, you will be directly involved in the development and planning of your organization's activities. Your involvement will offer you a learning experience not available in the classroom. You will have the opportunity to explore new interests and build relationships with new people.

## Red and Gold Status

The first decision a new student organization must make is whether it will be a Red or Gold level organization. Each level has its own set of privileges and responsibilities.

### Organization Privileges

**RED** level organizations have the following privileges:

1. Use of University's name for identification purposes
2. Participation in University sponsored events
3. Use of campus facilities and services as provided by university regulations, which include usage of the student copier, 1-3 posters per event (from our campus graphic design artist), reservation of meeting and conference rooms, and the opportunity to promote and flyer on campus for events
4. Organization mailbox located inside the Office of Student Life

**GOLD** level organizations have all of the privileges of Red organizations and:

1. Voting seat in the Student Government Association (SGA)
2. Eligibility to apply for financial support from the Student Activities Budget Committee
3. Eligibility for receiving student leadership award honors and outstanding organization awards
4. Eligibility to apply for a cubicle workstation located in the Student Life Office

### Organization Responsibilities

**RED** level organizations have the following responsibilities:

1. Must have a faculty or staff advisor that is currently 0.75 FTE (30 hrs/week or greater employment at the university)
2. Must submit a ratified copy of organization constitution and by-laws
3. Must submit a change of officer form on an annual basis and (or) anytime a change of officers occurs.
4. Must submit a membership roster of a minimum of **ten (10)** names annually
5. Must submit an update of the organization constitution and bylaws annually

**GOLD** level organizations have all of the responsibilities of Red and the following:

1. Must submit a membership roster of a minimum of **thirteen (13)** names annually
2. Must submit budget request forms by due date annually in order to maintain funding
3. Must comply with Student Life and Student Government Association policies in order to maintain funding
4. Must be responsible for the whereabouts of capital expense items purchased with Student Activity Budget Committee funds.
5. Student organization officers must attend annual Fall Leadership Workshop at the beginning of each fall semester
6. Must submit an end of semester report at the conclusion of the fall and spring semesters

Holding the status of a Red or Gold level organization does not mean that the University supports the views held by an organization. All organizations, whether Red or Gold, are expected to comply with policies, procedures, and regulations of the University. Responsibility for violations of any laws (federal, state, or local) or University regulations must be assumed by the organization and (or) individual officers and members. An organization's inability to adhere to these responsibilities may result in the deregistration and/or the forfeiture of the organizations' privileges.

## Forming New Student Organization

When forming a new student organization, keep in mind that the process may take from 4-12 weeks.

The steps toward forming a new student organization are as follows:

1. Obtain a minimum of three officers (President, Treasurer and Student Government Representative).
2. Organization members should decide whether the New Organization will hold a Red or Gold status.
3. Recruit 10-13 members. The number varies depending on the type of organization you are trying to start (see Red and Gold level responsibilities above).
4. Recruit an advisor (If you need help finding an on campus advisor contact the Office of Student Life).
5. Develop a constitution and by-laws.
6. Submit a New Student Organization packet with roster and constitution to the Office of Student Life. In cases where a student organization has a national counterpart, it is required to submit the national constitution as well as that composed by the local organization.

## The 3 x 3 x 3 Rule of Pending of Organizations

All new student organizations must gain recognition from the Student Affairs Committee of the University Assembly. Pending recognition, new organizations may be granted provisional status by Student Life.

While under provisional recognition, organizations can request:

- 3 posters from the Student Life graphic artist
- 3 reservations with Building Operations (meeting rooms for informational meetings only or recruitment tables)
- 3 appearances in the *Get-a-Student Life* e-mail listserv

These limited privileges are extended to provisionally recognized student organizations regardless of how long it takes the organization to form.

## Maintaining a Student Organization

All student organizations are required to submit an organization updated Change of Officer form, a hazing code of conduct form, a constitution, and a roster list every fall semester in order to remain active on the UM-St Louis campus.

A change of officer form is also required any time there is a change in leadership of your organization. The exact due date for this information will be set during the preceding spring semester.

As organizations evolve, it is inevitable that the constitution and (or) bylaws by which an organization abides will also change. It is required that an up-to-date copy of the organization's constitution and (or) bylaws be on file with the Office of Student Life. All constitution and (or) bylaw changes must be voted on and ratified as per your constitution or bylaws. All updated constitutions must be accompanied by a list of voters with a copy of the resolution on which members voted. **Constitutional and or by-laws changes must be approved by the Office of Student Life.**

Student organizations that do not comply with the above requirements each year will be considered inactive. These requirements include following Student Life policy (turning in a change of officer form and an updated roster each fall semester). Also, if the student organization does not attend Student Government meetings, Fall Leadership Workshop and (or) does not check the organization mailboxes located in the Office of Student Life, this may result in the organization being declared inactive.

## Reviving a Student Organization

In some cases, there are organizations that have been approved by the Student Affairs Committee of the University Assembly but are no longer active. Any student may re-activate any such organization by submitting a new student organization form and roster to the Office of Student Life. The group may then be approved for reactivation by the Office of Student Life. **Any organization that has been inactive for more than three academic years must go through the process required for new organizations.**

# CAMPUS POLICIES

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When planning an event, distributing information and organizing programs or functions for your student organization, the following policies and procedures need to be taken into consideration during the initial planning stages. The Student Life staff can help with all phases of program development, including compliance with University guidelines.

## Activities Involving Food

If a student organization's event is to be held on campus, all food and beverages must be catered by the University food service company, Chartwells Campus Dining.

When catering services are required, the student organization should perform the following:

1. Review the Chartwells Catering Guide and select menu items that will fit into your budget.
2. Contact Chartwells at (314) 516-4321 to arrange your order. Note: if your organization has received student activity funding, please do not use your personal funds to pay for the food ordered.
3. Provide approval to the Office of Student Life to ensure proper payment is made. No food orders will be processed without prior approval.

If the student organization's event is not on campus, food does not have to be purchased from the University food service company. However, the group must still work with the Office of Student Life to ensure that proper procedures are followed to pay for the food ordered. Please contact the Office of Student Life **before** ordering food for your event.

## Activities Involving the Millennium Student Center

The MSC Building Operations manages the following services or offices:

- The Scheduling Office
  - The Scheduling Office is responsible for campus-wide reservations; however, they are only responsible for providing audio-visual support and room setups in the Millennium Student Center. For information regarding reserving space on campus call 516-5022.
  - *The Scheduling Office provides:*
    - Assistance in identifying and reserving the most suitable facility for your event.
    - Advising on appropriate University regulations and policies
- Custodial Services
- Lost and Found
- The Information Center
- Millennium Student Center Conference Services

**NOTE:** Student organizations requiring audio-visual services in classroom buildings should contact Instructional Technology Services at 516-6171. Please see the Building Operations manual for reserving space in other buildings on campus.

## Bulletin Board Posting

The University reserves the right to determine the scope, manner, location, duration, and materials posted on University property.

- All student organization and university material for posting must be approved and stamped by the Office of Student Life.
- Material advertising events that conflict with University policies may or may not be approved. The Office of Student Life shall make this determination.
- Sponsorships should be shown on all materials. The name and phone number or email of a contact person must be listed on the materials.
- Election materials for national, state, or local elections may not be posted.
- It is the responsibility of the sponsoring group to remove posted materials after the event is completed.
- Unstamped/unauthorized materials will be removed.
- No flyers/posters promoting alcohol, other illegal substance use or violation of state laws either stated or implied will be approved (example: “no bottles” implies alcohol).
- Images or language deemed profane, defamatory, or inflammatory will not be approved.

## **Sources for Posting Approval**

The Office of Student Life reviews all materials for posting on Student Life Bulletin Boards. A Student Life staff member must stamp materials that are posted on those boards, and a copy of the flyer must be given to the office for our files.

In academic buildings, specific boards are designated for academic unit use and may require additional approval. Please contact the administrative office in each building for specific guidelines.

## **Posting Procedures**

1. Materials must be posted only on appropriate boards or areas. No flyers may be posted on the walls, windows, or doors of any building.
2. Materials must be posted using pushpins or tacks; no more than one poster per board may be displayed.
3. Posted materials should not cover any existing materials.
4. No flyers/papers should be posted, tacked, taped to the walls in the MSC.

## **Off-campus Organizations**

Off-Campus organizations must consult the posted information located at the top of kiosks on each level for posting information or flyers in the Millennium Student Center.

## **Demonstration**

If an organization wants to hold any type of rally, demonstration, or similar activities, they should contact the Student Affairs Office at least six (6) weeks before the event. Any organization holding a rally, demonstration, or similar event shall appoint four responsible students to act as marshals. It will be the duty of the marshals to ensure that all participants are properly instructed as to provisions of these regulations and that no action is performed which will discredit the student body or UM-St. Louis. The organizations, as well as all individuals participating, are responsible for following the Student Conduct Code. If the organization is distributing handbills or leaflets, the group is responsible for the cleanup following the distribution.

## **Distribution of Literature on Campus**

Gold level student organizations may distribute literature on campus with prior authorization Student Life with four stipulations:

1. All posters, handouts and flyers must clearly state sponsorship by a gold level student organization.
2. Posters/notices are to be posted in accordance with the bulletin board policy.
3. A copy of all mass handouts and/or flyers must be filed in the Office of Student Life.
4. Handouts or flyers may not be placed in classroom seats or posted at random in classrooms, or attached to cars or to University property not designated for that purpose.

In the case of a petition, sponsorship may be an individual student. Distribution of SGA election material must be in accordance with policies of the SGA Election Committee.

## **Grievances**

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applications for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, national origin, age, disability, or Vietnam-era veteran status. Sexual harassment shall be considered a form of discrimination. To ensure compliance with this policy, all University of Missouri prospective or enrolled students will have available to them the student discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination. This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to academic dishonesty, grade appeals, traffic appeals, disciplinary appeals, or other specific campus procedures that are authorized by the Board of Curators and that deal with faculty and staff responsibilities. The proceeding may be terminated at any time by the mutual agreement of the parties involved.

**NOTE:** A grievance concerning specific incidents filed under this discrimination grievance procedure will not be processed on behalf of any student who elects to use another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

## **Hazing**

Definition of Hazing:

1. Any activity which recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of and food, liquor, drug or other substance or forced smoking or chewing of tobacco product; or
2. Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity; or
3. Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state

Hazing is a class a misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which case is a class C felony.

## **Non-Discriminations/Human Rights Statements**

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

## **Open Campus Statement**

The "open campus" has long been a traditional policy at UM-St Louis. During formal sessions or in informal settings, the entire academic community, students and faculty have the right to hear and express varying viewpoints. These discussions often center on such areas as educational, research or service functions and objectives of the University.

In addition, the freedom to demonstrate in an orderly fashion as a means of presenting views is recognized by the University. However, UM-St. Louis does not condone demonstrations that interfere with the freedom of decision and action of other students or that prevents the free movement of students to or from classes, lectures, seminars or employment interviews. When such demonstrations occur, the institution and academic community must take action, even if such action protects the rights of just one student. Freedom of expression is one of the hallmarks of a democratic society. While orderly demonstration is not to be interpreted as infractions of University rules, disorderly demonstrations that disrupt the normal life on campus are considered violations. In these cases, individuals who are responsible will be dealt with through the established disciplinary procedures and policies.

## **Press Release**

Events open to the public should be advertised via a press release coordinated by the Office of Media, Marketing & Printing Services (314) 516-5851.

## **Sponsoring Off-campus Organizations**

In order for there to be a sponsorship between a student organization and off campus organization, both organizations must be a part of the event. Also, a group sponsoring an off-campus organization (phone card, small business, etc.) must have a representative present at the set-up location and be there throughout the operation hours. **Any sponsorship by an off-campus organization must be approved by the Office of Student Life before coming onto campus.** A fee may be associated with bringing an outside organization.

**NOTE: Event Misrepresenting:** Users who misrepresent an event or affiliation in order to avoid fees and charges will be billed appropriately, or may have reservation privileges suspended. Recognized student organizations, individuals, or departments may not serve as “fronts” for off-campus groups in order to gain free or discounted use of meeting space for the off-campus user.

## **Usage of University Name, Logo, Emblem, etc.**

The UM-St. Louis logo, official university seal and the triton symbol are all officially licensed trademarks of UM-St. Louis. Only gold level organization sponsored events are permitted usage of the University’s name, logo, or emblem for marketing, websites, and events purposes.

