

Augusta State University

Student Organization Handbook

For

Advisors and Student Leaders



Another Publication Brought to You by the Office of Student Activities

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Student Organization Handbook

For Advisors and Student Leaders

Student organizations exist to support the overall objectives of the University. Operating on the basis of voluntary participation and self-government, student organizations are an integral part of the University community, and as such are obligated to contribute to the scholastic attainment and general development of the individual student. Student organizations offer the individual an opportunity to broaden his/her environment. Skills and experience obtained through membership in student organizations serve as a valuable supplement to the formal curriculum. Studies confirm that students benefit greatly from being involved in a campus organization. An active, involved student is a successful student. Through participation in activities and clubs, students can compliment the classroom curriculum with out-of-class related experiences, form relationships with other students with similar interests, develop mentor relationships with faculty and staff, and utilize life skills such as decision making, planning, critical thinking, and more. Student organizations help create a sense of community and spirit on campus. Broaden your horizons in ways you could never imagine – get involved!

Categories of Chartered Student Organizations

Academic & Professional: An organization whose stated objective is to provide an opportunity for individuals to discuss and share information related to a specific academic discipline, topic or interest. These organizations provide opportunities to get to know other students in your program of choice as well as getting to know the faculty members outside of the classroom. You will be exposed to opportunities for networking and leadership development. In addition, the Academic & Professional category includes Honor organizations whose membership is based on academic achievement and whose purpose is to recognize such and the group does hold meetings and sponsor events throughout the year as well as initiation ceremonies. These Honor groups function like other student organizations.

Greek: A social, fraternal organization composed of all male or female students (single sex organizations). Greek organizations strive to develop the greatest potential in each of their members according to their individual talents, skills and personality to prepare them for life after graduation. There are additional requirements for Greek Social Organizations. (Not eligible for Special Services Funding)

Honorary: An organization whose membership is based on academic achievement and whose purpose is to recognize such. These organizations invite students to membership based on their academic performance. An honorary organization does not hold meetings throughout the year, but holds initiation ceremonies. (Not eligible for Special Services funding). These groups function only as an academic recognition society. Honorary clubs are only required to complete a Charter Renewal.

Institutional: An institutional organization is deemed “institutional” if it serves to promote or is a function of the ASU institutional mission and goals. These groups, by design, are essential to the fundamental purpose of student learning. Organizations such as Bell Ringer, Student Government Association, Phoenix, or organizations affiliated with music, choir, orchestra, drama, or art are considered institutional.

Sports Clubs: These are organizations whose purpose is to encourage participation and engage its members in a sport or recreational activity. They allow the participants the opportunity to learn new skills, improve existing skills, engage in competition and enjoy recreational and social fellowship.

Special Interest: An organization whose purpose is to provide a place for members to discuss issues relevant to them, to express their interest in a given subject, to serve as a support group for students on campus or a group off campus, or a group interested in advancing social issues that concern the university and community. Examples of clubs in this category are those clubs that are cultural, religious, hobby-related, advocacy, etc.

Privileges of Being an Active Organization

1. Use of University Facilities and equipment - for meetings, events; furniture, audio/visual equip., etc.
2. Be assigned a mailbox on the second floor of Washington Hall
3. Have a file in the Student Activities Office - to keep minutes, correspondence, membership lists, flyers, etc. (a static place for records) Your current charter and constitution will be kept there, as well as Goal Setting Forms.
4. Ability to reserve 4 lockers on the second floor of Washington Hall (with organization name on locker)
5. Copies provided in Student Activities
6. Local Fax Service
7. Use of poster machine, cold laminator (a charge applies to these items), banner paper, paints, real estate signs, computers for use in making flyers, designing web sites, typing minutes.
8. Resources - Use of Resource Library; books, manuals, videos, scriptographic booklets; Student Leader magazine; Leadership Opportunities; also, faculty and staff across campus who will consult with them and/or make presentations to their group.
9. May apply to Special Services Funds (applications in the Student Activities Office or online)
Exceptions: fraternal organizations (single-sex organizations), Honorary
10. Opportunity to have an agency account with the Business Office - ability to charge to that account from on campus departments, and the Business Office will write checks for your organization with the proper written authorization.
11. A listing on the Student Organization Web Site which includes purpose, current president and advisor and email addresses for both. Students who ask about involvement in clubs will be referred to this page to get further information. Organizations may also design their own web page and we will add a link from our web site to yours.
12. Listed in the Student Handbook
13. Sponsor and publicize campus wide activities.
14. Sponsor fund raising events
15. Recruit ASU students as members.
16. Distribute/advertise on campus
17. Recognized as a university affiliated organization
18. Use of the University's name in the organization's title

Requirements and Responsibilities of Being an Active Chartered Student Organization

- ♦ Re-register each year with at least 5 members (ASU students in good standing who are currently enrolled)
- ♦ Must have a full time employee of ASU as an advisor
- ♦ Officers must attend Officer Training on in the fall (failure to attend may result in the loss of recognition status)
- ♦ Follow the stated purpose of the organization. An officially chartered student organization will not use its official status for any purpose other than its own organization. Sponsoring activities for an un-chartered group (or business), reserving facilities, and carrying on business for an un-chartered group are strictly prohibited.
- ♦ Register and receive approval from Student Activities for all functions
- ♦ Sponsor only such projects that will benefit both the group and/or the University.
- ♦ Practices of student organizations shall not be contrary to the stated policies of the University. All students and student organizations are responsible for the conduct standards and regulations of the University. These regulations are spelled out in the Student Code of Conduct in the Jaguar Student Handbook.
- ♦ Any changes in the organization's constitution or other information (new president, new web address, different email address, etc) must be submitted to the Office of Student Activities within seven days of the change. An updated constitution must be on file in the Office of Student Activities at all times.
- ♦ Student organizations and their members should refrain from conduct and/or expressions which are obscene or which are patently offensive to the prevailing standards of an academic community. Refrain from activities that encourage or precipitate riots or other disturbances which may materially interfere with the regular and orderly operation of the University or the stated mission of the University.
- ♦ Student organizations are responsible for the conduct of their members and guests and will be expected to take disciplinary action against those members that violate the rules and expectations of the organization, the University, and the community.
- ♦ Damage to University property or other persons or entities resulting from organizational activities is prohibited and the organization will be responsible for damages.
- ♦ Displays (including but not limited to posters, notices, banners) which litter the campus or damage University property or other persons or entities, or which are obscene, or which materially interfere the regular and orderly operation of the University, are prohibited.
- ♦ Organizations must abide by the ASU affirmative action policy. Student Organizations will not discriminate on the basis of race, sex, sexual orientation, age, religion, creed, color, handicap, disability, veteran status, national origin, or ancestry.
- ♦ Within each organization, only ASU students are eligible to vote and hold office.
- ♦ Submit a year end report.

