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Terms and Definitions

**Student Senate**
The governing body of elected students that oversees all clubs and organizations as well as creates the policies and procedures that govern SAA recognized organizations.

**Student Activity Association, Inc.**
The corporation that is entrusted with the funds generated from the Student Activity Fees from which SAA recognized clubs and organizations may request funding.

**Organization/Membership Update**
A procedure that all recognized clubs and organizations must complete each semester to provide the Student Senate of the following information: 1) current officers, their contact information and advisor; 2) the organization’s current membership list; 3) the place, time, and dates of regular meetings. In the Fall this is done via the annual registration process on WarriorLink. In the Spring, the membership update is done via the Budget submission (for funded organizations only) and new officers are updated on WarriorLink before the end of the semester.

**Activity Statement**
A brief report to be written by clubs and organizations to explain how they have met their purpose through the academic year, what goals they have achieved, attendance for campus wide events sponsored by the group and to document any notable successes. This report is to be included in the club/organization's budget request which is submitted in February.

**Capital Reserve Fund**
An account established for funded clubs and organizations to request equipment that will benefit the organization and will incur a cost more than $500.00. Request for allocations of this nature are to be made to the Chair of Finance for the Student Senate.

**Emergency Contingency Fund**
An account established for funded clubs and organizations to request for emergencies or unforeseen expenses that may occur throughout the year that are out of the organization’s control. Request for allocations of this nature are to be made to the Chair of Finance for the Student Senate.

**Special Events Contingency Fund**
An account established for funded clubs and organizations or University Departments to request allocations for events that will benefit the entire University Community and was not anticipated during the budget season; and costs will be shared by the University. Request for allocations of this nature are to be made to the Chair of Finance for the Student Senate.

**Fall Grants Fund**
An account established for funded clubs and organizations to request allocations to increase student organization budgets should new and pertinent information come to light, not previously considered as part of the Spring Budget Allocation Process, which an organization feels is justification for further review.

**Budget Account**
All SAA Funded organizations automatically possess a budget account when they are allocated funds from the Student Activity Association, Inc. (SAA). Budgeted funds do not carry over from year to year.

**Club Account**
Recognized clubs and organizations who engage in fund-raising, collect dues, receive donations, or otherwise raise moneys outside of the SAA budget allocation process are required to establish a Club Account, in which to separately manage such organizational finances. Club Accounts operate in the same manner as the Budget Account in regard to the disbursement of moneys. Vouchers must be submitted along with the appropriate receipts. Club Account moneys do carry over from year to year. Recognized clubs and organizations are not permitted to have outside accounts. Such accounts include any type of bank account or any manner in which club funds are held outside of the official SAA held club account.
Rights and Responsibilities

• To be recognized, a student organization shall be required to apply for recognition within the guidelines established by the Student Senate. Assistance concerning recognition of clubs and organizations can be received from the Student Senate Office by contacting the Chair of Extracurricular Affairs.

• Affiliation with an off-campus organization shall not disqualify a student organization from recognition provided that organization is not in violation of federal or state law.

• The membership, the policies and the actions of a student organization shall be determined by vote of only the student membership.

• Student organizations shall be free to establish their qualifications for membership provided such membership shall be open to any student willing to subscribe to the stated aims of each organization and to meet its stated obligations.

• Each organization shall be free to recommend its faculty/staff advisor(s) in concert with faculty/staff member(s) concerned and the approval of the Executive Director of the Student Activity Association, Inc.

  ➢ All SAA recognized organizations are required to have a faculty/staff advisor.
  ➢ Faculty/staff advisor(s) shall advise organizations in the exercise of responsibility, but they shall not have the authority to control the policy of such organization.
  ➢ Advisors who are not employees of East Stroudsburg University or their affiliates are obligated to register as volunteers through the Office of Human Resources and must be approved by the Executive Director of the Student Activity Association, Inc.
  ➢ Advisors should possess knowledge of the rules, policies, and structures of the University as well as the Student Code of Conduct. Advisors should also possess a knowledge and understanding of the goals and objectives of the organization they advise.
  ➢ To change an advisor, the organization’s membership must take a formal vote to select a new faculty/staff advisor. After a vote has been cast, a letter should be written to the Chair of Extracurricular Affairs, who will record and forward the change to the Executive Director of the Student Activity Association, Inc.
  ➢ An organization may request to have more than one advisor approved by the Executive Director of the Student Activity Association, Inc. although one must be designated as having the responsibility to oversee all financial matters of the organization.

• Insofar as it is legal, and within the guidelines established by SAA, Inc. student organizations shall have independent control over the expenditure of their own funds. However, a regular financial accounting including a statement of income and expenses, shall be presented to the members of the organization and to the funding authority.

• No individual, group or organization shall have the right to officially represent or to speak on behalf of the University without the expressed authorization of the President of the University (or designee) except to identify the University affiliation of the individual, group, or organization.

INQUIRY AND EXPRESSION

• The student and the student organization shall be free to examine and discuss all questions of interest to them and to express opinions publicly or privately.
  ➢ They shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the University.
  ➢ In their public expressions or demonstrations, student organizations shall speak only for themselves.

• Student groups and organizations shall be allowed to invite and to hear any person of their own choosing when the purpose of such an invitation does not violate civil law and does not constitute civil disobedience.
  ➢ Routine procedures required by the University before a guest speaker is invited to appear on campus shall be designed only to ensure orderly scheduling of facilities and adequate preparation of the event.
  ➢ Sponsorship of guest speakers shall not imply approval or endorsement of their views either by the sponsoring group, SAA or by the University.
Chapter One

Recognition

of New Clubs and Organizations
Policies and Procedures for
Recognition of New Student Organizations

1. The request for recognition must be initiated by a minimum of ten members of the student body who are enrolled in at least six credits at East Stroudsburg University. (Note: A minimum of fifteen members is required to be considered for funding.)

2. The members of the organization must submit a letter to the Chair of Extracurricular Affairs stating the organization’s intent to become recognized and request the proper forms and applications to initiate the recognition process.

3. The members, after providing the letter, must schedule a meeting with the Chair of Extracurricular Affairs and/or the Extracurricular Affairs Committee to discuss the organization’s purpose, their future constitution, and their rights and responsibilities. It is at this time that the proper forms and applications to initiate the process for recognition will be distributed to the potential organization. {All members of the potential organization should be present.}

4. The organization will then complete and return the Application for Recognition Form and submit a copy of their draft constitution to the Chair of Extracurricular Affairs for the Student Senate. The constitution shall state the objectives of the organization, and other criteria as stated in the model constitution on page 3. All constitutions must include a nondiscrimination equal opportunity clause. {Recognition is not automatic upon completion of the Application for Recognition Form and constitution.}

5. The Extracurricular Affairs Committee will review all materials submitted by the potential organization. If necessary, a list of comments and suggestions to revise the draft constitution will be given back to the potential organization.

6. The draft constitution will be sent to the Director of the University Center and Student Activities for review and comment. The draft constitution will, then, be sent to the Executive Director of SAA for approval or further review. The Executive Director will then return the draft constitution to the Chair of Extracurricular Affairs. The Chair will then, return the draft constitution to the potential organization for revisions.

7. The revised constitution of the organization will be presented to the Student Senate at two consecutive meetings. The first meeting is for review and questions and the second meeting will be for final discussion and voting. Members of the organization are encouraged to attend these meetings of the Student Senate. {The Senate may send a constitution back for further revision after any of the meetings.}

8. A letter of acceptance or denial will be sent to the organization’s representative by the Chair of Extracurricular Affairs after the Student Senate votes on the motion concerning recognition.

9. Upon Senate approval, the organization is recognized and the organization enters a one year probationary period. Within one week of receiving the letter of recognition the organization’s leadership must set up their WarriorLink profile page including their roster of officers, members, advisor and meeting time and location, have a mailbox assigned in the Student Activity Complex and get a key; as well as set-up their Club Account with the SAA Accounting Office.

10. Potential organizations may appeal an unfavorable decision made by the Student Senate within thirty days of the notification from the Chair of Extracurricular Affairs. A letter should be sent to the President of the Student Senate asking for an appeal of the Senate’s decision based upon justification that should be outlined within the letter. If the appeal to the Student Senate is unsuccessful, the organization may appeal for a review to the Executive Director of the Student Activity Association..

11. No new Sport/Recreation Clubs can be considered for recognition due to a current lack of available practice fields.
1. No two recognized organizations may have the same name.
2. No two recognized organizations may have the same purpose.
3. Criteria for membership must be included in the constitution.
4. Dues requirements, if any, must be stated.
5. The student membership must control all funds (neither an individual student or the advisor should have sole control).
6. Each group must have at least 3 officers elected by the active student membership of the organization. One of these must be President and another a Treasurer. No individual may hold more than one office within that organization at a time. The three elected officer positions may only be held by one person (i.e. co-officers may not be considered).
7. Qualifications for holding office must be specifically stated.
8. Responsibilities of the officers must be specifically stated.
9. Elections must be held at least once per year. The mechanism by which the election date is established must be stated in the constitution.
10. There must be stated provisions in case of a vacancy in an elected office.
11. Impeachment procedures for removal of officers must be clearly stated.
12. Advisors should only advise the organization and should not be directly involved in setting club business. An amendment describing this relationship should be stated in the constitution.
13. Every organization is required to have at least one meeting per month.
14. The type of meeting rules that are to be followed, such as Robert’s Rules of Order, must be stated.
15. A quorum shall be at least, more than 50% of the membership. No business may occur without a quorum present.
16. The procedure for amending the constitution by the membership must be stated.
17. Amendments to the constitution must be approved by the Student Senate.

OTHER CONSTITUTIONAL ISSUES

• All Articles of the constitution must conform to all policies and procedures of the Student Senate Handbook for Recognized Clubs and Organizations.
• Academic Departments/Faculty should not influence a club/organization nor have direct control of the organization.
• The constitution should reflect the ideals of student-controlled governance.
• Non-ESU students, faculty, staff, and administration can only be ad-hoc members and will not be a full member that could vote on issues or be elected to an office within the organization.
• SAA recognized organizations may not amend constitutional articles, in a manner so as to significantly change or eliminate items required for continued recognition.
Model Constitution

Constitution of (Organization’s Name)
Preamble (Optional)

Article I. Name
Section 1- (may abbreviate name here that the Organization will be referred to throughout the remainder of the Constitution.)

Article II. Purpose
Section 1- (State the purpose of your organization.)

Article III. Membership
Section 1- (Eligibility for membership)

Article IV. Dues and Fees
Section 1- (State regulated by By-Laws.)
Section 2- (State all accounts controlled by students.)
Section 3- (State all funds must be deposited in the Student Activity Association, Inc. Accounting Office)

Article V. Officers
Section 1- (Specify positions in descending order, i.e. President, Vice President, Treasurer, etc.)
Section 2- (Qualifications of Officers.)
Section 3- (Terms of Office)

Article VI. Duties of Officers
Section 1- (President)
Section 2- (Vice-President)
Section 3- (Treasurer)
Section 4- (other officers if needed, etc.)

Article VII. Elections
Section 1- (Procedure for nomination)
Section 2- (Voting)
Section 3- (Time of elections)

Article VIII. Vacancy in Office
Section 1- (Procedures for filling vacancy.)

Article IX. Impeachment
Section 1- (Procedures for impeachment)
Section 2- (Grounds for impeachment)

Article X. Advisor
Section 1- (Selection)
Section 2- (Responsibilities)
Section 3- (The advisor must be approved by the Executive Director of the Student Activity Association, Inc.

Article XI. Meetings
Section 1- (Number of meetings and when they are held.)
Section 2- (Provisions for special meetings.)
Section 3- (Parliamentary rules followed [i.e. Robert’s Rules of Order])

Article XII. Quorum
Section 1- (Needed to conduct any business. Minimum requirement for Quorum must be more than 50% of student membership present: i.e. 50% +1, two-thirds, etc.)

Article XIII. Amendments
Section 1- (Procedure for proposing amendments.)
Section 2- (Procedure for adoption.)
Section 3- (Any amendment to the constitution is subject to the approval of the Student Senate.)

By-Laws

By-Laws are operating procedures for the internal affairs of the organization.

Thing to include:
• dues and funding
• items subject to change

(By-Laws not subject to Senate Approval)
Probationary Period Guidelines for Newly Recognized Organizations

- After official recognition by the Student Senate of East Stroudsburg University and the Executive Director of the Student Activity Association, Inc., the organization or club enters into a one year probationary period.

- Permanent recognition will be granted by the Student Senate if during the probationary period the following conditions are met:
  - The club or organization maintains a minimum active membership of ten (10) [fifteen (15) to be considered for funding].
  - The organization has raised a minimum of $300.00 during the probationary period and is able to maintain a minimum balance of $100.00 for the final six months of probation.
  - The organization has completed and maintained officer information, rosters and meeting information on WarriorLink.
  - The organization has not violated any of the policies and procedures that govern clubs and organizations as outlined in the Student Senate Handbook for Recognized Clubs and Organizations or the ESU Student Code of Conduct.

- Until the probationary period is over the organization will not be eligible for any Student Activity Association funding. If the one year probationary period causes the organization to be ineligible to request funding during the budget season, the organization may request a special grant in the Fall semester of the new academic year.

Privileges of Recognized Organizations

- Organizations may reserve facilities for programs and meetings.
- Organization may use inter-campus mail service.
- Organizations will be issued a mailbox in the University Center; which should be checked regularly.
- Organizations will be permitted to solicit on campus.
- Organizations will be permitted to use bulletin boards and campus advertising.
- Organizations may reserve facilities at Stony Acres as an organization.
- Organizations will be permitted to use of the SAA Graphics Center as an organization.
- The privilege to advertise as a ESU student organization.
- The privilege to request funding from the Student Activity Association, Inc.
- The privilege to use the SAA banking services.
- The privilege to request use of the SAA van for field trips, conferences etc.
- The ability to set-up an organizational profile on WarriorLink to communicate with members, promote organizational activities, save organizational documents and photos, allow members to include membership on their co-curricular transcript.
- The privilege to request an organizational website throuh the University webmaster.
Chapter Two

Governance of Clubs and Organizations
GENERAL POLICIES

1. All SAA recognized student organizations must have a minimum student membership of ten. (Note: A minimum of fifteen members is required to be considered for funding.)

2. All organizations must have regularly scheduled meetings, at least once a month. A member of the Extracurricular Affairs Committee may make an unannounced visit to confirm the organization's achievement of its purpose and the organization's compliance with the membership policy requirements. (Note: these regularly scheduled meetings can not take place in a classroom that is scheduled for an academic class.)

