

FACULTY/STAFF ADVISOR HANDBOOK

for Butler University Student Organizations

Presently there are over 100 recognized student organizations on the Butler University campus. They vary from academic honoraria, club sports, academic organizations, social sciences and mathematics, fellowship groups, special interest groups, etc.

Student Involvement and Leadership Programs, Butler University
Atherton Union, Room 101
940-6262
www.butler.edu/involvement

WELCOME!

The University has always recognized and encouraged participation in student activities and organizations as a vital part of a student's total educational experience. Butler supports the status of recognized student organizations and activities as a vital addition to one's academic life. In keeping with this value, the University offers a wide range of opportunities for involvement, including honor societies, special interest groups, athletics, service organizations, religious services, student government, and social fraternities and sororities. The university also offers services and support to these student organizations.

Requirements of Student Organizations

To be a recognized student organization by Student Involvement and Leadership programs, they require

- at least four interested members, enrolled Butler University students
- a faculty/staff advisor
- constitution

New organizations must appear in front of the Student Government Association Assembly for approval and must be approved by the Director of Student Involvement and Leadership and the Dean of Student Life.

Benefits of Advising

The organization/advisor relationship benefits not only the organization and students, but the advisor as well. Becoming involved with a student organization offers:

- *a unique opportunity to get to know and work with students outside of the classroom or office*
- *the reward of watching the group develop to its fullest potential*
- *the reward of watching students develop their individual skills and talents*
- *the chance to informally share your knowledge and expertise on relevant topics*
- *an opportunity to feel satisfaction and accomplishment through making a special contribution to a particular group of students*
- *the chance for service to students, the University, and the larger community.*

The Role of the Advisor

The following is a list of some things that begin to define the role of advisor:

- *serve as a sounding board off of which students can bounce new ideas*
- *support the group*
- *intervene in conflicts between group members and/or officers when necessary*
- *be knowledgeable of policies that may impact the organization's decisions, programs, etc.*
- *provide continuity and stability as student leadership changes*
- *provide an outside view or perspective*
- *provide student groups with university and community connections*

Effectiveness of Faculty/Staff Advisors

Faculty/staff advisors use a variety of advising styles that are as unique as the advisor and the organization with which he/she is working. However, the following conditions should be met in order for the advisor to be most effective (*Keintz, ACU-I Bulletin, Sept. 1995*):

The advisor must:

- a. establish strong relationships with students founded on trust, respect, and communication,
- b. have a working knowledge of campus resources, policies, and laws, and

- c. understand the parameters of the advisor from the perspective of the students and the institution.

RESPONSIBILITIES

The relationship of the advisor to the group will vary according to the needs of the organization. The advisor has three major areas of responsibility: 1) to the group; 2) to the individuals; and 3) to Butler University.

1. Responsibility to the Group

- a. Teaching skills - The advisor can serve as a resource for his/her area of competence as well as be a source of information for other resources and ideas.
- b. Consultation - The advisor should expect that he/she will be consulted regularly by officers and members of the organization. The advisor should be aware of any programs or activities planned by the group and offer suggestions and ideas freely without dominating the planning.
- c. Provide Continuity - Officers and members of an organization vary from year to year, so the advisor may be the only continuing link from past to present. The advisor can orient the group to this history in order to learn from past mistakes and successes.
- d. Meetings and social activities - It is recommended that an advisor attend as many meetings and events as possible to assist in setting the tone of the occasion.
- e. Goal setting - The advisor assists the group in setting realistic goals and objectives each academic year.

2. Responsibility to the Individual

- a. The advisor should encourage each individual to participate in the group in order to promote educational and personal development.
- b. Group members may need guidance as they try to decide to what degree they should participate in activities. The advisor seeks to assist the individual students in maintaining a balance between the academic and extra-curricular aspects of student life.
- c. The advisor works with the individual members to help them understand the importance of their role in relation to the group goals.