# STUDENT LIFE FAQs

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## Change of Officer Forms, Rosters, and Org Updates Information

All organizations MUST have updated officer information on file with the Office of Student Life. A Change of Officer form should be filled out each time a new President, Vice President, Treasurer, SGA representative, or Advisor is selected. It is each organization's responsibility to complete this form after new elections are held or officer changes occur.

Each fall semester the Office of Student Life will request an Organization Information Update, as well as an updated copy of the Student Organization Roster. These forms are required in order to keep your organization in good standing with Student Life.

## Copier Usage

The Office of Student Life has two copy machines and one printer available for all student organizations' usage. However, **paper IS NOT provided**, so you must purchase or bring in your own paper to use. The copy machines and printer should be used for organization purposes and is not for personal use.

If there are technical issues with any equipment, please contact a Student Life staff for assistance.

## Fax Machine Policy

The Office of Student Life has one fax machine that is available for organization and Student Life staff use. Access to a fax machine for personal use can be found at the University Bookstore, located at 209 in the Millennium Student Center.

## Mailboxes

Each organization has a mailbox located in the Office of Student Life. Student Life will use your mailbox to notify you about important dates and other information. Please check your mailbox on a weekly basis in order to receive important information.

Flyers and papers with no affiliation with student organizations should not be placed in organization mailboxes.

## Office Hours

### REGULAR SEMESTER

Monday through Thursday 8:00 AM to 6:00 PM  
Friday 8:00 AM to 6:00 PM

### SUMMER HOURS

Monday through Thursday 8:00 AM to 6:00 PM  
Friday 8:00 AM to 5:00 PM

*The office will be closed during holidays and will follow the official University Calendar.*

## Artist Requests

In order to assist you with marketing, the Office of Student Life will provide you with free posters for your events. Artist Request Forms are located in Student Life and must be completed when requesting a poster. The Graphic Designer will notify you when the posters are ready for pick-up.

Please adhere to the following guidelines to take advantage of this service.

1. **All poster requests must be turned in a minimum of two weeks from the date you need them.**  
This means that if you want to hang the banner for a week before the event then you must turn in the request **three weeks from the date of your event.**
2. Organizations are allowed three (3) posters per event: one 35" x 60" and two 24" x 36"
3. The following software files are acceptable for printing: Microsoft Word, Adobe Illustrator or Photoshop, Publisher, and PDF. For any other formats please check ahead of time with the Student Life Graphic Designer.

## Table Tents

All table tents in the MSC must be 4"x6" and must be approved by the Office of Student Life before being placed on tables. This includes the MSC Nosh Area.

## Travel

All recognized student organizations may make travel reservations to and from conferences and regional/system meetings through the Office of Student Life. A staff member can arrange registration for conferences and hotel accommodations in accordance with your budgets. Any student who violates this policy and does not have proper approval will be 100% responsible for the costs they incur. If you stay longer at your hotel or use any rental cars beyond whatever is arranged by The Office of Student Life, that cost will be charged to you. A travel request form must be submitted to The Office of Student Life to make travel arrangements. All travel arrangements must be made thirty days before your departure.

## Workstations

Each April, the Office of Student Life will provide applications for workstations. All organizations interested in obtaining a workstation must complete the necessary application (even if they have a workstation for the current academic year). Selection will take place in the summer semester and organizations receiving workstations will receive a notice of application status.

As part of the Student Life Community, organizations with cubicle spaces assigned to them are expected to adhere to the following standards:

- Maintain a tidy workspace
- Maintain an appropriate noise-level
- Respond to requests by professional staff and fellow students regarding noise-level, if requested
- Do not use lewd, indecent, or obscene conduct or expression
- Follow all other University policies as outlined in the University Of Missouri Standard Of Student Conduct
- Utilize the workspace and other Student Life resources for the business of the recognized student organization.

Failure to comply with the standards outlined above may result in loss of workstation space and may impact your status as a recognized student organization.

Organizations with workstations must adhere to those guidelines in order to keep the workstation. All workstations have file cabinets which can be locked. To access your organizations file cabinets, leave your student ID with the front desk in the Office of Student Life to obtain the key. When the key is returned, you'll get your student ID back.

Due to the limited amount of workstations, not all applicants will have the opportunity to receive a workstation but they will have the chance to place their organization on a waiting list. The waiting list will be used to notify interested organization of recent availability of a workstation.

## **Eligibility Requirements for Student Leaders**

Maintaining good academic performance is important in being a student leader. All students who hold officer positions, or plan on running for officer positions in their organizations must maintain a cumulative GPA of 2.0. Student Life reserves the right to perform a grade check on all student leaders at the end of each semester. The Office of Student Life will take into consideration the GPA listed in the Cumulative field for GPA. Any officer who fails to meet the 2.0 GPA requirements will be notified of his/her ineligibility. The organizations advisor will also be notified of his/her ineligibility to continue serving as an officer. Prospective members of an organization that has a GPA requirement must sign off on a Grade Release form. This will give the Office of Student Life permission to check student grades to determine eligibility for entrance into selective organizations.

## **Student Disciplinary Probation**

If you are on student disciplinary probation, you are not required to resign from organizations for which you are already a member; however, you may not hold an office nor represent the university while you are on probation. Please contact the Office of Student Life for further information.

# **GUIDELINES FOR ORGANIZATION BUDGETS**

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Successful organizations utilize strategic planning to help them achieve their goals and objectives. Preparing and following an operations budget contributes to their success. Keep in mind the planning process requires a great deal of group effort in order for the finished budget to accurately reflect the group's financial ambitions. This budget process should be carried out in conjunction with the process for setting the organization's goals and objectives.

## **Budget Preparation Process**

Listed is a suggested process that can assist you in budget preparation:

1. Brainstorm for ideas- Assemble your group and instruct everyone to think of and verbalize as many ideas, activities, and projects as possible to be considered for the coming year's calendar. Write each idea on a chalkboard or flip chart as it is suggested.
  - Establish a reasonable time limit
  - Do not discuss ideas—just let them flow
  - Do not criticize, praise, or judge ideas
  - Be spontaneous: no hand-raising, just call them out
  - Repetitions are okay at this point
  - Quantity counts
  - Build on each other's ideas
  - Don't be concerned about periods of silence
2. Group ideas into related categories for review to determine which ideas more fully support your organizations goals and objectives. Decide which ideas are most promising and which can be eliminated.
3. List ideas according to your priorities.
4. Estimate the costs that will be involved in the daily administration of your organization (paper, pencils, copies, etc.). Divide these costs into an itemized budget.
5. Decide on a plan to obtain funding.

## Student Activity Fee Funding

Receiving funds from the Student Activity Budget Committee (SABC) provides an opportunity for the development of student responsibility in the handling of organization funds. For some officers, taking care of the details of budgeting, spending, and accounting for funds will involve a few hours all year. While for others, it will require daily attention. This section of the manual has been designed to provide you with a basic understanding of the things you will need to know to effectively manage your budget.

### The basic goals of this section are to:

1. Acquaint officers and advisors with budget design and implementation.
2. Provide officers and advisors with a working knowledge of the University's accounting system.
3. Explain details involved in the accounting of funds and the related paper work.

### University Gold Level Organizations are eligible to apply for funding which is available through the SABC (Student Activity Budget Committee) funding process:

1. Student Activity Fee: Funds are used to support the activities of an organization. They may be used to purchase supplies, pay for postage and printing costs, *etc.*
2. Student Services Fee: funding may be used only to purchase capital equipment, pay for annual telephone service charges, data port and other computer equipment, and pay for institutional membership fees to national associations related to the purpose of the organization making the application.

## Additional Funding Options

### *Gold and Red student organizations may obtain additional funding through:*

- Collection of membership dues
- Contributions for specific programs from non-university sources. These contributions to organizations and/or programs are not to be promoted as being tax deductible.
- Local fairs and festivals (i.e. Straussenfest, fair St. Louis booths). Carnival concessions and car washes are examples of off-campus fund-raising programs
- On-campus fund raising is limited to Gold level student organizations only and is strictly monitored in accordance with the University of Missouri System regulations. The Fund Raising policy describes the policies and procedures for conducting these activities.

## Student Activity Budget Committee (SABC)

### What is it?

The Student Activity Budget Committee (SABC) consists of students appointed by the Student Government Association and approved by the Vice Provost of Student Affairs. The SABC advisor serves as a non-voting member of the committee. This Committee is charged with recommending to the Chancellor, through the Vice Provost of Student Affairs, the allocation of Student Activity/ Service Fees to Gold Level student organizations.

### How Do They Decide On The Allocations?

Allocations are made based upon the organization's request. The budget request forms include:

- An itemized projected budget per program.
- Justification for funding, if history of SABC funding
- A report on how these funds were spent in previous fiscal year to accomplish the goals of the organization

The SABC committee also considers how well the organization prioritizes and meets its program funding needs. It is expected that each group receiving funds will use them. Doing this, may increase their chances of receiving future budget requests. Organizations receiving funding must comply with the University Policies and Procedures regarding the usage of funds.

## What Does My Organization Do When It Receives Its Allocation?

When the final amount of your allocation is determined by SABC, you will receive an itemized award letter. This itemized budget will be used throughout the year in the preparation of financial statements that your organization receives from the Office of Student Life. This information will be helpful in tracking expenses and preparing future budget requests.

## Why Do We Need To Budget?

Budgeting is important for the continued success of your organization. When planning for the future, it is extremely helpful to look back on past experiences. Comparing the goals and objectives that were set with what was actually accomplished, will assist you in measuring your organization's performance.

## When Does All This Happen?

The budget process begins in October/November with budget preparation workshops. Attendance at these workshops is MANDATORY for those organizations that wish to apply for funding. The SABC committee then conducts budget reviews in February and March. Some organization may be asked to appear before the committee to answer questions about their budget request. Organizations may appeal their SABC initial allocations. In May, the final allocations are recommended through the Vice Provost for Student Affairs to the Chancellor for approval. The funds may then be expended during the following fiscal year, which begins July 1 and runs through the final day of classes during the Spring semester. The deadline for submitting budget requests is determined by the SGA Comptroller and usually occurs at the end of the Fall term or beginning of Spring term.

## Using Organizational Funds

### Accessing your Organization's Account

- The forms you will need to access your student activity/service fee monies are available in the Office of Student Life.
- Please type or use black ink and print legibly on all forms (**NO PENCILS**).
- **As a general policy, alcohol may not be served at any event. Permission to serve alcohol at an event will be viewed as an exception to the policy. Requests to serve alcohol will be examined on a case-by-case basis. Please refer to form Alcohol Form #3 for the policy, procedure and marketing Guideline.**
- Approval is required before you purchase anything!

### The following apply to all forms:

1. All completed paperwork must be submitted to Office of Student Life for approval.
2. Any purchase made without the prior approval of the Office of Student Life may not be reimbursed. Detailed General Purchasing Policy and Procedures may be examined in 366 Millennium Student Center.
3. The president or treasurer must sign all budget related forms. **Advisors do not have signature authority.** If an officer has changed, a "Change of Officer" form must be submitted to 366 Millennium Student Center before any forms will be processed.
4. The president or treasurer cannot sign for their own reimbursement (i.e. if the president is being reimbursed, the president will sign as the person receiving money and the treasurer must sign authorizing the reimbursement).
5. No sales tax will be reimbursed, unless related to travel. A tax-exempt letter may be obtained in the Office of Student Life.
6. Whenever a payment relates to an activity or event, describe the activity or event and include the date, location and who participated/attended.

### University property:

Equipment purchased with student activity fee or service fee appropriations is university property and must remain on or stored in university facilities. Removal must be approved by the Office of Student Life. Students

who willfully or carelessly damage the property of the University will be required to pay for its replacement or repair. They may also be subject to disciplinary action.

## Car Rentals in St. Louis Only

### Procedures

- Submit a completed Travel Request form to the Office of Student Life, 366 Millennium Student Center at (314) 516-5291.

### Regulations

- You must have a valid driver's license and be 21 years old to rent cars.
- When renting a vehicle, **DECLINE** the rental agencies collision damage waiver insurance, except under the following conditions: Rentals for use of a vehicle outside the United States and Canada, rentals for use of a vehicle within the United States & Canada by authorized foreign national guests of the University. If you choose to accept the insurance, University funds will not pay any additional costs.
- For more information about student travel contact the Office of Student Life.