Roles/Responsibilities of Advisors

An advisor to a student organization should:

- * Assist the group in setting realistic goals and objectives
- * Assist in orientation and training of new officers
- * Counsel and advise the officers and members
- * Guide the group in accordance with the purposes and ideals of ASU and the organization
- * Meet with the officers of the club regularly and be available to sign paperwork
- * Attend as many organizational meetings/events/activities as you can
- * Have knowledge of the organization's plans, activities and projects
- * Become involved with the organization
- * Be available to answer the groups questions
- * Be sure they are following ASU and Board of Regents policies
- * Be sure to follow the procedures and regulations established by the Office of Student Activities
- * Be sure they follow the constitution for the student organization
- * Know their financial status and keep track of it.
- * Keep them informed of policy changes.
- * Play a significant role in leadership development
- * Assist students in maintaining balance between the academic and co-curricular aspects of student life
- * Encourage students to accept responsibility for specific parts of the program or event
- * Discourage domination of the group by any individual or small groups
- * Be their cheerleader, be enthusiastic about them, their activities, and ASU.
- * We ask that you simply communicate with the organization making sure they are aware of their responsibilities. Many times the advisor is the only person to provide continuity - new members and presidents will need help with the ins and outs of being an organization. You can help them.

Qualifications of an advisor: ASU requires every chartered student organization on campus to have an advisor. Faculty/staff advisors must be a full-time employee of Augusta State University. The student organization should select the faculty or staff member that shares the group interest or at least agrees with their philosophy. The advisor must agree to serve in that capacity. The voluntary association between the advisor and the organization should continue as long as **both** parties believe the relationship is productive and mutually satisfactory. Being an advisor to a group is very important to their success therefore. An individual should not accept the invitation to serve in this important role unless he or she is prepared to fulfill all the expectations. There is no compensation for being an advisor. However, the value received by working with our students is priceless.

Correspondence: The Student Activities Office sends the advisor a copy of most things that are sent to the organization. This is so you know what is happening with the organization and are aware of information/requests. It may be necessary for an advisor to contact the organization to be sure they take appropriate action. 2) The advisor is our only constant contact as Presidents may change and our office may not have been notified.

Any correspondence from the Student Activities Office concerning the group you advise will come to you through campus mail or email. If your group has two (2) presidents or two (2) advisors, only one will be listed and that person will receive the information that we send out. Our expectation is that whoever receives it will be sharing it with the other. We will list the person you instruct us to or the person who signed the charter renewal.

Thank you for all your hard work as a student organization advisor. It is much appreciated and we are aware that you do not hear that enough. What you're doing is fantastic - keep it up! Please call the Student Activities Office if you have any questions.

Suggested Do's and Don'ts of Advising

Do

Allow the group to succeed
Allow the group to fail, within reason
Know your limits
Know your group's limits
Be visible
Be consistent with your actions
Teach leadership
Keep your sense of humor
Learn when to speak/when not to speak
Inform group of policies
Note your work on your annual report

Don't

Control the group
Manipulate the group
Miss group meetings or functions
Take ownership of the group
Close communications
Be afraid to let your group try new things
Know it all
Take everything so seriously
Say "I told you so..."
Act as the President
Believe you are insignificant

General Information

For Student Organizations

RENEWAL OF CHARTER: Student organization charters are renewed annually by the Office of Student Activities (fall and Spring Semesters). Complete (TYPE/PRINT CLEARLY) both pages of one CHARTER RENEWAL FORM and return to the Office of Student Activities by the dates set in the Student Activities Office – sometime in September and January. Check your calendar or program guide for exact dates. You must have at least five currently enrolled ASU students in good standing, and an advisor's and president's signatures. This will be verified by the Office of Student Activities. Following renewal, this information should be updated immediately with the Information Update and submitted to the Office of Student Activities as changes occur in leadership, meeting dates/times, membership, email or web addresses. These forms are available online.

OFFICER TRAINING: The Office of Student Activities will coordinate an Officer Training program that will be held in September (check your calendar for exact date). Each organization is asked to have their entire leadership present. Therefore, we are encouraging you to bring up to 4 officers (or members) so that your organization may get the full benefit of the training. If you are on the leadership for more than one organization for the year, you may only represent two organizations. Breakfast and lunch will be provided. It will be a very informative and beneficial day for you and your organization. Failure to attend may result in the loss of recognition status. This means that your organization will NOT appear on the active organization list and will not be granted privileges of being a recognized student organization.

STUDENT LEADER ACADEMIC POLICY

Purpose: The intent of this policy is to set minimum academic requirements for students in leadership positions for recognized student organizations. **Definition of a Student Leader:** A student currently enrolled at Augusta State University who is in a formal position of leadership with a recognized student organization. **Minimum Grade Point Average Required:** All undergraduate student leaders must meet and maintain a 2.00 grade point average. All graduate student leaders must meet and maintain a 3.00 grade point average. **Monitoring Process:** Student Activities will screen the renewals for at least five currently enrolled ASU students and officers with a 2.00 GPA and at the end of each semester, it is the responsibility of the advisor for the student organization and the organization to review their student leader's institutional grade point average. **Enforcement:** If a student leader fails to maintain the required academic standard, they must forfeit their student leadership position immediately.

EVENT REGISTRATION FORMS: Student organizations are required to register each event or meeting that they sponsor and get approval BEFORE making facility reservations. The form must be submitted 10 days before the event to the Assistant Director of the Jaguar Student Center and a representative from the organization must meet with the Assistant Director when turning in the forms. This form will help the Student Activities Office to field questions about your event. It will also enable us to help you plan and promote your event, while making sure all aspects of the planning process have been completed. Forms are available in the Student Activities Office. Please note that the event registration form is a three part form, therefore, will not be available online.