3. Responsibility to Butler University

- a. Organizations are required to have faculty/staff advisors in order to be recognized as student organizations by the University. NO EXCEPTIONS. The advisor's signature must be on file on the "Faculty Advisor Agreement Form." These forms must be filed each spring in the Office of Student Involvement and Leadership Programs.
- b. It is preferred that an advisor make a minimum of a 2-year commitment to an organization in order to provide continuity, to increase effectiveness, and establish rapport with officers and members.
- c. Advisors should work with students not as directors, but as guides for the group in accordance with the purposes and educational objectives of Butler University.
- d. All organization financial accounts are administered by the Office of Student Involvement and Leadership Programs. University regulations do not permit organizations to maintain financial accounts off-campus. Account information and financial procedures are explained thoroughly in the recognition seminar in the spring. The advisor should be aware of the organization's financial status and encourage the group to maintain accurate and efficient financial records. Organization advisors and officers have access to the organization's financial records.
- e. The advisor is a representative of Butler University, and, as such, should advise the group to uphold university policies and procedures.

The following policies and procedures have been established to provide coordination for the University and continuity for student organizations. It is our hope that they will help each

student organization and its members to be successful in all their efforts. Student organization presidents will also receive a copy of these.

Forming a New Student Organization

If a student wishes to found a new group, the process begins at the office of Student Involvement and Leadership Programs (Atherton Union, Room 101). At the onset, there are two requirements: 1) the organization must be the interest of a student or group of students (i.e. an outside group may not come on campus to form a group without student interest and involvement), and 2) there must be at least four (4) students interested and involved in starting the new organization.

Students wishing to establish a new organization must complete new student organization form. These forms are available at the Student Involvement and Leadership Programs office. The form must be completed and - along with 65 copies of the constitution of the new organization - taken to the Vice President of Administration for Student Government Association (or may be delivered to the Student Involvement and Leadership Programs office). Sample copies of constitutions are also available in the Student Involvement and Leadership Programs office. The constitution of any proposed new student organization must include notification that the organization will not discriminate on the basis of race, gender, religious preference, sexual orientation, or residence. Information needed for this process includes the officers, faculty/staff advisor. Every student organization must have on file in the Student Involvement and Leadership Programs office a copy of their constitution, current officers, and advisor information.

The application is then placed on the agenda of the next meeting of the Student Government Association (which meets weekly) for approval. The constitution of the proposed student organization must be approved by the Student Government Association, the Dean of Student Life, and the Director of Student Involvement and Leadership Programs. Until all approvals have been given, a new organization may meet only for the purpose of organizing itself.

Once the student organization has been recognized, the president may request that a student organization account and copy machine access code be set up by the Office of Student Involvement and Leadership Programs.

If a recognized organization has become dormant or inactive for a period of time, the only requirement for reinstatement is to file a new Faculty Advisor Agreement Form in the Student Involvement and Leadership Programs office. The new officers will also want to review and update any other paperwork, constitution, etc. However, there is no need to petition the Student Government Association for reinstatement.

Role of the President

Although the size of student organizations on campus varies, the leadership of an organization usually is comprised of a president, vice president, treasurer, and secretary. It is the duty of the president to conduct meetings and aid in the selection of a faculty/staff advisor. All active student organizations must have a faculty/staff advisor. The president should keep the advisor notified of meetings and events. At the end of his/her tenure, the president shall coordinate a smooth transition to the new leadership. It is important that he/she notify the office of Student Involvement and Leadership Programs of the new leadership when changes occur.

Note: An effective president delegates effectively and clearly outlines the roles and functions of his/her officers. It is important that the president be aware of the financial status of the group and is committed to the goals of the organization. If help is needed in any area of leadership, the staff in the Office of Student Involvement and Leadership Programs is very willing and able to aid any recognized student organization.

Atherton Union Tables

There are two tables permanently set up in Atherton Union; one on the south end of the dining hall and the other on the north end. These tables can be reserved through the Student Involvement and Leadership Programs office, and may be used to publicize events or sell items for a fund-raiser. There is also a table in ResCo, that can be used with permission from the Residence Life Coordinator in that building.

Outside groups desiring to use the tables must be sponsored by a recognized student organization. If sales are made, a percentage of those sales must be donated to the student organization. Credit card solicitors are not allowed on campus. If an outside organization contacts your organization, please contact the Director of Student Involvement and Leadership Programs before agreeing to bring them to campus.