## Vouchers

### “Voucher” forms are used to:

- Reimburse for use of personal funds.
- Certain direct payments.
- Payment to a performer or speaker.
- Payment for consulting.

**Reimbursement will be issued to an individual for use of personal funds for an organization budgeted event. This does not include any travel related expenses, whereby a travel voucher must be obtained.**

To complete a voucher purchaser must include:

1. Name, address, and student I.D. number of the individual to be reimbursed.
2. The individual being reimbursed **MUST** sign in the “Vendor’s Signature” box.
3. Attachment of all ORIGINAL receipts.

### Direct payment to a Vendor:

May include:

- Off-campus professional seminars.
- Conference Registration Fee.
- Institutional membership dues to a professional organization.
- Lodging.
- Subscriptions.

Procedure:

1. Fully describe the purpose of payment (i.e. who-what-where-when-why).
2. Attach all completed registration forms.
3. Attach the ORIGINAL invoice.

### Payment to a Performer/Speaker, Not Employed by the University:

A Performance or Appearance Agreement form from must be submitted to the Office of Student Life prior to the performance or speaking engagement (See additional comments under “Contracts” below).

## Contracts

1. **NO STUDENT MAY ENTER INTO A CONTRACTUAL AGREEMENT ON BEHALF OF THE UNIVERSITY.** The student is not a legal representative for the University. Even on a payment in recognition of acts or professional services, authorized signatures must appear for that agreement to be legally binding.
2. If you plan to use student fees to hire a DJ, lecturer, entertainer, or similar outside performer for your event, speak with the Office of Student Life for details at least **SIX (6) weeks prior** to the event/program. Before agreeing over the phone or in person to **ANY contractual** agreement, be sure to check with the Office of Student Life.
3. All agreements for contracts or services to be rendered **MUST** be in writing (a letter of confirmation) and signed by an authorized Office of Student Life Representative.
4. If it is determined by the Office of Student Life that a University contract is necessary, then that student must work with Student Life to complete an official University Pre-Contract Worksheet form. Once the Pre-Contract Worksheet is completed, it must be submitted to the Office of Student Life who will generate the contracts and mail it out with a cover letter to the performer/speaker.
5. The information for the contract should be provided by the student in charge of the program **AT LEAST SIX WEEKS** prior to the date of the program to allow time for the contract process.
6. Only authorized contracts (submitted by the Office of Student Life to be signed by the Director of Business Services) will be honored for payment.
7. The Director of Business Services will **NOT** sign any contract **THE DAY OF OR AFTER** any performance/appearance.
8. If payment is being presented to the performer/speaker immediately following his/her/their performance/appearance, advise the Office of Student Life who will place a "Hold Check Request" on the voucher and will be contacted when the check is ready for pick-up.

## Student Travel Policy

A Travel Request form must be submitted to the Office of Student Life thirty (30) days prior to any travel. In the absence of unusual circumstances and whenever possible and practical all goods and services required by the various departments of the University, regardless of the source of funds, are to be obtained from the University service departments.

Recognized Student Organizations who are authorized for University business travel should be knowledgeable of the following information:

1. **Ground Transportation:** If you will be using your own vehicle for travel, keep a record of your mileage. University policy authorizes reimbursement as determined by the Business Office. Please check [www.umsl.edu/~finance/index.html](http://www.umsl.edu/~finance/index.html) for current rate. If you require a rental car, contact the Office of Student Life, 366 Millennium Student Center, 314-516-5291 to make arrangements.
2. **Air travel:** Airplane tickets may be purchased through the Office of Student Life. In order to get the most economical rates, purchases should be made as far in advance as possible at least thirty (30) days before travel.
3. **Registration Fees:** Make every effort to pay your registration fees in advance. If you would like to have a check sent directly from the University to pay the registration fee, please submit the completed registration form to the Office of Student Life. Allow at least four weeks before the deadline occurs to guarantee payment in a timely manner, if you pay for the registration fees yourself and need reimbursement, be sure to obtain a receipt. If a receipt is not provided, the University cannot reimburse you.

4. **Lodging:** For lodging reimbursement you must submit the original hotel receipt. Note that the University will pay only for hotel room and tax. Health club fees, personal calls, room movies, or room service will not be reimbursed. No personal expenses will be reimbursed. An itemized statement furnished by the hotel/motel is required for all lodging expenses. Lodging can also be arranged by the Office of Student life by completing the Travel Request form.
5. **Meals:** the maximum meal allowances per person are as follows:
  - \$10.00 Breakfast
  - \$10.50 Lunch
  - \$21.50 Dinner

If your registration fee includes meals, you may not request reimbursements for these meals.

If two or more people are included in the meal, then an original receipt and the names of the individuals are required for reimbursement.

### **Reimbursement for Meals When No Overnight Travel is Involved**

Meals are reimbursable under the above guidelines when they are part of a meeting or activity including other individuals to discuss University business. If the meal is part of a group meal or organized banquet where each participant pays individually, the meal is reimbursable under the above guidelines as long as the reimbursement request includes an explanation as to the business purpose of the meal and the other individuals or group present. **Receipts are required for any meal in excess of \$75.** Meals eaten alone are not reimbursable except for meals that become necessary when travel causes an employee to work in excess of their normal work schedule.

### **Procedure for Payment and Reimbursement Upon Return:**

Upon return from a trip, complete a "Travel Expense Voucher" to get reimbursed for personal funds used while out-of-town.

- "Purpose of Trip" – fully describe and do NOT abbreviate. List organization name, dates and location of the trip.
- Itemize meals in appropriate columns. Any meal expenses over the limit will be reduced accordingly.
- Record lodging expense in the appropriate column.
- Itemize expenses (i.e. taxi, round trip airfare, etc.) and the amount for each item.
- Non-reimbursable expenses include, but are not limited to, room service, movie rental, and personal telephone calls. It is expected that the individual pay expenses of this type before checking out of the hotel.
- List the names of all travelers.

Any additional information justifying unusual expenditures should be noted on the travel expense voucher or on an additional sheet. An itemized receipt must be submitted with the voucher for any expenditure.

### **Tax Exemption**

The University is tax exempt and will not reimburse for sales tax. Make sure that any charges made are not charged tax. The University's Tax Exempt Number is on the front of each procurement Card. In addition, the Office of Student Life has copies of the Tax Exempt Certificate.

### **Receipts**

The receipt must include:

1. Vendor
2. Amount
3. Date
4. Itemized list of items

If the Procurement Card receipt only includes the total purchase amount, attach the detailed receipt or packing slip.

## Fundraising Guidelines

Only **Gold student organizations** may conduct fund raising activities on campus. Fund raising is defined as sales, solicitations, or promotions for any event or project designed to raise money including any activity for which an admission is charged or donations are to be collected.

All on campus fund raising activities are subject to the following policies and procedures:

### Policies

1. All on campus fund raising activities by recognized student organizations must be approved in advance by the Office of Student Life.
2. Any contractual agreements must be between an individual, office/coordinator or organization and the outside agency must not obligate the University of Missouri in any way.
3. Funds raisers to benefit non-profit charitable recognized organizations will be approved providing that the sponsoring organization submits a statement on a letterhead from the charity verifying it is approved as "non-profit" under the regulations of the Internal Revenue Code.
4. Fund raising activities that are judged to be in competition with any University auxiliary enterprise will be prohibited unless approved by the Director of the MSC, his/her designee or the administrator in charge of the auxiliary service affected by the fund raising activity.
5. Written permission is required for use of the University buildings or grounds and must be obtained by the sponsoring recognized organizations after approval for the fund raising activity is granted. This permission may be obtained by contacting the Scheduling Office and will be consistent with the following:
  - a. All fund raising activities held on University grounds or in University buildings are subject to a use fee (Board of Curator Regulation 4.0314.0633) unless specifically exempted by the Chancellor or his/her designee.
  - b. Fund raising activities may not be held in places where, or at times when, such activity would constitute a clear and substantive interference with the conduct of classes, study, business, pedestrian or vehicular traffic, or other University functions (4.0314.0107)
  - c. An approved fund raising activity involving solicitation of money is restricted to specifically authorized areas of the campus buildings and grounds and must be conducted from a table or booth rather than by roving solicitors. There will be no exceptions to this provision. The fund raising request form indicating the desired location(s) must be approved a minimum of ten (10) business days (two weeks) prior to the proposed activity.
6. Without special permission from the Director of the MSC or the designee, fund raising activities may not be conducted for a period exceeding five (5) days.
7. The sponsoring recognized student organization through its officers is responsible for any cost to the University (e.g. clean up, special construction and set up costs, repair to University property, and extra security as deemed necessary by MSC administrative personnel). The sponsoring recognized student organization may be requested to pay estimated University costs in advance before approval of the fund raising activity is granted.
8. The names of the sponsoring recognized student organization must appear prominently in all advertising and other communications connected with the fund raising activity.
9. The officers of record (the persons listed with the Office of Student Life) will be responsible for the implementation of the activity and the conduct of all members and non-members involved in the activity.
10. Recognized student organizations that violate provisions of the fund raising policy risk loss of privileges associated with University recognition, up to and including suspension of recognition. These penalties may be imposed by the Office of Student Life. Appeal may be made to the Senate Student Affairs Committee.

### Procedures

To obtain approval to hold a fund raising activity, a recognized student organization must:

1. Obtain a statement on letterhead from the charity verifying it has been approved as “non-profit” under Internal Revenue regulations if the funds to be raised are to benefit a nonprofit charitable organization.
2. Submit the forms and schedule an appointment to discuss the fund raiser with an Office of Student Life Staff Member. This meeting should occur at least fifteen (15) business days (three weeks) prior to the start of the activity.



SECTION 2:

# BEING A STUDENT LEADER

## Section 2

# BEING A STUDENT LEADER

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As a student leader, you will face many challenges that will test your ability to lead. Your involvement in student organizations will give you the unique opportunity to develop your leadership skills and grow as a person. Leadership experts Jim Kouzes and Barry Posner identify five practices that effective leaders engage in when accomplishing great tasks.

### The Five Practices of Exemplary Leadership

#### 1. Model the Way

- a. Leaders must effectively model the behaviors they wish to see in others. Leaders earn respect by setting a strong example.

#### 2. Inspire a Shared Vision

- a. Leaders envision great possibilities for the future and can see how the organization will reach new heights. However, a vision seen only by the leader is not powerful enough to make change. Leaders engage others and get them excited about a common vision.

#### 3. Challenge the Process

- a. No great accomplishments come from maintaining the status quo. Leaders see outside of the box and are not afraid to take risks in order to make positive changes in the organization.

#### 4. Enable Others to Act

- a. Great organizations have members working as a team. Leaders must give others the tools to succeed by creating an atmosphere of trust, collaboration, and empowerment.

#### 5. Encourage the Heart

- a. Leaders support others and encourage them to carry on. In order to do this, leaders must make others feel like a valued part of the organization. Recognize and celebrate the contributions of all team members.

The Office of Student Life is available to present to student organizations on any of the above mentioned leadership practices. Organizations may also request presentations on additional aspects of leadership development.

### More Ideas for Effective Leadership

- Establish high standards for your organization.
- Listen carefully; hear what others say; solicit suggestions for improvement.
- Empower members.
- Delegate, then follow-up. Trust people.
- Suggest or request rather than command.
- Exhibit faith in members; let them know you expect their best efforts.
- Praise good performance.
- Use criticism constructively and privately; get the entire story before reprimanding.
- Share the credit.
- Do not be afraid to say “I don’t know”; seek help when appropriate.
- Be considerate.
- Be fair and consistent; keep your commitments and promises.

### Transitioning Leadership

- Give different members a chance to take leadership roles throughout the year.
- Hold elections within the organization.
- Have the old leaders train the new leaders and provide the new leaders with written descriptions of the position, suggested timelines for events, and contact information for various individuals.

## Goal Setting

Goals are broad statements of desired results. Objectives are specific statements of actions that are measurable and will lead to the accomplishment of the goals. An organization that does not have a clear understanding of what it wants to achieve in a given time is like a ship without a rudder, at the mercy of the elements and likely to flounder in the first storm it meets. Goals provide purpose and direction. Without goals, organizations are more likely to experience turnovers, short-term membership, and lack of effective transition programs for officers. Goals should be attainable, understood by all members involved, believable, valuable to the group, motivating and progressive.