ACTIVITY HOUR: In 2005, the Student Government Association made a request of the administration to establish an activity hour during the school day. An Activity Hour is when no lecture classes would be scheduled and "activities", like student organization meetings, can take place. The SGA made the case that having such an hour would make it more convenient for students to participate in student organization meetings and other campus activities. Lecture-classes will not be scheduled on Tuesdays and Thursdays from 2:30 p.m. to 3:45 p.m. This does not apply to laboratory classes. This activity hour gives students time away from studies and time for involvement in a student organization. Take advantage of this opportunity and use it to hold organizational meetings and events. This activity hour will allow student organizations to schedule meetings at a time when most members will not be in class and can thus attend the meetings and events.

SERVICES & LEADERSHIP RESOURCE ROOM: We currently have lockers available to student organizations on the second floor of Washington Hall. Each student organization may have up to 4 lockers. To be assigned a locker, just bring your locks and we will assign lockers to your student organization. We will also put your student organization name on your locker. We have poster paints and poster board (on a roll) for making banners. We will provide copies (on white paper) of your flyer - 20 copies per flyer, not to exceed 60 copies per week. If you want copies on colored paper, you must provide the paper. There will be a form to complete and you will leave your original with us and return the next day for your copies. We will provide local fax service for those organizations that may need to fax. We have a poster machine and a cold laminator - there will be some charge associated with using this equipment. We have real estate signs that may be checked out for use in advertising your events (limited number, many are in use). We have 2 computers and a printer for student organizations to use for making flyers, designing websites, or typing minutes/correspondence. There is a resource library with books/manuals/newsletters/videos on leadership, activity ideas, alcohol awareness, membership development programs, etc. Some of these materials can be checked out from the Office of Student Activities. (Other items are also available for review in the Office of Student Activities.) We have a magazine entitled Student Leader that often has tips for effective leadership. This magazine will be placed in organization mailboxes and will also be available on Student Activities Literature Racks. Pamphlets covering topics such as parliamentary procedure, successful meetings, time management (and many more titles) are distributed by the Office of Student Activities on our display racks near the elevator on the 2nd floor of Washington Hall. Also, see page 2 of this handbook for other privileges of being an active student organization.

YEAR END REPORTS: It is important to periodically assess your organization's progress toward achieving your goals. Such evaluations help point out your strengths and weaknesses, providing the necessary information to improve your organization. It is also important to leave records of what has been done by your organization for reference by future year's officers and members. The information you provide on this form can enable the university to be more attuned to campus organizations and use that information in ways such as public relations pieces, admissions recruitment, and support services. At the end of each academic year, you will be asked review your club's activities and complete and return a Year End Report to the Office of Student Activities. *Failure to complete and return your report will make your organization ineligible to receive Special Services Funding in the next academic year.* The form is available online.

MAILBOXES: All Chartered student organizations have mailboxes located outside the Student Activities Office, 2nd floor, Washington Hall. Please check your organization mailbox regularly (weekly, not once a semester) as there will be very important information there that will need your attention. The mailing address is:
C/o Student Activities, Augusta State University, 2500 Walton Way, Augusta, GA 30904-2200

EMAIL: We will communicate with you by email, notifying you of issues that need your attention or just informing you of an upcoming event. Please be sure that we have the correct email address for the President and advisor of your organization and check your email as well as your student organization mailbox for important information frequently.

WEB: The Office of Student Activities lists all currently chartered student organizations on the web with a description of each club as well as the name of the President and Advisor and email addresses for both. If your organization has a web page, be sure we have the url and we will add a link from our page to your page. Notify us if the information listed there needs to be updated (kphillip@aug.edu).

ORGANIZATION FILES: The Office of Student Activities maintains files on all student organizations. Each organization is responsible for keeping their files up to date to serve both current and historical reference. We will keep the current charter and constitution in your current file. Your history file includes all of these items for previous years (as well as anything you have added to the file).

FACILITIES USAGE: Student Organizations MUST have approval from Student Activities BEFORE reserving a facility and must meet with the Assistant Director of the Jaguar Student Center. For your convenience, a packet of forms is available in the Office of Student Activities. An Advisors signature must be on the request. Physical Plant requires a 10 day advance notice for any reservation or set-up that involves their labor or furniture. You will need to complete a work order for any set up needed for your event (chairs, tables, etc.). **No candles are allowed in any room on campus, food/beverages are not allowed in classrooms and balloons are not allowed in Allgood Hall.** Student Organizations are responsible for reimbursing ASU for damage to university property or facilities including such items as clean-up costs, damaged property, or other contingencies related to the utilization of the facility. Be sure that your organization leaves the facility as they found it (i.e. clean the room). Remove large amounts of garbage. Many times reservations are made back to back, so please be courteous to those that will come after your event - it may be the case that your organization is the one that comes in after another.

CAMPUS POSTING POLICY:

1. All posters and notices will be approved by the Office of Student Activities. You must bring an original to the Office of Student Activities for an approval stamp and then use that original to make copies. NOTE: Departmental notices on Department bulletin boards require departmental approval only and no other postings will be allowed on these boards.
2. Only announcements or activities sponsored by Augusta State University or Augusta State University student organizations and approved non-profit organizations will be posted. Private Business advertising posters, flyers and windshield flyers are prohibited, except as provided by written contract (ASU Campus Vendor Policy, #7). WARNING: Violators will have their materials removed at their own expense and will be contacted by Public Safety and will then be subject to prosecution under Georgia State Laws.
Materials must have **ASU and the department/program/student organization name** sponsoring the event on the material as well as a contact name, phone number and email address.
3. Personal notices (roommates, etc.) must be approved by the Office of Student Activities. Apartments for rent should be listed with the Dean of Students Office, Boykin-Wright Hall.
4. All notices will be posted only in approved areas (bulletin boards only – NO WRITING OR POSTING ON GLASS, WALLS, BUILDINGS, SOUND BOARDS in classrooms, etc. Exception: Posting on glass in Washington Hall with Student Activities approval.)
The poster/notice must NOT cover another poster/notice.
Notices must be removed within 7 working days after the event has occurred or the materials will be removed at their own expense and be fined.
Nailing items to trees and hanging banners on the History Walk fence are prohibited.
If you have questions, call Student Activities at 737-1609.

SPECIAL SERVICES FUNDS: These limited funds are designed to assist chartered organizations with special projects, speakers, or conferences. Application is made to the Student Activities Committee. (See Office of Student Activities for assistance.) NOTE: Apply early and substantiate your organization's contribution to the project. This form and information is available online. Each organization that receives funding **MUST** acknowledge Student Activities as a sponsor on any publicity for the event and submit a report after the event to the Student Activities Committee.

