Student Organizations Advisor's Manual

Being an Advisor

Introduction
It is a natural part of the education process for students to have extracurricular activities that run hand in hand with their classroom experiences. These often take the form of social interest organizations. At Earlham we have nearly 75 of these organizations, which students may join. New ones form each year, and some are set aside to changing interests to the students. All of these organizations serve to help the students gain valuable experience, which will eventually be used in the world beyond Earlham.
- time management
- organizational leadership,
- personal leadership style
- finance and budgeting
- communication

These are just a few of the skills students work to master through involvement. At this point students still need guidance, assistance and mentorship. This manual is designed to assist faculty and staff who have chosen to be the mentors for these organizations.

Role
The role of the faculty advisor is the most important role in maintaining a solid leadership structure. This can also be one of the most rewarding relationships for the advisor and for the students.

Each organization must have at least one (1) Earlham College faculty or staff member as an advisor. The advisor's role is mainly to advise the group on programming and to oversee the general programming concerns of the organization.

A secondary responsibility is to develop and maintain the leadership structure of the organization. In conjunction with the Director of Student Activities, advisors will mentor the student organization and its individual members. We will make certain the group is in compliance with all college rules and regulations.
- The advisor is not expected to assume leadership of an organization, but is encouraged to work closely with the officers and to offer input into the organization's decision-making process.
- The advisor lends his/her experience, judgment, and knowledge to the club members with his/her guidance and leadership experience.
- The advisor helps maintain continuity in the club programming and provides knowledge and input in the compliance of College policies and procedures.
- The advisor should attend club meetings and be available to counsel club leaders and members.

- The advisor should attend as many club events as possible. When clubs host events off campus or at times when more supervision is called for, the advisor must be present or make arrangements for a proxy.

Expectations
- To be involved with the organization and it's programming.
- To be on-campus during the semester/year during which he/she is the advisor.
- To be involved in the SOC allocation process.
- To attend organization programming efforts.
- To assist in maintaining consistency in leadership from year to year.
- To be aware of procedures for using college facilities and advising on this aspect.
- To guide the organization in the compliance with College policies.
- To be aware of spending guidelines and educating the organization's leaders of these. Advisors are also expected to sign off on spending for the organization.
- If the organization maintains a library or equipment, the advisor is responsible for the proper storage and security for these items.
- To help individual members develop the skill needed to be good leaders.

Advisor Contract
It is suggested that each year the advisor develop a contract between the advisor and their organizational leaders. This contract will detail the roles and expectations for the advisor and the leaders. Be as detailed as necessary so that the leaders are aware of your role. A sample advisor contract may be obtained by contacting the Director of Student Activities.

Leadership Development and Retreats
Advisors are the key to insuring that leadership is carried over from semester to semester. In order to have successful programming we need to plan months in advance. For this reason the advisor should host at least one leadership retreat each year; two would be better. The first retreat should occur in the first few days of the fall semester; this should frame the plans for recruiting new members and for the upcoming programs. The retreat should also be used to discuss the meeting times, locations, etc.

The second retreat needs to occur at the end of the fall semester. Many of our students take spring semester off campus and most organizations change leaders at the semester break. For this reason a short retreat between old and new leaders is a way to bridge the gap and insure that leadership is passed from generation to generation.

A third leadership retreat should be considered after Spring Break. This retreat will be used to plan end of the year activities and set major activities for the Fall Semester. If groups wait until fall they will find it difficult to obtain an open date for an event.

Retreats do not need to be long drawn out activities. A simple 3-5 hour block of time is usually all that is needed for smaller organizations. This can be accomplished as an

extended meeting; a special Saturday or Sunday half-day meeting is also helpful.

Recognized Student Organizations

All student groups associated with Earlham College must complete the recognition process.

Recognition allows groups to:

- Use the college name
- Receive funding
- Solicit funds on campus and (when approved) off campus
- Maintain a "bank account" at the Business Office
- Use college facilities
- Co-sponsor events with larger groups
- Maintain a mail box in the Community Action Center
- Use the Community Action Center for meetings, publicity activities and office space

A recognition form must be completed at the beginning of each year and updated for second semester. SOC leaders will send these to conveners of record in the first 10 days of each semester. These will also be posted to the faculty advisers list serve.