### Types of Goals:

- Routine: Traditional goals of the organization that is usually on-going but need to be evaluated for updating.
- Problem-Solving: Goals that work toward improvement of the organization, based upon the need for change because of problems.
- Innovative: New ideas and contributions that will assist the organization in its growth and development.
- Developmental: New experiences that members can learn and grow from as a result of their involvement in the organization

### The Success of a Goal Depends on Three Things:

1. In-depth planning of the goal.
2. Member commitment and dedication to achieving the goal.
3. The reality of attaining the goal.

### How to Set Goals

The organization needs to brainstorm and discuss the list of intended goals. All members need to understand and “buy into” each goal. The goal needs to be a broad, general statement of purpose.

Objectives are specific statements of results that equal the broad goal statement. The number of objectives will depend upon the complexity and generality of the goal statement. Objectives need to be measurable and statements of results, not action. Additionally, each objective should include a target date for completion.

The goal setting process is not finished until it has been properly evaluated. When the goal has been completed, evaluate it to see what worked, what did not work, and why. It is also important for to reflect on what you have learned from the experience.

### Here are some guidelines for goal setting:

- When a goal is agreed upon, establish action steps that outline the actions to be taken to accomplish the goal.
- Establish a schedule of when action steps will be taken. This will provide a time frame for accomplishing steps toward the goal.
- Document both goals and action steps so they may be referenced.
- Display and/or provide to all members a written copy of the goals.

## Running Effective Meetings

One of the most important elements of being a good leader is the ability to run an effective meeting. Your organization will find it difficult to retain members if the meetings are too long, boring, disorganized or ineffective. The following list of ideas may help you have more productive meetings.

### Your First Meeting

- Set goals and objectives for the entire year.

- Prepare a tentative calendar of events for the year.
- Provide sufficient leadership positions to meet your organization's goals, and create committees as needed.
- Go over your organization's Constitution.

### **Making the Most Out of Your Organizations Meetings**

- Before the meeting:
  - Define goals and objectives.
  - Create an agenda for all attendees.
  - If any articles or documents are to be reviewed, make them available before the meeting, so that people will be prepared to ask questions or raise discussion points.
  - Arrange for all Audio/Visual needs.

### **During the meeting:**

- Start on time!
- Stick to the agenda.
- Encourage discussion to get all opinions.
- Encourage feedback.
- Delegate responsibilities and establish deadlines.
- Take notes and encourage attendees to do so as well.
- Set the date and time for the next meeting.
- End the meeting on a positive note; thank people for their attendance and participation.

### **After the meeting:**

- Distribute minutes.
- Discuss meeting with other board or executive members.
- Follow up on decisions/delegations.
- Put unfinished business on the agenda for the next meeting.

### **Sample Meeting Agenda**

1. Call meeting to order
2. Approval of agenda
3. Correction and approval of minutes
4. Announcements
5. Officer's reports
6. Committee reports
7. Unfinished business
8. New business
9. Special issues.
10. Adjourn

### **Motivating Volunteers**

Motivating others is one of the most challenging but rewarding aspects of being a leader. The following list contains some tips about motivating the volunteers in your organization:

1. Know your standards and clearly communicate them.
2. Let volunteers know where they stand.
3. Be sensitive to the needs, wants, wishes, and expectations of your volunteers.
4. Give praise when it is appropriate.
5. Care about your volunteers. Offer assistance.
6. Be there. Keep in contact, spend the time, and be present when appropriate and desirable.
7. Keep volunteers informed of changes, problems, and general information.

8. Be a model leader and a model person; organize, plan, anticipate, and reason.
9. Be enthusiastic.
10. Be willing to learn from others.
11. Allow and encourage freedom of expression and creativity.
12. Delegate, delegate, delegate.

## Delegation

You cannot do it alone. Sooner or later, you will have to learn to delegate responsibilities to others in your group. You may be reluctant to delegate a task for a number of reasons.

The following are some of the more common ones:

1. Delegated work will be done poorly and you will be blamed.
2. Time will be lost and you could do it quicker yourself.
3. Your committee members will do and be seen doing your job.
4. Spending time explaining to someone else how to perform a task takes up valuable time.
5. Nobody else can do it as well as you can.
6. There is literally nobody to which the task may be delegated.
7. You feel you need to be involved to be close to what is happening on your committee.

Delegation involves an element of risk. The willingness to delegate tasks is a mark of true leadership. Effective delegation is essential for the growth and development of each group member, so challenge group members. By engaging group members in important tasks, you just might end up with new and better ideas!

### Tips for Effective Delegation:

1. Review and specify the task and objectives.
2. Select appropriate person(s) bearing in mind previous experience and availability.
3. Set parameters, deadlines, resources, considerations about quality, and limits of authority.
4. Check understanding, provide resources, information and support, and ensure commitment.
5. Monitor progress, and encourage feedback on a regular basis.
6. Evaluate performance, and apply lessons to future tasks.

## Time Management

It happens far too often that our student leaders try to take on too much and get burned out. Burnout can result in decreased attentiveness to the organization and its needs as well as poor academic performances. We believe school comes first, but with a balanced and well-managed schedule there is plenty of time to work and enjoy co-curricular activities.

### Ideas for Saving Time

- Make a daily "To Do" list in priority order.
- Plan before beginning. Establish deadlines.
- Reward yourself for meeting your deadlines.
- Work in a quiet area: unplug phones.
- Develop a daily routine.
- Set your watch a few minutes fast.
- Do not overeat, especially at lunch, or you may feel sluggish.
- Learn polite ways to say "No" (for example, "Can we discuss this a little later?" or "Thanks for stopping by, but I've got to get back to this project").
- Schedule flexible time into your day for "crises."
- Write everything down so you don't forget.
- Keep your work area organized.
- Know your high-energy times, and use them for high priorities.
- Ask for agendas in advance of meetings you attend: use agendas in meetings you set.

- Do not work when you are exhausted.
- Be aware of policies, procedures and resources so you do not waste time waiting for someone to get back to you.
- Keep a calendar handy at all times.
- Keep a time log and identify your own time wasters.
- Do not procrastinate.
- Schedule time for yourself. It is important that you take care of yourself in order to avoid unneeded stress.

## **Team Building**

An organization's success relies heavily on the quality of interaction between its members. One of the best ways to ensure good communication between group members is to establish an environment where working together on common goals is a regular activity.

When the leaders of an organization conduct activities in a positive and supportive atmosphere, team building can be a fun-filled and productive experience. Intramural activities, planning major social functions, high and low ropes courses, or getting together as a group to plan the year's goals and objectives are all examples of activities that can promote a sense of belonging and contribute to building a successful team.

For ideas and assistance in planning and conducting a team building activity with your organization, contact the Student Life Office. Remember, as a leader, you set the tone and pace of the organization. Be enthusiastic and build that team!

## **Conflict Resolution**

Conflict resolution is essential in the success of an organization. Through effective methods of resolving conflict, positive outcomes arise out of seemingly negative circumstances.

Here are some guidelines for conflict resolution:

- Conduct discussion in a comfortable setting such as a coffee shop, a park, or a living room to alleviate tension.
- Maintain a calm and relaxed demeanor. Body language says a great deal when interacting with others.
- Shift conflict from confrontation to cooperation. Emphasize that everyone is working toward the same goal.
- Turn problems into creative opportunities. Focus on the positive aspects of ideas presented.
- Focus on strategies that will meet your objectives. This too takes the spotlight off winning the argument.
- Emphasize your desire to help. Be objective and supportive without being judgmental.
- Make yourself available for individual discussion. This provides you with information or ideas from those less likely to share in group settings.
- End the discussion with a review of the constructive aspects of the meeting, recapping the decisions made.



SECTION 3:

# ORGANIZATION PROGRAMMING

### Section 3

# ORGANIZATION PROGRAMMING

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The programs and activities that your organization produces are an asset to the UM St. Louis community. In this section we will provide some suggestions that may help you in developing programs for your organization.

## Event Planning

Select an event coordinator. Whenever your organization is planning an event it is helpful to have an event coordinator to act as a single contact person for all matters related to your event. The selection of an event coordinator also provides a person to take responsibility for making sure all regulations are adhered to and your event goes as planned.

First, a Pre-contract Worksheet form should be obtained from the Office of Student Life; this will assist your organization in the retrieval of the necessary information for the coordination of the upcoming event. This information is used in the development of a University Contract. Please be as thorough and accurate as possible.

1. Event Information should include:
  - a. The performers' complete name.
  - b. The complete title/name of the sponsor or the organization that will be financially responsible for the event.
  - c. A contact Person at the University of Missouri- St. Louis. This should be an organization member/advisor that is closely affiliated with the coordination of the event.
  - d. A contact number for both the presenter as well as the UMSL contact person.
  - e. The date of the event
  - f. The time the event will start and will end
  - g. Location where the event will be held and a possible rain site if needed
  - h. Type of event (musician, comedian, speaker, etc.)

*All presenters at UM-St. Louis must have a signed contract. Please schedule a meeting with the Associate Director of Student Life or their designee at least six weeks prior to the event for all contractual matters. The University will not honor any contracts signed by your organization.*

2. Payment Information Should include:
  - a. Check amount: What is the cost of the performer?
  - b. If the stated price is all- inclusive (Performers fee, agents fee, travel, lodging etc).
  - c. The name of the agency that the performer is represented by.
  - d. The agency's address, the agency's contact number, and the agency's email address.
  - e. If there is a need for 2 separate checks.
  - f. To whom to make the check payable.
  - g. The address of the person/s receiving the check.
  - h. If the person/s receiving the check is an individual, corporation, or partnership.
  - i. Whether you have requested a W9 from the agent/performer.
3. Hotel information should include:
  - a. Number of rooms.
  - b. Smoking/ Non-smoking.
  - c. Location of the preferred reservation.
  - d. Name room should be booked under.

*Hotel room reservation should only be reserved by the Office of Student Life staff. The above information will help in the reserving of room to accommodate the presenter and organization.*

4. Food Services Information should include:
  - a. Number of meals for the performer/s.
  - b. Does the performer/s have a greenroom request?
  - c. Can the food request be fulfilled by our on campus catering service, Chartwells?
  - d. Has a food waiver been obtained and completed at least four weeks in advance, if necessary?

*If hosting a Program on campus, all food services must be provided by our campus catering service Chartwells.*

5. Production Requirement information should include:
  - a. Set up information (tables and chairs)
  - b. Production equipment (sound, lighting, staging, etc)
  - c. Other equipment (Podium, AV, Piano, etc)

The Scheduling Office is here to help with reserving space, arranging set-up, and providing equipment for your event from start to finish. Their help ensure your event is a success. Please refer to the Millennium Student Center Building Operations Manual for all building policies. Also, please refer to Campus Policies (page 8) in this manual for a quick glance at some of the policies of the Scheduling Office.

## **Programming Off-Campus**

If you are hosting your program off campus, a Pre-contract Worksheet form must still be obtained and the above information will be required. When hosting a program off campus, the sponsoring organization will need to have a written confirmation of the agreement that you have with the hosting facility. In many cases, this agreement will come in the form of a contract. In these circumstances, students are required to schedule a meeting with the Director of Student Life or their designee **at least six weeks** prior to the event for all contractual matters.

Student organizations are **not** allowed to enter into any binding contracts on behalf of the University or their student organization. When dealing with the facility, whether located on or off campus, you want to pay careful attention to any technical requirements that your presenter or your organization may have such as microphones, projectors, etc. Most of the time your organization's program will require money; therefore, after you have decided WHO, WHEN, and WHERE the next question is How Much? So at this point, it is always a good idea to outline all of you expenses. Depending on the nature of your program, travel arrangements may be necessary for your organization, your presenter, or both. All travel arrangements of any kind must be made through the Office of Student Life.

## **Day of Event**

Meet your presenter(s) and check the facility. Make sure that the presenter and organization members arrive early. Schedule a sound check if needed. Have adequate transportation, some presenters may require transportation to and from the hotel or airport, and some will also want to see the location where they will be presenting. If the event is open to students as well as the outside community, be sure to have signs identifying restrooms as well as the location of the event. On the day of your event, a good rule of thumb is no surprises. You want to avoid surprises for both your group and your presenter so try to tie up any loose ends in advance. Enjoy your program. Assuming all of your planning has gone well, the event should take care of itself.