Brady Award (Outstanding Student Organization and Advisor of the Year)

All campus organizations are eligible to compete for the Brady Awards which originated in 2003-2004 to recognize the student organization that has made the greatest contribution to the University community. The nominator should consider educational, cultural, and service contributions to Butler University and the greater community. The advisor award is presented to one faculty or staff member who has provided a student organization with outstanding support, service, and guidance throughout the academic year.

The awards, named for long-time staff member Candy Brady, are present to the winning organization and advisor each spring semester.

Butler University Driving Policy

On occasion a Butler student, in the performance of his/her student organization duties or university events, might find it necessary to drive a university-owned/leased/rented/or personal vehicle. The following policy exists to insure that only those individuals with acceptable driving records are permitted to drive for a sponsored function.

The student must currently possess a state issued or equivalent driver's license. They must also be approved and certified by the university and have a minimum of 6 years driving experience. The driver must be 22 years of age or older and must complete and pass a Van Driver Safety Program and be certified.

Any student who chooses to be a driver will accept responsibility and financial liability, independent of the university, of any accidents that occur while driving a university owned/rented/leased or personal vehicle thereafter.

Campus Solicitation

Sales representatives – students as well as off-campus representatives – must obtain permission from the Director of Student Involvement and Leadership Programs before directly contacting students or student organizations. For your protection, if an outside organization/vendor contacts you, please contact the Office of Student Involvement and Leadership Programs. Students should immediately report any solicitation to the residence hall office, Director of Student Involvement and Leadership Programs, or Butler University Police Department. Students should report any misrepresentation or faulty business practices by any such sales representatives to the Director of Student Involvement and Leadership Programs.

Catering

If a student-sponsored event requires the need of food service in Atherton Union, Aramark has the exclusive right for this service. To request catering, contact the Aramark office at 940-9764. To obtain a waiver to use an outside vendor, permission must be obtained from the Aramark catering office.

Contracts

Occasionally as student organization will need to hire an entertainer or band which entails a signature on a contract. All contracts for entertainment, legal agreements, etc. must be reviewed and signed by the Director of Student Involvement and Leadership Programs. Signature by a student or advisor is not valid. It is Butler University policy to not give deposits on services not yet provided, rather payment in full.

Copy Access Codes

Each student organization is assigned a copy access code to use the copy machines in Irwin Library or the Office of Student Involvement and Leadership Programs. This number is to be used only by the president, treasurer, and advisor. Care should be taken not to share the number so as to limit the abuse of its use. Statements of copier charges are mailed to the organization treasurer each month upon request. These should be checked carefully.

Copies can also be made at Campus Impressions, located in Holcomb Building and charged to the student organization account.

Your copy access code number can be obtained at the Office of Student Involvement and Leadership Programs.

Event Registration

Many activities take place on Butler's campus. Each student organization and Greek house must register its all-campus events with the Office of Student Involvement and Leadership Programs. Event Registration Forms are available in the Student Involvement and Leadership Programs office. When registering events, please know the date, time, preferred location, and preferred set-up. The Student Involvement and Leadership Programs staff can help you to complete this form. In addition to the signature of the Director of Student Involvement and Leadership Programs or Student Involvement and Leadership Programs staff, the Greek chapters must have the signature of the Director of Greek Affairs. If catering is involved, Aramark has exclusive rights to this service. In some cases, however, outside food vendors may be used when permission is granted from Aramark. Once the Event Registration Form is completed, the student must deliver the form to the Office of Conferences and Special Events in Jordan Hall, Room 18. If permission is denied because of a calendar conflict, an alternative date is usually suggested. **Because of the high volume of activities on campus, it is in your best interest to plan and schedule far in advance in order to have a successful event.**

To accommodate any special set-up needs, such as requests for tents, roadblocks, barricades, or audiovisual equipment, students should initiate the reservation process with the Office of Student Involvement and Leadership Programs at least sixty (60) days prior to the event.

In order to guarantee adequate attendance at events, it is recommended that no two large all-campus events be scheduled at the same time on the same date. Permission for this is obtained from the Director of Student Involvement and Leadership Programs.