Purchasing and Accounting procedures

Accounting

Accounting is one of the most important areas where the advisor needs to be involved. In the following pages we will discuss many of the accounting procedures on campus. Where student organizations are concerned, there are only a few ways that organizations can receive money.

Student Organizations Council (SOC) and Allocations

SOC is the funding arm of the Earlham Student Government. Each semester SOC receives a significant amount of the student activities fees to be allocated to clubs and organizations. Some groups that require standing operational budgets receive a percentage of these fees. These groups include WECI (campus radio), Earlham Word (newspaper), Student Government Executive Council, Student Activities Board (SAB), Earlham Film Series (EFS), Earlham Volunteer Exchange, etc. Organizations that do not fit into this level go through the allocations process.

SOC receives approximately 33% of the student activities fees to allocate to recognized student organizations

Each Fall semester SOC will allocate 250.00 to every recognized student organization. Provided your group does not plan to spend more than this your allocation process is complete until December. Any group that needs more funds for their activities will need

to submit a "special allocation form." These forms can be found on the SOC website.
https://www.earlham.edu/studentlife/student-government/soc
You will be required to submit a synopsis of what your group is planning to spend money on. A detailed budget, and plan for accomplishing your event. SOC will meet with the leadership of the group to discuss their plans and either approve or deny the allocation. Special allocation forms must be submitted 3 weeks prior to an event, or earlier for funding to be approved.

DEBT
It is imperative that accounts be kept out of debt. SOC views debt as a sign of financial irresponsibility; it will effect the future funding levels and possibly even the status of the organization. Keep detailed records of account balances and all transactions. It is SOC policy to cover the debts of all organizations at the end of each term. These organizations will be minimally funded for the following term and placed under review. Further debt could lead to loss of recognition. If an organization faces circumstances completely beyond its control that would cause it to be in debt, it may petition SOC for emergency funding. Emergency funding is granted rarely; if granted, however, the organization will still be considered to be in good standing with SOC. The SOC does not retroactively fund activities and events. You must have approval before spending student activity fee money.

The allocation your organization receives is placed in your 12020 account. These are accounts set up with the Accounting Office in the name of each recognized organization. Funds designated as allocated remain in the organization's account until the end of the term. Any money not used will be swept back into the main SOC account. The only time during the term that allocated funds return to SOC is in the event that a group loses its recognition.

Sweeping Accounts
All groups are expected to spend their allocated funds. Funds not spent will be swept back into the SOC account for inclusion in the next semester's funding process. Groups may request that their monies not be swept. A request of this type must be received by the SOC at least three weeks prior to the end of the semester. SOC no sweep forms are available on the SOC website. The group must state what specifically the monies are being saved for.

Any money that the group has raised, outside of student activities fees will not be swept. It is the responsibility of the convener to inform SOC what monies they have raised on their own and to document this in order to prevent the money from being swept. If appropriate documentation is not received by the end of the semester, it will be assumed that all monies in the account are to be swept.

Co-Sponsorships

Any recognized organization can request co-sponsorship from a number of different sources. SAB, Student Activities Office, Events Committee, Multicultural Affairs, and other student organizations may co-sponsor events. Contact each organization for their procedures.

Fundraising

Any group may choose to raise funds outside of the allocations or co-sponsorship process. Fundraising is restricted to on-campus unless specifically approved by the Office of Institutional Advancement and the Director of Student Activities. Please consult with the Director of Student Activities to insure that your fundraising activities do not violate any rules or laws.

Cashier's Window

The cashier's window is open from 9:30 a.m.-2:30 p.m. Please respect the hours of the window due to other duties that must be completed to balance out. When you come to the window, please make sure to have the following information completed:

- Complete account number or
- 5 digit student organization number
- Receipts from expenditures

Payments

Cash payments should be turned in at the cashier window to get a receipt. No cash payments should be sent through campus mail. Department payments should be accompanied with complete account number information.