## **Working with Other Organizations**

When planning an event, there will be times where it will be a good idea to collaborate with another student organization. Co-sponsorship will allow your organization to pool resources to make a good event a great event.

1. Be sure to complete a Co-sponsorship application form with the organization you are requesting funding from.
2. Be sure to have an itemized list of what the additional funds would be used for and the approximate cost.

3. Be readily available to provide additional information to the organization that will co- sponsor the event

Keep in mind that all funds should be used to actualize the organization's stated purpose or goals presented in their constitution and their budget application or else forfeiture of remaining funds and/ or deregistration may result.

Remember that the Student Government Association and University Program Board both offer co-sponsorship money to organizations wishing to propose new programs to benefit the campus.

## Promotions and Marketing

The goals of any organization become very difficult to meet without proper promotion. Promotional materials should be designed to capture interest and evoke a response on the part of your audience. When designing promotional materials there are several things that should be kept in mind:

- Audience: The first step in laying out a promotional campaign is to understand the audience that you are trying to reach. All promotional materials should be geared towards that specific group of people.
- Resources: The second step is to look at what resources are available to you. How much money do you have? How many people are available to assist you?
- Timetable: The third step is to determine how to reach your audience in whatever amount of time you have to do so.
- Content: The content of the promotional material is where your audience, timetable, and resources should all come together to present your activity/event to the public.

\*Each flyer should include a proper time, location and actual "end time" of event.\*

## On-Campus Promotion & Advertising

There are many campus resources that are available to those that wish to promote events on campus.

1. **Bulletin Boards:** The Office of Student Life controls 32 bulletin boards across the UM-St. Louis campus. These bulletin boards are for the use of all student organization to promote themselves and their activities. All flyers that are displayed on the Student Life bulletin boards must be approved by the Office of Student Life and receive a dated stamp. Flyers are granted a two week posting period before they are subject to be taken down. Bulletin Board Request form can be picked up and turned in to the Office of Student Life.
2. **Flyer/ Handbills:** Flyers and handbills are another popular way to promote events sponsored by your organization. There is also 4" X 6" flyer advertisement tripods located in the Nosh of the MSC (space must be reserved in advance through the Office of Student Life).
3. **The Current Newspaper:** The Current provides a very easy way to reach a large number of people through advertising in the campus newspaper. A newspaper ad usually requires a fee. Contact The Current at 516-5174 for more information.
4. **Student Organization Mailboxes:** The student organization mailboxes provide an easy way to promote events to other student organizations.
5. **Campus-wide Calendars:** Post your event on campus calendars. There are several Campus calendars, including the main campus calendar (accessible from the UM-St. Louis homepage), the Friday Update which is emailed each week to all UM-St. Louis faculty, staff and students, the "Bulletin Board" column of the Current student newspaper, and the "Get a Student Life," which is emailed each week to students.

6. **LED Sign on the MSC Bridge:** An easy way to promote events that people will see without intrusive advertising. To have your event promoted using the LED sign on the MSC Bridge, fill out the proper form in the Office of Student Life.
7. **Office of Student Life and University Program Board Programs:** Every year the Office of Student Life and the University Program Board host programs that are geared towards the promotion of student life and student organizations at UM-St. Louis. These programs include New Student Orientation, Expo, and Mirthday. Check your e-mail and your mailboxes throughout the year for more information.
8. **Get a Student Life Newsletter:** The Get a Student Life Newsletter is a great way for all students, faculty, and staff to see your upcoming events or news. Please submit the date and time of the event, as well as information about it that will best relate to the audience.



# APPENDIX

# CAMPUS RESOURCES

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## Building Operations

Building Operations is responsible for general upkeep and custodial services in the Millennium Student Center.

Location: 218 MSC

Questions? [stan\\_holmes@umsl.edu](mailto:stan_holmes@umsl.edu) or (314) 516-5022

Web Access: <http://www.umsl.edu/~msc/buildingops/index.html>

## Welcome Center

The Welcome Center is the tour headquarters for the campus and contains a plethora of information from all departments, colleges and offices

Location: 257 MSC

Questions? (314) 516-5460

Web Access: <http://www.umsl.edu/~welcome/>

## Scheduling Office

The Scheduling Office is responsible for campus-wide reservations. Audio-visual support and room setups are restricted to reservations in the Millennium Student Center.

Location: 218 MSC

Questions? (314)516-5264

Web Access: <http://www.umsl.edu/~msc/buildingops/scheduling.html>

## Conference and Events Services

Whether it is a weekend retreat, week intensive camp, or an international conference, Conference and Event Services is prepared to offer the facilities and service required to make your conference or event a success.

Location: Provincial House N105

Questions? [umslconf@umsl.edu](mailto:umslconf@umsl.edu) or 314.516.4399

Web Access: <http://www.umsl.edu/~umslconf/>

## University Health Services

Health Services, an ambulatory care clinic, is under the direction of a [Nurse Practitioner](#) with a doctoral degree. Care is provided by Nurse Practitioners and a Nurse. Referrals to medical faculties are provided when deemed necessary.

Location: 131 MSC

Questions? (314) 516-5671

Web Access: <http://www.umsl.edu/services/health/>

## The Current

Student operated newspaper servicing the UMSL and St. Louis community through articles relating to student relations and life.

Location:

Questions? 314-516-5174

Web Access: [www.thecurrentonline.com](http://www.thecurrentonline.com)

## Chartwells Catering

Chartwells Catering features full-service dining. Whether you are planning an elegant banquet for hundreds or a beverage service for 20, our menus can be customized to meet your needs.

Location: 104 MSC

Questions? 314-516-7301

Web Access: <http://www.dineoncampus.com/UMSL/>

## **Career Services**

Career Services works in partnership with employers and the campus community by assisting students and alumni to develop, implement, and evaluate job search strategies.

Location: 278 MSC

Questions? [careerservices@umsl.edu](mailto:careerservices@umsl.edu) or (314) 516-5111

Web Access: <http://www.umsl.edu/depts/career/index.html>

## **Multicultural Relations**

The Multicultural Relations team works to infuse a multicultural perspective in services and programs in order to meet the needs of a diverse UM-St. Louis campus community.

Location: 109 MSC

Questions? [tgnn8@mymail.umsl.edu](mailto:tgnn8@mymail.umsl.edu)

Web Access: <http://www.umsl.edu/~mcraa/index.html>

## **Counseling Services**

The mission of Counseling Services is to assist students, staff and faculty to define and accomplish their personal and academic goals through counseling, consultation, educational outreach programs, teaching and training. We are committed to tailoring our services to the needs of a culturally diverse campus population.

Location: 131 MSC

Questions? (314) 516-5711

Web Access: <http://www.umsl.edu/services/counser/>

## **The U**

Non-commercial student-run radio station that strives to offer unique programming while providing a service that is both educational and entertaining to the University of Missouri-Saint Louis community

Location: 202 MSC

Questions? [Umslradio@umsl.edu](mailto:Umslradio@umsl.edu) or 314-516-1888

Web Access: <https://www.umslradio.com>

## **Student Government Association**

The Student Government Association works toward full student participation in all areas of university life, university affairs, and policy making. SGA serves as the student voice to the university administration, faculty, and other campuses

Location: 379 MSC

Questions? [sga@umsl.edu](mailto:sga@umsl.edu) or (314) 516-5105

Web Access: <http://sga.umsl.edu/>

## **University Program Board**

UPB presents a varied series of educational, social, cultural, recreational, and entertainment programs that attempt to meet the diverse needs and interests of the University of Missouri-St. Louis community.

Location: 381 MSC

Questions? (314) 516-5531

Web Access: <http://www.umsl.edu/studentlife/upboard/>

**Student Organization Request to Use Alcoholic Beverages on University Property**  
**UNIVERSITY OF MISSOURI-ST. LOUIS**  
**(Alcohol Form #3)**

**Contact Information**

Today's date: _____	Date of Event: _____		
Organization Name: _____			
Event Coordinator: _____			
Coordinator's Address: _____			
<small>Street</small>	<small>City</small>	<small>State</small>	<small>Zip Code</small>
Coordinator's Phone Number: _____		<small>Area Code</small>	<small>Phone Number</small>

**POLICY:**

- As a general policy, alcohol may not be served at any event. Permission to serve alcohol at an event will be viewed as an exception to the policy. Requests to serve alcohol will be examined on a case-by-case basis.
- All persons attending the event must comply with applicable federal, state and University regulations. (The legal age to consume alcohol in Missouri is 21. The University reserves the right to request proof of age of any person being served.) Alcohol may be served no later than one hour preceding the scheduled end time.
- According to University regulations, organizations with a substantial number of members under the age of 21 (75%), shall not permit the drinking or serving of alcoholic beverages at any social function or meeting. The student organization should submit along with this form a roster of membership for all members including: first name, last name, ID number, and birth date.
- The organization's advisor and president or designee must be present at the event and assume the responsibility that minors will not be served alcohol. The advisor and president or designee will also be responsible for the conduct of all persons attending the event.
- The organization advisor or responsible administrative professional will be required to be present for the duration of the event.
- The student organization's advisor will be considered the sponsor of the event and will be responsible for ensuring that University regulations and state laws governing use of alcoholic beverages are upheld.
- If permission is granted, the organization's president must notify all members of the organization that alcoholic beverages available at the event may not be served to or consumed by minor members of the organization. This will not be considered a violation of the marketing guidelines found below.
- To demonstrate responsibility and concern for legal liability, the student organization is required to provide non-alcoholic beverages and food at an event where alcoholic beverages are available
- Liquor license mandates that all alcoholic beverages must be purchased and served by the University's contracted food services. There will be a charge for this service.
- There is a two drink limit.
- Arrangements must be made with the University Police to provide security. The student organization is responsible for paying the cost of security for the event.

**PROCEDURE:**

- The organization's President, Advisor, facility's director or designee, Associate Director of Student Life, and the Vice Provost for Student Affairs must approve the request.
- This form must be completed, including advisor's signature, and forwarded to the Associate Director of Student Life at least 21 days prior to the event. The Associate Director will submit to Vice Provost for Student Affairs for approval.
- A "Request to Use University-Administered Funds to Purchase Alcohol for University Sponsored Event" form must be submitted at the same time if SABC budget money is going to be utilized.
- If approved, this form will be forwarded to the facility director as confirmation of approval.
- If approved, members of the organization will meet with a representative of the Office of Student Life a minimum of 5 days prior to the event to review University requirements at the event.
- An invoice/confirmation of food and drink order must be provided and reviewed by the Associate Director of Student Life 14 days prior to the event.

**MARKETING GUIDELINES:**

- No advertising whether printed, written, electronic, or over the radio may advertise the presence of alcohol at the event.
- When alcoholic beverages are being served, advertisements may read "refreshments provided."

**Event Information**

Event Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Time: \_\_\_\_\_ -- \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Start Time End Time  
 Target Audience (Please circle): Faculty Staff Students Other: \_\_\_\_\_  
 Facility Reservation Confirmation (please circle): Yes No Reservation ID#: \_\_\_\_\_  
 Chartwells Order Confirmation (please circle): Yes No Order# \_\_\_\_\_  
 Type of Alcohol (please circle): Beer Champagne Blush Wine White Wine Other (specify) \_\_\_\_\_  
 Cash Bar (please circle): Yes No If no, please specify method of payment \_\_\_\_\_

**Event Description**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- I have read the Student Organization Request to Use Alcoholic Beverages on University Property.
- I certify that 75 percent of our organization’s membership is 21 years of age or older.
- I agree to abide by the provisions set down in the policy and guidelines.
- I understand that by signing this form, the officers and advisor of our organization assume responsibility for the conduct of participants at the event.
- I agree that should permission to serve alcohol be granted, our organization shall make efforts to adhere to University regulations and state laws.
- I agree to notify all members in our organization of the Policies, Procedures, and Marketing Guidelines outlined above.

\_\_\_\_\_  
 President’s Signature

\_\_\_\_\_  
 President’s Printed Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor’s Signature

\_\_\_\_\_  
 Advisor’s Printed Name

\_\_\_\_\_  
 Date

*Office Use Only:*

Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_ Office of Student Life \_\_\_\_\_ Date: \_\_\_\_\_  
 Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_ Building Director \_\_\_\_\_ Date: \_\_\_\_\_  
 Request Approved \_\_\_\_\_ Request Denied \_\_\_\_\_ Vice Provost, Student Affairs \_\_\_\_\_ Date: \_\_\_\_\_

# Awarding of Prizes Form

Name of Student Organization: _____		
Event: _____		
Date: _____	Time: _____	
Submitted by: _____	Title: _____	Date: _____
President's Signature _____	Date: _____	
Treasurer's Signature _____	Date: _____	

Please be certain that the information below is completed in full before submitting to the Office of Student Life. It is the organization's responsibility to provide all requested information.

