

OFFICE OF STUDENT ENGAGEMENT & LEADERSHIP

Student Organization Advisor Handbook

2020 – 2021



FRANKLIN & MARSHALL
COLLEGE

Table of Contents:

| | |
|--|-----------|
| Office of Student Engagement & Leadership: Introduction | 4 |
| Our OSEL Staff | 4 |
| Club Council: Introduction | 5 |
| Club Council Chairs 2020-2021 | 5 |
| Advisor 101 | 6 |
| Role of the Advisor | 6 |
| Responsibilities of the Advisor | 6 |
| Organization Basics | 6 |
| Recognition/Reactivation of an Organization | 6 |
| STEP 1: Defining the Organization | 7 |
| STEP 2: Writing a Constitution | 7 |
| STEP 3: Applying for Recognition/Reactivation | 7 |
| STEP 4: Merit Approval | 7 |
| Executive Board Structure | 8 |
| Budget | 9 |
| Accessing a Budget | 9 |
| Basic Organization Account Information | 9 |
| Three Accounts: | 9 |
| Obtaining a Budget | 9 |
| Budget Hearings | 9 |
| Special Allocations | 10 |
| Fundraising Boost | 10 |
| Takebacks | 11 |
| Maintaining a Budget | 11 |
| Planning an Event | 11 |
| Space Reservations on Campus | 11 |

| | |
|---|-----------|
| Reserving Off Campus Locations | 12 |
| Events with Alcohol | 12 |
| Contracts | 13 |
| STEP 1: Find a Vendor | 13 |
| STEP 2: Create a Contract | 13 |
| STEP 3: Collect Necessary Paperwork from Vendor | 13 |
| STEP 4: Payment Process | 14 |
| College Policies | 14 |
| Risk Management | 14 |
| Hazing | 15 |
| Disciplinary Action | 15 |

Office of Student Engagement & Leadership: Introduction

One of the most prominent parts of student life at F&M is involvement in on-campus organizations. The Office of Student Engagement & Leadership (OSEL) advises student organizations, provides support, and funding for a variety of events and projects planned and executed by students throughout the academic year. In its work advising student organizations, OSEL fosters civility, integrity, and critical thinking. Our Office offers opportunities for engagement & leadership development which is an integral component of each student's educational experience.

OSEL supports the College's commitment to student learning, promoting engagement, and participation in the social, cultural, and intellectual life of the College while instilling in students the capacity for both independent and collaborative action. An essential part of this learning process is advice and wisdom offered to students by their faculty and professional staff members serving as advisors. The role of an advisor is central to the development of student leaders and the success of student organizations.

We thank you for being such an integral part of development of successful student organizations and leaders on our campus.

Our OSEL Staff

Lucille J. Gillichbauer

Director, Office of Student Engagement & Leadership

717-358-4492

lgillich@fandm.edu

Andrea Piercy

Assistant Director, Office of Student Engagement & Leadership

717-358-4397

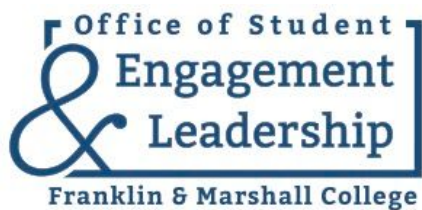
apiercy@fandm.edu

Mackenzie E. Johnston

Office Coordinator, Office of Student Engagement & Leadership

717-358-6302

mjohnsto@fandm.edu





Club Council: Introduction

Club Council serves as a link and resource for recognized student organizations at F&M. Its responsibilities include:

- Recognition and reactivation of student organizations
- Allocation of funds to student organizations
- Assisting in the development of policies and procedures affecting student organizations
- Sponsoring both Fall & Spring Student Involvement Fairs
- Acting as a resource for organizations on subjects ranging from organizational structure to planning events
- Serving as an advisory board to the Office of Student Engagement & Leadership

Club Council Chairs 2020-2021

Naura Fokur

Chair

mfokur@fandm.edu

Tram Nguyen

Associate Chair

tnguyen7@fandm.edu

Zoey Pham

Assistant Chair

ppham@fandm.edu

Advisor 101

Role of the Advisor

An advisor is a voice of reason, providing suggestions, and alternatives regarding planning and execution of different events or projects. Advisors makes sure that ideas proposed by their organization leaders are not violating any of the College policies and serves as an advocate and a resource to various College offices and departments. Some of the most integral duties of an advisor include:

- Supporting and advocating for the organization
- Mediating conflicts within the organization (e.g. between the executive board members)
- Being knowledgeable of the policies set forth by OSEL, the College, and ensuring that the organization leaders abide by these policies
- Provide assistance to the new executive board members after the November election and during the transition phase
- Offer an outsider's perspective
- Challenge the organization members and leaders to reflect on their plans, impact on the College community, and the consequences of their actions

Responsibilities of the Advisor

The responsibilities and involvement of the advisor will vary based on the type of needs for the organization. The advisor, a Full-Time FPS member of Franklin and Marshall College, should be familiar with College policies and make sure they are followed by the organization. An advisor has a responsibility towards the organization, individuals within the organization, and Franklin & Marshall College.

- Provide feedback on the event planning process
- Provide resources and facilitate communication between the student organization and the departments
- Help individual members of the organization obtain a better understanding of their roles and responsibilities within the organization
- Sign Advisor Confirmation paperwork to acknowledge their involvement with a student organization

Organization Basics

Recognition/Reactivation of an Organization

Recognition or reactivation of the student organizations is facilitated by Club Council and overseen by OSEL. In order to obtain recognition, the organization should first follow these steps:

STEP 1: Defining the Organization

- Determine name, purpose and goals of the organization
- Identify the president, treasurer, and the web-editor of the organization as well as other executive board members
- Collect the name and Net ID of at least 10 current F&M students who have expressed a wish to be part of an organization
- Find an advisor who must be a current and full-time FPS member

When formulating a proposal for recognition or reactivation, it is essential that student leaders answer the following questions: Are there similar organizations on campus? What makes the proposed organization unique? What part of the student body will it appeal to? Chatting with their advisor about these issues can help students better shape and develop their ideas.

STEP 2: Writing a Constitution

Write a constitution for the proposed organization. The constitution should include the following:

- Article I: Introduction
- Article II: Membership
- Article III: Executive Board/Officers
- Article IV: Advisor
- Article V: Meetings
- Article VI: Amendments to the Constitution

It is advisable that the advisor read the draft of the constitution and provide feedback to the organization members before it is submitted. A sample constitution can be found on the [Club Council website](#).

STEP 3: Applying for Recognition/Reactivation

Visit the Club Council website to complete and submit the [Recognition/Reactivation Form](#). Next the students will be required to schedule a meeting with Club Council.

Club Council may deny recognition to any organization that does not meet all requirements; including having 10 prospective members. The organization will then schedule a meeting with Club Council. Club Council will review all submitted material including, but not limited to the organizations' constitution. Club Council will meet with the organization and discuss with them their plans, mission, values, etc. Club Council will then vote on their recognition and send an email to the potential organization indicating either merit approval or denial.

STEP 4: Merit Approval

Full organization approval is granted contingent upon their completion of the following:

- Meeting with the Student Organization Advisor
- Meeting with OSEL (to discuss)
 - Transitions
 - Google Group & Drive
 - Basic reservations requests
 - Explaining chain of command

- Maintaining open lines of communication (especially with board changes)
- Meeting with Club Council Chairs (to discuss)
 - Funding
 - Special Allocation
 - Fundraising Boost
 - Budget Hearings
 - Office Hours & emailing Club Council with questions
 - Maintaining open lines of communication (especially with board changes)
- Organization Meeting to be held
 - Their Club Council appointed board member attends
 - This board member helps the organization understand the role they play with the organization and how Club Council can help

Once a Student Organization has completed these steps they must turn in the full recognition form demonstrating they have completed the above-mentioned steps for full organization status to be granted.

If the form is properly completed, a Google Group/ Drive and financial accounts will be processed and the Student Organization will be notified that they have completed the merit approval process.

Student Organizations have until the end of the semester in which they are seeking recognition to submit the necessary paperwork. Student Organizations who fail to complete the process within this timeframe must begin the process again in the next semester.