FINANCIAL GUIDELINES FOR STUDENT ORGANIZATIONS: Each student organization needs to have a bank account in the name of the club (not a person). Student Organizations may have an agency account with the Business Office. The organization will then have the ability to charge to that account from on campus departments and the Business Office will write checks for your organization with the proper written authorization. Organizations may have an off-campus account if they prefer. However, organizations should not list Augusta State University in the account name – this should strictly be the name of the club. Organizations may NOT use the University's tax ID number for tax-exempt purposes. Organizations may apply for tax ID at the Internal Revenue Service web site (<http://www.irs.gov/charities/article/0,,id=96122,00.html>). The process takes four to six weeks. Advisors that are employees of ASU should not be listed on the club's checking or savings account.

Student organizations should have a budget that has been approved by the majority of the membership. Student organizations should maintain financial records for all expenditures and revenue and keep these records on file for two years. Organizations should present to their membership a written treasurer's report each month. Taxes will have to be paid on the interests generated by savings accounts and certain checking accounts. Your organization is responsible for paying these taxes.

FUND RAISING REQUESTS: Many student organizations conduct fundraising campaigns on campus throughout the year (bake sales, food sales, book sales and more). Student organizations will need to complete a Fund Raising Request Form and return it to the Office of Student Activities along with any additional paperwork needed. This will enable us to help you plan and promote your event, while being sure that other organizations are not holding similar fund raisers on the same day or in the same location. We may even be able to pair your group up with another group that may be doing the same kind of fund raiser and thereby making the event even more successful for both groups. The Fund Raising Request is needed in order to coordinate student organization and campus solicitations. This will help us better plan activities on campus.

OFF-CAMPUS SOLICITATION: Any student organization that wishes to solicit off-campus groups such as parents or alumni or area businesses, must go through the Vice President for Advancement Office. This is required in order to coordinate student organization and campus solicitations. No student group may act as an agent for an off-campus business.

TAKE NOTE OF THE ALCOHOL POLICY: Augusta State University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol and distributes the Alcohol Policy as a part of the University's compliance with the Drug Free Schools and Communities Act Amendments of 1989. Effective April 1, 1991, the serving or consumption of alcoholic beverages by all students, employees, alumni, and guests on all ASU campuses was prohibited at all events/functions that are university affiliated, and any activity sponsored by organizations associated with ASU except by prior approval of the President. Individuals and groups are accountable for their choices and behavior. Campus advertising of products and services related to alcohol is prohibited (Vendor Policy available in Vice President for Business & Student Services Office). ASU is considered a Drug Free Campus and Workplace. Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and leases or agreements for use of University property will automatically terminate pursuant to Board of Regents Policy and Georgia law. (See Alcohol Policy near the back of this handbook)

SOCIAL GREEK ORGANIZATIONS: Will have additional requirements to complete.

Other Resources Available To Student Organizations

CATERING: Sodexo/Marriott Food Services operates the food services on campus. They should be given first chance to cater your event where food/beverages will be served. Contact them at 737-1599. Your organization will be responsible for payment. Food/beverages are not allowed in academic classrooms. <http://www.aug.edu/foodservices/>

MEDIA SERVICES: Media Services provides a wide range of audio visual presentation equipment available to students for use in all academic classrooms. Reservations for delivery and setup are requested in advance. Visit the ASU web page for an electronic request form or call them at 737-1703. The Media Center is located in University Hall Room 152. http://www.aug.edu/media_services/

PUBLIC SAFETY: Augusta State University employs a full-time law enforcement agency. Public Safety Officers are certified under Georgia law 20-8-2. The mission of Public Safety is to provide a safe environment for students, faculty and staff of Augusta State University. Public Safety provides a variety of services: jump-start your car, first aid, Lock Jock - when keys are locked in vehicles, maintain a Lost and Found property locker, escort service - to and from classes, offices, etc., Crime Prevention information and safety training, and after hours access to locked buildings. A public safety officer is required to work your after hours events (your organization will be responsible for payment). They may also be available to talk with your organization on CPR/First Aid, Credit Card Fraud, Keeping Safe, and a variety of other topics. Contact this office at 737-1401. http://www.aug.edu/public_safety/

CAREER CENTER: This office provides employment and career development assistance to all currently enrolled students. The office is located in Boykin Wright Hall, 1015 Johns Road. The Office provides job listings, advice and critique services on resume/cover letter writing, interviewing, and annual Career Fairs. Personnel in this office will be glad to provide speakers or resources to your group (and not just on career related issues). (737-1604) http://www.aug.edu/career_center/

COOPERATIVE EDUCATION: This academic program provides an excellent means to develop marketable skills in the workplace to complement a student's educational experience in the classroom. For additional information or resources for your group contact the Career Center. (737-1604) http://www.aug.edu/career_center/

COUNSELING CENTER: This Center strives to promote services for personal growth and development. The Counselors will be glad to speak to your group or provide resources for your leadership. (737-1471) http://www.aug.edu/counseling_and_testing_center/

PUBLIC RELATIONS: This office has a Speaker's Bureau list. (Faculty/Staff will speak to your group on particular subjects.) This office will also help you in promoting your events. For more information, contact this office at 737-1444. http://www.aug.edu/public_information_and_publications/

Contact your advisor on ideas for speakers and resources to bring to your group.

Leadership and Personal Development Program - Student Activities staff is available to provide a presentation on the topics listed below. For more information, contact the Student Activities Office. (737-1609)

- ✦ A few suggested topics for speakers to your group:
- ✦ Leadership Styles - Understanding Your Style and Your Member's
- ✦ Successful Meetings or Meeting Skills and Parliamentary Procedure: How to
- ✦ Keep Meetings Efficient, Effective and Fun!
- ✦ Communication Styles
- ✦ Self Motivation and Motivating Others
- ✦ Decision Making
- ✦ Effective Leadership and Professional Ethics
- ✦ My Time: Where Does It Go?
- ✦ Motivating and Delegating: Keeping Your Organization Alive!
- ✦ Interpersonal Skills and Leadership Success
- ✦ Become a Visionary Leader
- ✦ Situational Leadership
- ✦ Risk Management/Liability Management
- ✦ Financial Management
- ✦ Recruitment & Retention: Motivating Volunteers

AND MUCH MORE! Just ask - and we will work together to provide you with a program that fits your club.

