

IOC Manual

2009

Welcome and Congratulations!

By simply opening this book, you've taken the first step toward making Agnes Scott a better place. As an organization president, you have the ability to bring large numbers of students together in a variety of contexts, and spend a significant amount of your time doing so.

We'd like to thank you for your service by providing you a way to do things more efficiently. This manual was designed to make the bureaucratic processes of running an organization a bit easier, hopefully giving you more time to work on the issues you and your members care about most. Whether you've been leading your club for three years or it's your first time wrestling with an EMS form, the following information should help you keep everything you need together, and should be an extensive reference for any technical questions you might have.

Inside, you'll find how-to guides galore, sample forms to follow, and a variety of documents collected and created to put everything you need in one spot. Below is a table of contents. If you can't find what you need here, please contact the IOC Chair as soon as possible and we'll work to get you what you need.

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Thank you so much, and have fun!

Important Contacts

Position	Name	Email (@agnesscott.edu)	Phone Number
SGA President	Meg Beyer	mbeyer, sgaexec	678-614-7463
SGA Treasurer	Cicy Cui	jcui, treasurer	630-338-5426
SGA Secretary/ Chair of Elections	Julianna Jones	jjones, elections	404-384-4971
IOC Chair	Jessi Probus	jprobus, ioc	407-484-6093
COSMO Chair	Am'asa Baldwin	abaldwin	404-550-8656
Director of Student Activities	Kristy Smith	kssmith	404-471-6438
Director of Student Leadership	Erin Howle	ehowle	404-471-6639
Director of Intercultural Affairs	Marisela Martinez	mmartinez	404-471-6394
Director of Special Events	Demetrice Williams	emsevents	404-471-6902
ITS (for equipment and similar issues)	Tami Stanko	tstanko	404-471-5468
Facilities (for set-up and similar issues)	Mel Ramsey	mramsey	404-471-6305
Your Organization's Advisor	_____	_____	_____

Working with Your IOC Representative

IOC is the Inter-Organizational Council. It is made up of representatives from each student organization at Agnes Scott. The purpose of IOC is to facilitate communication with and among all student organizations. Meetings are used for doing things such as creating the student organization event calendar, explaining the budget application process, and the process for maintaining student organization status. **It is imperative that each organization have a representative at every IOC meeting. THERE WILL BE NO EXCEPTIONS.**

- SGA Exec suggests selecting one person to serve as the IOC Rep.
- Make sure to send the name and email of that representative to the IOC Chair so the person can be placed on the #ioc email list for update purposes.
- Your IOC Rep. can also be the IOC representative of another organization, but be aware that you, as the organization's president, will ultimately be responsible for any information the Rep. may forget to pass on due to an organizational overload.
- Maintain consistent communication with your Rep. so you will know what goes on at meetings. Make sure she's been giving you all necessary paperwork.
- If your IOC Rep. is not able to make it to a meeting, find someone in your organization to go in the Rep.'s place. This person may be you.
- Attendance at IOC meetings is taken into account during the budget allocating process. **For every IOC meeting your organization misses, 10% of your final budget will be eliminated.**

Student Organization Registration Form

(must be completed to maintain organizational status, request a budget, or reserve campus space)

Organization Name: _____

Semester/Year: _____

Brief Description of Organization's Purpose:

Officers (please list title and name, i.e. President – Sarah Scottie):

_____	_____
_____	_____
_____	_____
_____	_____

Advisor: _____

Regular Meeting Day/Time: _____

Regular Meeting Location: _____

Major Events & Dates:

<u>Event</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

Election Date (all elections must be held prior to December 1st): _____

Please Attach:

- Roster of Active Members
- Current Organization Constitution

**Return this form and attachments to the
Office of Student Leadership, Alston 201,
inside the Hudson Center for Student Engagement & Leadership
TWO WEEKS from the start of classes at the beginning of each semester.**

Constitution tips

IOC Community Service Completion Form

Organization:

Your Name:

Your Affiliation with Organization:

Date(s) of Project:

Approximate Number of Hours Spend on Project:

Off-Campus Organization Facilitating Project, if Applicable:

Number of People Attending:

Describe the community service project in detail:

What sentiments or information did the group take away from the project?

Is this a project your organization will undertake again? Why or why not?:

Completed forms should be returned to ioc@agnesscott.edu or the IOC mailbox [labeled] by April 15th. Community service projects will be assessed and organizations will be rewarded accordingly during budget allocations in the summer.