In order for the organization to remain in good standing, it should follow the guidelines set forth by Club Council and OSEL. These guidelines can be found on the [Club Council website](#) as well as the [Student Leader Guidebook](#). *Please note: These guidelines are subject to change.*

Executive Board Structure

Each organization is required by Club Council and OSEL to have a President, Treasurer, and Web Editor. As per organizations constitution, other executive position may exist within an organization leadership structure. Some organizations may have other executive members such as Vice President and/or Secretary. Advisors can provide feedback and make suggestions as to the leadership structure and duties of each executive member. This is a general description of each of the executive positions:

- President serves as chief executive officer and spokesperson of an organization, who is in charge of planning, organizing, and carrying out events. The President prepares an agenda for the weekly meetings, participates in preparing a budget for each semester, schedules election in November and ensures a smooth transition from the old executive board to the new one.
- Treasurer serves as the chief financial officer of an organization and is responsible for the organization's money. Treasurer manages all financial business with their school accounts including the collection and disbursement of funds.

- Web Editor is in charge of maintaining their organizations page on the F&M website.

It is expected that executive board members meet with advisor on a regular basis. The degree of communication in each case will be determined by the organization's constitution and the individual needs of the organization. It is essential though that regular communication exist between the advisor and the organization's executive leaders.

Budget

Accessing a Budget

Basic Organization Account Information

- Every Club Council recognized organization is provided three separate accounts
- Each account begins with the letter B then a number 1, 2, or 5

Three Accounts:

1. Operating (B1XXX)
 - a. The money you receive from Club Council either through a budget or special allocation
 - b. Must be used for the specific thing you requested it for
 - i. Ex. New Member Movie Night- \$40 for pizza and \$20 for soda was given; you cannot be reimbursed for \$45 worth of pizza
2. Fundraising (B2XXX)
 - a. Money that is earned as an organization
 - b. Can be used however you see fit (except the obvious)
3. Restricted (B5XXX)
 - a. For large amounts of donated money
 - i. Ex. Alumni gives you \$5,000
 - b. Can still be used how you want but more of a savings account

If your organization is looking to get a reimbursement, cash advance, make a deposit, or review their accounts please encourage the students to make an appointment with the OSEL Office Coordinator by calling 717-358-6302, or emailing osel@fandm.edu.

Obtaining a Budget

Note: The budget process is currently being revised, please reference article 15 of the Club Council bylaws.

Budget Hearings are the primary and best way to receive funding from Club Council. Representatives from each organization will come before Club Council to make their budget requests for the upcoming semester.

Budget Hearings

Any organization requesting Club Council funds must submit a detailed itemized budget by the designated time. Any budget requests received after the designated time will not be considered. Organizations will be notified of the designated time to submit budgets via email. Any budget not completed in an acceptable fashion will be discarded, and the organization will be informed of the necessity to submit a new budget.

- One must fill out the Online Budget Request Form utilizing the Club Council Budget Site. Consult with your organization members, your advisor, and make sure to submit it by the indicated date. When filling out the form, you may want to ask the following questions: Does the funding request cover an expense critical to the effective functioning of the organization? Is the primary purpose of the organization furthered by the event or expense?
- The organization's representative(s) must schedule an appointment time for the budget hearing week when they submit the form for a budget request online. At the budget hearing, your organization's representative must be able to explain your budget request fully and answer any questions that Club Council may have. The president and/or treasurer of the organization are preferred representatives. It is also helpful for the new and old organization officers to go through the budget process together in November. Failure to attend this meeting means that your organization will not receive Club Council funding.
- Late budgets will not be considered.

Organizations are able to see what Club Council will and will not fund via the [Club Council website](#).

Special Allocations

Each semester, Club Council sets aside a contingency fund for use during the semester generally reserved for newly formed organizations; however, the funds may also be used for events that were not planned prior to budget hearings. Since contingency funds are limited, Club Council requests specific and concrete information and strongly encourages fundraising and co-sponsorship with other organizations and departments.

Special allocations are given to organizations throughout the semester for additional funds that were not granted through budget hearings. To receive a special allocation, an organization must submit a [Club Council Funding Request Form](#) listed on the Club Council website and schedule and attend a meeting. To approve a special allocation, there must be a majority vote of the Club Council membership in favor otherwise it is denied. The organization's Club Council representative will then fill out the response form to inform the organization of the board's decision and reasoning.

All requests for Special Allocations must be made in advance of the event. Club Council will not allocate funds for events after they have already taken place. Club Council prefers at least 2-3 weeks' notice before the event happens.

Note: Organizations can only submit two special allocations per week if they missed budget hearings as not to take time away from other organizations.