3. All funded organizations will be required to submit an Activity Statement documenting achievements of the club/organization for the academic year (including any campus-wide events sponsored by the organization and the attendance). This statement is due to the Student Senate on the due date that the Student Senate Finance Committee establishes for budget requests.

4. Any organization violating University policies and procedures are subject to discipline as an organization by the Office of Student Conduct and Community Standards.

5. Any club or organization violating University policies and procedures either on or off campus are subject to discipline as an organization by the Extracurricular Affairs Committee and by the Student Senate. The disciplinary action will be taken up by the Extracurricular Affairs Committee and the Student Senate. This may be in addition to or instead of any action taken by the Office of Student Conduct and Community Standards.

6. All SAA recognized student organization must hold their election of officers for the upcoming year by the end of the Spring semester and update their WarriorLink profile with that information.

7. All organizations are required, at the beginning of the fall semester, to complete the annual registration on their WarriorLink profile which includes updating their organization membership and confirming officers. Updated information is to be provided in the event of any officer changes or changes in contact information. Current meeting times and locations should, also, be updated on the profile.

8. All organizations are required to check and empty their organization's mailbox located in the University Center every week.

9. Upon request, all recognized organizations shall submit an updated copy of their constitution to the Student Senate Office. Any changes to the original constitution must be approved by the Student Senate.

10. All organizations must deposit budgeted funds, gate receipts, revenue, and/or any other funds raised or generated by the organization at the SAA Accounting Office. SAA recognized organizations are not permitted to have outside accounts. Such accounts include any type of bank account or any manner in which club funds are held outside of the official SAA held club account. If it is found that an organization has such an account or has not been depositing fundraising, dues or any other funds into their SAA club account, the organization will have sanctions imposed on them as determined by the Student Senate.

11. The Chair of Extracurricular Affairs in conjunction with the President of the Student Senate and the Executive Director of the Student Activity Association have the authority to declare any organization inactive that is unwilling to be bound by University or SAA policies.

12. All recognized student organizations typically operate during the regular Fall and Spring semesters. Activities, including but not limited to programs, events or practices, occurring at other times are discouraged and must be approved in advance. This includes approval to move-in early/move-out late from the residence halls.

13. As student organizations plan banquets and other programs at off-campus locations, it is important that the organization adheres to the Student Alcohol Policy as outlined in the Student Handbook. Alcohol may not be included, served or available (such as a cash bar) as part of the formal student organization function or brought into the room of the formal student organization function. It will be the responsibility of the organization leaders and advisor to ensure that the policy is followed. Failure to do so could result in student sanctions or sanction against the student organization through the Office of Student Conduct and Community Standards and/or the Student Senate.

14. An organization officer can be removed from their position for violating University or SAA policies and procedures and/or failing to uphold the integrity of their position as outlined in their organization’s constitution by action of the Student Senate and the Executive Director of the Student Activity Association.
MEMBERSHIP POLICIES
1. The active (voting) membership, officers, and/or recognized representatives of the organizations must be students who are enrolled at East Stroudsburg University. Between semesters membership is constituted to mean the membership of the previous semester.

2. Students who are not in good standing with the University due to sanctions from the Office of Student Conduct and Community Standards may not serve as an active member of any campus clubs or organizations.

3. The number of student members shall always exceed the number of nonstudent members at meetings and programs not open to the general public.

4. In order to conduct the business of the organization a quorum of more than 50% of the active student membership should be present at the meeting.

5. Individuals in Recreational/Club Sports Organizations must have a completed release of liability and medical information on file with the Club Sports Coordinator to be considered a club member. Only those with completed releases will be considered members for funding purposes.

INACTIVE ORGANIZATIONS
1. Student organizations will be deemed inactive by the Chair of Extracurricular Affairs and/or the President of the Student Senate in conjunction with the Executive Director of the Student Activity Association, Inc. if the:
   - Organization falls below the required minimum membership as outlined in the Student Senate Handbook for Recognized Clubs and Organizations.
   - Organization does not hold regularly scheduled meetings.
   - Organization fails to adhere to all Articles of their organization’s constitution or bylaws.
   - Organization fails to comply with University, the Student Senate, and Student Activity Association policies and procedures outlined in the Student Senate Handbook for Recognized Clubs and Organizations or the Student Handbook.
   - Organization fails to update their officer, membership and meeting information on WarriorLink by the established deadline.
   - Organization is suspended due to judicial proceedings adjudicated through the Office of Student Conduct and Community Standards for up to three years.

2. Upon being declared inactive, a letter will be sent to the last advisor of record for the organization indicating the reason(s) for the current status of the organization.

3. To reinstate an organization after being declared inactive, the student membership must complete the following procedures:
   - Submit a letter to the Chair of Extracurricular Affairs requesting reinstatement.
   - A student member of the organization and the organization’s advisor must appear before the Extracurricular Affairs Committee with a current officer, membership and meeting information and an updated constitution. Exceptions may be petitioned before the Extracurricular Affairs Committee.
   - Once approved, the organization must update their WarriorLink profile with the officer, membership and meeting information.

DEFUNCT ORGANIZATIONS
Student Organizations will become defunct if the organization has:
1. Been inactive for a minimum of three (3) years;

2. Violated, in a severe nature, the policies of the University, the Student Senate and/or the Student Activity Association. The Board of Directors of the SAA must declare an organization defunct for such a violation.

3. Been suspended due to judicial proceedings adjudicated through the Office of Student Conduct and Community Standards for more than three years.

4. Organizations seeking recognition after becoming defunct must follow the policies and procedures for recognition of new organizations.
TERMINATED ORGANIZATIONS

An organization’s recognition that is terminated due to judicial proceedings adjudicated through the Office of Student Conduct and Community Standards will never be permitted to be reinstated as a recognized student organization.

CONCESSION AND SOLICITATION POLICIES

- **Definitions**
  - Solicitations are defined as a request of funds by an organization without exchanging anything of material value.
  - Concessions consist of selling an article or service of material value.
  - Recognized organizations consist of student groups that are complying with the policies and procedures outlined in the Organization Handbook. University departments and collective bargaining units may also be considered recognized organizations.
  - Nonrecognized organizations include all groups or individuals who have not met the above conditions.

- **Guidelines**
  - Nonrecognized groups, including charitable organizations, will not be permitted to sell or solicit on campus unless such organization offers a program/benefit which is deemed appropriate and desirable by the Executive Director of the Student Activity Association, Inc or designee (for SAA recognized organizations or the Vice President for Student Affairs or designee (for all other groups), and obtains sponsorship by a registered organization. In the case of a fund raising activity, the sponsoring campus group must receive at least 15% of the gross sales.
  - Recognized organizations with a continuing program of solicitation or concession will be limited to three (3) days a month for such activities.
  - Permission will not be granted to sell merchandise in the University Center which is offered for sale in the University Store or Food Court (with the exception of bake sale items).
  - All organizations, including charitable organizations, offering a specific program under the auspices of a recognized campus group, must obtain facility utilization approval independent of requesting permission for solicitation or a concession. Both of which must be processed by the sponsoring organization.
  - Raffles, lotteries, or games, in which prizes are awarded based solely on chance, will not be approved to be conducted by. SAA recognized student organization.
  - All moneys must be collected and accounted for by the recognized organization and a summary statement with complete financial information is to be submitted to the SAA Accounting Office (for all SAA recognized organizations). Organizations will be held responsible for allocating funds as stated in their request to solicit.
  - Athletic events, concert series, theater series and movie series and any other concessions or events sponsored directly by East Stroudsburg University and its departments or divisions constitute University sponsored events and are subject to fiscal and auditing controls.
  - Students are not permitted to use their residence hall rooms or any campus facilities in the residence halls, excepted approved lounge spaces, for solicitation or concession programs.
  - Solicitors, salesmen, or agents may transact with individual students only by explicit invitation of the student.
  - The Vice President for Student Affairs or designee may grant concession rights for University Recognized Organizations upon request.
  - Concessions and solicitations are limited to the following campus locations and cannot be conducted elsewhere except as expressly approved by the Executive Director of the Student Activity Association, Inc or designee (for SAA recognized organizations) or the Vice President for Student Affairs or designee (for all other groups), or as provided for in another section of University Concession and Solicitation Policy.
a. The University Center Lobby
b. Rosenkrans West Lounge Area
c. Residence Hall Lounge Areas
d. The University Stadium
e. Science & Technology Building Lobby
f. Koehler Fieldhouse
g. The Main or Linden Quad
h. Dansbury Commons
i. Keystone Room

Revocation of concession or solicitation privileges may occur for any organization whose representatives do not follow established policies and procedures.

Requests to conduct sales or solicit in the residence halls must be approved and scheduled by the Director of Residence Life and Housing or designee.

All solicitations involving contacting local companies or businesses must receive PRIOR approval from the Office of the ESU Advancement.

• Procedures

- Application for concessions and solicitation must be submitted to and approved by the Executive Director of the Student Activity Association, Inc or designee (for SAA recognized organizations or the Vice President for Student Affairs or designee (for all other groups). All requests must be submitted at least one week in advance.
- An explicit statement as to the purpose(s) of the solicitation or concession must be open and visible to the contributor at the time of solicitation or concessions.
- University organizations who desire to, should apply for exclusive and long-term concessions and solicitation privileges from the Vice President for Student Affairs or designee.
- Student organizations must register all fund raising activities and community service activities with the Office of Student Activities. All those organizations registering these activities will be eligible to be selected for a $250 prize.

CRITERIA FOR ACTIVITY STATEMENT

• The statement should list all activities or programs in which the organization participated that achieves the purpose of the organization; including any programs which were open to the entire University Community. Attendance figures for campus-wide programs must be included.
• The statement should evaluate the effectiveness of the club or organization.
• The statement should detail the services and programs that the organization provided for the University Community.
• The statement should include any community service projects, volunteer programs or charitable causes in which the organization was involved.
• The statement should include any awards or honors obtained by the organization.
When selecting an advisor, find someone who will have the time to devote to your organization. Make sure that this person will take the role willingly and seriously, and find someone who has knowledge or skills related to the mission/purpose of the organization. Make certain that he/she has a clear understanding of the organization’s purpose. Discuss with the potential advisor what is required of him/her, his/her duties, and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate. Allow the person a reasonable length of time to consider his/her decision. If possible, choose someone who shares some of the same interests as the organization, and who has previously interacted with the leadership of the organization.

**THE ORGANIZATION’S RESPONSIBILITIES TO THE ADVISOR**

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization’s responsibility to inform the advisor on the activities of the organization.

- Notify the advisor of all meetings and events
- Consult your advisor in the planning of all activities.
- Consult him/her before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken.
- Understand that although the advisor has no vote that he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of the organization’s projects rests ultimately with the group, not the advisor.
- Talk over any problems or concerns with the advisor.
- Acknowledge the advisor’s time and energy are donated, and express appreciation.
- Be clear and open about your expectations for your advisor’s role.
- At the end of each semester, evaluate your advisor and give appropriate feedback.

Chapter Three

Student Activity

Association, Inc. Funding
Policies and Procedures Regarding Student Activity Association Funding

GENERAL POLICIES
1. All recognized student organizations desiring to receive an allocation from the Student Activity Association must follow the recognition policies and procedures outlined in the Student Senate Handbook for Recognized Clubs and Organizations.

2. Any recognized student organizations desiring to receive an allocation from the Student Activity Association (SAA) shall submit a Budget Request in accordance with the procedures and deadlines established by the Finance Committee of the Student Senate.

3. All recognized student organizations desiring to receive an allocation from the SAA must have a minimum student membership of fifteen. Only those individuals with completed release of liability/medical information forms will be considered members of a Recreation/Club Sport organization.

4. All Student Activity Association, Inc. funded organizations shall follow the guidelines established by the Finance Committee in reference to budgeting procedures. Organizations who are found to be defunct, delinquent, or not conforming to SAA guidelines, may be subject to a budget audit and possible impounding of funds.

5. Any organization who fails to submit a Budget Request in the Spring may not be eligible to receive supplemental funding of any other Reserve Accounts.

6. Faculty and community members in many cases are considered vital and necessary to the operation and success of a Student Activity Association, Inc. funded organization. Therefore, non-Student Activity Association, Inc. members should not be totally excluded from participation in these organizations. However, non-Student Activity Association, Inc. members may not hold office, vote, nor in any way take precedence over student participation in the said organization. The Extracurricular Affairs Committee shall determine, in each organization, if non-Student Activity Association, Inc. members are vital and necessary and insure that student participation is not prohibited.

7. Budgets turned in after the deadline are subject to an initial deduction of 5% with an additional 1% deducted for each class day late. Budgets will not be accepted later than five class days after the deadline.

8. Budgets not typed, submitted without a complete Activity Statement, inventory or any other required documentation will be subject to deductions at the discretion of the Finance Committee. Such deductions shall be made individually at the discretion of the Finance Committee. Inventories should include date of purchase and cost of item.

9. The organization must be active for one year after receiving recognition from the Student Senate in order to be considered for funding. The year must be completed from the date of recognition to the beginning of the fiscal year in which the organization wishes to be funded. During this one year probationary period, the organization must raise at least $300.00 and maintain a $100.00 balance in their Club Account. This $100.00 must be present in the Club Account for six months prior to the day the budgets are due. If the one year probationary period causes the organization to be ineligible to request funding during the budget season, the organization may request a special grant in the Fall semester of the new academic year with prior approval of the Coordinator of Finance.

10. SAA budgeted funds are only to be used for those items asked for and approved through the budget process. If an organization finds that new items or different trips are needed, then a one week advanced notice explaining any changes, in detail, must be submitted in written form to the Chair of Finance. An organization must first receive approval for this request before handing in a voucher. Any deviation from this could result in the freezing of the organization's account.

11. Some budget lines will be impractical for the Finance Committee to completely itemize. These budget lines will be “flat summed”, in which case the organization will have the freedom to choose which items they wish to purchase. Only items originally listed in the budget line can be purchased and may not exceed the cost of the individual item listed in the budget request.

12. An organization's budget is effective June 1 to May 31. Any remaining moneys in an organization's budgeted account will lapse back to the SAA General Account unless the organization requests a Carry-Over which must be approved by the Executive Director of the Student Activity Association, Inc. Note: an organization's Club Account automatically carries over to the next fiscal year.