## **Prize 1**

Description of Prize: _____		
Actual Value of Prize: \$ _____	Please select one: <input type="checkbox"/> Cash Prize <input type="checkbox"/> Non-Cash Prize	
Full Name of Winner _____		
_____ <i>First Name</i>		_____ <i>Last Name</i>
Mailing Address: _____		
_____ Street Number	_____ Street Name	_____ Apt. Number
_____ City	_____ State	_____ Zip code
Student Number or Social Security Number: _____		UMSL Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address: _____	Phone #: _____	
Are you a U.S. Citizen or lawful Permanent Resident? <input type="checkbox"/> YES <input type="checkbox"/> NO		

## **Prize 2**

Description of Prize: _____		
Actual Value of Prize: \$ _____	Please select one: <input type="checkbox"/> Cash Prize <input type="checkbox"/> Non-Cash Prize	
Full Name of Winner _____		
_____ <i>First Name</i>		_____ <i>Last Name</i>
Mailing Address: _____		
_____ Street Number	_____ Street Name	_____ Apt. Number
_____ City	_____ State	_____ Zip code
Student Number or Social Security Number: _____		UMSL Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address: _____	Phone #: _____	
Are you a U.S. Citizen or lawful Permanent Resident? <input type="checkbox"/> YES <input type="checkbox"/> NO		

## **Prize 3**

Description of Prize: _____		
Actual Value of Prize: \$ _____	Please select one: <input type="checkbox"/> Cash Prize <input type="checkbox"/> Non-Cash Prize	
Full Name of Winner _____		
_____ <i>First Name</i>		_____ <i>Last Name</i>
Mailing Address: _____		
_____ Street Number	_____ Street Name	_____ Apt. Number
_____ City	_____ State	_____ Zip code
Student Number or Social Security Number: _____		UMSL Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address: _____	Phone #: _____	
Are you a U.S. Citizen or lawful Permanent Resident? <input type="checkbox"/> YES <input type="checkbox"/> NO		

## **Awarding of Prize Policy**

Will you be hosting an event, meeting, or program where prizes will be given or a competition where a performer will win a prize? If so, it is important that you follow the procedures outlined here and that you are aware of the policies associated with distributing prizes. All prizes purchased with SABC funds must be stored in the Office of Student Life in advance of the event.

Examples of programs at which prizes might be awarded include:

- Talent show
- Writing competition
- Art contest
- Singing competition

### ***Gift Cards***

Under no circumstances can gift cards be purchased using Student Activities Budget Committee (SABC) funds. Therefore, gift cards should not be used as prizes.

### ***Prizes—Cash***

Cash prizes can be awarded to winners of competitions sponsored by student organizations.

In order to award the cash prize, the student organization should follow the following procedure:

1. Complete the **Awarding of Prizes Form** found on the back of this page.
2. Have the winners complete their portion of the form
3. Submit form to the Student Life front desk by Noon the next business day
4. The Office of Student Life will generate the necessary forms to be signed and completed by the winners, President, and Treasurer and notify individuals that the necessary forms are available for signatures within 48 hours of the date of submission

### ***Prizes—Goods***

Prize goods can be awarded to winners of competitions sponsored by student organizations.

1. In order to award a noncash prize, the student organization should follow the following procedure:
2. Complete the Awarding of Prizes Form found on the back of this page.
3. Have the winners complete their portion of the form
4. Submit form to the Student Life front desk by Noon the next business day.
5. If an organization would prefer to have prizes distributed through the front desk of Student Life, winners will be notified by email when the prize is available for pickup.



## Facility/Services Request

### University of Missouri-St. Louis

Office of Building Operations • Division of Administrative Services

8001 Natural Bridge Road • 218 Millennium Student Center • St. Louis, MO 63121 • 314-516-4346 • 314-516-5320 Fax

All requests must be submitted four working days prior to event.

Today's Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Dept./Group Name: \_\_\_\_\_ Co-Sponsor's Name: \_\_\_\_\_  
(No abbreviations please.)

Contact Person(s): \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ / \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Day Evening

Payment Method:  11-digit acct # \_\_\_\_\_  MoCode \_\_\_\_\_  Check  Other \_\_\_\_\_  
 Faculty, student organizations, and staff must submit their 11-digit account number and MoCode for billing.

Type of Group:  Faculty/Staff  Campus (UMSL)  Off-Campus \_\_\_\_\_  Info. Table  
 Profit  Non For Profit, if so, Fed. Id # \_\_\_\_\_  Vendor Sales Specify Type of Sales \_\_\_\_\_

For Student Organizations - Type of Organization:  Registered  Recognized Is this a fundraiser?  Yes  No

Will admissions be charged?  Yes  No Will there be an off-campus speaker?  Yes  No

All students reserving space should be familiar with procedures in the Student Organization Survival Manual. Performance Agreement and Fundraiser forms must be obtained from and approved by the Office of Student Activities, 366 MSC. A copy of the approved fundraiser form must accompany the Scheduling Request form. Student organizations must have estimated cost of audio-visual equipment approved by Student Activities. See below. \*

Date of Event	Space Requested	Start Time	End Time	Number Attending	Set-Up Style

**Room Setup Choices:** Theater, Conference, U-Shape, Banquet Rounds, Circle of Chairs, Closed Square. Special setups require a diagram. The Pilot House is set up "as is". The Scheduling Office reserves the right to move a scheduled event to another location.

**Audio-Visual Requests:** For consultation, call 516-5573. Weekdays require two working days notice; weekends require five working days.

Date of Event	Space Requested	Start Time	End Time	Equipment	Total Hours Needed

A Notice of Change form must be submitted for all revisions. Only three changes will be accepted per booking, so please plan carefully. An administrative fee of \$10.00 will apply for each additional change. If the setup information is not received four working days prior to the event, the reservation will automatically be deleted. We cannot guarantee that all of your needs will be met past the deadlines. You will be billed for setup and a/v requests received after deadlines. For setup information, call 516-5262. Fax all diagrams to 516-5320. A night manager is required for events outside normal building hours. Building hours: Mon.-Th. 7a-11p; Fri. 7a-8p; Sat. 10a-8p; Sun. 1-9p. Summer hours (subject to change): Mon. -Th. 7a-9p; Fri. 7a-6 p; Sat.-Sun.9a-6p.

Requested by (Print Name): \_\_\_\_\_ Signature: \_\_\_\_\_

\*A/V approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Reservation #: \_\_\_\_\_  
0 9 0 1

## **Bulletin Board Locations**

### **Clark Hall – 7 Boards**

- 1<sup>st</sup> Floor – 1 across from room 121; 1 across from room 115
- 2<sup>nd</sup> Floor – 1 next to room 205; 1 next to room 206
- 3<sup>rd</sup> Floor – 1 next to room 305; 1 next to room 307
- 4<sup>th</sup> Floor – 1 between room 405 & 406

### **Lucas Hall – 3 Boards**

- 1<sup>st</sup> Floor – 1 near the south entrance (in front of vending machines)
- 2<sup>nd</sup> Floor – 1 across from room 207; 1 across from room 208

### **SSB – 5 Boards**

- 1<sup>st</sup> Floor – 1 across from room 131; 1 next to room 140
- 2<sup>nd</sup> Floor – 1 next to room 224; 1 across from room 213
- 3<sup>rd</sup> Floor – 1 next to room 334

### **Benton Hall – 3 boards**

- 1<sup>st</sup> Floor – 1 left of the Tomazi Study Room; 1 ahead of the first board
- 3<sup>rd</sup> Floor – 1 left of the elevator

### **MSC – 1 board**

- 1<sup>st</sup> Floor – 1 (glass enclosed & locked) left of the entrance to the Nosh

### **South Campus – 1 board**

- 1<sup>st</sup> Floor – 1 near the Flamingo Cafe

# Bulletin Board Posting Request

Please fill out the following form and return it to the Office of Student Life, 366 MSC.  
This form must be filled out for each advertised program/event that is posted.

## Guidelines

- There are 24 campus wide bulletin boards maintained by the Office of Student Life.
- Posting on these boards is intended *only* for University of Missouri-St. Louis student organizations and departments.
- All items posted on these boards must be submitted and approved by the Office of Student Life. Once approved, a copy of this form and the posting will be retained by the Office of Student Life. (If you would like your posters in the Student Life front windows or the MSC glass cases, please leave an extra 3 copies at the Student Life front desk.)
- Due to space limitations, items posted may not exceed 14 x 22 inches.
- Items may be posted for up to two calendar weeks. Exceptions are made on a space available basis.
- All material not removed from boards at the specific removal dated will be discarded.

## Posting Information

Today's Date \_\_\_\_\_

Name of Student Organization/Department \_\_\_\_\_

Program/Event Name \_\_\_\_\_

Date of Advertised Event \_\_\_\_\_

## Person Submitting Request

Name \_\_\_\_\_

Campus Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Approved By \_\_\_\_\_

Remove By \_\_\_\_\_

# Change of Officer Form

Please fill out the change of officer form, the University of Missouri Board of Curators Standard of Student Conduct, and the Policy on Hazing, and return to the Office of Student Life, 366 MSC. This form *must* be filled out each time an officer changes in your organization.

**Name of Student Organization:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_  
Student Officer's Name Title

## **Organization Officers**

### **President/Chief Executive Officer**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Local Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: (      ) Email\*: \_\_\_\_\_

### **Treasurer/Chief Finance Officer**

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Local Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: (      ) Email\*: \_\_\_\_\_

### **SGA Assembly Representative**—Gold Level organizations only

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Local Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: (      ) Email\*: \_\_\_\_\_

### **Advisor**

Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
Office Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone\*\*: (      ) Email\*: \_\_\_\_\_

\*Through our online database system to manage clubs and organizations, the names and email addresses of officers may be listed.

\*\*If requested, an advisor phone number may be given out as a method for contacting the student organization.

# **University Of Missouri Board of Curators Standard of Student Conduct**

**A student enrolling in the University assumes an obligation to conduct himself in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline falls into the following categories:**

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
- Forgery, alteration, or misuse of University documents, records or identification.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or of other authorized activities on University premises.
- Physical abuse of any person on University-owned or controlled property or at sponsored or supervised functions, or conduct, which threaten or endangers the health or safety of any such person.
- Theft of or damage to property of the University or a member of the University community or campus visitor.
- Unauthorized entry or use of University facilities.
- Violation of University policies or of campus regulations, including campus regulations concerning the registration of student organizations, the use of University facilities, or the time, place and manner of public expression.
- Use, possession or distribution of narcotic or dangerous drugs, such as marijuana and lysergic acid diethylamine (LSD), except as expressly permitted by law.
- Violation of rules governing residence in University-owned or controlled property.
- Disorderly conduct or lewd, indecent, or obscene conduct or expression on University- owned or controlled property or at University sponsored or supervised functions.
- Failure to comply with directions of University officials acting in the performance of their duties.
- Conduct which adversely affects the student's suitability as a member of the academic community

**I assume responsibility for and attest to my organization's compliance with this policy.**

\_\_\_\_\_  
Student President's Signature

\_\_\_\_\_  
Student President's Printed Name

\_\_\_\_\_  
Student Organization Name

\_\_\_\_\_  
Date

# POLICY ON HAZING

Hazing, defined by the Fraternity Executive Association and accepted by UM-St. Louis, is any intentional action taken or situation created, whether on or off University premises, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes, but is not limited to: padding in any form, creation of excessive fatigue, physical or psychological shocks, wearing apparel in public stunts and buffoonery, morally degrading or humiliating games and activities, involuntary labor, or any activity not consistent with the University Of Missouri Board Of Curators Standard Of Student Conduct which is attached to this letter.

The University of Missouri-St. Louis does not condone nor tolerate hazing of any type by any organization, or by an individual against another individual.

The Office of Student Life will investigate any incident in which a charge of hazing has been made. University recognition may be temporarily withdrawn pending hearings and due process procedures.