(Adapted from the document produced by the Office of Special Events; also available online)

Available Facilities and Offices Responsible for Processing Reservations

The Office of the Campus Calendar and Events reserves the following spaces on campus. All requests for use of these locations should be submitted to the Events Management office.

Agnes Scott (Main) Hall

Dieckmann Conference Room
(requires prior approval from the President's Office)

Alston Campus Center

Meeting Room G-7
Meeting Room 205*
Meeting Room 206*
Meeting Rooms 205 & 206
Student Meeting Room 304 *(requires approval from Director of Student Activities)*
North Patio
The Hub
Trellis Garden (Oval Garden)
South Patio

(* Combination Room – these rooms can be used separately or together)

Anna Young Alumnae House

Garden
Parlor
(requires prior approval from Alumnae Office)

Bradley Observatory

Auditorium
Meeting Room
Planetarium
(requires prior approval from Chris DePree, Assistant Professor of Astronomy)

Bullock Science Center

Baker Atrium
South Patio
Teasley Lecture Hall (G-09) *(requires prior approval from Registrar)*

Buttrick Hall

Film Room (G-4) (reserved through the EMS office)
Classrooms *(must be reserved through Registrar)*

Dana Fine Arts Building

Winter Theatre *(requires prior approval from Chair, Drama Department)*

The Dalton Gallery (*requires prior approval from Chair, Art Department*)
Classrooms (*must be reserved through the Registrar*)

Letitia Pate Evans Hall

Conference rooms A, B, and C (Can be combined into AB and ABC and C)
Meeting rooms 1, 2, 3, and 4 (Can be combined in sequence)
South Dining Room
North Patio (Faces Inman)
South Patio (Faces Walters)

McCain Library

These spaces require prior approval from Elizabeth Bagley

Kate Durr Elmore Reading Room (Ground Floor facing Bullock Science Center) [*Casual seating, 21*]

Library Instruction Room (Room 211) [*Seminar seating, 37 max., Media, Audio, Network*]

Elizabeth Henderson Cameron Reading Terrace (Rain location required) [*36 (Tables of 6)*]

McCain Ground Floor Classrooms G-11, G-37, or G-48

(Must be reserved through the Registrar's Office)

Presser Hall

Gaines Chapel and Foyer
Maclean Auditorium
Quadrangle

Rebekah Scott Hall

Katharine Woltz Reception Room, Foyer and Lobby

Woodruff Physical Activities Center

Gym (*requires prior approval from Athletic Department*)
Swimming pool (*requires prior approval from Athletic Department*)
2nd Floor Lobby (*requires prior approval from Athletic Department*)
Back Lobby (*requires prior approval from Athletic Department*)

Woodruff Quadrangle and Gazebo

All Classrooms in the following Buildings must be reserved through the Registrar

Buttrick Hall (with the exception of G-4)
Dana Fine Arts Building
Bullock Science Center
Presser Hall

For Faculty and Staff Use Only:

Dean of the College

Dean's Conference Room

(requires prior approval from Dean of the College's Office)

President's Office

President's Dining Room

(requires prior approval from President's Office)

Reserving a Room

Reservations must be made 10 business days prior to event date!

With the availability of the Campus Events Calendar on-line, looking for a space for your reservation has never been easier! You will be able to look at events that are planned on any given day and schedule accordingly.

Not exactly sure of what space you need to reserve?

Then start by checking The Guide to Building Info, which will also help to determine which setup will work best for your event. The Guide to Building Info can be downloaded from the same site has this Guide to Facilities Reservation:

(http://intranet.agnesscott.edu/Advancement/communications/special_events/calendar/calendar_download/)

Open the Agnes Scott Campus Events web page

<http://emsevents.agnesscott.edu/vemsp/>

You can also access the online events calendar by logging into the Agnes Scott intranet site, <http://intranet.agnesscott.edu/>, and click the icon “**This Week @ ASC**” on the left side of the web page.

First, select a date option from the menu on the left. Use these search buttons to determine what’s already been scheduled on the day or days you are planning your event. This will prevent competing with another event for attendees.

Second, select the *Find Available Space* button to search for a room on any given date(s) and time(s). Fill out the date/time and select the building location of the room you want. Click on the *Show Space* button at the bottom of the page.