13. SAA will only fund items and activities directly related to the purpose of the organization.
GENERAL POLICIES (CONTINUED)

14. Any revenue generated from SAA funded activities must be deposited back to that organization’s Budget Account (not Club Account). If an organization wants to use this “additional” income they must submit a “Request to Spend Revenue Form” to the Finance Committee for approval. Any special request regarding revenue or potential revenue must be made to the Chair of Finance. Funded Organizations are not permitted to have outside accounts. Such accounts include any type of bank account or any manner in which club funds are held outside of an official SAA held account.

15. Recreation/Club Sports organization members must have adequate health insurance protection for injuries before participating in club activities and may not use SAA allocated funds until all members have submitted a Health/Accident Form and a Release of Liability form to the Club Sport Coordinator. SAA funds may not be used to pay for such health insurance. Only those individuals with completed release of liability/medical information forms will be considered members of a Recreation/Club Sport organization.

16. SAA will not provide funds for alcohol.

17. SAA budgeted funds may not be used for any type of partisan political endorsement or for contributions to the campaign fund of any candidate for political office.

18. No direct contribution may be made from SAA budgeted funds to charities, or for individual charitable purposes. Indirect contributions are allowed at the discretion of the Finance Committee (i.e. An approved indirect contribution may be the purchase of supplies to conduct a service project.) The diverting of revenue from an approved program not originally a service project may not be approved and must be requested, in writing, to the Chair of Finance. Funds approved for recognizing the death of an individual may be used for memorial donations.

19. SAA budgeted funds may not be used to pay University employees (i.e. gifts, honorariums, etc.) for services rendered to any student organization or individual student, or in payment for personal expenses incurred in the performance of such services if it might be considered as part of the employee’s professional duties.

20. No student organization may use their SAA budgeted funds to finance fund-raising events. For example an organization sponsoring a bake sale may not use any line in their budget to purchase ingredients or supplies for the fund-raiser. Funds for expenses that are related to an organization’s fund-raiser must come from the organizations Club account.

21. SAA funds may not be used to pay for parties, banquets, socials, entertainment or recreational activities not related to the purpose of the organization. Additionally, SAA funds may not be used for the purchase of food for the organization’s banquets, socials or regularly scheduled meetings.

22. SAA will not purchase any personal items that cannot be returned to the organization’s inventory for reuse by members, likewise any items purchased by SAA must be kept in the organization’s inventory. These items become the responsibility of the organization. Failure to maintain inventory could result in freezing of the organization’s budget. T-shirts purchased as per policy #36 need not be included in the inventory.

23. SAA will not fund personal memberships, except in cases where one personal membership will benefit all members of the club. Documentation must be provided that explains membership benefit.

24. SAA will not fund items or activities that the Finance Committee considers University or departmental expenses.

25. SAA will not fund maintenance of equipment not owned by SAA.

26. SAA will not fund travel or lodging unless documentation is provided. A destination for travel must be provided as well as mileage and hotel rates. If documentation is not yet available, use last year’s information or obtain a phone quote from the facility. SAA funds may not be used for any type of international travel.

27. SAA will not fund for any equipment or supplies if documentation is not provided. Use brochures, catalogs or actual quotes that list prices.

28. SAA will not fund items or activities that can be provided by the University for free, i.e. subscriptions found in the library, speakers on resume writing or interviewing techniques.
GENERAL POLICIES (CONTINUED)

29. SAA will not fund equipment items over $500 within the normal spring budget process. Items over $500 must be submitted separately as a Capital Reserve Request.

30. If the Finance Committee finds items requested in a budget are the same items requested in last year’s budget, and finds that no purchases were made for those stated items, the request may be denied.

31. SAA may not fund for the same items in consecutive budgets unless justification is provided.

32. The treasurer of all budgeted organizations shall keep an account book containing all revenue and expenditures of that organization. All organizations shall be subject to audit of all organizational accounts at the request of the Student Senate Coordinator of Finance or SAA Director of Business Services within 24 hours after the request is made.

33. No organization shall withdraw amounts in excess of its allocation per line.

34. Faculty and Staff Advisors, through oversight of student officers, may agree to be responsible for fiscal accountability in the handling of the funds of his/her student organization.

35. When submitting a request for your organization to attend a multiple day conference, a maximum of four (4) members may be considered per conference. Additional consideration may be given to local, one-day conferences. If fewer than the number of approved individuals choose to attend the approved conference, the allocated funds will be prorated based on the number actually attending (i.e. If funds have been allocated for four people and only one attend, one-quarter of the funds for the conference may be used).

36. Organizations may be funded a maximum amount of $5.00 per active member (as included on the completed membership list submitted with the budget request) for the purposes of purchasing shirts to be used in conjunction with events to be sponsored by the organization. All requests must include proper documentation and the purpose for the request. The Finance Committee reserves the right to limit the amount approved regardless of the number of active members provided.

37. Minimum Disbursement and Deposit: With the continued increase in banking cost, SAA would like to set a $20.00 minimum amount for checks payable. The same minimum for deposits will be in place. This is not to say that there will be no checks for less than $20.00 or that SAA will not accept deposits for less than $20.00. We are asking for all clubs and organizations to make a conscious effort in minimizing the request. Suggestions are:
   1. Set up a petty cash fund for small reimbursements.
   2. Have a check payable to one club member, and that individual can disburse to the individual members.
   3. If you are collecting dues, make the deposit on a weekly basis instead of a daily.
   4. If your organization is doing a fundraiser, try to collect at least $20.00 before making a deposit.

38. SAA funds will not be approved for the purpose of providing cash prizes for any activity.

39. All trips sponsored for the campus community will be funded up to a maximum of 40% of the total cost (provided funding is available). It is expected that ESU student participants will pay at least 60% of the total cost of the trip. Non-student fee paying ESU students or guests should be charged the full cost of the trip. A maximum of two (2) complimentary tickets [for a student coordinator and a staff escort] will be permitted on any trip. The student coordinator and/or staff escort may purchase one (1) additional ticket at the student rate.

40. When submitting a request for your organization to participate in a service project, with a per person cost, a maximum of four (4) member may be considered per service project. Additional consideration may be given to local projects. If fewer than the number of approved individuals choose to attend the approved service project, the allocated funds will be prorated based on the number actually attending (i.e. if funds have been allocated for four (4) people and only one (1) attend, one-quarter of the funds for the project may be used).

41. Organizations may be funded a maximum of $100.00 for the purposes of purchasing supplies for a float for the Homecoming Parade. All reimbursements must include proper receipts and will only be considered if the organization actually participates in the Homecoming Parade. Allocated funds can only be used for a Homecoming Float and can not be transferred or used for another purpose.

*Note*: Policies listed above are subject to change at the discretion of the Student Senate Finance Committee.
GENERAL PROCEDURES

• Organizations which have been granted SAA funds must use the appropriate forms.
  ➢ Budget Transfer Forms are used when your organization needs to move or transfer money from one line to another.
  ➢ Disbursement Requisitions are also known as vouchers. This form is used to access your funds.
  ➢ Request to Spend Revenue Forms are used when your organization generates money through achieving its purpose or sponsoring an event in which SAA funds were requested/allocated in your organization’s budget (i.e. gate/ticket sales from an event, Stroud Courier advertisement revenue, etc.)
  ➢ Co-Funding Form is used when funds for a program or activity of your organization will be receiving funds from other University organizations or departments.

• Budget Transfers
  ➢ Fill out a Budget Transfer Form, completely.
  ➢ Submit Budget Transfer Form to Student Senate Chair of Finance at least two weeks in advance.
  ➢ Finance Committee will either approve or disapprove request and forward copies of decision to both organization and SAA Accounting Office.

• Filling out the Disbursement Requisition (Vouchers)
  ➢ Vouchers must be submitted three (3) working days before the check is needed to allow appropriate time for processing. Five days if the voucher exceeds $2,500.
  ➢ All vouchers must be signed by an officer of the organization as well as the designated organization advisor.
  ➢ All vouchers must be supported by bills, invoices, receipts or signed statements signifying payment is due.
  ➢ Organizations must prepare and submit their vouchers soon after receipt of bills or invoices so that suppliers, vendors, and contractors may be paid on time. Bills and invoices must not be withheld if payment is due. Problem situations should be brought to the attention of the SAA Director of Business Services.
  ➢ Vouchers will be reviewed and signed by a representative of the Student Activity Association, Inc. Incomplete vouchers will be returned to the respective organization for completion.
  ➢ All of the above procedures must be followed before checks can be processed.

• Cash Advances
  ➢ Organization must complete a Disbursement Requisition and mark the “advance box” in the upper left corner, with a notation “receipt to follow”.
  ➢ Organization request must be supported with some type of documentation showing estimated cost.
  ➢ The actual receipt must be turned in to the SAA Accounting Office within two weeks following the cash advance.
  ➢ There will be no subsequent advances until the receipts from the previous advance are submitted to the Accounting Office.
  ➢ If more than 30 days have passed without receipts, your organization may have its funds frozen until all receipts have been turned in.

• Generated Revenue
  ➢ All revenue generated from SAA funded activities must be deposited back to that organization’s budgeted account (not Club Account).
  ➢ If an organization wants to use this “additional” income they must submit a Request to Spend Revenue form to the Student Senate Finance Committee for approval.
  ➢ When making a deposit of loose change, any quantity of coin sufficient to fill a coin roll should be rolled prior to making the deposit. Coin rolls may be obtained from the SAA Accounting Office. Large quantity of loose coin may not be accepted for deposit if not rolled.
GENERAL PROCEDURES (CONTINUED)

- **Travel Reimbursement**
  - Organizations must complete a *Disbursement Requisition* and indicate the destination of the travel, purpose and dates of travel, and mileage.
  - The travel reimbursement will be issued based on the number of miles to be travelled times the current rate for reimbursement. The travel must have been previously approved by the Finance Committee.
  - *Travel reimbursements will only be issued in advance of the travel.*
  - In order to receive the travel reimbursement, a Travel Log must be submitted that will include the destination of the travel, purpose and dates of travel, the name and emergency contact information for the driver(s) and all passengers and a completed Release of Liability for all participants.
  - SAA funds may not be used for any type of international travel.

- **Co-Funded Programs**
  - Any SAA organization expecting financial support from any other University department or organization should have the funds deposited into their account at least 10 days before the scheduled event.
  - If the funding is not received by the time the disbursements are requested the entire program may be jeopardized as the disbursement may not be processed.
  - It is required that once the funding is committed from the outside group, your organization must submit a co-funding form to the SAA Accounting Office as soon as possible. *(The co-funding form can be obtained from the SAA Accounting Office.)*
  - It is the responsibility of the sponsoring organization to follow-up with those committing co-funding to ensure that it is received PRIOR to your program.

- **Final Bills**
  - The SAA fiscal year begins June 1 and ends May 31.
  - To allow time to process vouchers and checks, the last day to submit vouchers will be May 1.
  - If an organization knows of any outstanding debts they can request funds to be “carried-over” into the next fiscal year.

- **Carry-Over’s**
  - Budgeted funds may be “carried over” from one fiscal year to another, but only with the written approval of the SAA Executive Director.
  - A Carry-Over request will be approved if it satisfies current fiscal year obligations.
  - All commitments must be substantiated with appropriate documentation, such as a receipt or purchase order.
  - Requests for Carry-Over must be submitted no later than June 15, following the fiscal year end.
  - Carry-Over requests, accompanied with appropriate documentation will be accepted in the form of a memorandum, letter or e-mail.

- **Lapsed Funds**
  - Any remaining money in an organization’s budgeted account, for which a Carry-Over request has not been approved will lapse back into the SAA General Account.

- **Purchase Orders**
  - In the event a student organization needs to purchase an item in advance from vendors that maintain an account with SAA, they must use an SAA Purchase Order. Vendors may not accept any verbal or written request to charge items without a purchase order. All purchase orders must be approved by a club officer, the club advisor, and a SAA accounting staff member. The purchase order will not be approved without prior budget approval. The forms may be obtained in the SAA Accounting office. Plan accordingly, each organization may need to allow for additional process time when a purchase order is necessary.
GENERAL PROCEDURES (CONTINUED)

- Cash Handling Procedures

    These procedures apply to ALL Student Activity Association (SAA) entities which receive payment by cash or check for fees, services, admission tickets, fundraising events and any and all other types of events or activities for which money is collected. The procedures apply to funds to be deposited through the Student Activity Association (SAA) Office.

    Unless your office is equipped with a safe which has been approved by the Executive Director of the Student Activity Association, you must deposit any funds collected, either CASH or CHECKS, to the SAA Office by the close of business each day. No East Stroudsburg University department may store funds collected for SAA in their office area overnight, unless there is an approved safe. Locked desks and file cabinets pose few obstacles to a determined thief and should never be used to safeguard cash collections in an unattended area, even for short periods during the workday.

    If funds are collected after normal business hours and on weekends, when the SAA Office is closed, the person responsible for the collection of funds will follow the AFTER-HOUR PROCEDURES. It is the responsibility of the ORGANIZATION not the accounting offices, to arrange for pick-up of a cash bag when needed.

- AFTER-HOURS PROCEDURES

    The person responsible for collection of the funds will stop into the SAA Office during normal business hours PRIOR to the event. The SAA Office will issue a numbered lock bag with one key, which will be retained by the person responsible for the activity’s revenue collection. The design of the bags makes it impossible to lock the key inside the bag. The SAA Office will also issue a three-part Collection Deposit Ticket.

    Once the event/activity revenue has been collected, the deposit should be prepared by completing the Collection Deposit Ticket. The person that completed the form must sign it noting the date and time. If possible, a second person should verify the deposit, signing and dating as noted on the form. Keep the pink copy of this form for your records.

    The person(s) that counted the deposit and completed the Collection Deposit Ticket will place the revenue along with the white and yellow copies of the Collection Deposit Ticket into the bag – secure and lock the bag but retain the key in your possession.

    You must then contact Campus Police and request an escort to the drop box. Take the secured bag to the Night Deposit Drop located at the lower level of the University Center opposite Stroud Hall to the right of the last University Store window. Ensure that the bag drops down the chute.

    The next business day, the responsible party must report to the SAA Office with the lock bag key. An authorized person from SAA will accompany that person to the Night Deposit Drop. SAA personnel will obtain the locked bag from the drop and then both persons will return to the SAA office. The bag will be unlocked, counted and verified in the presence of the responsible party. A receipt will be issued and given to the responsible party along with the yellow copy of the Collection Deposit Ticket.

- Student Activity Association Balance Statement: Reconciliation by Campus Organizations

    Rationale: The Student Activity Association provides accounting services to recognized student organizations. Current account information is available through an online service once passwords have been established. While continuous efforts are made to simplify financial record keeping without sacrificing appropriate audit controls, there are a number of steps involved in the processing of vouchers. Classification problems, bookkeeping errors or misunderstandings, which are bound to occur from time to time, will be minimized if organization representatives review their accounts on a regular basis.