Advertising the Event

All advertising of the event must be approved and stamped by the Student Involvement and Leadership Programs office. Advertising must include the name of the sponsoring student organization. There should be no advertising until the event has been approved. If the event is co-sponsored, all sponsoring organizations must be clearly visible on the advertising. **Please do not post flyers/posters on walls, doors, or glass. Flyers may only be posted on approved bulletin board. A list of bulletin boards is available in Student Involvement and Leadership Programs. If posted on walls, doors, or glass, the flyers will be removed, and the student organization will be charged a \$25.00 per flyer fee plus any damage that may result from the removal of the advertising (i.e. paint being pulled from walls). All advertising must be tasteful and non-offensive.**

Late Night Events

Dances and parties are held in University facilities and are an important component of campus life. Definition of late night functions includes an event which starts at 10 p.m. or later, where there is a DJ/band scheduled, and includes participants from off campus. All guests for late night functions must either possess a Butler ID or student identification card from another college or university. If guests are not university students, they must be at least eighteen years of age and be able to show proof. All functions must be sponsored/co-sponsored by a recognized Butler student organization that is in good standing with the university. It is required that all large university events include security. These arrangements can be made through the Butler University Police Department at least 60 days in advance.

For more details on the process of planning a late night event, please contact Student Involvement and Leadership Programs

Master Calendar Meeting

A mandatory master calendar meeting is held each spring to assist with event coordination and to schedule events in the student calendar, *The Gavel*. **Groups who fail to attend this meeting may not find an open location and date for their all-campus event(s). Although a group may have placed an event on the master calendar at the scheduling meeting, THE DATE IS NOT GUARANTEED UNTIL the Event Registration Form is completed and on file.**

Should a group decide to change the date of its all-campus event, the change must be done with the approval of the Office of Student Involvement and Leadership Programs. Requests for date changes should be made at least one month prior to the event. Those groups who hold events without permission may face disciplinary action.

Student organizations with overdrawn accounts will not be permitted to finalize their event until after their account has been cleared.

Student Government Association Grants

SGA oversees the awarding of grants for student organization events. To be eligible for consideration, an application must be filed with the Vice President of Finance of SGA. The applying organization must have a representative present at the SGA Grants Committee meeting and at the general assembly meeting. REACH grants are also available for events and organizations related to diversity and cultural awareness. These applications should be filed with the Vice President of Diversity and be approved by the REACH grants committee and REACH assembly.

These applications are available outside of the SGA Office (AU 305) or online at www.butler.edu/sga. For more information, contact the Student Government office at 940-8147 or the Office of Student Involvement and Leadership Programs.

Faculty/Staff Advisors

Every student organization, Greek chapter, and residence hall is required to have a faculty/staff advisor. A faculty/staff advisor is also assigned to each undergraduate class. Faculty/Staff advisors are full-time employees of Butler University and decide to participate because they feel they can contribute to the success of the student organization and its members. While their roles may vary from group to group, they generally offer continuity, support, and guidance.

The faculty/staff advisor and student organization president must submit the President and Faculty/Staff Advisor Statements of Understanding along with a list of officers and constitution to the Office of Student Involvement and Leadership Programs (these forms are available in that office). Failure to do so could result in the student organization account being frozen, the loss of privilege of using Butler facilities, and the inability to schedule campus events.

The role of the advisor is to serve as a sounding board off of which students can bounce new ideas; offer support to the group; intervene in conflicts between group members and/or officers as necessary; be knowledgeable of policies that may impact the organization's decision, programs, etc.; help students cut through administrative "red tape;" provide an outside view or perspective; and provide student groups with university and community connections.

Fundraisers

Permission to hold any function or event for profit must be obtained from the Director of Student Involvement and Leadership Programs. Fundraising Proposal Forms are available in the Student Involvement and Leadership Programs office and require the signature of the faculty advisor and Director of Greek Affairs for Greek Chapters.

Any organization sponsoring such events is responsible for all incurred debts. All funds derived from the fund raiser must be deposited into the student organization account at the Student Involvement and Leadership Programs office. Disbursements from these funds are to be processed by the Office of Student Involvement and Leadership Programs.