The results will show the rooms in the building that *are* available on the day you selected. Use this guide and the Events Web page to determine the space that is most appropriate for your event.

Is your room available? Quick, get that Event Request Form filled out!
(You may fill out the form and mail it to this office or send it via e-mail.)

Where to get a copy of the Events Request Form:

Go to the Events section of the Intranet site and download a copy:

http://intranet.agnesscott.edu/Advancement/communications/special_events/calendar/calendar_download/

If you are unable to download an electronic copy of the Event Request Form, one can be sent to you, e-mail emsevents@agnesscott.edu to request a copy.

See the blank copy on the last page of this booklet.

Forms are also available in the Events Office, Alston 106.

*Be sure to keep a copy of the original request on file for your records.

Is your room taken? Use the *Find a Space* button to search for another space or date!

Reminder: Do not rely on the **Events Calendar** to check for space availability. Some events may be Confirmed Private and therefore will not be displayed on the web. Always use the “Find A Space” option to locate available space.

If you have any questions please call ext. 6902 or e-mail your question to emsevents@agnesscott.edu

If you have a special setup request, (e.g. the tables facing a certain way or special equipment being used in conjunction with Agnes Scott’s) please note that by drawing a diagram on the back of the form. If you have a drawing you will need to send the form via campus mail or hand-deliver it to the Special Events Office. A copy of your diagram will be forwarded to Facilities to assure proper setup.

Be as detailed as possible. Include a diagram of the setup of any chairs, tables, podium etc. Incomplete/illegible forms will delay your request.

NOTE: If Food Services are to provide refreshments, soft drinks, or meals, separate arrangements must be made with Food Services, X 6293.

**Food Services request that you have a rough count of attendees at least two weeks prior to the date of your event. This will give them time to prepare for your event. If the notice is less than two weeks, they will do their best to accommodate you, but your options may be minimized. They also request that you have a guaranteed count two days prior to the event. They understand that things come up at the last minute and are willing to help, so give them a call.*

Outdoor events must always have a Rain Plan noted with the alternate location reserved. So if you are planning an outdoor event, always check the availability of an alternate space and add it to your request. If no alternate location is requested, the event will be considered cancelled in the event of rain.

Please be sure to indicate your phone number and E-mail address on the form! Once your request has been processed, you will receive an E-mail confirmation. Your confirmation letter will have your reservation number on it. Keep this form available in case you need to make changes*. (*All changes will need to be made prior to the one week deadline!)

Amended Event and Facilities Registration Forms

Once your Event Request form has been submitted you will receive a confirmation letter with your reservation number via e-mail. In order to amend your reservation you must have the reservation number! Please submit **final** amendments at least **10 business days prior to event date**. You may submit your original request form with reservation number added and note only the information that has changed! You may e-mail the amended form to emsevents@agnesscott.edu Do not leave changes on the Events Office voicemail! A formal request to change an event setup must be submitted!

***If you change the date or time or count of your event, you must call Food Services at X-6293. The Events Office does not change catering service information; we will only change the reservation.**

Deadlines for submitting Event and Facilities Registration Forms

All event requests must be submitted **two (2) weeks**, 10 business days, prior to the event. This will give the Facilities Department the appropriate time to schedule staff for your event. If your request is not turned in by the given deadline, your event may not be properly setup. In the event that you submit an event request form less than 10 business days prior to the projected event date, it will be considered late, and you will need to complete the following steps:

- 1) Complete the bottom section of the Event Request Form with an explanation of why the request is tardy.
- 2) Submit the request for approval to your division VP (VP of Business & Finance, VP of Institutional Advancement, VP for Student Life and Community Relations, or VP for Student Affairs). If the request is for a student organization/event, obtain approval from the Director of Student Activities
- 3) If your request is approved, submit it promptly to the Special Events office for processing.

Please note that no late requests will be processed without written approval.

Details for major campus events such as Orientation, Senior Investiture, Alumnae Weekend, Great Scott, Sophomore Family Weekend etc., must be submitted at least **two months** in advance. If you cannot meet these deadlines, all services may not be available for your event.

For a successful event, please adhere to these time frames, giving all departments sufficient time to prepare for your event. We understand that plans change and arrangements need to be made at the last minute and will do our best to accommodate your needs.