Invoices

Payments are made from Original Invoices, with proper account numbers written on the face of the invoice and signed by the organization's advisors or the Director of Student Activities (if the advisor is not available). You should also write "Ok to pay" and the date. If the organization does not issue invoices, a check warrant may be used.

Check Requests

Check warrants serve to inform accounting to release a check. All information about the purchase must be clearly stated. All check warrants are available from the Director of Student Activities (a copy of the check warrant form is in the appendix of this document). Warrants should only be used if the organization doesn't issue invoices.

Each request in the form of an invoice or check warrant will require a complete address, including street or box number, city, state, and zip code. A social security number or tax

ID number is needed for tax purposes. We cannot produce a check for a vendor without this information. The Advisor or the Director of Student Activities must sign off on these check requests.

Deadlines for Payment
Invoices and Check Warrants need to be turned into the Accounts Payable office by Noon on Monday. The Business Office processes checks only once a week, every week. Students will not be permitted to charge any purchases for regular College departments to their personal credit cards.

Reimbursements
Reimbursements for individuals on campus (students, staff, and faculty) that are less than $200 must be made at the Accounting Office cashier's window. Reimbursements over $200 may be sent to Accounts Payable with appropriate receipts attached and signatures from their Advisor or Director of Student Activities.

Stipend and Honoraria
All stipend and honoraria payment requests for non-Earlham persons must include the recipient's social security number and home address. This is required information for tax reporting for individuals receiving $600 or more in any given calendar year. All stipend and honoraria payments for Earlham persons paid on the Earlham College payroll must be paid through the Earlham College Payroll Office. No Earlham employees or students may receive honorariums.

Bookstore Purchases
Early every term SOC will send a copy of current Convenors and Business Managers to the Bookstore. Only these students will be able to make organizational purchases at the bookstore. If your organization would like to change the people that are authorized to charge items at the bookstore please contact SOC.

Petty Cash Purchases
When you need to purchase items locally (off campus) that total $100 or less, you may use petty cash. The guidelines for petty cash purchases are:
1. You must be officially registered through SOC with Accounting as the principle purchaser for your organization (usually the Business Manager).
2. Go to the cashier in the Accounting Office where you are eligible to receive up to $100 per day for purchases.
3. Bring the change and receipts to Accounting immediately following the purchase.

Note: For questions please call Accounts Payable at Ext. 1270

Web Updates

Any Student Organization web updates should be sent to Kris Ashenfelter, Administrative Assistant to the Director of Student Activities and Runyan Center, at ashenkr@earlham.edu. All Organization updates should be sent no later than 15 days after the semester begins or 10 days after an officer change. When sending the updates please be sure to include the name and e-mail address of the convenor(s), business manager or Treasurer (if applicable) and the Faculty Advisor. If the change is for an officer in Student Government, SOC, etc. please include the name and e-mail of the person and what office they are in. If at anytime you see something that is wrong or needs changed please be sure to e-mail or call Kris Ashenfelter, ashenkr@earlham.edu or 765-983-1580.

Reserving Spaces and Other Resources/Services

Runyan Center is the centralized location for scheduling space on the Earlham campus. The reservation desk is open Monday-Friday, 9:00am- 4:00pm. The phone number is x1587; please leave a complete message when you call so that our Reservationists can quickly process your request. All reservations are now made through the online reservation system http://www.earlham.edu/student-activities/runyan-center/reservation-form.We attempt to fill each request in a timely and professional manner. Please keep in mind that our spaces are limited and we attempt to balance the schedule so that we do not over-program the campus.

Official college related groups and individuals have priority for space over non-college related groups and individuals, during the academic year. As a general rule, non-college groups and individuals cannot reserve space until two weeks after the beginning of each semester.   This allows student groups plenty of time to make reservations.

We are responsible for most campus spaces after 4:00pm, on weekends, and when classes are not in session. For space reservations during the academic day 8:00am-noon and 1:00pm-4:00pm please contact the registrar's office.