Promotional Resources

BELL RINGER: The student newspaper office is located on the 2nd floor of Washington Hall. Please see *BELL RINGER* for weekly deadlines. (Editor 737-1600)

CHRISTENBERRY FIELD HOUSE ELECTRONIC SIGN: This sign is located on Wrightsboro Road. You may email the info to Patty Waggy, pwaggy@aug.edu.

PIPELINE: You may advertise your events on Pipeline. Contact Public Relations (mblue@aug.edu) to have an event added to the calendar of events which appears on the My Pipeline tab. You may also make announcements on Pipeline (campus or personal). Email the exact info you would like to appear in the announcement to kphillip@aug.edu (Student Activities) to have an announcement posted on Pipeline. You also have the ability to have a Groups page. See the Pipeline Groups page for more information. This will allow you to stay in contact with your membership and keep them up to date with the events of your organization.

S.O.S. DAYS: The first day of class each semester is called S.O.S. Day (Student Organizations & Services). Organizations are given an opportunity to set up a display at Washington Hall from 10:30 am - 12:30 pm. A free reusable mug and other items are offered as an incentive for those that visit at least three different displays. This provides a fantastic opportunity for organizations to recruit new members, promote their events, and generally, "get their name out". To reserve a table, send an email to startup@aug.edu indicating "SOS Day" and the term the organization desires a table in the subject line and list the organization's name, a good name, and phone number in the text.

Publicity Ideas

Sheets (donated)
Sidewalk chalk
Write on chalkboards
Overheads Vending
Real Estate Signs
Costumes
Wiggly ghosts
Mobile
Stand-ups
Tray liners
Calendars
Bright colored T-shirts - "Tonight's the Night!"
Table tents
Brainteasers
Play music before group arrives
Question of the day
TALK!! ANNOUNCE!!
Giveaways - folder, pens, etc.
Talking posters, rocks
Clues/teasers - build intrigue, who's coming?
Disappearing mascots - ads
Inflatable items
Trade spots (radio, newspaper) for tickets (15 tickets for an ad or for printing flyers)
Dowels and flyers - put flyer on stick, stick it in ground
Door hanger - put your calendar of events on it
Paint banner in public place so it draws a crowd
Call other schools that are doing the same act/event/program and ask how they are promoting

Buttons
Balloons
Footprints
Machines
Drawings
Brochures
Leaflets
Web
Burma Shave style signs
Poster placements
Odd shape posters
Fire truck
Strips across posters - TODAY
Survey students
Sandwich boards
Borrow a golf cart
Bull horn
Skits
Crosswalk signs
Rope racers
Remote control cars/trucks
Wobblers

The key is to move your ideas to ACTION by brainstorming.

What to do till the audience gets there

One of the big fears of organizational leaders might well be: What if nobody shows up at a meeting or a show. Think about it. What if you gave a concert and nobody came. Hey, it has happened!

It might not be a concert, but a reception, a lecture program, an outdoor program you've been planning and the night before the event your stomach gets tight, you begin to have doubts, and start thinking that maybe this wasn't such a great idea. Want to stop that from happening??? Read on. There are some basic truths to getting people to show up.

Rule #1: No one is coming if they don't know about it!

What is it they need to know? **W5HM.**

Who: Who is this group, speaker, or act?
What: What are they going to do, say, provide that is of interest to your market
Why: Why should I miss the latest episode of XXXXXX, to go to your program?
When: When does the program start, when does it end, and what day is it
Where: Where is it, on/off campus, some hidden room like this typical poster notation?
RM 234, MSC-USC. Where the heck is that?

How Much: The price, the fee, the commitment in time or energy

Rule #2: If you don't tell them, who will?

Unless you've got magic elves or dwarves to come in and do the work at night, Rule #2 becomes extremely important. You know, no one sings the song quite like the person that wrote it. The enthusiasm and pride that comes with the ownership of an idea transfers through to the promotion of that idea.

Rule #3: It takes three things to pull off a great publicity or promotion campaign: Enthusiasm, Enthusiasm, and a little bit more Enthusiasm!!

Enthusiasm is born of belief and knowledge. Enthusiasm is more than just mere excitement. Enthusiasm is contagious. Enthusiasm is doing it not just wishing or talking about it. Enthusiasm Sells.

Setting Goals

Why Set Goals?

Because then your group will know where they are going and when they have gotten there. Goals give your group direction and your group members' motivation. "A group goal is a future state of affairs desired by enough members of a group to motivate the group to work towards its achievement." (Simonds, 1988) Goals are an ideal place to be, a future state of affairs.

Who Should Set Goals?

The entire membership should set the goals of the group. Remember, "People will support what they help to create". When members are a part of the process, they then become "owners" of those goals and will help to see that they are accomplished. Officers are responsible for seeing that this process happens and that all members have copies of the written goals of the group.

When Should Goals Be Set?

As early in the year as possible. Goal progress should then be evaluated periodically (monthly or quarterly) to see if progress is being made toward accomplishment or if more action or modification needs to be taken.

Five Characteristics of Goals - SMART (Anderson, 1995)

Specific - You know when you've reached it. Use action verbs that can translate into observable behaviors or specific action plans.

Measurable - This tells you how you are progressing toward your goal.

Attainable - what are your current available resources (time, money, education, experience, skills); can you achieve the goal in a reasonable amount of time? Don't strive for too much or too little, just challenging enough.

Realistic - Is it what you really want - what sacrifices have to be made - Can you really do it?

Time - Set Deadlines. Break the goal into smaller tasks and set deadlines for these smaller tasks, and then set a deadline for the goal itself.

Group Goal Setting Session

There are many strategies that your group can take to set your group goals. This one is just a suggestion - modify it, find another, just do whatever works for your group.

Form smaller groups of your organization, especially if your group is large, to start. Each person should write a goal statement and then share it with the sub-group. Discussion of these goals would then follow.

Next, open discussion to the entire group. All goals should be verbally shared and written on chalkboard or on easel pad paper and then posted, so that all the members can see them. Write all goals down before discussion begins.

Now, determine which goals the group feels are most important to the organization (through consensus). List the goals in order of priority. Then work on the tasks, or action plan needed for each goal to be accomplished. Goals should be specific. How will your group assess the goal? Print the goals, tasks, and persons responsible for each task and distribute to all members of the organization.