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Directions for filling out an Events Request Form

1. Check this box if you are submitting this form to make changes to a previously confirmed Events Request Form.
2. If you are submitting an amended Events Request Form, please add your confirmation number here.
3. The date of your event (e.g. 10/18/04).
4. The day of the week your event is on (Monday).
5. If your event is a recurring one, write the first date here.
6. If your event is a recurring one, write the last date here.
7. Write the time you would like your event set up by here (e.g. your event starts at 9:00 a.m. and you need to have the room set up by 8:30 a.m.)
8. Write your event start time here, please remember to note a.m. or p.m. (e.g. 9:00 a.m.).
9. Write the time you plan to end your event, please remember to note a.m. or p.m. (e.g. 7:00 p.m.).
10. Write the name of the building that you want to hold your event in here. (e.g. Buttrick).
11. Write the name of the room you want to hold your event in here (e.g. Lower Evans A). Refer to the The Guide to Building Info for room capacities and seating options, which is downloadable from the same site as this guide and the event request form.
12. If you indicated you would like to hold your event outside (e.g. Woodruff Quad), you must provide a rain location alternative. When searching for space availability for your initial event, you must find appropriate and available rain location space to request. If a rain location is not requested, the Events office will assume that your event will be canceled in the event of rain.
13. Write the name of your event here (e.g. Joyful Noise Concert). Remember that this name will be displayed on the Events web page.
14. Choose an event type from the following list that best suits the function you are having here: Academic Class, Alumnae Activities, Athletic, Banquet, Ceremony, Community, Exhibition, Housing, Lecture, Maintenance, Meeting, Orientation, Performance, Reception/Ceremony, Registration, Rehearsal, Setup, Special Event, Student Event, Summer Conference

15. Write your expected attendance (e.g. 100), if you do not have an actual count, please estimate and add the number here.
16. Write yes if the event is for the campus community only.
17. Write yes if the event is for off campus guests only.
18. Check the yes box if you plan on serving alcohol and the no box if you do not. If “yes”, an approved Alcohol Request Form from the Dean of Students Office will need to be attached.
19. Write the group responsible for the event here (e.g. Dean of Students).
20. Write yes if you do not want your event to be displayed on the Events web page.
21. Write the name of the primary person organizing the event here.
22. Write the e-mail address (if an ASC account you may just list the name part of the address, e.g. dpatterson) of primary person organizing the event.
23. Write the specific extension of the primary person organizing the event.
24. Write the name of an alternate contact for your event. (Please ensure that the alternate person knows that he or she is listed as an alternate.)
25. Write the e-mail address (if an ASC account you may just list the name part of the address, e.g. dpatterson) of alternate person.
26. Write the specific extension of the alternate person.
27. Check yes if you are a student or are representing a student organization and no if you are not.
28. If you checked yes for line 27, write the name and specific extension of your advisor.
29. Select the type of set-up you would like here (e.g. auditorium style). Again, you can refer to The Guide to Building Info for room capacities and seating options, which is downloadable from the same site as this guide and the event request form.
30. Write the total number of chairs you will need here.
31. Write the total number of round tables you will need here.
32. Write the total number of oblong tables you will need here.

33. Write the total number of platforms you will need here. 6 platforms will make a full stage. Consult the Special Events Office if you have any questions.
34. Write the number of pianos you will need.
35. Write the number of lecterns you will need here. A lectern will need to sit on top of a table so be sure to include this in your request.
36. Write the number of dry erase boards you will need. A dry erase marker will be provided. If you will be using your own dry erase marker, please ensure that it is an actual dry erase marker not a permanent marker!
37. Write the number of recycling bins and the product (e.g. plastic) which will be recycled.
38. Write the total number of trashcans you will need here.
39. Write the number of easels you will need here.
40. Write the number of podiums with microphone you will need.
41. Write the number of lavalier microphones you will need.
42. Write the number of handheld microphones you will need.
43. Write the number of tabletop microphones you will need.
44. Write the number of floor stand microphones you will need.
45. Write the number of cassette players you will need.
46. Write the number of CD players you will need.
47. Use this space if you have any other audio needs.
48. Write the number of TVs you will need.
49. Write the number of VCRs you will need.
50. Write the number of DVD players you will need.
51. Write the number of LCD projectors you will need.
52. Write the number of overhead projectors you will need.
53. Write the number of slide projectors you will need.