Should it be determined that a student organization or any of its members is guilty of hazing as previously defined, sanctions may include but are not limited to:

- 1) Automatic and indefinite suspension of campus recognition with an accompanying loss of all campus privileges, (i.e. use of facilities, student services, etc.)
- 2) Disciplinary action against those members involved in the incident(s) including suspension or expulsion from the University.

## **IMPLEMENTATION:**

Each organization president, or equivalent officer, is required to read the University's Policy on Hazing at the first regular meeting that he/she presides after taking office.

**I have read the University of Missouri – St. Louis Hazing Policy to the active members at a regularly scheduled meeting of our organization. As President, I assume responsibility for and attest to my organization's compliance with this policy.**

\_\_\_\_\_  
Student President's Signature

\_\_\_\_\_  
Student President's Printed Name

\_\_\_\_\_  
Student Organization Name

\_\_\_\_\_  
Date

# Chartwells Catering Guide

## **GENERAL CATERING INFORMATION**

Please read the following information carefully, as it will ensure clear communication in our working relationship throughout your event. We kindly ask that you submit your catering order 2 weeks prior to your event to ensure ample time for appropriate staffing, linen/china ordering and the highest quality of product. We do realize that special events may arise unexpectedly and we will do our best to provide you service on short notice.

*IF YOU DO NOT BOOK YOUR EVENT AT LEAST 2 BUSINESS DAYS IN ADVANCE, YOU WILL BE CHARGED A \$25.00 LATE BOOKING FEE. PRICING AND AVAILABILITY MAY NOT BE GUARANTEED FOR LATE BOOKINGS.*

## **FOOD SAFETY**

Food safety is a high priority for Chartwells Dining Services. Therefore, we reserve the right to deny removal of leftover food by the customer. Please do not remove, dispose or repackage remaining items. To ensure safety and sanitation for customers and guests, a Chartwells representative will remove all items in a timely manner.

## **GUARANTEES**

For all catered events, Chartwells requires a guaranteed count 2 business days prior to your event. If the final guarantee is not received, we will consider the number indicated on the latest count to be correct. The guarantee is not subject to reduction after the deadline. Your billing is based on the final count. If the number of guests is higher than the final count guaranteed, you will be charged accordingly. Any changes made within 2 business days will be charged an additional \$25 or 20% of the original total.

## **ADDITIONAL CHARGES**

Two hours of service is provided for your event. Additional time will be charged accordingly. China is provided in the MSC at no charge. China requested for other venues will be rented and a fee will apply. Linen will be charged according to your needs. Supplies delivered with food and beverages are provided in excess of actual needs; removal of these excess supplies will result in additional charges.

## **PAYMENT**

For university groups, an approved contract and MO Code must be on file in the Catering Office before your event can be executed. For non-university groups, a 50% down payment is due at contract signing. Total balance must be paid in full two days prior to your event. Applicable sales tax will be charged at the current rate. For your convenience, we do except Master Card and Visa payments.

## **CANCELLATIONS**

All cancellations must be made at least 2 full business days prior to your event date. Cancellation of an event after the deadline will result in charges for the cost of all items and labor incurred prior to the cancellation.

## **SECURITY**

Chartwells catering is not liable for any equipment, supplies or personal belongings left in public areas.

## **PHYSICAL SET-UP**

For hosted events, it is your responsibility to make arrangements through the scheduling office (314-516-5264) for room availability, tables, chairs, audio-visual equipment and any additional needs you may have. These arrangements must be completed prior to initializing any food service requests. Please discuss with us how the room and food is to be set-up. Chartwells is not responsible for setting or providing tables or chairs of any kind.

## **DELIVERY CHARGES**

### *Delivery to MSC*

- No delivery charge Monday through Friday, 7:00 a.m. - 7:00 p.m.
- After 7:00 p.m., refer to the charges for events outside the MSC.

### *Delivery outside MSC*

- To avoid delivery fees, pick-up in the Nosh may be requested.
- Monday through Friday, 7:00 a.m. - 7:00 p.m.
- No delivery charge for events over \$200
- \$25.00 charge for each delivery under \$200
- Additional charges may apply depending on venue

### *Saturday & Sunday or Holiday*

- \$250 minimum plus possible labor fees

# Co-Sponsorship Request Form

(To be completed by organization seeking co-sponsorship)

This form must be filled out by the organization seeking co-sponsorship from another organization, and then given to the organization that the funding is being requested from for review.

Co-sponsorship does not mean you will get the full amount if the program does not require the full sponsorship. Organizations must use their full budgeted amounts before co-sponsorship dollars are applied.

Name of Organization: _____		
Name of Contact: _____		
Phone Number: _____	E-mail: _____	
Event Name: _____		
Date of Event: _____	Estimated Attendance: _____	
Is the event on or off campus?	On	Off
Has this event been held in the past?	Yes	No
Were you allocated money for this event?	Yes	No
If yes, what is the budget line item? _____		
Estimated Cost of entire program: _____	Total Amount Requested: _____	
Please give a breakdown of what the money is needed for: _____		
_____		
_____		
_____		
Give a detailed description of the event and what the University of Missouri-St. Louis community will gain from the program: _____		
_____		
_____		
_____		

President's Signature \_\_\_\_\_

Date \_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Approval of Co-Sponsorship Form

(To be completed by organization providing co-sponsorship)

This form is filled out by the organization that was asked to co-sponsor if the organization agrees to co-sponsor the event and then turn into the Office of Student Life, 366 MSC, at least 2 weeks prior to the event.

Name of Organization: \_\_\_\_\_

Organization's President \_\_\_\_\_

Organization's Treasurer \_\_\_\_\_

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

Approved for the amount of: \$ \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Does the organization have a budget line item for co-sponsorships? Yes No

If not, does the organization have the comptroller's approval to reallocate? Yes No

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Treasurer's Signature \_\_\_\_\_

Date \_\_\_\_\_

University of Missouri-St. Louis

# Office of Student Life

## Grade Release Form

While I am enrolled at the University of Missouri-St. Louis and a member of

\_\_\_\_\_

(organization)

a recognized/registered student organization affiliated with the University of Missouri-St. Louis, I give my permission for the Office of Student Life to release my grades and grade averages after each grading period to my (inter)national Greek letter organization, chapter president, chapter scholastic officers, chapter advisors, and NPC/IFC Presidents. This authorization will remain in effect so long as I am a member of \_\_\_\_\_ at the University of Missouri-St. Louis, unless I revoke this authorization in writing.

Name: \_\_\_\_\_

(last)

(first)

(middle initial)

Current class standing:

\_\_\_\_ Freshman \_\_\_\_ Sophomore \_\_\_\_ Junior \_\_\_\_ Senior \_\_\_\_ Graduate

UMSL Student ID# \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# LED Request Form

Please fill out the following form and return it to the Office of Student Life, 366 MSC.  
This form must be filled out for each advertised program/event that is posted.

Form must be submitted no later than **2 weeks** before the event.  
Your message will be displayed 1 week before the event.

## Posting Information

Today's Date \_\_\_\_\_

Name of Student Organization \_\_\_\_\_

Program/Event Name \_\_\_\_\_

Date of Advertised Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

What do you want the message to read? (Space is limited to **50 characters**)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Person Submitting Request

Name \_\_\_\_\_

Campus Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

## Showing of Movies

### The Basics:

Pre-recorded home videocassettes and DVDs (“Videos”) that are available for rental or purchase include the right to exhibit the movie for home use only. These motion pictures do not include a license for showing outside one’s home. If you wish to show movies for any other use or in any other place, you must have a SEPARATE license which specifically authorizes such use.

### Frequently Asked Questions:

Q. We own the Video, do we still need a license to view or show it in public?

A. Yes. The location requires a license regardless of who owns the Video. While you may own the actual video, you are only granted the right to view it in your home, not to perform it in public.

Q. We do not charge admission. Do we still need a license?

A. Yes. Regardless of whether an admission fee is charged, a license is required.

Q. We are a non-profit organization. Do we still need a license?

A. Yes. Under the law, it does not matter if you are a non-profit or for-profit organization. You are required to have a public performance license to show Videos.

Q. We are not open to the general public. Do we still need a license?

A. Yes. Any location outside of the home is considered public for copyright purposes and requires a license.

### How to obtain a license:

The easiest way to get a license for the movie you want to show is to work with one of the non-theatrical movie distributors:

- [Swank.com/college](http://Swank.com/college)
- [Criterion.com](http://Criterion.com)
- [Newyorkerfilms.com](http://Newyorkerfilms.com)

Recognized Student Organizations should contact the Office of Student Life for assistance in purchasing a license. There is a fee for the license that will be the responsibility of the organization to pay. Distributors are able to sell you the license and rent you a copy of the movie. If you have your own copy of the movie, you may show that copy, but will also need to purchase the license.

# artist request form

Project: \_\_\_\_\_  
 Today's date: \_\_\_\_\_  
 Organization/department: \_\_\_\_\_  
 Requested by: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Date needed by: \_\_\_\_\_

<b>Office use only</b>	
<b>Assigned artist:</b> _____	
<b>PDF sent on:</b> _____	
<b>Approved by:</b> _____	<b>Date:</b> _____
<b>Completed date:</b> _____	

**Please note, all tee shirt designs need to be submitted at least one month in advance. All other requests MUST be submitted at least TWO WEEKS in advance.**

**Type of project requested:**

- \_\_\_ Rotunda banner (35" x 60")
- \_\_\_ Large banner (24" x 36")
- \_\_\_ Poster design (11" x 17")
- \_\_\_ Flyer design (8.5" x 11")
- \_\_\_ Table tent design (4" x 6")
- \_\_\_ Logo design
- \_\_\_ Tee shirt design
- \_\_\_ Brochure design
- \_\_\_ Publication design
- \_\_\_ Web blast
- Other: \_\_\_\_\_

<b>Project Notes:</b>

**Materials to be provided by organization:**

- \_\_\_ **Copy:** Save on a disk or to a shared drive. Hard copies are also acceptable. Type and proofread before submitting; artist is not responsible for errors in submitted copy. No formatting: no double spacing, no indentions, no columns. Use Times New Roman or Arial font.
- \_\_\_ **Photos:** Digital images should be saved to a disk or shared drive. Printed images will be scanned and returned.
- \_\_\_ **Artwork:** Please submit art that is already created in one of the following formats: PDF, JPEG, Photoshop (.psd), Illustrator (.ai), or Publisher. Make sure the art is appropriately sized for your project request. (Sizes listed above)

\* Project will be sent as a PDF through email to proof. Reply with an OK for printing. Any changes may be sent through email; major changes will require a meeting to be set up.  
 \* Organizations are allowed three posters per event: one 35 x 60 and two 24 x 36  
 \*All table tents in the MSC must be 4" x 6" and must be approved by the Office of Student Life 366 MSC **before** being placed on tables, including the MSC Nosh area.

# table tent request form

Event: \_\_\_\_\_

Organization/department: \_\_\_\_\_

Requested by: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Dates requested: Monday \_\_\_\_\_ - Sunday \_\_\_\_\_  
month/day month/day

## OFFICE USE ONLY

Received and processed by:

\_\_\_\_\_  
name/date

Due by noon on Thursday \_\_\_\_\_  
month/day

Email confirmation sent \_\_\_\_\_  
date

Copy made and distributed \_\_\_\_\_  
date

100 prints turned in \_\_\_\_\_  
date/initial

## POLICY AND PROCEDURE

Reservations can be made beginning **three weeks** before the week you want them placed, and can stay out for a total of two weeks. *[For example, if Bob wants his table tents to be displayed for August 23-September 5 (two weeks) he can put in his request any time after August 2.]*

Reservations are taken on a first-come first-serve basis.

Table tents are placed on tables throughout the Nosh, and on a calendar at the Provincial House dining hall.

Only table tents reserved and approved through the Office of Student Life, 366 MSC, will be allowed to remain on the tables.

For any questions about table tents, contact the Office of Student Life at 516-5291 or [studentlife@umsl.edu](mailto:studentlife@umsl.edu)

If Student Life designers are creating your table tent artwork, please make sure you request them **TWO WEEKS** prior to the date you are required to turn copies in. You are responsible for printing and cutting before the due date.

**Please submit 100 4"x 6" prints of the table tent design you would like placed by the specified date above. Late submissions will not be accepted.**

# Pre-Contract Worksheet

This information is used in the development of a University Contract. Please be as thorough and accurate as possible.