It is the policy of Butler University that outside groups wishing to sell on campus must be sponsored by a student organization. Portion of the proceeds are to be turned over to the sponsoring student organization. No credit card solicitation is allowed on campus.

For sale of products within the residence halls, the approval of the Director of Residence Life is required.

The sponsoring organization is expected to file a report with the Student Involvement and Leadership Programs office after the event is scheduled. Groups planning a fund raiser may contact the Student Involvement and Leadership Programs office for assistance.

Hazing and Pre-initiation Activities

The University does not tolerate hazing by any group or student organization. Hazing is defined as any action taken or situation created intentionally, whether on or off campus premises, that produces mental or physical discomfort, embarrassment, harassment or ridicule. Any organization involved in a hazing incident is subject to disciplinary procedures.

Statement on Hazing and Pre-Initiation Activities

In conjunction with the Fraternity Executive Association, Butler University believes that hazing is an unproductive and hazardous custom, which has no rightful place in the fraternity system. Hazing, as defined by the Fraternity Executive Association, is any action taken or situations intentionally created, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts and scavenger hunts; road trips or any other such activities carried on outside the confines of the house; wearing publicly apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions that interfere with scholastic activities; and any other activities not consistent with fraternal law, ritual or policy or the regulations and policies of the University.

Students should be aware of Indiana state law which states:

- A. As used in this section “hazing” means forcing or requiring another person.
 1. with or without the consent of the other person; and
 2. as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.
- B. A person who recklessly, knowingly or intentionally performs:
 1. an act that creates a substantial risk of bodily injury to another person; or
 2. hazing commits criminal recklessness, a class B misdemeanor. However, the offense is
 - a. Class A misdemeanor if the conduct includes the use of a vehicle; or
 - b. Class D felony if it is committed while armed with a deadly weapon.
- C. A person who recklessly, knowingly, or intentionally:
 1. inflicts serious bodily injury on another person; or
 2. performs hazing that results in serious bodily injury to a person commits criminal recklessness, a class D felony. However, the offense is a class C felony if committed by means of a deadly weapon. (I.C. §35-42-2-2)

Liability Waiver

When a student is participating in a student or university-sponsored event, such as a field trip or sports activity, he/she is required to sign a liability waiver form in which Butler University disclaims liability for injuries or property damages suffered regardless of cause.

This liability disclaimer applies to, but is not limited to, the following:

- Any injury or damage sustained on property owned by or under the control of the university, its subsidiaries or affiliated institutions (such as a classroom, residential units, structures, buildings, public areas, vehicles, etc.
- Any injury or damage incurred while attending a classroom or related activity, whether for credit or non-credit regardless of cause
- Any injury or damage suffered in an intercollegiate or intramural contest or event (athletic or otherwise) as a participant, spectator, or other; this includes transportation to and from the contest or event
- Any injury or damage as a result of any act of omission by any university personnel (faculty, staff, employee, officer, trustee), student or contractor.

A template for a waiver is available in Student Involvement and Leadership Programs.

Upon being admitted to the university, a student is bound to follow all of the university's rules and regulations. Butler students who fail to familiarize themselves with this disclaimer will not be excused from compliance with the policies and requirements herein.

Mail

If a student organization needs to do a mailing the following procedure is required:

1. Mark the envelope at the top right hand corner with the student organization account number. If more than one envelope is to be mailed, place a rubber band around the stack and mark only the top envelope. The student organization account will be charged for the mailing.
2. Regular business envelopes (#9 and #10) must have the flaps up so that they can be sealed in metering machines. The mail center cannot seal large envelopes; therefore they must be sealed before going to the mail center.
3. Large campus mailings should be grouped together in address order.
4. Pre-sort mail will be delivered at a reduced cost. In order to be processed as presort, mail must be typed and be in regular business envelopes (#9 or #10). Labels should be applied as straight as possible. Crooked labels could result in higher postage fees. Please separate handwritten address mail from the typed address mail. Bundle each in separate groups. All handwritten mail will be sent out first class, with no discount.
5. All overnight mail needs will be made through Airborne Express, unless specified. Contact Campus Impressions (Ext. 6495) for details.
6. Bulk mailings require advance notice. Contact the Mail Center (Ext. 9309) for information.