54. Write the number of screens you will need.
55. Indicate if you would like the event videotaped.
56. Use this space if you have any other media needs.
57. Use this space if you have any special needs or additional setup notes.
58. Check this box if you will need Food Services for your event. Please note that you will need to call Food Services for your Food, Beverage and Tablecloth needs. The Events office does not order these items for you.
59. Check this box if you will need Police Services for your event. Please note the type of service you will need from Public Safety. If you expect a high volume of off campus guests please note that on the form. Also if your guests will be using the parking deck, please note that also.
60. This section must be complete before submitting the request form. Request forms will not be processed until this section is complete. If it is not, the form will be returned to you for completion of this area.
61. Check this box if more details are to be submitted.
62. Check this box if all details are complete and included on the form.
63. Check this box if you have drawn or attached a set-up diagram on the back of the Events Request Form.
64. If the request is submitted less than 10 business days prior to the start of the event, write out an explanation and submit to division vice president for approval. If you are a student, you must get approval from the Office of Student Activities.
65. Obtain the signature of the Vice President of your division.
66. Write the division of the Vice President indicated in the previous line.
67. Indicate the date you obtained the signature of the Vice President.

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Alcohol Request Form Revised 2005

AGNES SCOTT COLLEGE ALCOHOL POLICY

I. Alcohol Request Form

- Student organizations must submit Alcohol Request Form to PUBLIC SAFETY two weeks prior to the event at which they wish to serve alcohol. Completed forms should be submitted to the Office of Student Activities (Alston 204).
- They will receive a confirmation email from the Office of Student Activities.
- The organization on the form is the only organization that can be involved in serving unless you receive permission from the Office of Student Activities.

II. Serving Alcohol

- Members of student organizations wishing to serve alcohol must have attended TIPS training and be 21 years of age or older. • A list of students who are TIPS certified will be in the Office of Student Activities along with a copy of their certification.
- Students cannot serve if a designated college official or the organization's advisor(s) is not present at the event.
- Two to three members of the organization must be behind table dealing with serving at any time.
- Students who are serving may work out shifts and the schedule of who is serving at what times for the event should be written out.
- Beer and wine are the only alcoholic beverages that can be served. No liquor is permitted.
- A non-alcoholic beverage must also be offered at the event. This beverage can be at a different location than the alcoholic beverages.
- ID must be checked each time an individual is served.
- If an individual should no longer be served, the organization can should seek the assistance of the organization adviser and Public Safety.

III. Other Important Policies

- Members of Public Safety should be at the event at all times and do all carding.
- The organization needs to have a station set up at the event where Public Safety will Individuals and where alcohol will be served.
- Outdoor events need a designated point of entry and designated perimeter for the event.
- Organizations are not permitted to sell alcohol, but may instead ask for donations.
- The organization hosting the event takes responsibility for the space they have reserved and are responsible for any damages.
- Guidelines for using that space are located in Special Events or on the ASC intranet.
- Publicity for the event must be approved by the Office of Student Activities.
- Organizations are to stop serving alcohol one hour prior to the end of the event.

IV. Role of the College Official/Adviser

- The college official/adviser makes sure that the student organization follows the above guidelines during an event.
- The college official/adviser should be familiar with the organization's responsibilities and role.
- The college official/adviser needs to sign the Alcohol Request Form in order to serve alcohol.

- Alcohol can only be served at events when the college official/adviser is present.
- The college official/adviser should stay until the event ends or until alcohol is no longer being served.
- The college official/adviser does not have to be at the carding table, but should be monitoring and making sure that people are following the protocol.
- If officers of Public Safety cannot be there, the adviser should take over carding.

V. Role of Public Safety

- Public Safety approval is necessary on the Alcohol Request form no less than 2 weeks prior to the event.
- Public Safety needs to determine the appropriate number of officers and security guards for the event.
- For events where Public Safety will be present, an officer will be present at the table where carding is taking place.
- If members of Public Safety cannot be there, the adviser should take over carding.
- Officers or security guards should be available to assist the student organization if anyone is belligerent or should no longer be served.

If you have any questions about the Alcohol Policy for Student Organization Events, please contact the Office of Student Activities, Alston 204,

x6438.