Fundraising Boost

Club Council may boost the profits of a student organization's OSEL approved fundraiser up to \$300. To be considered a fundraiser the event must be an exchange of goods and services. Before the Fundraising Boost can be approved, OSEL will verify that the requested amount is the organization's profits made from the fundraiser. For example, if you spend \$50 on supplies for a bake sale and make \$100 in profits, Club Council could boost your organization \$100. Club Council will not reimburse/boost the organization for money spent on the fundraiser.

An organization looking to donate funds to another organization can only donate the funds they themselves raised. Student Organizations are unable to donate any funds they receive as a result of a Fundraising Boost through Club Council. For example, if your organization fundraisers \$350 in profits and Club Council boosts you the max of \$300. You are able to donate the \$350 you fundraised, but are unable to donate the \$300 your organization received in fundraising boosts. All money fundraised by your organization goes into your B2xxx fundraising accounting (this money rolls over every year), whereas any money boosted goes into your B1xxx operating account (this boosted money will only stay for the current academic year).

Takebacks

Allocated funds that are not used by student organizations during the semester will not roll over to the following semester's budget for the student organization and is referred to as a takeback. If a program is canceled, Club Council will take back the funds two weeks after the intended date (or if advance notice is given). Take Backs are not a penalty to organizations, but rather a way of ensuring that Club Council's money will be spent on as many events as possible and each organization is equally able to get funds, especially at the end of the school year when our available contingency funds are low.

Maintaining a Budget

The Budget Office has created a template for organization treasurers to track budget and spending over the course of the semester. You can find template and instructions here:

- Club Council Recognized Organizations: [Tracking Sheet](#) & [Instructions](#)
- Institutional: [Tracking Sheet](#) & [Instructions](#)
- Club Sports: [Tracking Sheet](#) & [Instructions](#)
- Fraternity & Sorority: [Tracking Sheet](#) & [Instructions](#)

Be sure to keep this form current so you are aware of your remaining funds. You can also email OSEL at osel@fandm.edu for your account balance.

OSEL has placed in every Club Council recognized organization's 'Club Only' Google Drive Folder a copy of the budget tracking sheet for your organization to utilize.

Planning an Event

Space Reservations on Campus

Students can reserve meeting or practice rooms for their events via the online [EMS Reservation System](#). All student events involving Large Venue locations (lectures, workshops, gatherings, parties, formals, and other events on campus) must be reserved via the [Student Event Registration Form](#). Completing the Student Event Registration Form is not a confirmation that the reservation is automatically confirmed.

Note: These links can be found on Inside F&M, under Campus Services on the left-hand column under Quick Links.

- All reservations for a Large Venue should be submitted no later than 2 weeks prior to your organization's event.
- For a complete list of venues which are considered Large Venue Locations please click [here](#).

Reserving Off Campus Locations

All student requests for off campus locations (and bus trips) must go through the Office of Student Engagement & Leadership or the Office of Fraternity & Sorority Life.

Organizations should email their request to osel@fandm.edu or the Director of Fraternity & Sorority Life and include the following:

- Name of event
- Intended location/destination
- A contact person's name
- Number, time/date of event
- Set up/tear down time
- Whether or not there will be alcohol present (cash bar)
- Number of attendees
 - A guest list must be submitted prior to the event
- If the event should appear on the College event calendar

You should receive an email from the Office of Student Engagement & Leadership or the Office of Fraternity & Sorority Life.

Events with Alcohol

All events with alcohol must first be communicated with the Office of Student Engagement & Leadership or the Office of Fraternity & Sorority Life.

After your event is communicated you will need to complete the following steps:

- Register your event with the Dean of Students office via the [Party Registration Form](#)
- Retain the services of a pre-approved third-party bartender
- Retain the services of a pre-approved security third-party company
- Submit a [guest list](#)
- Obtain wrist band
- Assign sober monitors

Alcohol permitted at events is strictly limited to wine, beer and fermented beverages (cider). Event hosts must provide sufficient food and non-alcoholic beverages (in addition to water) in proportion to the number of people in attendance throughout the function.

Students must use their F&M ID (checked with birthday list) and non-F&M guests must show a valid state license or passport.

The Office of Student Engagement & Leadership or the Office of Fraternity & Sorority Life will be meeting with you to guide you through your event needs.

Contracts

A contract is required for any vendor coming to campus to provide goods and services at an event. Contracts are also required for events taking place off campus. Contract signing authority is reserved for the Associate VP of Finance. All contracts must be reviewed and signed at least one week prior to the event.

It is crucial that students NEVER enter into a contract with a vendor.