Please remember that Earlham works on a philosophy that programming activities is a decentralized process. The reservations office assists in securing space and communicates many of your needs to other campus offices. It is however, your responsibility as the sponsor to contact individual offices to make/confirm the appropriate arrangements.

Making a Reservation
- Step 1. \Complete the online reservation form
  http://www.earlham.edu/student-activities/runyan-center/reservation-form

- Step 2. When reserving space please indicate any other campus services you may need; i.e. Media Resources (x1314), Housekeeping (x1679), Maintenance (x1315) Food Service (x1329) and Security (x1400). Although the reservation form will be sent to these offices once confirmed, you will need to contact these offices directly to ensure the clarity of your specific needs.

- Step 3. If you wish your event to be posted on the Web Calendar, you will need to go to the web calendar and submit your addition. The web calendar can be found at http://www.earlham.edu/cgi-bin/we/ec/webevent.cgi?cmd=opencal&cal=cal3&

  Click on the "add event" button and complete the form. All events must have confirmed space reservations prior to being approved for the web calendar.

  - ❖ Confirmation of your space will be sent with 48 hours. Please keep your confirmation notice in case there are any conflicts.

Traditional College Events
1. All-Campus Events. We will take dates and details for all "traditional" events as far in advance as possible. Traditional events include, but are not limited to Homecoming, Parent's Weekend, Commencement, New Student Week (NSW), Endowed Speaker's Forums, Preview Days, etc. Patty and Rich will directly coordinate these reservations.
2. Major Weeks/Months. Major weeks and months, those that fall in a particular season each year and traditionally have several scheduled components throughout the time period, will be reserved at the earliest possible date. We understand that some of these decisions are student driven, however the earlier these dates are identified the less likely of a conflict occurring.
3. Please keep in mind when planning all college events and events that will be inviting members of the larger Richmond Community you must work closely with the campus events coordinator.

"Tabling"
Tabling is an Earlham tradition where any group on or off-campus may reserve a table in the Runyan Hallway for their organizational activities. These activities may include, but are not limited to; fundraising, ticket sales, recruitment, petitions, informational/ educational activities, etc. Tables are usually reserved from 11:00am-1:00pm, however you may reserve your table for any time the Student Center is open. Tabling is not available on Fridays when there is a Brown Bag Concert from Noon-1pm.

Reserving Certain Spaces
The Wellness Center, all library rooms, Computer Labs, Fine Arts Areas like Wilkinson and Goddard, The Richmond Room, the 1st floor conference room in Landrum Bolling Center (LBC) and the conference room in Mills hall all require approval from another office before a reservation is confirmed.

Cancellations
Contact Reservations if an event/activity is cancelled. They will then need to contact the appropriate areas.

Shielding Events Guidelines
Shielding can occur only within evening prime time (7-10 pm) and will be limited to only one event each evening.
Consideration for giving an event shielded status
- Shielding requested at time of scheduling
- Impact on other events (based on past experience)
- Academic related
- Community wide programming
- Financial impact on sponsoring group (income producing/expense)
- Culminating experience for participants
- Single of multiple occurrence (i.e. number of times same program is offered)
- What other events have been scheduled for that time/day

Events that receive shielding must fall into the 7-10 p.m. time period. We cannot consider shielding for other time periods.
Off-campus events. In general, off-campus events will not receive shielding. However, we will not schedule extremely large events on or off campus during the shielding time period (7-10p.m.) i.e. Air Guitar, Sweetheart's ball, large concerts etc.

Sound Permits
Please contact The Director of Student Activities for instructions on acquiring a noise variation permit.

Use of College Vehicles

EARLHAM COLLEGE
FLEET VEHICLE POLICY

Earlham College Fleet consists of two cars, four mini-vans, and six 15-passenger vans. One of the mini-vans is specially designed for handicap transport.

The cost per mile for a car is .49 cents.
The cost per mile for a mini-van is .56 cents.
The cost per mile for a 15-passenger van is .75 cents.
There is a minimum charge of $10.00 for use of an Earlham College vehicle.