    Policy: Student and campus organizations for which accounts are maintained by the Student Activity Association will maintain their own financial records in a journal or ledger. Organizations should not make bi/weekly requests for balance statements as a substitute for maintaining these records. Each organization’s records must be reconciled monthly with the account information provided through the online service. Discrepancies, if any, are to be brought to the attention of the Director of Business Services as soon as possible.
GENERAL PROCEDURES (CONTINUED)

- **Procedures and Guidelines:** The elected treasurer of each student organization, whose duties are prescribed in the organization’s constitution, is expected to monitor all transactions. The following procedure is intended to serve as a minimal guideline for account reconciliation. Other approaches may be equally effective. The SAA accounting department is available to assist any organization in the establishment of a suitable system.

1. Receipt of the pink copy of a voucher signifies that a disbursement has been made, and the treasurer and responsible administrator should note the amount of the expense incurred in their simple journal or ledger book.
2. Income, if any, should be recorded in the same ledger/journal book at the time of deposit.
3. The balance should be brought forward after each entry.
4. The organization’s ledger balance at the end of the month should be compared with the official balance shown through the online system.
5. Any differences in figures should be questioned within 10 days by contacting the Student Activity Association Director of Business Services.

- **SAA CONTRACT PROCEDURES**

- All programs, speakers, and personal services require a contract. The first step in this process is to determine whether your particular circumstances warrant an SAA Contract or a University Contract. Generally, if a sponsoring organization is a recognized student group or administrative unit of the Student Activity Association, the procedure which follows below should be employed. If however, the sponsoring organization is an administrative department of the University, then procedures established by the University Business Office must be followed and the sponsor should contact Ms. Donna Bulzoni, Director of Financial Affairs for ESU, at 422-3117, to initiate the process.

- If the individual or group has its own contract, theirs may be used, otherwise SAA Contract forms are available in the SAA Administrative Office. It is strongly recommended that you begin the contract process at least one month in advance of the event. Organization representatives, advisors, and student leaders are not authorized to sign a contract.

- **Standard Contracts** are to be used for programs involving bands or performers or other programs generally more complex in nature. This contract must have the written approval of both the Director of the University Center and Student Activities and the Director of Business Services. In conjunction with the contract it is often necessary to attach a rider, which also may be obtained in the SAA office. A rider is an addendum to a contract which contains additional provisions to protect your group, SAA and ESU. Additionally, the performer may be required to provide proof of ownership of general liability insurance. You should contact a staff member in the Student Activities Office for a determination on the necessity of a rider and/or the need to secure proof of insurance.

- **Service Contracts** are designed for individuals providing a service for an organization (i.e. officials, choreographers, accompanists, etc.). This agreement must have the written approval of the organization’s advisor and the Director of Business Services (or designee).

- All contracts are accompanied by a **W-9 Form.** A W-9 Form is a required IRS form requesting a taxpayer identification number or an individual’s social security number.

- If this is a co-funded event you must secure committed funds by requesting all participating groups to complete a **Co-Funding Contribution Form.** The committed funds must be received and deposited into your SAA account prior to having any payments processed. If a University department is involved, it is your responsibility to ensure that any paperwork required by the University Business Office is submitted by the leader of the participating group.

- No contracts will be signed or payments made after the date on which the performance occurred or the service was provided.
- SAA CONTRACT PROCEDURES (CONTINUED)
  - General Steps to be followed are:
  1. Negotiate price, dates, etc.
  2. Co-Funding Form(s) should be completed.
  3. Obtain appropriate contract from performer or SAA Office.
  4. Send contract to individual or company with W-9 Form for signature.
  5. Return signed contract and completed W-9 (and proof of insurance, if applicable) to the Office of Student Activities for approval and signature.
  6. After contracts are approved and fully executed you will be notified.
  7. Upon notification of approval, return to the SAA Accounting Office with a completed Disbursement Voucher so that payment can be processed. This must be at least one week before the event to allow sufficient time for preparation of a check.

Example Financial Forms

**BUDGET TRANSFER FORM**

Student Activity Association, Inc. • East Stroudsburg University

<table>
<thead>
<tr>
<th>Organization Code Number</th>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

Please transfer $____ from Line # to Line # for the following reason(s):

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
</tr>
</thead>
</table>

SAA Accounting Office Use Only

Transfer Date

Office Signature and Date

Advisor Signature and Date

**REQUEST TO SPEND REVENUE**

Student Activity Association, Inc. • East Stroudsburg University

<table>
<thead>
<tr>
<th>Organization Code Number</th>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

We are submitting this request to spend our income of $____ for the following reason:

<table>
<thead>
<tr>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Chair Initials</td>
</tr>
</tbody>
</table>

Office Signature and Date

Advisor Signature and Date

**SAA VOUCHER**

Student Activity Association, Inc. • East Stroudsburg University

Check if applicable:

<table>
<thead>
<tr>
<th>Acct. No.</th>
<th>Amount</th>
<th>Memo</th>
</tr>
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</tbody>
</table>

To the Comptroller of the Student Activity Fund: Please draw a check payable to the order of ______.

In the amount of $____.

Nature of Bill attached or services rendered:

Original invoice $____

Additional invoice $____

TOTAL RECEIPTS $____

Previous total expenses $____

Present bill $____

TOTAL EXPENDITURES $____

BALANCE IN ACCOUNT $____

**DISBURSEMENT REQUISITION**

(To be submitted in triplicate)

Student Activity Association, Inc. • East Stroudsburg University

<table>
<thead>
<tr>
<th>Line#</th>
<th>Amount</th>
<th>Memo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To: Office of Student Activities for approval and signature.

After contracts are approved and fully executed you will be notified.

Upon notification of approval, return to the SAA Accounting Office with a completed Disbursement Voucher so that payment can be processed. This must be at least one week before the event to allow sufficient time for preparation of a check.
Chapter Four

Resources Available to Recognized Clubs and Organizations
Facilities Available to Recognized Organizations

KOEHLER FIELDHOUSE
- 2,518 (bleacher seating)
- Contact: Conference Services

ABELOFF CONVOCATION CENTER
- 800 seats
- Contact: Conference Services

KEYSTONE ROOM
- 500 chairs, lecture style (approx.)
- 750 standing room (approx.)
- Contact: Reservations Desk University Center

SMITH-MCFARLAND THEATER
- 330 seats
- Contact: Fine Arts Department

CECILIA COHEN RECITAL HALL
- 280 seats
- Contact: Fine Arts Department

STROUD 113
- 180 seats
- Contact: Conference Services

COMMON GROUNDS (University Center)
- 75 chairs with tables
- Contact: Reservations Desk University Center

KURTZ LECTURE HALL (Moore)
- 140 seats
- Contact: Biology Department

RESIDENCE HALL LOUNGES
- 50 – 150 chairs, lecture style (approx.) depending on the specific hall
- Contact: Office of Residence Life and Housing

LOWER DANSBURY
- 100 chairs lecture style
- 65-75 chairs with tables (approx.)
- Contact: Conference Services

MEETING ROOM 205 (University Center)
- 16 chairs, conference style
- 40 chairs, theatre style
- Contact: Reservations Desk University Center

MEETING ROOM 206 A-C (University Center)
- 20 chairs, lecture style (each room)
- 70 total if all rooms used
- Contact: Reservations Desk University Center

SENATE CHAMBER (University Center)
- 60 seats
- Contact: Reservations Desk University Center

BEERS LECTURE HALL LOUNGE
- 144 seats
- Contact: Conference Services

RECREATION CENTER
- 4 Basketball/Volleyball Courts
- 3 Racquetball Courts
- 1 Dance Studio
- Contact: Recreation Center Reception Desk

INNOVATION CENTER
- Conference Room - 20 people
- Computer Lab/Meeting Rooms (2) - 20 - 30 people
- Multipurpose Room - 120 people
- Contact: Conference Services

OTHER ACADEMIC BUILDING SPACES (INCLUDE STROUD HALL AND SCI TECH LOBBIES)
- Various
- Contact: Conference Services

RESIDENCE HALL QUADS
- Main Quad or Linden Quad
- Contact: Residence Hall Association
Senate Chamber:
This tiered, auditorium style room is dedicated primarily for student senate meetings. It is available for large group meetings that need a formal auditorium style setting. This space may be reserved after all senate meetings are scheduled for the semester. Seating capacity is 60. The room is furnished with a built-in projector and screen.

Meeting Rooms:
There are five meeting rooms adaptable for both small and large group meetings.

• Room 205
Conference style seating for 16. Theater style seating for 42. This room is furnished with a tack board, dry erase board, television w/ DVD/VCR and projection screen.

• Room 206 A,B,C
Each of these rooms has conference style seating for 10 and theater style seating for 20. These rooms are equipped with movable partitions and may be used separately or in combination. Theater style seating for A and B combined is 42 (16 conference style). All rooms have tack boards, dry erase boards, television w/ DVD/VCR (AB section only) and projection screens. 206C may only be used as a stand alone room and cannot be combined with the A and B sections.

• Room 213
This room has conference style seating for 10.

Reception Center:
The Reception Center is specifically designed for special functions that require a formal atmosphere and a fixed setup with a large conference/boardroom table that is also ideal for lunch or dinner meetings/presentations. The Reception Center leads to an outdoor balcony that may also be utilized when the weather permits. Board room seating is for 22. The room is furnished with a built-in projector and screen.

Courtyard:
The upper courtyard between the University Center and the Keystone Room/Center for Hotel, Restaurant and Tourism Management may be used for approved solicitations, outdoor performances and festival type events. However it may not be reserved for exclusive use because of its prime function as a campus thoroughfare.

Common Grounds:
While Common Grounds is a reservable program space, it also functions as a food service venue. This places certain restrictions on how and when the room may be reserved. (For detailed information, see University Center Room Reservation Policy). Any function held in Common Grounds during their regular operating hours (Monday – Thursday 8:00 am - 9:00 pm; Friday from 8:00 am – 5:30 pm) must be open to the University Community. Closed functions can only be held when there is no food service operation. Additionally, the room must be used “as is”. It will be the responsibility of the organization making the reservation to assure that the room is returned to the original state if any furniture is moved. A floor plan is available at the University Center Information Desk and the Evening Building Manager can assist you with any set-up needs. Common Grounds contains a basic public address system with up to three (3) microphones. A CD player, tape player and tuner are, also, included with the sound system.
University Center
Room Reservation Policy

1. Recognized student organizations will be given first opportunity to schedule facilities. Student groups will be permitted to schedule events for the entire academic year in advance. Requests will be taken on a first come first serve basis. Meeting rooms may be scheduled for the entire year on one reservation form. Please be sure to list all dates for which you will need the room.

2. University departments will be permitted to reserve facilities up to four months in advance. University departments will not be permitted to make a reservation on Tuesdays and Thursdays between 2:00 pm and 4:00 pm during the Fall and Spring semesters. During those times, only student organizations may reserve spaces in the University Center. Reservations during times when classes are not in session may be made one year in advance.

3. Off-Campus Groups, regardless of affiliation by individual faculty or staff members, may be permitted to reserve facilities up to two months in advance during academic sessions. Off-Campus Groups will not be permitted to make a reservation on Tuesdays and Thursdays between 2:00 pm and 4:00 pm during the Fall and Spring semesters. During those times, only student organizations may reserve spaces in the University Center. Reservations during times when classes are not in session may be made up to six months in advance.

4. Reservations must be received at least 48 hours in advance. Walk-in reservations will be accepted on an as-available basis. The room must be used as is. No special arrangements will be made for walk-in reservations.

5. Inquiries of room availability may be made by phone or e-mail, however reservations will not be confirmed until the completed reservation form is submitted and approved. Reservation forms must be submitted within 3 business days of a phone/e-mail inquiry “Hold”. If paper work is not submitted within this time period, a courtesy reminder will be sent for the “On Hold” reservation. If after three (3) additional business days the reservation form is not received, the “On Hold” reservation will be canceled and the facility will be released for other reservations.

6. Should you need to cancel a reservation, please contact the University Center Reservations Desk at least 24 hours in advance. If a group fails to cancel they may be charged for special arrangements that were made and may be restricted from future use.

7. All rooms will be checked before and after use. Rooms will be opened and locked by the University Center Staff. If you find your room is not available or the set-up is not what you requested, please contact the Reservations Supervisor or Evening Building Manager. If your meeting concludes earlier than scheduled please notify the Information Desk attendant. It is expected that the room(s) will be left in the same condition in which it was received. If the room is decorated in any way for your function, please remove all items before you leave. All decorating must be pre-approved and noted on the reservation form. Candles are not permitted for any reason. Extraordinary cleaning will be charged to the group.

8. Various health/sanitation codes, as well as contractual obligations, prohibit groups from serving or bringing outside food or beverages into the University Center facilities. Depending upon your group’s particular requirements, food and beverage service may be arranged by Aramark at 422-3865. Aramark (University dining services contractor) is the exclusive caterer for the University. All food or beverage arrangements MUST be made through Aramark.

9. Appliances, heaters and cooking equipment may not be used in any of the spaces in the building; without prior approval. There is a microwave oven provided in the commuter lounge. Audiovisual equipment is permitted.
General Conditions (continued)

10. If you require A-V support please notify the University Center Reservations Supervisor at the time of reservation. All equipment requests should be made with the Instructional Resources. If you need technical advise, you should contact the Instructional Resources Center at 422-3501. Two weeks notice is required for all A-V requests.

11. Please report any facility problems to the Information Desk attendant. The desk is always staffed during regular operating hours.

12. For specific information concerning each of the available spaces, please refer to the facility description sheet. If you need a room set-up that is substantially different than the standard room configuration, you may be charged a set-up fee. Please do not remove or add furniture in any area.

13. The University Center is designed for use by recognized campus organizations and University departments. Student organizations and University departments will not be charged directly for their own use of the University Center. Room fees will be assessed for any off-campus groups wishing to utilize the University Center, regardless of affiliation by individual faculty and staff members. Rates for all non-profit groups will be based on the approved fee schedule. Fees for profit making organizations will be negotiated based on the type of function for which rooms are being reserved.

14. All events in the University Center that are open to the general public, must comply with ADA assistance notification regulations. All advertising must include the universal sign for accessibility as well as the statement. 

For assistance or special accommodations please call

(name and number of contact person).

If no one contacts you at least twenty-four (24) hours in advance to request accommodation it is not necessary to make contingency arrangements. Specific questions related to ADA compliance may be directed The Office of Diversity and Equal Opportunity at 422-3656.