Student Organization Mailboxes

All student organizations are given a mailbox that is located in the Atherton Union Student Lounge (lower level, next to the Fitness Center). These boxes are to be used for organization mail purposes only and should be checked often. The Office of Student Involvement and Leadership Programs will not place personal or sensitive mail in these mailboxes, but will notify the appropriate organization that the mail item may be retrieved in the Office of Student Involvement and Leadership Programs. The Office of Student Involvement and Leadership Programs is unable to accept responsibility for mail that is lost or misplaced once it has been placed in the student organization mailbox.

Media or Instructional Equipment

Student organizations requiring media or instructional equipment for a scheduled event should contact the Office of Conference and Events Services at least a week ahead of time.

Office of Student Involvement and Leadership Programs

Student Involvement and Leadership Programs is committed to enhancing the overall educational experience of students through development of and participation in social, cultural, intellectual, recreational, leadership, and student employment opportunities. Additionally, we foster community among all members of the Butler family through programs and services provided in the Atherton Union.

The Office of Student Involvement and Leadership Programs is glad to assist any organization with programming, goal-setting, fund-raising, and any other service possible. A variety of resources are also available through this office, including the Leadership Library, Leadership Training, Master Calendar, Resource File, and Student Organization Records.

Hours: Monday - Friday 8:30 AM - 5:00 PM
Location: Atherton Union 101 (inside the Reilly Room)
Phone: 940-9262

Fax: 940-6421
Web: www.butler.edu/studentlife/involvement

Office Space

Atherton Union has a limited number of rooms for student organization offices. Those organizations fortunate enough to have office space should use it. These rooms are intended to be used for more than storage. Organizations having office space must submit office hours to the Student Involvement and Leadership Programs office no later than the second full week of school each semester. The office should be attended at least five hours per week.

Keys will be issued to the officers of student organizations that have office space. These are available in the Office of Student Involvement and Leadership Programs. **At the end of each year, the key is to be returned. If the key is lost, stolen, or not returned, the costs associated with re-coring the lock and making new keys will be charged to the student organization or may be charged to student checking out the key.** No refund will be made if the original key is later found.

Applications for student organization office space may be submitted to the Director of Student Involvement and Leadership Programs. Each student group needs to reapply for their office each year.

Organizational Funds

Another important member of the student organization leadership team is the treasurer. It is his/her responsibility to manage the finances of the group. Deposits, check requests, petty cash reimbursements and other transactions should be carried out by the treasurer of the organization. The president and faculty/staff advisor are the only other members of the organization that may complete financial transactions.

Two information meetings are scheduled at the beginning of each academic year for student organization treasurers. Treasurers of student organizations, Greek housing units, and residence halls will be contacted in early fall and must attend one of those meetings. At this meeting, a treasurer's handbook is supplied and contains instructions for specific transactions. Also, account numbers and copy access codes are distributed at this meeting. Any discrepancies between the records of the student organization treasurer and those on file at the Student Involvement and Leadership Programs office should be questioned promptly.

Greek housing units also may have a Butler student organization account which is used primarily to charge copy center expenses, bookstore charges, mail charges, food service charges, facilities management expenses, and public safety charges. It is suggested that copies of these charges be sent to the Student Involvement and Leadership Programs office. At the beginning of the academic year, a positive balance must be in the account against which charges can be made during the year.

Every student organization must maintain its financial account at Butler University. Records of student organization accounts are maintained in the Student Involvement and Leadership Programs office. All deposits, withdrawals and check requests should be made through this office. **Outside bank accounts are strictly prohibited.** There are several reasons for this: 1) treasurers change each year, and records are apt to get lost or not forwarded, 2) maintenance of records by the Student Involvement and Leadership Programs office ensures continuity, 3) banking institutions often charge fees, which won't occur through the Office of Student Involvement and Leadership Programs, 4) the office of Student Involvement and Leadership Programs office is more convenient than an off-campus site, and 5) having all funds pass through the office of Student Involvement and Leadership Programs ensures that money be used for authorized expenses only.