Please read the campus vehicle policy
http://www.earlham.edu/policies/fleet.html

Flag Posting Policy

Flag Policy

Earlham College

The U.S. and Indiana State flags shall be flown on a flag pole located at an alternative site on the Earlham College campus. Proper lighting shall be utilized for proper night presentation of the flag.

The *Heart* flag pole shall be utilized for an Earlham College flag and special interest flags. Permission to fly special interest flags shall be approved by the Dean of Student Development in conjunction with the President's office. A formal request shall be presented to the Director of Campus Safety and Security at least 14 days before the planned presentation date. Early requests shall receive priority consideration.

A maximum of two celebratory flags may be presented at one time. Approval of a presentation request shall be in accordance with Earlham College *Practices and Principles*. Priority may be given to a flag presentation that corresponds to a recognized celebratory period. The maximum time a flag may be flown is usually one week; however, the requirement may be extended to 30 days if the celebratory period is recognized during that time. If several groups observe a celebratory period during the same period of time, a consensus will determine the outcome of the flag presentation.

A single celebratory flag may be displayed at the beginning of another group's celebratory period. In an effort to celebrate our diversity, the current celebratory flag may be temporarily lowered to permit the addition of a second celebratory flag.

The U.S. flag should be displayed daily on the Earlham campus. The display of the U.S. flag should be in accord with the standard protocols used for the display of the national flag. In particular, proper lighting should be used when the flag is displayed at night.

As part of special celebrations, Earlham student groups often wish to be able to display celebratory "special interest flags," – flags which those groups feel represent their interests and commitments. Earlham supports the display of such flags as an expression of the diversity of the Earlham community. This policy sets the guidelines for displaying such celebratory flags.

When it becomes possible to site and erect a second flagpole on Earlham's campus, one flagpole will be used exclusively for the display of the U.S. and Indiana State flags, the other will display an "Earlham" flag and, below it, up to two celebratory flags. Until that second flagpole is available, celebratory flags will be flown beneath the U.S. flag on the present flagpole.

When a group wishes for permission to display a celebratory flag, the group should file an application (attached below) at the office of Campus Safety and Security. Applications should normally be made at least 14 days before the celebratory flag is to be raised. Permission to fly a celebratory flag is subject to the approval of the Dean of Student Development, whose decision about such applications should be made in accord with Earlham College's *Principles and Practices*.

Normally, a flag may be flown for no longer than one week, though that time may be extended (up to one month) when the flag is part of a celebration lasting longer than seven days.

A maximum of two celebratory flags may be presented at one time. When there are applications to display more than two celebratory flags during the same time period, priority will normally be given to flags which are part of time-specific celebrations. If more than two groups wish to fly celebratory flags during the same time period and there is no clear criterion as to which flags should receive priority, a consensus decision among those groups should determine the schedule on which the various flags are displayed.

On some occasions, one celebratory flag may already be on display when it is time to add a second celebratory flag. On such occasions, as part of our collective support for one another, the current celebratory flag will be temporarily lowered to permit the addition of the second celebratory flag.

Sign Posting Policy

SIGN POSTING POLICY

Preamble: This policy was formulated in response to complaints that signs from campus groups are often removed almost immediately after they have been posted. In trying to understand why this happens, CCL became aware that there are considerable differences of opinion as to where it is appropriate to post signs, as well as the nature of what may be posted. Because of these differences of opinion, Earlham community members have sometimes felt they were justified in removing signs that students had posted. The aim of this policy is to establish criteria for posting signs in public places, so that when individuals or campus organizations follow these criteria, they can feel confident that the signs they post will not be removed prematurely.

Postings that follow the guidelines of this policy should not be removed before their designated "removal date." If signs have been posted consistent with this policy, the premature removal of those signs may be deemed to be a violation of the Principles and Practices document, and therefore may result in disciplinary action.