15. For general information concerning room reservations and University Center policies, please contact the Reservations Supervisor at 422-3767 or Director of the University Center & Student Activities at 422-3291.

16. The University Center staff reserves the right to relocate a meeting or program to another suitable area if there is an unavoidable scheduling conflict. We will make every effort to accommodate your original request and provide ample notification.

17. While Common Grounds is a reservable program space, it also functions as a food service venue. This places certain restrictions on how and when the room may be reserved. Any function held in Common Grounds during their regular operating hours (Monday – Thursday 8:00 am – 9:00 pm; Friday from 8:00 am – 5:00 pm) must be open to the University Community and your program should not interfere with their staff being able to continue their normal food and beverage service operation. You should be aware that some of the equipment may be loud from time to time as part of the normal operation. There is nothing that the Food Service staff can do about this as it is part of their normal operation. Closed functions can only be held when there is no food service operation.

If the operation of the television or the sound system will detract from your program, please ask the Food Service staff to turn off the television and the sound system. If you have a problem, ask to speak to the Food Court manager on duty, the University Center Building Manager or the Director of the University Center & Student Activities. These elements should not be a distraction from your program.

Additionally, it is your responsibility to ensure that the room is returned to the original/normal set-up at the end of the program. A floor plan for that set-up is available. When moving the furniture, please lift the tables and chairs off of the floor. DO NOT drag them. This causes excessive damage to the floor. If the room is not returned to the normal set-up or the floor is found to be damaged due to furniture being dragged, your group may lose your ability to reserve Common Grounds for programs in the future.

18. The Reception Center is specifically designed for special functions that require a formal atmosphere and has a fixed setup with a large conference/boardroom table that is also ideal for lunch or dinner meetings/presentations. The Reception Center leads to an outdoor balcony that may also be utilized when the weather permits.

19. Alcohol is not permitted in any part of the University Center.

20. Use of the University Center facilities outside of the normal operating hours may be considered on a case by case basis, if there is no other suitable area available on campus. A University Center staff member must be able to be scheduled to work during these hours, so advanced arrangements are imperative. There may be a charge of $30.00 per hour for staffing the building for programs that occur outside of the normal operating hours of the University Center.
The University Center is a prime campus location for display and promotion of University wide programs, annual celebrations and special events. The glass display case located on the main level of the Center is available to display items related to special events, theme programs, organizations or departments.

The case is designed to be seen from both the Food Court and the Gathering Lounge, and is ideal for display of three dimensional items such as artifacts and sculpture. Campus groups and individuals may submit applications to the Director of the University Center & Student Activities if they wish to use the cases. Placement in the case is generally on a first come, first serve basis with priority given to student organizations and/or University wide events.

Guidelines for display case use:
1. Recognized student organizations will be given first opportunity to schedule the Display Case. Student groups will be permitted to schedule events for the entire academic year in advance. University departments will be permitted to reserve facilities up to four months in advance. Requests will be taken on a first come, first serve basis.
2. Time usage for the display case is limited to 30 days. Shorter time periods are acceptable. Minimum display time is 7 days. The University Center staff reserves the right to limit display time when it is appropriate to accommodate multiple requests for the same period of time.
3. Display area may be shared by multiple groups if any individual group will not require the full display case area and multiple groups wish to have a display for the same time period.
4. Each display should have a placard describing what the display represents or what event it is promoting.
5. Groups or individuals are responsible for setting up their own displays. University Center staff will provide instruction on how to adjust the glass shelving. Arrangements must be made in advance with the University Center staff if assistance is required.
6. All displays should be presented in an aesthetically pleasing manner. The use of cloth bases, three dimensional views and multi-level arranging will add to the attractiveness of the display. It is expected that the entire case be utilized with the display. Groups should be prepared to share space with other groups or individuals if your display is not sufficient to fill the space.
7. Care should be taken that display items do not damage the display case or have potential for damage. Groups or individuals may be assessed charges if their display causes damage as a result of their negligence. Advanced questions about display case limitations are encouraged at time of application.
8. All personal and non-University displays should be insured by the displayee. The Student Activity Association/University Center will take general precautions for security of the cases. The displayee will assume any and all risk of loss and shall hold the Student Activity Association/University Center, East Stroudsburg University and the Pennsylvania State System of higher Education harmless against all claims for loss by signing the Display Case Reservation Form.
9. Space is not available for off campus organizations except under sponsorship by a campus group or organization. These displays should be of programmatic benefit to the campus community.
10. The display case area may not be considered as a location for sale of items without proper, prior approval by the Executive Director of the Student Activity Association.
University Center Courtyard Balcony

Banner Hanging Policy and Procedure

The University Center is a prime campus location for promotion of University wide programs, annual celebrations and special events. The balcony overlooking the University Center Courtyard is available to hang banners related to special events, theme programs, organizations or departments.

Campus groups or departments may submit applications to the Director of the University Center and Student Activities if they wish to hang a banner from the University Center Courtyard Balcony. Placement space is generally on a first come first serve basis with priority given to student organizations and/or University wide events.

GUIDELINES FOR HANGING BANNERS FROM THE UNIVERSITY CENTER COURTYARD BALCONY:

1. Banners promoting a campus event may be hung no more than two (2) weeks before the event and must be removed no later than one (1) day following the event. No banner may remain hanging for more than two (2) weeks. Failure to remove a banner within the prescribed time frame may result in an inability to utilize the balcony for banners in the future.

2. A maximum of two (2) banners may be hung on the balcony at any one time. (This policy will be waived for approved banner competitions.)

3. For a sanctioned banner competition, the sponsoring organization must complete the Banner Hanging Request.

4. Groups or individuals are responsible for all materials relating to the hanging of their banner.

5. All banners should be professionally made in an aesthetically pleasing manner. All banners must be shown to the Director of the University Center and Student Activities prior to hanging for approval. Banners which are not professionally or tastefully made may not be permitted to be displayed. Hand painted banners will not be considered for the University Center Courtyard Balcony but may be hung from the fence opposite Dansbury Commons. It is important to remember that since this is an outdoor area, all banners should be able to withstand rain. (This policy may be waived for approved banner competitions.)

6. Care should be taken that the banner does not damage the balcony railing or have the potential for damage. Groups or individuals may be assessed charges if their banner causes damage as a result of their negligence. Advanced questions about banner limitations are encouraged at time of application.

7. The Student Activity Association/University Center will take general precautions for security of the banners. The group or department will assume the risk of loss and shall hold the Student Activity Association/University Center, East Stroudsburg University and the Pennsylvania State System of Higher Education harmless against all claims for loss by signing the University Center Courtyard Balcony Banner Hanging Request Form.

8. Banners promoting any type of sale/solicitation must complete a Concession Request Form and receive the approval of the Vice President for Student Affairs (or designee) prior to hanging their banner.
Keystone Room
Utilization Policy

The Keystone Room is designed to accommodate large group events and is available on a scheduled basis for reservations by all recognized campus organizations and departments for University functions, or functions that provide significant programmatic benefit to the Institution. The facility is not available for reservation by non-university groups, regardless of affiliation by individual faculty or staff members, except during those times when the University is not in session (the time between Summer Term and Fall Semester, Fall Semester and Spring Semester, Spring Break and Spring Semester and Summer Session). It is required that one or more of the members of the reserving group be present for the duration of the event. Depending on the nature of the activity, it may be necessary to make separate arrangements for table/chair set-up, stage assembly, food service, audiovisual support or any other special needs particular to the event. In any case, the cooperation and assistance of all users in maintaining this facility is imperative. We urge all organizations to plan ahead in order to facilitate the delivery of available services and resources. Please take note of the following provisions, complete the form including all set-up information as shown, and return it to the University Center Reservations Desk a minimum of two weeks in advance of the function. The complexities of event coordination will not allow for last minute reservations.

1. The Keystone Room doors will be locked and unlocked by University Center Staff during regular hours of University Center. Please check with the Information Desk when making your reservation to determine if the University Center will be open for your event. If your program is held during an un-staffed time or will end after the University Center closes, please make arrangements with the University Police to unlock or lock the room.

2. The Facilities Management Department is responsible for the completion of any room set-up, including tables, chairs and stage assembly. You must complete the facilities set up request portion of the Keystone Room reservation form; otherwise the form can not be processed.

3. If you require audiovisual support such as sound amplification, a podium, or special lighting, these arrangements can be made by contacting Instructional Resources at 422-3501. Two weeks notice is requested. Please note the separate policy statement listing the requirements and procedures in order to utilize the stage lighting.

4. The organization using the Keystone room will be responsible for the general cleanliness of the area. Routine cleaning of the facility is included in the room usage, however extraordinary clean-up costs will be charged to the group.

5. General questions regarding the use of the Keystone room, or any problems encountered should be directed to the Director of the University Center & Student Activities at 422-3607.

6. The use of the fireplace requires close supervision and is strictly prohibited without prior permission. Please note the separate policy statement listing the requirements and safety procedures. In order to utilize the fireplace, the sponsoring organization must designate one person, not the event coordinator, to monitor the fireplace. This individual must schedule a meeting with the Director of the University Center & Student Activities to go over the procedures for use of the fireplace.

7. The kitchenette area may be used with prior written permission. Space in this room is very limited and its use should be restricted as a staging location for light refreshments. Such utilization can only be approved when the University Food Service Liaison grants an exemption to the University Catering policy. Organizations are required to clean this area after use.

8. The main kitchen area, faculty offices and all instructional space in the Center for Hotel, Restaurant and Tourism Management are off limits to users of the Keystone Room. These areas must remain secured and inaccessible to program participants. It shall be the responsibility of the supervising faculty/staff member to check and secure all doors, particularly the back exits to the restrooms.

9. Food and beverage arrangements must be made directly with Aramark (Dining Services Contractor) at 422-3865. They will be able to assist your function planning and may make suggestions about the physical set up of the room. Please make arrangements at least two weeks prior to your event.

10. Should you wish to decorate the room in any way, you must submit your plan in detail for prior approval. Please note the separate policy statement. Your decoration plan must be submitted to and approved by the Director of the University Center & Student Activities. Any damage caused to the room (floors, walls, etc.) by decorations or other items placed on the walls or in/around the room will be charged to the sponsoring organization for repair and future access may be limited.
11. Please DO NOT drag tables or other heavy objects across the floor. The hardwood floor surface is easily scratched.

12. In the case of a student organization reservation, attendance by a faculty/staff supervisor is required for the duration of the event. This person does not necessarily have to be the organization advisor. When signing off on the Keystone Room Reservation Form as the program supervisor for a student organization running an event, you are indicating you will attend the function from set-up to tear down and also be responsible for the actions of the group. (This statement is included with reservation form when completed for a student organization event.)

13. Upon completion of your event, please notify the University Center Information Desk or University Police that the event has concluded. Report any problems to the University Center Evening Building Manager or University Police.

14. All events in the Keystone Room that are open to the general public, must comply with ADA assistance notification regulations. All advertising must include the universal sign of accessibility as well as the statement below. If no one contacts you at least twenty-four (24) hours in advance to request accommodations it is not necessary to make contingency arrangements. Specific questions related to ADA compliance may be directed to The Office of Diversity and Equal Opportunity at 422-3656.

For assistance or special accommodations please call [name and number of contact person].

15. Failure to comply with all stated policies and procedures may result in the future loss or restriction of use of the Keystone Room.

16. The University Center staff reserves the right to relocate a meeting or program to another suitable area if there is an unavoidable scheduling conflict. We will make every effort to accommodate your original request and provide ample notification.

17. No reservation is confirmed until the reservation form is submitted and approved. While you may check on the availability of the room by calling the University Center Reservations Desk, the Keystone Room will not be “held” for more than six days following the initial inquiry. If a reservation form is not received within the six-day window, the room will be released for others to reserve.

Keystone Room Decorating Policy

- Groups planning to decorate or place any items on the walls or around the room must submit their plan to the Director of the University Center and Student Activities at least one week prior to the scheduled event. All decorations must exhibit good taste, be well planned, and neatly done. Non-adherence to the below stated procedures will result in restricted further usage of the Keystone Room.
- All groups must adhere to the following:
  1. No holes can be made in the walls, ceiling, or floors.
  2. No tape or sticky substances which may leave marks or residue may be used on the walls.
  3. No marking of walls, ceiling, or floors.
  4. Items may be clipped to the upper molding of the walls.
  5. Items may be hung on the permanently attached hooks.
  6. You are responsible for cleaning up all decorations. Failure to clean up decorations may result in clean-up charges.
  7. Any damages caused to the room (floors, walls, etc.) by decorations or other items placed on the walls or in/around the room will be charged to the sponsoring organization for repair and future access may be limited.

If you have any questions about items that may be used in decorating, please consult with the Director of the University Center and Student Activities.
HOUSE LIGHTS
The control panel for the Keystone Room house lights are located in the West wall in the middle of the room.

TO OPERATE THE LIGHTS:
Each row of lights is controlled by a slide which can adjust the intensity of the lights. Push in the button at the base of the slide to turn on the lights.

There are additional lights around the sides of the room which are operated by the switch inside the hallway outside of the stage lighting and sound system control room.

When your program is complete, please turn off the lights as you leave the room.

If you have difficulty with the lights, please stop at the Information Desk in the University Center for assistance, call the Student Activity office at 422-3291 or contact University Police at 422-3063.

STAGE LIGHTS
For events utilizing a stage at the at the end of the room opposite the fireplace, there is stage lighting available. The system includes six (6) elements on both the right and left of the stage and sixteen (16) units over the stage. The lights can be controlled from three (3) locations in the room: behind the stage; stage right approximately two-thirds of the way toward the back of the room and stage left approximately three-quarters of the way toward the back of the room.

Any group wishing to utilize the stage lighting must designate one (1) person from their group to be trained in the safe operation of the system. The designee must schedule a time to meet with the Director of the University Center and Student Activities at least a week prior to the event in order to receive instruction. Last minute requests may not be able to be accommodated.

Keystone Room House Sound System Operating Procedures

The Keystone Room House Sound System consists of four (4) microphone inputs a five (5) disc cd player, and a duel cassette player. Three (3) microphone inputs are located behind the stage the fourth is located by the fireplace. The House Sound System is perfect for lectures and small vocal groups. The system CAN NOT be used for bands or large groups. The equalizer levels are pre-set for the optimal sound in the room and should not be changed.

Podiums may be added to the House Sound System by contacting Instructional Resources at 422-3501.