ALCOHOL USE REGULATIONS

Alcoholic beverages are restricted on the Agnes Scott campus in compliance with the Georgia and Decatur laws, as well as polices established by Agnes Scott College. These are as follows:

State of Georgia

- A. The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age.
- B. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street or in any public place, in any private residence other than one's own, or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars.
- C. It is illegal to misrepresent age in any manner for the purpose of obtaining alcohol.

City of Decatur

It is unlawful to drink alcoholic beverages in automobiles – parked or moving – on the streets, highways, or alleys of the city. It is unlawful to carry any type of open liquor container in public.

Agnes Scott College

1. Alcohol is restricted to campus-wide social functions or parties held in designated areas and must be approved by the vice president for student life and community relations.
2. Wine and beer are the only alcoholic beverages permitted to be served on campus. The college does not have a liquor license so no alcohol is sold on campus. Cash bar is not allowed. On the rare occasions when liquor is served or sold, the outside caterer/company must have a valid liquor license to sell and pour, as well as liability insurance that is compliant with Georgia liquor laws and Agnes Scott's own insurance requirements.
3. All participants must be 21 years of age or older to consume alcohol. Proper identification may be required to validate age. When deemed appropriate, the sponsoring organization will be responsible for checking ID.
4. Requests to serve alcohol by College organizations must be submitted on the Facilities and Alcohol Use Request form to the Office of the Special Events and Conferences at least 15 business days before the event start date. If applicable, the sponsoring organization may make arrangements with the Office of Special Events and Conferences prior to the event to arrange for delivery and dispensation of alcoholic beverage.
5. A food service representative who is licensed according to Georgia State laws is allowed to serve alcohol.
6. No individual may bring his/her own alcoholic beverages.
7. Consumption will be limited to a reasonable amount and may be curtailed at any time by an Agnes Scott College representative. The sponsoring organization will be responsible for enforcement.
8. Food must be present and available in the room where alcohol is to be served for the duration of the event. Alcoholic beverages must remain in the room/area where it is served.
9. The sponsoring organization will assume all responsibility for damages caused by members of its organization.
10. The sponsoring organization will promptly remove all beverages that remain at the conclusion of the event.

sample

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Official Posting Policy, Updated January 2008

- I. Personal responsibility should be taken with all items to be posted; we recommend you send your flyer, newsletter, etc. to at least two people to be proofread before posting.
- II. Chalkings, banners, e-mails, public folders, easels, and facebook groups are encouraged so as to cut down on the amount of paper used and postings on bulletin boards.
- III. Removal of Postings
 - a. Any flyers, newsletters, postings in general that do not adhere to this policy may be removed at any time by the Office of Student Activities, including any employees of the office, and the IOC chair.
 - b. If at any time any person finds a posting problematic for any reason (ie. failure to follow the posting policy), they may notify the Director of Student Activities who will notify the student group to discuss the issue with them. At no time may any student remove a posting or deface a posting they feel is not following the posting policy **for any reason**.
 - c. If the event the flyer advertises has already passed **the previous day**, a student may remove the flyer.
 - d. All flyers must be 8½ x 11, standard copier/printer-size. Requests to post larger flyers may be made through the Director of Student Activities, and will be evaluated on a case-by-case basis.
- IV. #Students E-mails
 - a. All #students e-mail requests should be sent to stulife@agnesscott.edu
 - b. Only one e-mail will be sent, and the Director of Student Activities will not edit for content, proofreading, etc. The e-mail will be forwarded exactly as it is received.
 - c. All e-mails must have the name of the group, as well as an e-mail address for contact purposes.
- V. Easels
 - a. Easel-stands must be purchased by the group wishing to display the poster.
 - b. All easel displays will be approved by the Director of Student Activities before they are displayed.
 - c. The appropriate number and placement of the easels will also be approved by the Director of Student Activities so as to ensure minimal crowding.
 - d. All easels must state a group name and e-mail for contact information.
- VI. Banners
 - a. All banners must have the date they are posted written on them (front or back), large enough to be seen, and in a visible spot.
 - b. All banners must be removed two weeks from when they are posted.
 - c. All banners must have the name of the group and an e-mail address for contact information.
 - d. Banners to be posted for one month may be approved by the Director of Student Activities.
- VII. Newsletters
 - a. Only certain newsletters (see attachment) may be posted in restrooms.
 - i. They may only post one newsletter per stall
 - ii. The newsletter must clearly state the group's name and e-mail for contact information.
 - iii. Any event/group may be forwarded to senate@agnesscott.edu to be added to the Walls and Stalls posting, space permitted.