Criteria for Content of All Postings: The content of all postings on the Earlham College Campus should be consistent with the nature and spirit of The Earlham College Principles and Practices. All postings (including banners) posted by members of the Earlham community should include:

• A name and drawer number or extension number of a contact person and / or sponsoring organization.
• A date after which the posting is to be removed. For signs advertising specific events, the date of the event is sufficient. All signs are regularly removed at the end of each semester, regardless of their designated "removal date."

General Guidelines for All Buildings:
Posting areas:
- The locations of posting areas in each campus building should be decided by the "occupants" of that building. Each building should have a contact person who would be aware of the posting policies for that building, including the locations of allowed posing areas.

- Each campus building should have clearly designated areas for posting signs of general campus interest. A list of these posting areas is available from Runyan desk (ext. 1316). In addition, many building will have posting areas that "reserved" for specific types of posting. For example, a bulletin board may be reserved specifically for departmental postings.

Because of issues of safety or courtesy, some areas should never be used for posting. Postings found in these areas will be removed immediately:

- Signs should not be posted on windows or on doors in public areas, unless those areas are specifically designated as posting areas.
- Signs should not be posted on mirrors or on the glass front of display cases.
- Signs should not be posted over pictures or over other signs.
- Posters may not be posted outside. However, banners and messages drawn in chalk on sidewalks may be displayed outside. Chalk for such sidewalk messages are available at the Runyan Desk.

As noted above, individual buildings may specify additional areas that are unavailable for general posting.

Posting procedures

•When posting signs, individuals should not use materials that would deface buildings or posting areas. People posting signs should be careful when applying tape to painted surfaces to ensure that subsequent removal of the tape will not mar the painted surface.

•The use of materials such as paint, stickers, double sided tape, or glue can cause permanent damage to building surfaces, and is therefore prohibited by this policy. Their use will be considered vandalism.

•When posting in bathrooms, CCL recommends that postings be limited to those of concern for health, support, and security.

•CCL recommends that individuals and organizations not post multiple duplicate or nearly-identical signs on a single posting area. Redundant signs waste paper and limited posting space. We encourage using alternatives. If, however, individuals and campus organizations choose to post multiple signs, we ask that community members be considerate of other signs. In the case that redundant postings occupy what would otherwise be the only remaining space, one of those redundant signs may be removed to accommodate a new sign.

Removal of signs:

- The removal of signs is the responsibility of the individual or campus organizations who originally posted those signs. We ask community members to keep all posting areas current. To that end, any member of the community may remove signs after the removal date has passed.

- If signs are found that are in violation of this policy (e.g., they are posted in an area in which posting is not allowed), they may be removed by any community member. However, CCL asks that community members who remove such signs should contact the sign's sponsors (if such information is available) to notify them of the signs' removal.

- With the exception of academic departmental postings, e.g., graduate school information, postings from persons or organizations that are not part of the Earlham Community should be approved at Runyan desk prior to posting. A record of which non-Earlham postings have been received such approval should be kept at the Runyan desk. After such signs have been approved, a representative

of the off-campus group which sponsors the signs may post them in the appropriate areas.

Events Planning Policy
Please refer to the events planning manual
http://www.earlham.edu/events/documents/manual.pdf

Planning an Event Highlights

Planning
- Presenter is responsible for all aspects of reserving and the scheduling of an event including but not limited to: contract negotiations, date reservation, room reservation, Media /Tech needs, catering, marketing, housekeeping, security, audience services, back stage needs, and maintenance, bookstore arrangements. The Events Coordinator is available for support in planning events on campus. *Guideline on event inquiry available in appendix.*

Set Up and Strike
- Presenter is responsible for all aspects of an event from set-up to strike. The presenter needs to be present for all pre-sets, load-ins, rehearsals, and performances for an event and to be the last one to leave after strike. Presenters are to make sure the space is left as it was found and all lights are turned off and doors are closed.

House Needs
- Presenter is responsible for all front of the house needs including ushers, audience services, emergency procedures, back stage, and knowledge of emergency procedures. Usher training available through the Office of Events.

Marketing
- Presenter is responsible for the coordination of all publicity of an event including and not limited to: newsletter, press release, posters, programs, etc.