Individual groups may operate the House Sound System with prior approval by the Director of the University Center and Student Activities. The campus organization/University department must designate someone, who will become familiar with the operation of the House Sound System. This should be someone other than the program leader. The designee will be responsible for assuring that the system is operated correctly and that sound levels remain appropriate for the event and the venue. The designee must schedule a time to meet with the Director of the University Center and Student Activities at least a week prior to the event in order to receive instruction. Last minute requests may not be able to be accommodated. If there are any questions, please see the Director of the University Center and Student Activities at 422-3291.
1. Requisition for SAA van use must be filled out and turned into the University Center Office. The requisition should be submitted to the Reservation Supervisor in the Student Activities Complex. After approval, a copy will be returned to the organization as evidence for authorized use.

2. The Director of the University Center & Student Activities shall be the only person to authorize use of the van.

3. On the date of use, the organization's driver shall present this copy (organization copy) of the form to the SAA Reservations Supervisor. At this time, the driver will be given a mileage chart.

4. The van log, mileage chart, and van keys will be kept in the Reservations Supervisor's desk.

5. The driver of the van must be at least 21 years of age, must display a valid license and complete a Request for Driver Information Form. This form must be completed and sent to the Department of Transportation in Harrisburg PRIOR to being considered an authorized driver. Once the information is received from the Department of Transportation, a copy must be given to the SAA Reservations Supervisor for our files. You will be reimbursed for the cost of the information request at that time.

6. The consumption or transport of any alcoholic beverages in the Student Activity Association van is strictly prohibited.

7. The organization using the van must reimburse the Student Activity Association at the rate of one dollar ($1.00) per mile. Bills for reimbursement will be sent on a monthly basis and are due immediately. The keys and the chart are to be turned in immediately after completion of trip.

8. Fuel and oil required for the van will be provided by the SAA. Should additional fuel and/or oil be required, the organization will be reimbursed for such expenses provided a validated receipt from the service station is handed in. It is the responsibility of the driver to check the vehicle (tires, fuel, oil, lights, windshield wipers, etc.) prior to leaving, during and upon returning from the trip. Any deficiency should be reported immediately upon return from the trip.

9. In case of a breakdown, which renders the vehicle inoperable, contact the nearest service station to facilitate necessary repairs. All repairs other than emergency repairs must be authorized by SAA. In case of accident, the first responsibility is to attend to any persons who might be injured and immediately contact the police. In addition, it is absolutely necessary to get the name(s) of the driver(s) as well as their state operator's permit number(s), names and addresses of impartial witnesses, insurance companies of other driver(s), etc. Do not make any comment as to liability for the accident as this will be determined by the insurance companies involved. Any information relating to the above must be telephoned to the University Center after all injured people have been attended to.

10. The use of the van is limited to recognized or funded student organizations.

11. The use of the van is limited to the Commonwealth of Pennsylvania or a three hundred-mile radius from East Stroudsburg University. Exceptions will be made in cases of emergency. Those persons authorized to approve van use are also authorized to make final decision when there are requests to use the van outside the established mileage parameters. Our insurance coverage for the van does not permit driving in New York City.

12. In general, the van will be available on a first come first serve basis. Requests for van use should be made as soon as possible and in no case less than five (5) days in advance of the trip. Exceptions will be made in cases of emergency. Those persons authorized to approve van use are also authorized to make final decision when there is more than one request to use the van a particular time.

13. The van shall always be parked in the designated parking space (Laurel Hall Lot). If upon return to campus the van parking spot is occupied, park the van in the nearest available spot, then immediately report the situation to University Police.

14. Only authorized drivers (who have completed the Request for Driver Information form, submitted it to the Department of Transportation in Harrisburg and been approved by the SAA Insurance Carrier) are permitted to drive the SAA van. By completing and signing the van use request, the organization acknowledges that only authorized drivers will operate the SAA van. If it is determined that an unauthorized individual drove the SAA van, future use by the organization may be jeopardized.

15. Drivers must be authorized in order to fulfill the requirements of the insurance held by the Student Activity Association. This requirement must be upheld regardless of personal insurance held by the driver.
The following policies apply to any type of travel that may be associated with any program, trip, event or conference that is funded (in whole or in part) or sanctioned by a SAA funded or affiliated group or organization. This includes any activities in which students travel as a recognized organization or representing a recognized organization.

Travel Utilizing the SAA Van
1. Requisition for SAA van use must be filled out and turned into the Reservation Supervisor in the Student Activities Complex. After approval, a copy will be returned to the organization as evidence for authorized use.
2. The Director of the University Center & Student Activities (or their designee) shall be the only person to authorize use of the van.
3. All those who will be driving and riding in the SAA van must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form. Students under the age of 18 must have the Transportation Release signed by a parent or legal guardian. Only those who have completed the Transportation Release can participate in the program for which the SAA van is being used.
4. On the date of use, the organization’s driver shall present the organization’s copy of the Requisition for SAA Van form, the Transportation Releases and Travel Log, including emergency contact information, for all those who will be riding in the van to the SAA Reservations Supervisor. At this time, the driver will be given the van log, mileage chart, and van keys. The keys will not be given out without the submission of these forms. It is, also, recommended that the organization take a copy of the Travel Roster with them on the trip.
5. The driver of the van must be at least 21 years of age and have at least two (2) years of driving experience, must display a valid license and complete a Request for Driver Information Form. This form must be completed and sent to the Department of Transportation in Harrisburg PRIOR to being considered an authorized driver. Once the information is received from the Department of Transportation, a copy must be given to the SAA Reservations Supervisor for our files. You will be reimbursed for the cost of the information request at that time.
6. The consumption or transport of alcoholic beverages in the Student Activity Association van is strictly prohibited. Failure to abide by this policy may result in sanctions for violations of the Student Code of Conduct through the Office of Student Conduct and Community Standards.
7. The organization using the van must reimburse the Student Activity Association at the rate of one dollar ($1.00) per mile. Bills for reimbursement will be sent on a monthly basis and are due immediately. The keys and the chart are to be turned in immediately after completion of trip.
8. Fuel and oil required for the van will be provided by the SAA. Should additional fuel and/or oil be required, the organization will be reimbursed for such expenses provided a validated receipt from the service station is handed in. It is the responsibility of the driver to check the vehicle (tires, fuel, oil, lights, windshield wipers, etc.) prior to leaving, during and upon returning from the trip. Any deficiency should be reported on the Van Log and immediately brought to the attention of the Reservations Supervisor upon return from the trip.
9. In case of a breakdown, which renders the vehicle inoperable, contact the nearest service station to facilitate necessary repairs. All repairs other than emergency repairs must be authorized by SAA. In case of accident, the first responsibility is to attend to any persons who might be injured and immediately contact the police. In addition, it is absolutely necessary to get the name(s) of the driver(s) as well as their state operator’s permit number(s), names and addresses of impartial witnesses, insurance companies of other driver(s), etc. Do not make any comment as to liability for the accident as the insurance companies involved will determine this. Any information relating to the above must be telephoned to the University Police after all injured people have been attended to.
10. The use of the van is limited to recognized or funded student organizations.
11. The use of the van is limited to the Commonwealth of Pennsylvania or a three hundred-mile radius from East Stroudsburg University. Exceptions will be made in cases of emergency. Those persons authorized to approve van use are also authorized to make final decision when there are requests to use the van outside the established mileage parameters. Our insurance coverage for the van does not permit driving in New York City.
12. In general, the van will be available on a first come first serve basis. Requests for van use should be made as soon as possible and in no case less than five (5) days in advance of the trip. Exceptions will be made in cases of emergency. Those persons authorized to approve van use are also authorized to make final decision when there is more than one request to use the van a particular time.
13. The van shall always be parked in the designated parking space (Laurel Hall Lot). If upon return to campus the van parking spot is occupied, park the van in the nearest available spot, then immediately report the situation to University Police.

14. Only authorized drivers (who have completed the Request for Driver Information form, submitted it to the Department of Transportation in Harrisburg and been approved by the SAA Insurance Carrier) are permitted to drive the SAA van. By completing and signing the van use request, the organization acknowledges that only authorized drivers will operate the SAA van. If it is determined that an unauthorized individual drove the SAA van, future use by the organization may be jeopardized.

15. Drivers must be authorized in order to fulfill the requirements of the insurance held by the Student Activity Association. This requirement must be upheld regardless of personal insurance held by the driver.

16. Seat belts should be worn at all times by the driver and all passengers.

17. No driver may drive for more than eight hours out of any 24-hour period.

TRAVEL UTILIZING RENTAL VEHICLES

1. All those who will be driving and riding in the vehicle must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form. Students under the age of 18 must have the Transportation Release signed by a parent or legal guardian. Only those who have completed the Transportation Release can participate in the program for which a rental vehicle is being used for which reimbursement of costs will be borne by the Student Activity Association.

2. The voucher to cover the cost of the rental must be submitted to the SAA Accounting Office prior to picking up the vehicle. The cost should cover the daily/weekly rental and all insurance offered by the rental company.

3. On the date the vehicle is to be picked up, an organization’s representative must present the Transportation Releases and Travel Log, including emergency contact information, for all those who will be riding in the vehicle to the SAA Accounting Office. The payment check will not be given out without the submission of these forms. It is also recommended that the organization take a copy of the Travel Log with them on the trip.

4. The organization may not be reimbursed for the cost associated with the rental vehicle if the voucher and Transportation Releases are not submitted PRIOR to the actual trip or event.

5. The consumption or transport of alcoholic beverages in the rental vehicle is strictly prohibited. Failure to abide by this policy may result in sanctions for violations of the Student Code of Conduct through the Office of Student Conduct and Community Standards.

6. No driver may drive for more than eight hours out of any 24-hour period.

7. Seat belts should be worn at all times by the driver and all passengers.

8. The rental of 15 passenger vans shall be prohibited. SAA will not reimburse any expenses associated with the rental of 15 passenger vans due to the rollover potential.

TRAVEL UTILIZING PERSONAL VEHICLES

1. All those who will be driving and riding in the vehicle must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form. Students under the age of 18 must have the Transportation Release signed by a parent or legal guardian. Only those who have completed the Transportation Release can participate in the program for which the SAA will be reimbursing use of a personal vehicle.

2. The driver(s) using their personal vehicles will be reimbursed by the Student Activity Association at the currently approved rate. The voucher to cover the cost of the mileage for the trip must be submitted to the SAA Accounting Office prior to leaving for the trip. If more than one person will be driving, the reimbursement should be made to one person for all of the drivers and divided among them (rather than an individual check for each driver on the same trip). The Transportation Releases and Travel Log, including emergency contact information, for all those who will be riding in the vehicle(s) must accompany the voucher. The voucher will not be processed without the submission of these forms. The organization may not be reimbursed for the cost associated with the mileage for the trip if the voucher and Transportation Releases are not submitted PRIOR to the actual trip or event. SAA shall not reimburse members for transportation expenses incurred through their use of private vehicles if those vehicles are used to transport non-club members (e.g. family and/or friends). It is also recommended that the organization take a copy of the Travel Log with them on the trip.
3. The consumption or transport of alcoholic beverages in the vehicle while participating in the trip is strictly prohibited. Failure to abide by this policy may result in sanctions for violations of the Student Code of Conduct through the Office of Student Conduct and Community Standards.

4. Seat belts should be worn at all times by the driver and all passengers.

5. No driver may drive for more than eight hours out of any 24-hour period.

TRAVEL UTILIZING CHARTER BUSES
1. All those who will be riding on the bus must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form or the Trip Sign-Up form with incorporated waiver which is associated with the particular trip.

2. The consumption or transport of alcoholic beverages in the bus is strictly prohibited. Failure to abide by this policy may result in sanctions for violations of the Student Code of Conduct through the Office of Student Conduct and Community Standards.

RECREATION/CLUB SPORTS TRAVEL
1. All members of recreation/club sports teams must complete the Club Sport Liability Waiver.

2. The team must follow the above policies related to the SAA van, rental vehicles or personal vehicles but need only submit a roster of the members who will be traveling on each of the individual trips.

3. Reimbursement for travel is based on the number of athletes required to compete in the sport. Regardless of the sport the maximum reimbursement will be capped at the equivalent of the current rate for the SAA van and one personal vehicle. See the club sports manual for additional travel information.

NON-FUNDED ORGANIZATION TRAVEL
1. All students traveling as a recognized organization or representing a recognized organization must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form. Students under the age of 18 must have the Transportation Release signed by a parent or legal guardian.

2. The Transportation Releases and Travel Log, including emergency contact information, for all those traveling must be submitted PRIOR to the actual trip or event. It is also recommended that the organization take a copy of the Travel Log with them on the trip.

University's Alcohol Policy and Student Code of Conduct

The University’s alcohol policy and the Student Code of Conduct, as referenced in the Student Handbook, are applicable to campus-sponsored trips and travel to off-campus venues. Therefore, beverages containing alcohol shall not be brought onto a bus or any vehicle during an SAA trip and alcohol beverages shall not be stored in the luggage compartment of such vehicles. All personal belongings brought onto/into the vehicles for any such sponsored travel shall be subject to search and seizure. Persons found in violation of the alcohol policy or Student Code of Conduct shall be subject to disciplinary measures by the Office of Student Conduct and Community Standards and may be denied participation in the trip/event.
Chapter 4

INFORMED CONSENT RELEASE

INFORMED CONSENT, RELEASE, WAIVER & EXPRESSED ASSUMPTION OF RISK ON TRANSPORTATION IN SPONSORED ACTIVITIES AND PROGRAMS

STUDENT ACTIVITY ASSOCIATION – EAST STROUDSBURG UNIVERSITY

The East Stroudsburg University Student Activity Association, Inc. (the “SAA”), in its sponsorship of various student club activities and programs, sometimes licenses the use of its vans and mini-vans (its “vehicles”), or provides reimbursement for traveling expenses where private individuals provide their own means of transportation, to participants in those activities and programs. Prior to and as a condition of its either permitting the use of its vehicles, or of providing reimbursement for traveling expenses, or of allowing any travel by participants or representatives of a recognized organization, the SAA shall require the sponsoring club to provide a roster of all club members and/or representatives, none of whom shall be under 18 years of age unless otherwise approved, in writing, by the SAA, listing who shall be utilizing those vehicles, whether supplied by the SAA, by a club member or a representative, along with emergency contact numbers for all individuals listed upon the roster, along with this Waiver and Release, executed by each of those individuals. Furthermore, as part of that Waiver and Release, club participants who provide their own vehicular transportation shall acknowledge that their private insurance provides primary coverage with respect to all risks, and any insurance coverage provided by the SAA is secondary to that primary coverage. Failure to abide by these conditions, as well as the ESU Student Code of Conduct, may result in a denial of further use of the vehicles by the sponsored club, and/or denial of reimbursement for the sponsored club's past and future traveling expenses.