Goals and action plans need to be reviewed periodically. Set a time to evaluate what has been accomplished and make modifications if necessary. See if you are on target and if your group is spending time on things important to the group.

A Sample for Setting Goals

Goal: _____

Tasks for Completion:

Completion Date:

Person Responsible:

Resources for Support:

Resources:

A Beginner's Guide to Leadership Training Programs, Dr. Peter Simonds, 1988.

Advisor's Student Organization Survival Guide, Gordon College Student Activities, 1991.

Getting Ahead, Richard Anderson, 1995, pp11-15, "How to Set Goals You Can Reach".

Joining Together, David W. Johnson and Frank P. Johnson, 1987, pp130-170, "Group Goals and Goal Structures".

Lead On, Leslie G. Lawson, Franklyn D. Donant and John D. Lawson, 1993, pp65-72, "Setting Goals".

Excerpts from Jaguar Student Handbook

Student Code of Conduct

XII. Campus Organizations

A. Initial Procedure for Recognition of Student Organizations

1. Application: An organization seeking recognition must submit the following information in writing to the Student Activities Office, on the form furnished by that office:
 - a. Name
 - b. Explanation of why the organization is desirable on campus
 - c. Qualifications for membership
 - d. Fees, dues or other considerations for membership
 - e. Officer and leadership structure
 - f. Time and manner of election of officers
 - g. Number of students wishing to join
 - h. Faculty sponsor
 - i. Explanation of any extra-campus affiliation (e.g. national parent organization)
 - j. Time and location of meetings
 - k. Names of prospective members who will serve as spokespersons for the organization during the recognition procedure. (It is suggested that three students be named).
2. Hearing: The Dean of Students or his/her designee shall examine each application and reject those not submitted in proper form.

B. Criteria for Recognition and Review Procedure

1. Recognition shall be granted only to those organizations whose purpose and proposed activities are clearly related to the educational goals and objectives of the institution. Recognition shall be denied if the evidence presented shows that the proposed organization will present substantial likelihood of material interference or conflict with the educational process of the institution or any of the following
 - a. The regular and orderly operation of the institution.
 - b. The requirements of appropriate discipline within the institution.
 - c. The academic pursuits of teaching, learning, and other campus activities.
 - d. The laws or public policies of the State of Georgia and the United States.
 - e. The status and regulations of the institution and the Policies of the Board of Regents.
2. All applications for recognition determined to be in the proper form by the Dean of Students or his/her designee shall be promptly transmitted to the Student Government Association for approval. Approval shall be in accordance with procedures established by the Student Government Association. If the Student Government Association fails to approve the application, the organization may appeal this action to the Student Activities Committee, which shall review the Student Government Association's action and affirm, reverse, or modify the same. The appeal shall be in such form as the Committee may require. Should the Student Activities Committee reject the application for recognition, the organization may appeal to the president.
3. After an organization has been granted recognition by the Student Government Association, the application shall be submitted to the University Committee on Student Activities for consideration.
4. When an organization has been granted recognition by both the Student Government Association and the Student Activities Committee, the application shall be submitted immediately to the Office of the President. After the application has been approved by the president, the organization shall be deemed an Augusta State University chartered student organization and subject to the rights and responsibilities of the same.

C. Rights of Student Organizations. Recognition authorizes an organization:

1. To use the facilities and equipment of the institution subject to the Policies of the Board of Regents and to institutional regulations governing the use of facilities and equipment, and to obtain reasonable scheduling and clearance of particular facilities and equipment of the Office of Student Activities and/or the Office of Public Safety.
2. To be eligible to receive student activities monies subject to the Board of Regents' Policies and institutional regulations governing allocation of student activity fees.

D. Rules and Regulations Governing Student Organizations

1. Financial Responsibility

- a. Use of allocated student activities monies must conform to the purposes and practices approved by the allocating authority.
- b. Organizations shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.

2. Conformance with Organization Purpose: Activities of organizations must be in conformance with their applications' stated purposes.

3. Campus Displays: Displays, including but not limited to posters, notices or banners, which litter the campus or damage the property of the institution or of other persons or entities, or which are obscene, or which materially interfere with the regular and orderly operation of the institution, are prohibited.

4. Property Damages: Unauthorized or malicious damage to the property of the institution, or to other persons or entities, which results from organizational activities is prohibited. The student organization shall be responsible for all damages.

5. Disorderly Conduct: Organization activities which may encourage or precipitate riots or other disturbances which materially interfere with the regular and orderly operation of the institution are prohibited.

6. Parades, Student Rallies, and Gatherings.

- a. Parades, student rallies, and other such gatherings must be limited to areas as designated by published notice for such activities.
- b. Outside parades, student rallies, and other such gatherings which interfere with pedestrian or vehicular traffic on campus must be cleared with Public Safety and the Office of the Dean of Students before they may be undertaken. In addition, off-campus activities must be cleared with the proper civil authorities.
- c. Use of facilities, equipment and other university property shall be subject to reasonable scheduling by the Office of Student Activities in order to promote fair sharing of their use.

7. Law Violations: No organization shall commit, encourage, condone or contribute to violations of institutional statutes and regulations, the Policies of the Board of Regents, or the laws of Georgia or the United States.

8. Eligibility for Membership and Officer Status

- a. Active membership shall be confined to regularly enrolled students.
- b. Three credit hours per semester is the minimum academic load for any student participating in a student organization.

9. Information to be submitted to the Office of Student Activities

- a. A list of officers must be submitted to the Student Activities Office within 7 days after each election.
- b. A copy of each organization's constitution and bylaws and of all subsequent amendments thereto must be submitted to the Student Activities Office within 7 days after enactment.
- c. Hazing, defined as any action taken, or situation created, intentionally, to produce mental or physical discomfort, embarrassment, harassment or ridicule, is strictly prohibited.

10. Organization Publications

- a. Student organization publications shall not contain material which is obscene or defamatory (as the same is defined by the Code of Georgia, Section 26-2101), or which may create a substantial likelihood of material interference with the regular and orderly operation of the institution.
- b. Student organizations publications shall abide by the guidelines and policies established by the Editorial Board of the institution.