Student organization balances roll over from one year to another.

Cash Advances

Cash advances to cover incidental expenses may be obtained from a student organization account. Daily limit per organization is \$100.00. Cash advance forms are to be obtained at the Student Involvement and Leadership Programs office. Once signed by a staff member, the form is then taken to the Student Accounts window in Jordan Hall to obtain cash. Within two weeks an expense report needs to be filed in the Office of Student Involvement and Leadership Programs as to how the money was spent. **Please bring all receipts with you when filing the report.** If not all of the money is spent, it will be deposited back into the student organization account. If more money was spent than requested, the student will be reimbursed from the student organization account. No monies are to be used for the purchase of alcoholic beverages. **If a satisfactory expense report is not filed, the account may be frozen and the advance will be charged to the student's university account.**

Check Requests

To have a check written from a student organization account, a proof of expense is required by the Business Office (i.e. bill, invoice, etc.) All bills, invoices, and receipts must be the original, and not a copy or fax. The invoice/receipt should be taken to the Student Involvement and Leadership Programs office where a request for payment form will be completed and sent to the Business Office for preparation. The check will then be mailed from the Business Office. Information needed for check preparation includes the student organization account number, total amount of the check, name and address of the payee, and the federal tax ID number of the vendor. Checks CANNOT be processed without this information. Any attachment that needs to accompany the check will also be mailed with the check.

Checks requested by noon Friday will be computer generated and ready by Friday of the following week. Treasurers should plan ahead to allow time for checks to be processed.

Checks Returned for Insufficient Funds

Checks returned for insufficient funds are sent to the Student Involvement and Leadership Programs office. If school is in session, the check will be turned over to the treasurer of the student organization for follow-up. If school is not in session, the Student Involvement and Leadership Programs office will follow-up with the student whose check has been returned. Until the check is reissued, the amount of the check is deducted from the student organization account.

Deposits

Cash and checks to be deposited are to be taken to the Student Involvement and Leadership Programs office. They should not be taken to the Accounts window in Jordan Hall. Checks should be endorsed on the back with the student organization account number. Large amounts of coins will be accepted by the Business Office only if they are wrapped. A receipt will be issued for the organization's files. Also, any returned checks for insufficient funds will be the responsibility of the student organization.

Financial Reports

Each month, a financial report generated by the Business Office will be sent to each student organization treasurer if requested. It is the responsibility of the treasurer to reconcile the account with their own records. Questions regarding any discrepancies should be discussed with the Student Involvement and Leadership Programs office.

Mileage Reimbursement

To be reimbursed for mileage, a student needs to contact the Student Involvement and Leadership Programs office with the following information: date of trip, destination, purpose of the trip, and mileage. The student will be issued a travel expense report for reimbursement at the Student Accounts window. The reimbursement will be taken from the student organization account.

All employee (faculty/staff advisors) reimbursements must be submitted using the Expense Report Form as found on the Ben server. This can be completed through the Student Involvement and Leadership Programs office as well.

Negative Accounts

A notice will be sent to the student organization carrying a negative balance informing them of their account debt. The account must be cleared as soon as possible. Failure to do so will result in the account being “frozen” and the group will not be permitted to participate in campus events or schedule events, activities, or meetings.

Reimbursements

If a student has incurred an expense for the student organization, they can be reimbursed through the Student Involvement and Leadership Programs office. All that is needed is the original receipt for the expense. If the expense is less than \$100.00, a petty cash slip will be issued. This slip can be cashed at the Student Accounts window. Reimbursements larger than \$100.00 will require a check to be written, which will take approximately one week to process.

No reimbursement will be authorized without proof of expense. The Business Office requires receipts for auditing purposes. However, if no receipt is available, such as in the case of monies being deposited into the account for trip expenses, convention travel or prize money, a notice (by e-mail) needs to be sent to the workers at the accounts window in Jordan Hall (this will be done by the Student Involvement and Leadership Programs staff). Attached to the reimbursement request must be a note explaining that no receipt is available.