- b. All other newsletters must follow the flyer posting policy
- VIII. Flyers
- a. On-campus
 - i. Buildings (Residence Halls below)
 - 1. No postings may be placed on the exterior of any building (per Decatur city ordinance) and glass on interior or exterior doors should not be covered for safety purposes.
 - 2. Post only on bulletin boards or poles in Alston
 - 3. Post only on magnetic strips and boards in Buttrick
 - 4. Post with the permission of department in Dana
 - 5. Post only on magnetic strips in Presser
 - 6. Post only on bulletin boards in Science Center
 - 7. Post only small table tents in library
 - 8. No posting in Avery Glen
 - 9. Must ask permission in Woodruff to use bulletin boards
 - 10. Post only table tents in Evans or use the bulletin boards
 - ii. Guidelines:
 - 1. Only painter's tape is allowed.
 - 2. Only two flyers per organization at a time.
 - 3. Only one flyer per event at a time.
 - 4. All flyers must have the group's name and e-mail for contact information.
 - 5. Flyers may only be posted for two weeks at a time, and must have date posted.
 - a. You may petition the Office of Student Activities to keep a flyer up for one month (ie. silent programming), and it should be notated on your flyer that it is allowed to be posted for one month.
 - 6. All student groups must remove their postings no later than three days after an event has passed. Failure to do so will result in warnings and possible fines
 - 7. The Office of Student Activities will remove fliers that have been up for longer than two weeks and notify the student group their flyers have been removed and any repercussions.
 - iii. Residence Halls
 - 1. RAs may post appropriate rules where they see fit.
 - 2. All other postings to be placed in residence halls should be given to the RA, who will supply the appropriate tape, post the flyer, and remove it once the event has passed. They will be placed in a centralized location to be determined by the RA.
 - 3. All above guidelines apply.
 - 4. Any problems with the posting should be directed to the Director of Student Activities.
 - 5. The RA will in NO WAY edit for content, style, proofreading, etc. The RA will be solely responsible for the posting and removal of the flyer.
 - b. Off-campus
 - i. Flyers promoting on-campus events, as previously stated, will have priority. Any off-campus promotional flyers that interfere with on-campus spaces may be removed by anyone at any time.

- ii. Off-campus flyers may only be posted on designated bulletin boards, must be approved by the Office of Student Activities, and must have the date they were posted clearly legible.

IX. Elections Postings

- a. Those running for office should make no more than 60 flyers TOTAL.
- b. No exterior or interior glass of any door may be covered.
- c. No flyers should be placed on the exterior of any building.
- d. All flyers must be posted with painter's tape.
- e. All flyers must be 8 ½ x 11
- f. All building rules for locations to post should be followed

Check Requests: A Tiny Tips Guide

Before purchasing anything, remember that Agnes Scott is tax exempt – the college does not pay sales tax on anything and is not required to reimburse you for tax if you paid for it. Tell the cashier this when you are making your purchase. You will likely need Agnes Scott's tax ID # which is 58-0566116.

If you are planning to request a check to pay a vendor who has never been paid by Agnes Scott before, the vendor will need to complete a W-9 form before getting paid.

Check Requests are due to the Accounting office by Tuesday of each week in order to have a check by the end of the week.

Completing the Check Request Form:

In the "Office/Department/Program" box (top left), put the name of your organization.

The fiscal year (the top right box) is the current school year.

In "Name & Extension of Requester" put the name and extension (or cell phone number) of the person filling out the form.

Mark the transaction type (either payment or reimbursement). Payment is if you are requesting a check to pay a vendor (DJ, caterer, band, etc.) directly. Reimbursement is if you already purchased something with your own money and need to be reimbursed (you will need to attach an invoice for payment or receipts for reimbursement).

In the "Vendor Name & Address" box, put either the name and address of the vendor you are paying or the name and address of the person who is being reimbursed. The address should be the address where you want the check sent.

If it is a reimbursement, put the ASC ID # of the person being reimbursed. If it is a payment to a vendor, leave the "ASC ID or Vendor #" blank.

In the "Instructions" box, mark what you would like the Accounting office to do with the check.

Under the account numbers section, write the account number that the payment or reimbursement will be coming out of.

In the "Expense Line Item Descriptions" box, write a description of what was purchased.