11. Review and Enforcement of Regulations: The Dean of Students shall periodically review the activities of all student organizations to determine if they are acting in compliance with the institution's regulations. Charges of violations of institutional regulations may be brought against any recognized organization and shall be heard by the Dean of Students or, at his or her discretion, by the Judicial Cabinet of Student Government. The Dean of Students or the Judicial Cabinet of the Student Government Association may request the presentation of oral and/or documentary evidence at the hearing. He/She or the hearing committee shall have a recording or transcript of the hearing prepared. The Dean of Students or the Judicial Cabinet of the Student Government Association may then impose any one or any combination of the following penalties upon an organization of the evidence presented at the hearing:

- a. Restriction of all or any privileges enjoyed as a recognized student organization.
- b. Monetary fines, withholding or withdrawal of allocated student activities monies.
- c. Restitution for damages.
- d. Probation of recognized status.
- e. Suspension of recognized status.
- f. Withdrawal of recognition. An organization may appeal the imposition of any penalty to the president of the institution, who shall review the action and affirm, reverse or modify the same. The appeal and review shall be in such form as the president may require. The president may utilize the services of any existing or ad hoc committee in determining the issue involved.

12. Final Review Power of President: Upon notice and hearing, the president of the institution may review at any time the recognition of any student organization, or any decision on disciplinary charges against any student organization, and make whatever final disposition of the matter he deems necessary for the best interests of the institution.
13. Campus Publications: A student, group, or organization may distribute written materials on campus without prior approval. If such distribution disrupts or obstructs the operation of the institution, it may be terminated.
 - a. The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni or community disapproval of editorial policy or content. Similar freedom is assured for statements of views through any student media.
 - b. The editorial freedom entails a corollary obligation under the canons of responsible journalism and under applicable regulations of the Federal Communications Commission. Violations shall be referred to the Editorial Board for investigation. All student communications shall explicitly state on the editorial page or in the broadcast that the opinions expressed are not necessarily those of the institution or its student body.



ALCOHOL AND DRUG POLICY

Revised October 2004

The purpose of the Alcohol and Drug Policy is to uphold local, state and federal laws and to help create a safer campus. Augusta State University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol and distributes this document as a part of the University's compliance with the Drug Free Schools and Communities Act Amendments of 1989. Effective April 1, 1991, the serving or consumption of alcoholic beverages by all students, employees, alumni, and guests on all ASU campuses was prohibited at all events/functions that are university affiliated, and any activity sponsored by organizations associated with ASU except by prior approval of the President. Individuals and groups are accountable for their choices and behavior. Campus advertising of products and services related to alcohol is prohibited (vendor Policy available in Vice President for Business & Student Services Office). ASU is considered a Drug Free Campus and Workplace.

STUDENT MISCONDUCT

The Drug-Free Post-Secondary Education Act of 1990 provides for mandatory suspension of individual students committing certain felony offenses involving marijuana, controlled substances, or dangerous drugs. It applies to students enrolled in courses for academic credit.

Violations and offenses of the laws regarding drugs and alcohol will be prosecuted on campus through the judicial process found in the Student Code of Conduct (see Jaguar Student Handbook available from Student Activities). Additionally, students will face criminal prosecution through the Augusta State University Public Safety Department and local law enforcement authorities. This prosecution will proceed under Georgia and/or federal law according to the appropriate statutes and sanctions. Students and employees found to be in violation of this policy will be held accountable for their actions and will face disciplinary action and/or legal prosecution. Students and employees may also be held accountable for allowing or soliciting violations of the standards of conduct by their guests. University sanctions imposed on those found guilty may include probation, loss of privileges, restitution, suspension, dismissal or expulsion. Disciplinary sanctions for students convicted of a felony or misdemeanor offense involving the manufacture, distribution, sale, possession or use of marijuana, controlled substances, or other illegal or dangerous drugs, may include the forfeiture of academic credit and possible temporary or permanent suspension or expulsion from the institution. In addition, a student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance may not be eligible to receive any grant, loan or work study assistance (contact the Financial Aid Office for more details).

Student organizations which knowingly permit illegal drug activity will be excluded from campus for a minimum of one year, and leases or agreements for use of University property will automatically terminate pursuant to Board of Regents Policy and Georgia law.

EMPLOYEE MISCONDUCT

According to Board of Regents policy, no employee of Augusta State University may engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. If an employee is convicted of violating any criminal drug statute of any jurisdiction, regardless of whether the alleged violation occurred at the workplace or elsewhere, the employee must notify the Personnel Office within five working days after the conviction. Failure to comply with any part of this policy may result in disciplinary action, including termination of employment. State law provides that any employee, including faculty and staff of the University, with a criminal drug conviction will be suspended for at least two months and required to undergo a University-approved drug abuse treatment and education program before reinstatement. Upon a second conviction, the employee will be terminated and made ineligible for any state employment for five years. In some cases, an employee may be terminated as a result of the first conviction.

Board of Regents policy permits an employee to maintain employment for up to one year if the employee discloses to his/her employer that he/she is using drugs prior to an arrest for a drug offense and agrees to receive treatment. Retention of such employee is conditioned upon satisfactory completion of the treatment program. The employee's job may be restructured however. This provision does not affect any disciplinary action for criminal conviction or drug-related misconduct on the job. In addition to the sanctions outlined below, employees convicted of drug-related offenses are subject to civil penalties. Such penalties may include suspension or revocation of professional and occupational licenses, restriction from public employment for up to five years, denial of retirement benefits, and denial of state-sponsored loans and mortgages. Workers' compensation benefits will also be denied in certain instances where alcohol or other drugs are a cause of injury.

CRIMINAL SANCTIONS

Georgia law prohibits the purchase or possession of alcohol by a person under the age of 21, or the furnishing of alcohol to such a person. Driving under the influence of alcohol or other drugs or possession of an open container of alcohol while operating a motor vehicle is illegal. It is against Georgia law, under certain circumstances, to walk or be upon a roadway while under the influence of alcohol or other drugs. The punishment of these offenses may include imprisonment, payment of a fine, mandatory treatment and education programs, community service, forfeiture of motor vehicles and mandatory loss of one's driver's license.