## EVENT INFORMATION:

Name of Performer: \_\_\_\_\_ Sponsoring Org: \_\_\_\_\_

Contact Person at UMSL: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: (Start/Finish) \_\_\_\_\_

Place of Event: \_\_\_\_\_ Space Reserved? (Rain Site?) \_\_\_\_\_

Type of Event: (Musician, Comedian, etc) \_\_\_\_\_

## PAYMENT INFORMATION:

Check Amount: \$ \_\_\_\_\_ (all-inclusive: Yes \_\_\_\_\_ No \_\_\_\_\_)

Account: (name) \_\_\_\_\_ (number) \_\_\_\_\_ (amount) \_\_\_\_\_

(name) \_\_\_\_\_ (number) \_\_\_\_\_ (amount) \_\_\_\_\_

Name of Agent/Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Agency Phone: \_\_\_\_\_

Agent/Agency Email: \_\_\_\_\_

Amount Payable: Check 1: \$ _____	Check 2 (If applicable): \$ _____
Check Payable To: _____	Second Check To: _____
Address: _____	Address: _____
SSN or Tax ID #: _____	SSN or Tax ID #: _____
Is the individual a U.S. Citizen? _____	Is the individual a U.S. Citizen? _____
Circle one: individual/ corp. / partnership	Circle one: individual/ corp. / partnership
W9 requested from agent/individual _____	W9 requested from agent/individual _____

**PAYMENT IS TO BE AFTER TIME OF PERFORMANCE UNLESS OTHERWISE APPROVED**

Deposits may be made if stated in contract.

CHECK ONE: To be personally delivered after event: \_\_\_\_\_ To be mailed to address above after event: \_\_\_\_\_

HOTEL NEEDED? _____	# OF ROOMS _____	SMOKING/NON-SMOKING _____
Reservation at: _____	Dates: _____	
Confirmation #: _____	Name room should be booked under: _____	

University of Missouri – St. Louis  
Office of Student Life  
One University Boulevard, 366 MSC  
St. Louis, MO 63121



# UMSL Office of Student Life ProCard Request Form

Org:
MoCode:
Approved by:
<i>Office use Only</i>

All purchases made on the Student Purchasing Card must be made in compliance with the Purchasing Card Policy Manual and Student Purchasing Card Manual. The Student Purchasing Card may only be used for University purchases. NO PERSONAL PURCHASES ARE ALLOWED AND NO PURCHASES THAT WERE NOT APPROVED IN YOUR ORGANIZATION'S SABC BUDGET ARE ALLOWED WITHOUT PRIOR APPROVAL. Prohibited purchases are listed in the Purchasing Card Manual which is available online at [www.umsf.edu/services/procure/pcard/pcard.htm](http://www.umsf.edu/services/procure/pcard/pcard.htm)

Organization Information	
Organization Name:	Today's Date:
Is this an SABC Expense? <small>Please Circle one:</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
SABC Budget Line Item:	
Purpose of Purchase:	
Requested Check-out Date:	
Requested Check-out Time: From:	To:

Purchaser Information
Name:
Student ID #:
Street Address/City/State/Zip:
Email:
Phone:

Vendor Information			
Line#	Vendor Name	Items to be purchased	Est. Price
1			
2			
3			
4			
5			
<b>Grand Total:</b>			\$ -

Organization President:			
	<small>Signature</small>	<small>Printed Name</small>	<small>Date</small>
Organization Treasurer:			
	<small>Signature</small>	<small>Printed Name</small>	<small>Date</small>
Purchaser's Signature			
	<small>Signature</small>	<small>Printed Name</small>	<small>Date</small>

<small><u>Office Use Only</u></small>	
Assigned Date: _____	Returned Date: _____
Assigned Time: _____	Returned Time: _____
Checked Out by: _____	Checked in by: _____

# Program Planning Guide for Student Organizations

## Assessing your risk

Do any of the following apply to your event:

- Involves amplified sound in an outside campus space
- Involves a request to serve alcohol
- Involves a contract (DJ, inflatables, guest speaker, poet, band, etc.)
- Has liability concerns (5K, physical activity, dance, movie viewing, etc)
- Expecting over 50 people to attend

If any of the above apply, please stop by the Office of Student Life or email [studentlife@umsl.edu](mailto:studentlife@umsl.edu) to schedule an appointment to meet with a representative from the Office of Student Life

## Program Planning Checklist

- What is the purpose of your event?
- What are possible dates and times of event?
- Do you have the room/space reservations?
- What is the estimated attendance?
- Do you have the necessary funding and/or budget?
- What will the set up of the room/space look like (tables, chairs, etc.)?
- What equipment will you need (LCD projector, computer, microphone, staging, podium)?
- How will you promote your event?
- Have you completed the necessary forms for your event?

## Pre-Contract Worksheet

If you are having outside entities at your event (band, DJ, speaker, inflatables, etc.) you MUST complete a Pre-contact Worksheet and submit to the Office of Student Life in order to have the contract for that entity processed. Outside entities without a contract completed prior to the event will NOT be allowed to provide their services. If a hotel room is need for the speaker/performer that should also be noted on the pre-contract worksheet. The Pre-Contract Worksheet is available in the Office of Student Life or online at <http://www.umsl.edu/studentlife/osl/orgforms.html>.

## Activities Involving Food

If a recognized student organization's event is to be held on campus, all food and beverages must be catered with the University's food service provide.\* When catering services are required, the organization should first determine their budget and desired food service. Then refer to the Student Activities Catering guide at:

[www.dineoncampus.com/umsl/Documents/UMSL/Catering/UMSL%20Student%20Catering%20Guide.pdf](http://www.dineoncampus.com/umsl/Documents/UMSL/Catering/UMSL%20Student%20Catering%20Guide.pdf)

On occasion, the University's food service provider will approve requests to use outside food for the following reasons:

- Authentic ethnic foods that the company is not able to provide/prepare
- Donations received by a group to be used for a program

All requests for outside food as outlined above should be submitted on the Food Waiver Form, available at the Catering Office. Call 314-516-4321 or email [foodserv2@umsl.edu](mailto:foodserv2@umsl.edu) to speak with a representative from Catering about your food requests or to request a food waiver.

\*The Alumni House does not require that food and beverage be catered through the University's Food Service Provider. Contact the Alumni House staff for more information and additional policies and procedures.

## Reserving Space on Campus

There are a variety of spaces available for students to reserve for student organization events. Policies regarding use of individual facilities vary. Ask about restrictions, costs, available equipment, and capacity when making reservations. Check department Web sites for other venue information and updates and/or changes to venue availability.

Location	Contact	Phone	Web address
Millennium Student Center	Tiara Rogers	516-5022	<a href="http://www.umsl.edu/~msc/buildingops/scheduling.html">www.umsl.edu/~msc/buildingops/scheduling.html</a>
J.C. Penney Conference Center	Rochelle Aronson	516-5961	<a href="http://www.umsl.edu/divisions/conted/jcpenney/index.html">www.umsl.edu/divisions/conted/jcpenney/index.html</a>
Alumni Center		516-5722	<a href="http://www.umslalumni.org/s/260/index.aspx?sid=260&amp;gid=1&amp;pgid=368">www.umslalumni.org/s/260/index.aspx?sid=260&amp;gid=1&amp;pgid=368</a>
Provincial House	Allyson Wilson	516-4399	<a href="http://www.umsl.edu/services/reslife/conf_event/index.html">www.umsl.edu/services/reslife/conf_event/index.html</a>
On-Campus Guest Housing	Allyson Wilson	516-4399	<a href="http://www.umsl.edu/services/reslife/conf_event/guest.html">www.umsl.edu/services/reslife/conf_event/guest.html</a>
Touhill Performing Arts Center		516-4100	<a href="http://www.touhill.org/RentingTouhill.php">www.touhill.org/RentingTouhill.php</a>

## Promoting Your Program

**Graphic Artist:** The Office of Student Life has a full-time Graphic Artist as well as student graphic artists available for you to utilize in promoting your organization and its programs. Here are specifics about utilizing these services:

- Requests for any and all services by the graphic artists must be made at least **TWO WEEKS IN ADVANCE** by completing the Artist Request form available online or in the Office of Student Life.
- *Organizations are allowed the following per event at no charge*
  - 1 poster: 35x60 for Rotunda
  - 2 posters: 24x36 for event use
  - Flyers and Table-tents:
    - Organizations will be provided with a design
    - Organization is responsible for paper, copying, and assembly
    - All table-tents must be 4" x 6" in size to be utilized on tables in the MSC and Student Life.
    - Each table-tents and flyer intended for distribution on campus must be stamped and approved by the Office of Student Life **BEFORE THEY CAN BE DISTRIBUTED**. Stop by the front desk to complete this process.
- *Submitting your own artwork*
  - Must be appropriately sized
  - Must be in one of the accepted formats: PDF, JPEG, PHOTOSHOP (.psd), ILLUSTRATOR (.ai), INDESIGN (.indd), PUBLISHER

## Bulletin Boards, Residential Life, Mansion Hills, and the Meadows

If you would like to promote your event through the bulletin board in the academic buildings, you will need to submit an approval form at the Student Life Front Desk. There you will be given a listing of approved posting spaces. It is the organization's responsibility to post on the bulletin boards in academic buildings.

If you would like to advertise to our residential communities, please drop the following number at the front desk of Student Life (366 MSC) for distribution. See each department for specific questions relating to their posting policy:

**Residential Life: 20 flyers**

**Mansion Hills:**

**7 flyers**

**The Meadows: 37 Flyer**

# Sample VOLUNTEER SIGN-UP SHEET

Please include your name and email address on the line below.

**Event:**

**Date:**

**Time:**

**Place:**

SET UP: 11AM

_____	_____
_____	_____

EVENT ASSISTANCE: 12PM – 1PM

_____	_____
_____	_____

EVENT CLEAN UP: 1PM

_____	_____
_____	_____





UNIVERSITY OF MISSOURI

**VOUCHER**

VOUCHER NUMBER
----------------

PLACE BAR CODE NUMBER HERE (For Accounting/Purchasing Use Only)	NAME AND ADDRESS OF FIRM OR INDIVIDUAL TO BE PAID <b>1</b>	EMPLID Number	DATE 7/21/2008
		Federal ID Number	Department make photocopy for your records; mail original to Accounting or Purchasing Department.

I certify that this bill is correct and just and that payment therefor has not been received.	VENDOR'S SIGNATURE <b>3</b>
---	--------------------------------

DESCRIPTION OF PAYMENT TO BE MADE <b>4</b>	AMOUNT <b>7</b>
<p>The following items must be filled out completely when this form is submitted</p> <ul style="list-style-type: none"> <li>1 Name of person getting reimbursed and mailing address</li> <li>2 EMPLID=student number, Federal ID Number= SSN#</li> <li>3 VENDOR'S SIGNATURE= signature of person being reimbursed. If paying vendor directly, no need to have company sign</li> <li>4 Completed description of reason for payment</li> <li>5 President's Signature</li> <li>6 Treasurer's Signature</li> <li>7 Amount of reimbursement</li> </ul>	

TO BE COMPLETED BY UNIVERSITY DEPARTMENT		TO BE COMPLETED BY ACCOUNTING SERVICES / PURCHASING DEPARTMENT			
ARTICLES RECEIVED OR SERVICES RENDERED: APPROVED FOR PAYMENT	VENDOR NUMBER	LOC	PRICES, TERMS, EXTENSIONS, FOOTINGS CORRECT		
DATE APPROVED	INVOICE / CREDIT MEMO		PURCHASE ORDER NUMBER		
SIGNATURE OF AUTHORIZED REPRESENTATIVE <b>5</b>	INVOICE NUMBER (MAX 30)	DESCRIPTION (MAX 14CHAR)	HOLD	ENCLOSURE	
SIGNATURE OF DEAN OR DIRECTOR <b>6</b>	AMOUNT	DATE	DATE DUE	TAXABLE	SEPARATE CHECK
DEPARTMENT CHARGED	APPROVED (PURCHASING DEPARTMENT)			APPROVED (FISCAL)	
					OPTIONAL FR\$ INFORMATION



Form <b>W-9</b> (Rev. October 2007) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer          Identification Number and Certification</b>	Give form to the requester. Do not send to the IRS.
--	--	---

Print or type specific instructions on page 2.  See specific instructions here	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ..... <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number _____ : _____ : _____ OR Employer identification number _____ - _____
--

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,