______________________________________ desires to participate in the

(Student Name, Please Print, USE PEN ONLY                                      (Student Organization)

Fall 20_ or Spring 20_

I realize that vehicular transportation to and from SAA sponsored activities, whether participating as a driver or passenger, and using vehicles supplied by the SAA or by private individuals, although not an inherently dangerous activity, nonetheless, also entails risks of injury to the persons, and to property. I understand the conditions regarding the use of vehicles, whether supplied by the SAA or private individuals, in SAA sponsored club activities and programs, as aforesaid, and will abide by same, and accept the consequences as heretofore provided.

In accepting these risks I expressly and explicitly release, discharge and waive any and all responsibility of East Stroudsburg University of Pennsylvania, the Pennsylvania State System of Higher Education, the Commonwealth of Pennsylvania, and the East Stroudsburg University Student Activity Association, Inc., or the employees, officials or agents of any of the foregoing, pursuant to, or pertaining, or arising from, in any manner, injuries to my person or property as a result of my participation in the:

____________________________________________________________________________________________________

(Student Organization)

Signature:_________________________________________  Date:_______________________________

FOR PARTICIPANTS OF MINOR AGE

This is to certify that I, as parent/Guardian with legal responsibility for this participant, do herewith consent and agree to his/her release as provided above, of all the Releases, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify the Releasees from any and all liabilities incident to my minor child’s involvement or participation in SAA sponsored club activities and programs as regards the provision of transportation, unless arising from the recklessness and wanton disregard of the Releasees.

_________________________________________ ________________________________    Date:____________

PARENT/GUARDIAN            PRINT NAME

EMERGENCY TELEPHONE NO.: ____________________________________________________________
## TRAVEL LOG

Organization:  

Date(s) and Location of Travel:  

Purpose of Travel:  

<table>
<thead>
<tr>
<th>Participant’s Name</th>
<th>Emergency Contact/Relationship</th>
<th>Emergency Contact Address and Phone Number(s)</th>
</tr>
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<tbody>
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<td>12.</td>
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</table>
Chapter Five

Building Your Leadership Skills
A Wish For Leaders

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

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

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

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

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

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

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

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

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

I wish for you the experience of leadership.

– Earl Ruem
ESTABLISHING GOALS
What is the purpose of the event?
What student needs will be met?
How were these needs assessed?
What are realistic expectations for the program, i.e., turn out, results, feedback?

BRAINSTORMING
Brainstorming is an excellent way to formulate ideas for a program.
There are four basic rules
1) criticism is ruled out
2) free-wheeling is welcome
3) quantity is wanted
4) combination and improvement are sought

Be creative!! Don’t be limited to what has been done in the past.
Once a list of ideas has been formulated, take time to discuss each of them.
Decide which one the group wants to do and answer the following questions:

Is the program appropriate for a college audience?
Is there any reason to suspect the program may offend someone?
What will be the total cost including food, rental equipment, publicity, etc.?
Is there enough money for the program in the budget?
Is there an appropriate facility for it?

PLANNING
• Pay close attention to perfecting the program by working out every detail.
  The difference between a fair activity and a great activity is the attention to details.
• All plans, announcements, assignments, etc. should be in writing.
  It is the only way to avoid confusion and misunderstanding.
• Decide on a time, place and date for the program.
  Check for conflicts in scheduling with other organizations.
• Inform all appropriate persons.
• Request contracts and purchase orders, if necessary.
• Confirm reservations.
• Determine all equipment needs.
• Determine any additional material you will need for the program.
  (i.e., tickets, event programs, food, utensils, cash boxes, etc.)
• Determine workers needed for day of programs
  (i.e., ticket takers, ushers, set up crew, cleanup crew, people selling refreshments, etc.)
• Determine setup required for the program (i.e., number of chairs, tables, layout, etc.)
• Meet with your advisor on a regular basis. This person should be consulted during the entire process. He should be
  informed of all expenses which will be incurred.
• Expect the unexpected. Think through alternatives, i.e., what if there’s not enough food; what if it rains?
• There is a point beyond which any further planning is unprofitable. Set a date (two-three weeks before the program) after
  which time no further planning will take place and everyone’s time and energies will be devoted to the actual execution of
  the plans.

PROMOTION
• Here is where most programs fail miserably. Usually a great deal of time is spent on the activity itself and very little time
  on promotion. No matter how good a program is, it is a flop if no one comes.
• Put lots of pizzazz into promoting a program.
• Be enthusiastic! A negative attitude will kill an event faster than anything else.
PROMOTION (CONTINUED)

• Possible avenues for publicity include:
  - word of mouth
  - flyers
  - table tents
  - posters and other large signs
  - Bathroom Postings
  - personal invitations, written or verbal
  - campus newspaper, radio station, TV, etc.

• Be creative! Try different approaches.

• Publicity must be in good taste. University and residence hall regulations must be followed.

• Timing is very important, i.e., two weeks before the program, one week, the day before, etc.

• Publicity on the day of the program is invaluable, i.e., teasers in the cafeteria.

• Don’t forget the personal touch. Nothing gives a better recommendation than the word of a friend. Encourage others to be involved and to talk up the activity. Spread the word — it’s the most effective way to promote a program.

PROGRESS CHECKS

• Chairpersons of committees should check with each committee member who has been assigned responsibilities prior to the time when these responsibilities are to be completed to determine the progress. A second check with each should be made on the date that their particular assignment should be completed.

• Chairpersons should check with committee members to be sure they know what they are expected to do or bring the day of the program, the time they should be there, etc.

• Check to be sure there is someone to meet the performer/speaker and go over the details of the program with them.

• Check with the advisor to make sure all details of the setup are clear.

• Check to make sure that food, maintenance, security, checks, etc. have been ordered.

• Check on equipment. Is it all in good condition?

• Check to make sure that sufficient publicity has been done. Is there a need for a last minute effort?

THE PROGRAM

ARRIVE EARLY. Allow sufficient time to check setup. Determine if all necessary equipment is there and working. Go over all details with committee members.

Someone should go over the program with the performer/speaker to be sure that everyone is clear on what is expected.

CALMLY deal with last minute emergencies. Use alternative plans if needed.

Committee members should be aware of what is happening around them. Make sure they introduce people and get them to participate.

AFTER THE PROGRAM

• Pay the performer/speaker.

• Cleanup.

• Return any equipment which was borrowed.

• Arrange for any cash from the program to be put in the SAA Night Drop Box
  Get all bags and forms from the SAA Accounting Office in advance of the program
  Be sure it is clearly labeled. All ticket stubs and forms must be accounted for.

• Make sure all bills have been paid.

• Send thank you notes to people who gave special help and assistance.

• Give a pat on the back to all committee members who were involved.

• Write an evaluation of the program. Be complete. Were the goals accomplished? Were student needs met? How can the program be improved?

The material in this section was taken from several sources. They include:

1. Handbook for Wheels Who Want to Get Rolling, Office of the Dean of Students, UCLA.
2. “Someone Forgot the Mustard” or How to Plan an Event,” Susan Mitchell, San Diego State University.
3. Programming Workshop, Ball State University.
4. Task Group Session, presented by Brian M. Gifford, Drake University.
DIGITAL SIGNS
The digital sign screens around campus are intended to promote campus events and provide important information to faculty/staff/students.
- Must be submitted using Microsoft Office PowerPoint and must have a landscape orientation.
- Requests must be submitted to University Relations* for approval at least 48 hours prior to the expected posting date.
- Submissions must have a requested posting date and a requested removal date.
- Each sign/slide must have a title of no more than 25 characters and type size no less than 24 pt.
- Body of the message should be in paragraph or bulleted format and should be no more than 50 words in length. Font size should be no less than 16 pt.
- Colored font type must have sufficient contrast from background to be considered readable.
- Artwork or photographs may be used on slides as long as they relate to the message and are deemed appropriate content by the digital sign administrator.
* Submit digital signs to the vice president of your division for approval, or the faculty or staff adviser for student organizations. Once approved by the appropriate party, the sign(s) will be reviewed and approved by the director of university relations.

UNIVERSITY BULLETIN
The University Bulletin is published by the Office of University Relations on Tuesdays and Fridays during the fall and spring semesters and on Tuesdays during the summer.
- Deadline for submission is 10 a.m. on the workday preceding issue date. To make a submission, visit www.esu.edu. Click on “About ESU” and go to the link for University/Public Relations. The icon for Bulletin Submissions is in the right hand column. The form must be fully completed and include a phone number and contact person for each listing.
- Notices will appear in three consecutive issues only. Each notice is accepted on a one-time basis

LISTSERV AND WARRIOR NOTES MESSAGES
Requests for listserv or Warrior Notes messages to the ESU campus community must be submitted to the Office of University Relations and approved by the vice president of your division or the faculty or staff adviser for student organizations.
- Messages must be submitted in Microsoft Word or the body of an email. Messages must include a subject line and not exceed 150 words.
- Attachments are not allowed. Any supporting documents must be opened and imbedded (visible) in the message as JPEG file. (If you are using a PDF document, save it as a JPEG and then insert it into your e-mail or Word document before forwarding for approval and distribution.) Messages may also include hyperlinks to other documents, sites, or URLs that pertain specifically to the message being announced.
- Messages must be submitted for approval at least one week prior to requested distribution.
- All messages should be checked for correct spelling and grammar. The Office of University Relations reserves the right to return messages to the originator for appropriate editing if necessary.
- There are three options in sending listserv messages: 1) the message may be sent to the entire campus community (faculty, staff, and students); 2) the message may be sent only to ESU faculty and staff; 3) the message may be sent to ESU students only. Requestor should indicate the desired recipient category.
- Once a message is prepared it should be forwarded to the individuals below for approval. All listserv messages should be approved in the following order:
  ✜ Department director or chair, or faculty/staff adviser for student organizations
  ✜ Dean of the college or vice president
  ✜ Director of university relations

ESU ON-LINE CALENDAR
Requests for the Online Calendar are to be submitted to Conference Services via email. Conference Services will email a form to be completed and returned. Be sure the room is reserved and arrangements are made prior to listing an event in the calendar.
- Email Conference Services at conferences@esu.edu.
- A staff member from Conferences Services will email a form requesting the following information:
  1. Official Event Title
  2. Location(s) Requested
  3. Date(s) or Day of the Week Requested
  4. Time(s) Requested
  5. Sponsoring Organization
  6. Contact Person
  7. Contact Email/Phone
  8. Expected Attendance
  9. This function is mainly for (Staff, Students, Faculty, Public)
  10. Is this open to the public?
  11. Would you like this advertised on the ESU Insider Calendar? If Yes, Event Description (required for advertising on calendar)

Taken from ESU Communication Guide: A Guide to Requesting Mass Communication at East Stroudsburg University
Provided by the Office of University Relations
GLOSSARY OF STANDARD TERMS

Business, Order of:
The regular order of procedure followed by a group.

Chair, Power of:
The chairman has the following authority:
A. Decide what order speakers may be recognized.
B. Refuse to recognize members offering dilatory, absurd or frivolous motions or motions intended (in the chairman's judgement) to obstruct business.
C. Restrain speakers within the limits of the rules.
D. Enforce good decorum.
E. Appoint committees.
F. Decide points of order.
G. Vote in cases where the chairperson's vote would change the result, i.e., to make or break a tie.
H. Avoid influencing a vote by making comments on a motion under consideration.

Actions of the chairperson are subject to appeal.

Committee of the Whole:
Sometimes certain matters come up which can be properly studied and digested only as a committee but which, because of their importance, should be considered by all members. Then the meeting, on a motion duly made, may “resolve itself into a committee of the whole.” This means that the meeting is officially discontinued while everyone remains and becomes a member of the committee of the whole. The chairperson of the regular meeting does not preside over a committee of the whole, but, instead, a special chairperson is appointed.

Question, Division of:
To separate a motion so that different parts of it may be considered individually.

Refer:
To give a matter to a committee for consideration.

Resolution:
The act of an assembly, the purpose of which is to declare facts or express opinions or purposes, and not to command.

Rules, Suspension of:
When the assembly wishes to do something that cannot be done without violating its own rules, and yet is not in conflict with its constitution or by-laws, or with the fundamental principles of parliamentary law, it “suspends the rules” that interfere with the proposed action.

Second:
A motion, in order to be considered by the meeting, must have a second, i.e., a sponsor in the form of a second member who indicates support of the motion by saying, “I second the motion.”

Table:
The “table” in parliamentary law is literally the speaker’s table, but to “lay on the table” or “to table” a motion means to delay action on it.
Parliamentary procedure is a method for conducting meetings in an orderly and consistent manner.
By following an established procedure to discuss programs and plans, everyone in the group knows the ground rules for discussion, asking questions, and voting.
Organizations using parliamentary procedure usually follow a fixed order of business, or agenda:

I. Call to order
   The chairperson says, “The meeting will please come to order.”

II. Roll Call
   Members say “present” as their names are called.

III. Minutes
   The secretary either reads a record of the last meeting or distributes copies of the minutes.

IV. Officers’ Reports
   Often limited to a budget report from the treasurer, but others may report at this time.

V. Committee Reports
   First come reports from “standing” or permanent committees; then from “ad hoc,” or special committees.

VI. Special Orders
   Important business previously designated for consideration at this meeting.

VII. Unfinished or Old Business
   Business left over from previous meetings.

VIII. New Business
   Introduction of new topics.

IX. Announcements
   Informing the assembly of other subjects and events.

X. Adjournment
   The meeting ends by a vote, or by general consent (or chair's decision if time of adjournment was prearranged by vote).

Parliamentary law is simple in principle. It is based largely on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily.

1. The Purpose of Parliamentary Law
   A. It enables an assembly to transact business with speed and efficiency.
   B. It protects the rights of each individual.
   C. It preserves a spirit of harmony within the group.

2. Five Basic Principles of Parliamentary Procedure
   A. Only one subject may claim, the attention of the assembly at one time.
   B. Each proposition presented for consideration is entitled to a full and free debate.
   C. Every member has rights equal to every other member.
   D. The will of the majority must be carried out, and the rights of the minority must be preserved.
   E. The personality and desires of each member should be merged into the larger unit of the organization.