Under Georgia and federal law, it is a crime to possess, manufacture, sell, or distribute illegal drugs. As required by Federal regulations, you may view details on Federal trafficking penalties for marijuana, Federal drug trafficking penalties and Georgia State drug law summaries on the ASU website at www.aug.edu/student_services_division/POLICY. Federal sanctions for the illegal possession of drugs include imprisonment up to 1 year and/or minimum fine of \$1,000 for a first conviction, imprisonment for 15 days-2 years and a minimum fine of \$2,500 for a second drug conviction; and imprisonment for 90 days-3 years and a minimum fine of \$5,000 for a third or subsequent drug conviction. For possession of a mixture or substance which contains a cocaine base, federal sanctions include 5-20 years in prison and a minimum fine of \$1,000, for a first conviction if the mixture of substance exceeds 5 grams, for a second conviction if the mixture or substance exceeds 3 grams, and for a third or subsequent conviction if the mixture or substance exceeds 1 gram. Additional possible penalties for the illegal possession of drugs are forfeiture of real or personal property used to possess or to facilitate possession of a controlled substance if the offense is punishable by more than 1 year imprisonment; forfeiture of vehicles, boats, aircraft, or any other conveyance used, or intended for use, to transport or conceal drugs; civil fine up to \$10,000 per violation; denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses for up to 1 year for a first and up to 5 years for a second or subsequent offense; successful completion of a drug treatment program; community service; and ineligibility to receive or purchase a firearm.

Violations occurring within a Drug Free Zone (on or within 1,000 feet of any ASU campus) may carry enhanced penalties. Specific information about these penalties is available from the Public Safety Office on the Walton Way campus.

HEALTH RISKS ASSOCIATED WITH ALCOHOL OR OTHER DRUG USE

Misuse of alcohol and other drugs can result in, or make worse, a number of personal, relationships, physical or legal problems. Such use may result in: impaired judgment and coordination, making driving dangerous; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy, sexually transmitted disease (including AIDS), or sexual assault; and serious injury or death. Women should be aware that they are more likely to become intoxicated faster and stay intoxicated longer than a man of the same weight, with the same drinking history, ingesting the same amount of alcohol. Intoxicated women are often perceived by men as more interested in sex than they really are and as easy targets for sexual aggression. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. Research has also shown that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics. Men should be aware that excessive alcohol consumption can cause problems with impotence. In addition, men who are intoxicated in sexual situations also run a risk of committing sexual assault. Every year thousands of people are treated in hospitals for drug-related accidents and mental and physical illness. Use of alcohol and other drugs is also common when suicides occur. Additionally, the long-term use of alcohol or other drugs may set up habitual patterns that can lead to psychological and physical addiction. Cocaine, crack and heroin, for example, are highly addictive and physically dangerous. Use of these may result in coma and/or death. Marijuana users may impair or reduce their short term memory/comprehension, reduce coordination/energy level and often have a lowered immune system and are at an increased risk for lung cancer. As required by Federal regulations, you may view a chart detailing the effects of the use of controlled substances on the ASU website at www.aug.edu/student_services_division/POLICY.

SMOKING POLICY AND HEALTH RISKS

Smoking is prohibited in all campus buildings and in any state automobiles, trucks or enclosed golf carts. Smoking is permitted only in officially designated smoking shelters or outside of all buildings, except within 25 feet of building entrances. The definition of a building entrance includes doorway, steps, fire escape, exterior chair lift & the immediate clear passage to the same.

Lung cancer is the leading cause of cancer death for both men and women & is also the most preventable cancer. Smoking tobacco - whether cigarettes, cigars or pipes - accounts for 87% of lung cancers. Until tobacco use is sharply decreased, lung cancer will continue to be the number one cause of cancer death in the U.S., killing more than 150,000 Americans every year.

EDUCATION AND TREATMENT RESOURCES

ON-CAMPUS:

All undergraduate students of Augusta State University are required to complete Wellness 1000, which includes an education segment on alcohol and other drugs. In addition, faculty, staff and students are regularly exposed to alcohol and other drug prevention and education programs hosted by various Student Affairs offices & the Alcohol and other Drug Task Force. The Athletic Department also provides substance abuse education and a drug-screening program for student-athletes. Individual counseling for students and employees with problems of drug and alcohol abuse is available in the Counseling and Testing Center on the Augusta State University campus. Call 737-1471 to make an appointment. If additional services beyond the scope of the Counseling and Testing Center appear necessary, referrals will be made.

OFF-CAMPUS:

In addition to the ASU Counseling and Testing Center, there are other resources listed in the telephone directory for students or employees desiring help with alcohol and drug use/abuse problems. Refer to the "Alcoholism Information & Treatment Centers" and "Drug Abuse & Addiction Information & Treatment" sections in the yellow pages.

LOCAL RESOURCES:

Aiken Center for Alcohol & Drug Services	(803)641-1900
Al Anon Information Center	(706)738-7984
Alcoholic's Anonymous-Augusta	(706)860-8331
Alcoholics Anonymous-North Augusta	(803)279-1060
Aurora Pavilion Behavioral Health Services	1-800-272-7911 or (803)641-5900
Community Mental Health Center of East Central Georgia	(706)432-4800

HELP LINES:

Community Mental Health Crisis Line	(706)826-1802
Drug Helpline	1-800-662-HELP
Georgia Drug Abuse Helpline	1-800-338-6745
Georgia Tobacco Quit Line	1-877-270-STOP
Narcotics Anonymous Helpline	(706)855-2419
24 Hour Addictions Referral Network	1-800-577-4714

Concerns, suggestions or questions about this document should be submitted to the Alcohol and Drug Task Force via the Dean of Students Office, (706)737-1411.

SAMPLE FORMS

Sample forms are following. Many forms are available online. Go the ASU homepage, go to E (in the Alphabetical list), and select E-Forms, select [LIST OF ASU CAMPUS FORMS](#) at the bottom of that page, then select the form you are looking for. Some forms are available on the Student Activities web page. For Media Services, go to their web site.

- Sample Charter Renewal Form (for renewing an existing club)
- Sample Event Registration Form
- Sample Fund Raising Request Form
- Sample Year End Report Form (to be completed in March, 2006)
- Sample Request for Special Services Funding
- Sample Facilities Request Form (to reserve a room/space - for most of campus)
- Sample Student Activities Facility Request Form (for Washington Hall plaza, lobby, Meeting Room, Topic Rooms)
- Sample Christenberry Fieldhouse Facilities Request Form (to reserve space in Christenberry Fieldhouse)
- Sample Physical Plant Work Request Form (to request tables, chairs, special set up, etc)