The contract review process ensures:

- The College is limiting its liability, as necessary
- Appropriate contract clauses are present
- The College has appropriate resources to satisfy the contract terms
- Proper treatment for tax purposes
- Protection of students' rights
- Third party vendors have background checks, as appropriate
- The contract does not represent a conflict of interest for the College

STEP 1: Find a Vendor

Students should contact the vendor to discuss the details of the event, the availability, cost of goods and services, etc.

STEP 2: Create a Contract

Students should share the contract with OSEL

- Standard contract templates are available on the F&M website and can be found [here](#)
- Occasionally a vendor may provide a contract that can be used
- All contracts must be submitted to the Office of Student Engagement & Leadership (osel@fandm.edu) or the Office of Fraternity & Sorority Life

OSEL will submit the contract for review

- It is viewed by the Contract Review Group
- The student leader is involved with all of this correspondence
- It may take up to two weeks for a contract to be approved and signed

STEP 3: Collect Necessary Paperwork from Vendor

Students should obtain required documentation

- A W-9 Form is always required in order for payment to be processed. The IRS provides an updated form on their website
- An Invoice is always required in order for payment to be processed
- A Certificate of Insurance (COI) is required when the College needs proof that the vendor carries sufficient insurance. F&M should be listed as an additional insured on the COI

Failure to submit all documentation to the OSEL could delay payment.

The OSEL will notify the student organization if any additional documentation from the vendor is required.

STEP 4: Payment Process

Payment Processes

- Payments to vendors can be processed as soon as the contract is signed and executed
- The OSEL Office Coordinator facilitates the payment paperwork
- Payment paperwork must be submitted two weeks before the event in order to have the payment the day of
- Timeline for payment should follow what is stated in the contract

Additional information can be obtained from the [Student Leader Guidebook](#) or from the [Contracts Guidance Policy](#) which can be found on the F&M website.

College Policies

Risk Management

Any time that an organization is sponsoring an event for its members or the broader F&M community where there is an inherent risk of injury additional steps must be taken to protect students and the College.

In advance of your event:

1. Students should contact OSEL – The Office of Student Engagement & Leadership should be made aware of the activity that students are planning so that issues of risk and liability can be addressed. OSEL in consultation with, the Risk Management Office may determine that the planned activity is too risky and therefore, will not be permitted.
 - a. If the activity is permitted risk management will provide a permitted participation agreement including a Waiver and Release of Liability.
 - b. Organizations must be sure to allow enough time for an alternative activity to be arranged.
 - c. It may take up to a week for this process to be completed.
2. Pick-up forms – OSEL will print the forms needed for those participating in your event. OSEL will provide instruction on the process for having participants complete the waiver during sign-up or at the event.

Activities that usually require a waiver and release of liability include, but are not limited to:

- Dodgeball
- 5K Race
- Outdoor Activities
- Travel
- Volunteering with animals
- Participation in sports of physical activity

Additional information can be obtained from the F&M [Risk Management website](#).

Hazing

Hazing is a violation of College policy and Pennsylvania state law. Hazing includes but is not limited to behaviors occurring on or off campus that are physically, emotionally, or psychologically humiliating or abusive, or endanger the health or safety of an individual or selected group of individuals as part of the process of gaining entrance or acceptance into an established group, team, or organization. Any activity as described in this definition upon which the initiation or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Hazing includes but is not limited to subjecting an individual to extreme mental stress or encouraging or requiring willful destruction or removal of public or private property for the purpose of initiation or admission into, affiliation with, or as a condition of continued membership in any organization. The term “hazing” shall also include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and includes activities subjecting persons to extreme mental stress, including sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Hazing is a violation of College policy and Pennsylvania state law and should be immediately reported.

To report a hazing incident anonymously, one can complete [this form](#).

Disciplinary Action

A student who is found to have engaged in the unacceptable or disruptive conduct, or is found to have aided or assisted any other person in committing any of the acts outlined in The Student Code, while on or off the College Campus, or has been charged and/or found guilty of a misdemeanor or felony in or outside Lancaster County, shall be subject to sanctions authorized by the Student Code. Elected and appointed leaders of student organizations may be held accountable for the behavior of the organization as a whole or of individual members acting for the organization.

For the list of prohibited acts, please visit the College website of view the [Student Code](#) or [College Life Manual](#).



Office of Student Engagement & Leadership

Franklin & Marshall College

415 Harrisburg Ave

Lancaster, PA 17603