Be sure to put the dollar amount and the total at the bottom.

You will need either Kristy Smith or Erin Howle to sign in the Budget Manager's box.

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Budget Proposal and Allocations Process

- Budget proposal rough drafts will be due via email (treasurer@agnesscott.edu) **Friday, February 20th** to the SGA Treasurer. She will review the proposal and get back to your organization with any feedback.
- Final budget proposals will be due via email (treasurer@agnesscott.edu) AND hard copy to the SGA Treasurer by **Friday, March 6th**.
- A 5-minute meeting will be scheduled with your organization and the Allocations Committee to discuss your budget proposal. You should come prepared to answer questions and express priority for the things in your budget that are most important to the functioning of your organization.
- Budget distribution will take place at the final IOC meeting of the spring semester.
- Budget appeals will take place over the first two weeks of the fall semester.

Budget Quick-Tips

1. Only use the format provided for your budget worksheet. One will be emailed to you in the Spring, and sample copies are available on the next few pages of this manual.
2. The Honor Code is an important aspect of the budgeting process. If the Allocations Committee can easily recognize that you have falsified information concerning the number of members in your organization, your requests for funding will be severely limited.
3. Make sure to be as specific as possible in your itemized budget list. If the Allocations Committee is unsure about where funding is going, they are more likely to deny the request.
4. The Committee appreciates any attempt on your part to raise revenue. The small “revenue” box should be something that each organization attempts to fill.
5. Do NOT put anything in the “amount allocated” column. This is where the final budget amount will be placed by the Committee.
6. Use the price guide ([which will be provided in the spring](#)) as a reference at all times. If the committee sees that you are inflating prices on items listed in the price guide, they are more likely to believe that you are inflating prices elsewhere as well.
7. Make sure that the information listed at the bottom – including the name, number, and email of the president, treasurer, and an additional rep, are complete and updated. If the Committee cannot get in contact with someone from your organization when they need to, you will most likely be denied the request in question.

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SGA-Allocated Funds Spending Policies

- Off-Campus Events & Transportation: Organizations are not permitted to spend funds for off-campus events. Off-campus is defined as, but not limited to, events hosted in conjunction with another campus or hosted at an individual's home. Organizations can request approval from the Allocations Committee for special situations during their budget meeting in the spring semester. If an off-campus event is approved and providing transportation is necessary, the organization must also request approval during the budget process to spend funds on transportation for the off-campus event.
- Donations: Organizations are permitted to receive monetary donations from outside constituencies as long as that constituency's money is only spent for organizational purposes. Checks must be made out to Agnes Scott College and deposited in the organization's Agnes Scott account.
- T-Shirts & Promotional Items: Organizations are not permitted to spend student government allocated funds on t-shirts or any printed promotional items. However, students can pay personally for these items or can request money from administrative offices for assistance in funding. Donations of promotional items are acceptable.
- Admission Fees: Organizations are permitted to charge admission fees for events.
- Alcohol: Funds can be spent on beer and wine (not hard liquor) as long as the beer and wine is consumed at an advertised on-campus event that is open to the entire student body. *Alcohol Request Forms must be submitted two weeks prior to the event.

Glossary

COSMO: Committee of Student Multicultural Organizations. This committee meets to discuss issues of cultural relevance to organizations. It also plans the annual Unity Banquet and works with the Office of Intercultural Affairs to enhance the productivity of cultural organizations.

EMS: Event Management Services. You'll turn in all of your space reservations forms to them either in their office on the main floor of Alston (near the information desk) or via email at emsevents@agnesscott.edu. They'll check the space availability and the calendar, and let you know if your request has been approved.

IOC: Inter-Organizational Council. A fun-filled organizational experience! Your organization is required to attend every meeting in order to receive the maximum amount of funding possible for the next fiscal year. The Council exists to solve problems and propose new ideas for organization cooperation.

ITS: Information Technology Services. As an organization leader, your primary interactions with ITS will be getting them to bring projectors and other equipment to your meetings, and make sure those are working.

SGA Exec: Student Government Association Executive Board. This group of generally- and organizationally-elected representatives meets weekly to discuss school-wide policy decisions. Board members include SGA President, Treasurer, and Secretary/Chair of Elections, President of Student Senate, President of Honor Court, President of Judicial Board, President of Orientation Council, President of Programming Board, IOC Chair, and COSMO Chair.