3. Fundamentals
   A. Justice and courtesy for all.
   B. The purpose is to facilitate action not to obstruct it

* Taken from Handbook for Leadership Development. 
<table>
<thead>
<tr>
<th>Kind of Motion</th>
<th>Object</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>To lay on the table</td>
<td>Clears the floor for more urgent business</td>
<td>Delays action</td>
</tr>
<tr>
<td>To call for the question</td>
<td>Secures immediate vote on pending motion</td>
<td>Ends debate</td>
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<tr>
<td>To limit or extend time for debate</td>
<td>Provides more or less time for discussion</td>
<td>Shortens or lengthens discussion period</td>
</tr>
<tr>
<td>To postpone definitely (to a certain time)</td>
<td>Gives more time for informal discussion &amp; for securing followers</td>
<td>Delays action</td>
</tr>
<tr>
<td>To commit or refer</td>
<td>Enables more careful consideration to be given</td>
<td>Delays action</td>
</tr>
<tr>
<td>To amend</td>
<td>Improves the motion</td>
<td>Changes the original motion</td>
</tr>
<tr>
<td>To postpone indefinitely</td>
<td>Prevents a vote on the motion</td>
<td>Suppresses the motion</td>
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<tr>
<td>To raise a point of order</td>
<td>Calls attention to violation of rules</td>
<td>Keeps group functioning according to parliamentary procedures</td>
</tr>
<tr>
<td>To appeal from the decision of the chair</td>
<td>Determines the attitude of the group on the ruling made by the chair</td>
<td>Secures ruling of the group rather than by the chair</td>
</tr>
<tr>
<td>To suspend the rules</td>
<td>Permits action not possible under the rules</td>
<td>Secures action which would otherwise be prevented by the rules</td>
</tr>
<tr>
<td>To object to the consideration of a question</td>
<td>Prevents wasting time on unimportant business</td>
<td>Suppresses the motion</td>
</tr>
<tr>
<td>To divide the question</td>
<td>Secures more careful consideration of parts</td>
<td>Secures action by parts</td>
</tr>
<tr>
<td>To call for a division</td>
<td>A. Determines the accuracy of a verbal vote</td>
<td>Secures an accurate check on vote</td>
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<td></td>
<td>B. Secures expression of individual members’ vote</td>
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<tr>
<td>To nominate</td>
<td>Suggests names for office</td>
<td>Places before the group names for consideration</td>
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## Planning Your Organization's Meetings

### STEPS TO SUCCESS...

Meetings are an essential element to the accomplishment of organizational goals. They improve communication and enable the coordination of individual work into a whole, giving meaning and purpose to the organization. By taking time to carefully plan meetings, using an agenda, and following some of the basics of parliamentary procedure, your organization can conduct more effective meetings.

**Your first meeting should include...**

- An introduction of the officers, committee chairpersons, advisors, etc.
- An explanation of how these people fit into the entire picture.
- A description of what is expected of each member.
- A summary of the goals of the group.
- A description of how this group fits into the University as a whole.

**Successful meetings include...**

- Informality. Use group activities, an icebreaker or introductions to make everyone at ease and acquainted.
- Starting and ending meetings on time.
- Making the group responsible and keeping everyone busy. Be available with administrative know-how to guide your group, but allow the group to participate in the decision making process.
- Asking questions. Questions start discussion, lead talk to new channels, and bring out different points of view. Group members will profit more from self-discovery and problem solving activities than from one-way information giving.

**Meeting tips that are easy to forget, but should not be forgotten...**

1. **Make sure that the meeting place is comfortable and well arranged.**
   - Factors such as chairs and table space contribute to the climate of your group. The physical factors should lend themselves to a working group environment and should fit the meeting structure you choose, formal or informal.
   - select a room appropriate to the size of the group
   - ensure that the room is adequately lighted and ventilated
   - provide a podium, audiovisual or other learning equipment, if necessary
   - arrange the chairs so that eye-to-eye contact is easily maintained

2. **Make sure that the following items are available at meetings.**
   - copies of the constitution and bylaws, policies, special rules of order, and Robert's Rules of Order
   - a list of all committees and a membership roster
   - the agenda for the meeting
   - the minutes record book
   - a watch or clock
   - a gavel

3. **Distribute the agenda to members well in advance of the meeting.**
   - This provides an opportunity for the members to know what is going to be discussed so that they may be well prepared to participate effectively.
AGENDAS

It’s mighty embarrassing to get to your meeting out of breath, after running countless errands, to discover that you only have a foggy idea what needs to be done, and no idea in what order it’s to be done. By using an agenda, your group can efficiently get done what needs to be done.

The agenda for the meeting should be carefully and thoughtfully worked out. It means preparing the topics to be discussed in your meeting and listing them in the order of discussion. An organized agenda will trim many minutes off of your meetings, while stimulating thoughtful group discussion.

Here are a few tips to keep in mind while planning your agenda:

1. Be realistic in the amount of time you will need to discuss each topic so your agenda will not be overcrowded.
2. Cover any informational items in a news bulletin or an announcement section of the meeting. Or better yet, save some meeting time by producing a newsletter containing the announcements and minutes from the last meeting.
3. Make sure your items are arranged in a logical sequence. Take care of less complicated items first, then the main items in the body of the agenda that will take more time for discussion. Include arrangements for the next meetings as a closing item.
4. Make sure the members of the group stick to the agenda and transact business as efficiently as possible.
5. Be prepared for people who “get off the track.” Try to direct the discussion back to the heart of the matter.
6. See that there is a FULL DISCUSSION OF VITAL POINTS OF BUSINESS. Introduce each item on the agenda with a word on why the item is there and what the group is supposed to do with it. Define issues and clarify differences and make sure you provide a positive atmosphere for group discussion.
7. See that time has been used wisely and that group members SENSE A FEELING OF ACCOMPLISHMENT.
8. When a person has made a good report or has been instrumental in carrying forward the work of the group they should be recognized for their good work.
9. Be at ease with yourself and your group members will feel comfortable that things are going well. In other words, keep your cool.

YOU PLAN AND CONDUCT GROUP MEETINGS...

1. No matter what kind of meeting structure your group uses, you will hold the prime responsibility for planning the meeting agenda and conducting the meeting. It is of utmost importance that you prepare an agenda before the meeting to determine the amount of time necessary to cover each item and perhaps make a necessary judgment as to priorities.
2. If you use a very structured meeting based on parliamentary procedure, you may want to refer to Robert’s Rules of Order for guidance.
3. If you use an informal meeting structure based on group consensus you must constantly attempt to move the group to a decision and make sure each member has voiced his/her opinion. Help your group learn not to waste time restating the same opinions and to acknowledge their concurrence briefly.
4. Standing reports should not be eliminated without prior consultation with the person responsible. It is very degrading to dispense with the minutes and the budget report if the group secretary and treasurer have spent a great deal of time preparing their presentations.
5. Be concerned that private conversations do not go on during the meeting, but that comments are made to the total group.
6. Be innovative in your meetings. Use new meeting structures to best fit the needs of the particular problem. If you are searching for new approaches or ideas, use a brainstorming technique or bring in the resources of your group advisor or others to add information to an issue at hand.
7. Plan in-meeting evaluation or meeting reaction questionnaires occasionally to get feedback as to how the group perceives your success and the group’s success.
BEING A LEADER (AS SEEN BY THE LEADEE)

“Leader, if you want my loyalty, interest, and best efforts as a group member, you must take into account the fact that...”

1. I NEED A SENSE OF BELONGING.
   A feeling that no one objects to my presence.
   A feeling that I am sincerely welcome.
   A feeling that I am honestly needed for my total self, not just for my hands and my time.

2. I need to have a SHARE IN PLANNING THE GROUP GOALS.
   My need will be satisfied only when I feel that my ideas have had a fair hearing.

3. I need to feel that the GOALS ARE WITHIN REACH and that they make sense to me.

4. I need to feel that what I’m doing CONTRIBUTES TO HUMAN WELFARE that its value extends beyond the group itself at some time.

5. I need to share in MAKING THE RULES OF THE GROUP... the rules by which we will work toward our goals.

6. I need to know in some clear detail just what is expected of me so that I can work confidently.

7. I need to have RESPONSIBILITIES THAT CHALLENGE, that are within the range of my abilities, and that contribute to reaching our goals.

8. I need to SEE THAT PROGRESS is being made toward goals we have set.

9. I need to be kept informed. WHAT I’M NOT UP ON, I MAY NOT BE DOWN WITH.

10. I need to have CONFIDENCE IN OUR LEADER.
   Confidence based upon assurance of consistent fair treatment. Recognition when it is due.
   Trust that loyalty will bring increased security.

   In brief, the situation in which I find myself must make sense to me and appear to be of some benefit to me, regardless of how much sense it makes to you... leader.”

RECRUITMENT OF COMMITTEE MEMBERS

FOUR QUESTIONS MUST BE ANSWERED BEFORE IMPLEMENTING A RECRUITMENT STRATEGY:

1. Is your organization functioning properly?
   If your organization is suffering from lack of good leadership, poor or lack of image, internal conflicts, etc.; the recruitment campaign should be preceded by a self-study to discover organization problems and to suggest improvements.

2. What image does your organization project to those students who are potential members?
   It is essential to obtain an accurate perception of the organization’s image. If that perceived image is inadequate, then that organization must effect change- new structure, name change, new slogan, new publicity, etc.

3. Are all the present members familiar with the organization, as well as the special attributes, people & experiences which the organization presently provides, so they can relate it to potential members?
   The members must have enough knowledge of the organization, its structure, available areas of involvement, activities, etc., to sufficiently stimulate the interest of a potential volunteer.

4. Who, specifically, is your organization trying to recruit?
   Is your organization attempting to recruit students with special skills or interests such as art, electronics, set design, gymnastics, business, etc., as well as those who are interested in general involvement. Then part of the recruitment campaign must focus on attracting students with those particular skills.
DELEGATING AUTHORITY

• A LEADER IS ONE WHO HAS THE ABILITY TO HELP PEOPLE DEVELOP THROUGH WORK WHILE HAVING FUN!

What type of leader are you? When you delegate authority, you must expect to assist, answer questions, define roles and tasks, and add a confidence level to your helper. The Highly Motivated leader does this willingly and with ease. As a leader you MUST delegate authority! You can’t do it all, nor should you attempt to.

• HIGHLY MOTIVATED MEMBERS DESCRIBE THEIR LEADERS AS:
  • Being approachable and open minded
  • Maintaining high expectations
  • Providing ready access to organizational information
  • Encouraging initiative and risk taking
  • Helping them learn from mistakes and giving credit for top performance

• POORLY MOTIVATED MEMBERS DESCRIBE THEIR LEADERS AS:
  • Authority oriented
  • Unreceptive to conflicting ideas from members
  • Tending to over-supervise
  • Discouraging initiative and risk taking
  • Being intolerant of mistakes (especially those that may embarrass them)
  • Being prone to look for someone to blame for mistakes and tending to overlook success and concentrate on failure

It is important to remember that when one delegates authority, one is actually delegating some AUTHORITY and RESPONSIBILITY...and NOT simply a TITLE. If you do give someone the authority to do the job, you have to let him/her do it and not be watching over their shoulder constantly. However, don’t ignore the person, assist them. Don’t overlook mistakes, this weakens his/her creative ability. Do not tolerate incompetency. Teach people how to avoid it.

• SELECTING THE PERSON FOR DELEGATION:
  Delegate authority based on desire and capabilities. With younger members, you must go easy, not giving more than they can do or are capable of, or the person will become frustrated and lose interest.

• IN SELECTING THE PERSON, ASK:
  1. Do they have time? If not, can some of their tasks be delegated to others in order to make time?
  2. Are they interested in the job? Is there opportunity for creative contribution?
  3. Are they sufficiently qualified that they will not flounder?
  4. Will productivity be improved?
  5. How will others react? What can you do to mitigate potential unfavorable reaction?
<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
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<tbody>
<tr>
<td>• Initial contact for information</td>
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<td>• Hold the date</td>
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<td>• Confirm the date</td>
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<tbody>
<tr>
<td>• Committee decides/agrees</td>
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<td>• Budget decided/approved</td>
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Notes:

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**Chapter 5
Student Senate Handbook for Recognized Clubs and Organizations**
### Contract

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<thead>
<tr>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
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<tr>
<td>• Reviewed by S.A.A.</td>
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<td>• Riders (Addendum Attached)</td>
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<tr>
<td>• Contracts signed by agency</td>
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<tr>
<td>• Contracts received</td>
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<td>• Contracts returned</td>
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### Misc. Proposals/Activities

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<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
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</thead>
<tbody>
<tr>
<td>• Solicit faculty interest for classroom appearance</td>
<td></td>
<td></td>
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<tr>
<td>• Write proposal to agency</td>
<td></td>
<td></td>
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<tr>
<td>• Communicate back to faculty outcome of proposal</td>
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<tr>
<td>• Write agency for permission to video tape</td>
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<td></td>
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<tr>
<td>• Write agency for permission to broadcast</td>
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### Notes:

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# Event Check List

## Facilities

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<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
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</table>

- Make reservations
- Confirm
- Set up room
- Dressing room clean/set
- Tables/chairs
- Crowd control ropes
- Supplies
- Video taping arrangements

## Equipment

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<tr>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
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- Sound arranged
- Sound check
- Lighting arranged
- Staging
- Tables/chairs
- Crowd control ropes
- Supplies
- Video taping arrangements

## Notes:

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### Event Check List

**Labor**

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<th>Person Responsible</th>
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<tbody>
<tr>
<td>Light/sound technician</td>
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<tr>
<td>Set up crew</td>
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<tr>
<td>Ushers</td>
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<tr>
<td>Ticket seller(s)</td>
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<tr>
<td>Security</td>
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<tr>
<td>Staff person in charge</td>
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<tr>
<td>Clean-up Crew</td>
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**Hospitality**

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<th>Person Responsible</th>
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<td>Back stage refreshments</td>
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<tr>
<td>On stage refreshments</td>
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<tr>
<td>Escort(s)</td>
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<tr>
<td>Reception</td>
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<tr>
<td>Meal arrangements</td>
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**Transportation**

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<td>Travel arrangement</td>
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<tr>
<td>In town transport</td>
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<tr>
<td>Escort</td>
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### Accommodations

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<td>Hotel room confirmed</td>
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### Promotion/Publicity On Campus

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<td>Social Media</td>
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[Student Senate Handbook for Recognized Clubs and Organizations](#)
### Event Check List

#### Off Campus

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<td>• Public service announcement</td>
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#### Tickets

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<tr>
<td>• Ordered</td>
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<td>• Received and numbered</td>
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<td>• Cash box ordered</td>
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<td>• Cash box/Night Drop picked up</td>
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<tr>
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Get Involved

www.esu.edu/senate