Purchase Orders

On occasion a vendor will require a purchase order number from a student organization before a purchase can be made. A requisition for a purchase order is initiated at the Office of Student Involvement and Leadership Programs. Needed are the name and address of the company, a list of items to be ordered, and their approximate cost. The Office of Student Involvement and Leadership Programs will submit the request to Purchasing, and the student organization will be notified of the PO number.

Requests for All-Campus E-Mails

To request an all-campus email, type the message and send it to: allcampus@butler.edu. Be sure to indicate whether it should go to students, faculty, staff, or any combination of the three. The request should be sent two days in advance of your preferred announcement date.

Request for Mailing Labels or Lists

Requests for labels should be made two weeks in advance by completing a Label Request Form provided by Student Involvement and Leadership Programs (AU 101). Requests from student organizations must be approved by the Office of Student Involvement and Leadership Programs, and there will be a charge of \$15.00. Requests for less than 100 labels will not be filled.

Requests for lists of students (i.e. by housing unit, etc.) should be made two weeks in advance and can be obtained by completing a List Registration Form provided by Student Involvement and Leadership Programs. There will be no charge assessed for list requests, but they must be approved by the Office of Student Involvement and Leadership Programs.

Resource Files

A variety of resources to assist with programming, goal setting, fund-raising, etc. may be found in the Student Involvement and Leadership Programs office. There is a leadership library where books and other resources on a variety of leadership topics (i.e. assertiveness, committee recruitment, goal setting, etc) are on file. There is also a resource file of entertainers, DJs, retreat sites, clothing catalogues, etc. available in this office.

Scheduling During Finals

All co-curricular activities must terminate each semester no later than the date of the last regular meeting day of classes. No co-curricular activities are permitted on reading day or during final examinations.

School Songs

Alma Mater

In the gallery of memories
There are pictures bright and fair
And I find that dear old Butler
Is the brightest one that's there.
Alma Mater, how we love thee
With a love that ne'er shall fade.
And we feel we owe a debt to thee
That never can be paid.

Fred W. Wolfe
Class of 1916

Butler War Song

We'll sing the Butler war song,
We'll give a fighting cry;
We'll fight the Bulldog battle –
...Bulldogs ever do or die.
And in the glow of victory firelight,
Hist'ry cannot deny
To add a page or two
For Butler's fighting crew
Beneath the Hoosier sky.

John Heiney
Class of 1923

Sign Posting

All signs and notices must be approved and stamped by the Student Involvement and Leadership Programs office. Signs may be posted only on bulletin boards. **Signs posted on interior or exterior walls, windows, doors, elevators, and/or any wood or painted surface will be removed and fined \$25.00. Organizations posting signs that cause damage to building surfaces may be fined larger amounts to repair damage.** This policy was developed in an attempt to improve the appearance of our campus buildings.

Signs posted on a bulletin board designed for a specific department or residence hall must be approved by the academic department or residence hall coordinator, respectively. No door hangings or under-door solicitation is permitted.

Notices and signs must clearly state the official name of the sponsoring organization(s).

Space Reservation

Student requesting meeting or activity space anywhere on campus must first contact the Office of Student Involvement and Leadership Programs. An event registration form must be completed and

students will be referred to the Conferences and Special Events office to finalize their event. An event is not considered scheduled until finalized through the CSE office.

Special Set-Ups

To accommodate any special set-up needs such as requests for tents, roadblocks, barricades, or audiovisual equipment, student should initiate the space reservation process with the Student Involvement and Leadership Programs office at least 60 days prior to the event.

Starbucks Use

Student organizations will not be permitted to reserve a table in Starbucks. The organization may request a table on the Starbucks patio (with Conference and Events Services) or at either end of the Atherton dining hall. (Reserve in Student Involvement and Leadership Programs). Having a table in the middle of Starbucks causes traffic congestion, and closes the space between the bookstore and Starbucks.

Programming in Starbucks is also prohibited unless co-sponsored through the Student Government Association (contact the Office of Student Involvement and Leadership Programs for more information).

Thank you for your participation as a faculty/staff advisor! If you have any questions or concerns, please contact the Office of Student Involvement and Leadership Programs at 940-9262!