Programming and Shielding Policies

Below are highlights from the Programming and Shielding Policies approved by President Doug Bennett, and Earlham Community. *See the Earlham Webpage for complete documents.*

Basic Programming Principles

➢ Events are special opportunities that serve the mission of Earlham College by extending and enriching the opportunities provided by our curriculum and locally organized activities.
➢ Earlham seeks to balance its events experience by providing a rich mix of concurrent opportunities, which enhance diversity, and multicultural opportunities. The events are to be distributed throughout the semester

and should improve the community life by complementing academic programs, not compete with them.

➢ The College maintains a decentralized approach to events in that different departments and areas on the campus present events, with the support of the Events Coordinator on the coordination, programming and presentation of the event present events.

➢ Space should be maintained in programming to allow for smaller events.

➢ Any groups sponsoring an event are responsible for stewardship of the space(s) and consequences for damage or abuse of such space.

➢ All community members shall act with goodwill and seek common understanding when programming and scheduling events in appropriate spaces and at appropriate times.

➢ The College operates on the concept of Intentional Programming. Groups scheduling events are encouraged to consider the impact of their event on other activities already scheduled and not schedule like events, which compete for audiences.

➢ The intent is to encourage individuals and groups to think creatively toward providing a rich mix of opportunities (concurrent and at separate times) for both the Earlham and the greater Richmond communities.

➢ A public event is any event, which is open to and marketed to the Earlham community and to the greater Richmond/Wayne county area.

➢ A non-public event is an event that is restricted to a particular group of people.

Shielding Policy

A shielded event is an event during which no other sanctioned event can be scheduled to run concurrently, with the exception of classes and non-public events.

- o Shielding can occur only within evening prime time (7-10 pm) and will be limited to only one event each evening

- o Consideration for giving an event shielded status

  - ▪ Shielding requested at time of scheduling space and date
  - ▪ Impact on other events (based on past experience)
  - ▪ Academic related
  - ▪ Community wide programming
  - ▪ Financial impact on sponsoring group (income producing / expense)
  - ▪ Culminating experience for participants
  - ▪ Single of multiple occurrence (i.e. number of times same program is offered)

- What other events have been scheduled for that time / day

  o Junior and Senior Recitals, Productions, and/or Projects can be considered for shielding on Sunday through Thursday but not on Friday and Saturday.

  o Off-campus events. In general, off-campus events will not receive shielding.

Movie Viewing Rights
When showing movies on campus in any venue excepte residences you must adhere to these rules.

As college departments and organizations move forward with programming initiatives, I am compelled to remind campus members about the legal and acceptable uses of Video Tape/DVD and showing movies for the public. Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only. This means they can only be viewed in your private living spaces. For campus purposes, that means your residence hall room. (For home purposes, it means anywhere in your private residence). Same rules apply for movies/television shows that are video taped at home on VCR's.

Therefore anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs between $300-$600 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. Swank Motion Pictures is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability you may contact them at 1-800-876-5577. If you need any assistance with this you may contact Rich Dornberger at x1581

Many of you may know that there is an exception to the public performance fees for college and universities. That exception is only in the case of face-to face classroom instruction by a faculty member. The faculty member may show the film/movie outside the normal class period (at night for example), however, it is only for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; in a residential college, library screening rooms (and individual carrels) are usually also considered spaces designated for instruction. (Even in some cases a residence hall might qualify). In most cases library screening rooms, residence hall or student union lounges, cafeterias do not qualify. It is best to ask before screening a movie in these areas.

A faculty member cannot show it for his/her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. (Size may, however, influence the amount of the public performance fee). Likewise you still have to purchase the copyrights even if you are offering the movie/film to the audience for free. Because we are a non-profit educational institution we do qualify for the face-to-face teaching exemptions. However, that does not mean that because we are a not profit educational institution that all films/movies shown at Earlham College are exempt. Only those with an instructor present with students enrolled in his/her class qualify. This principle holds true no matter how much educational or intellectual value is contained the in film.

I know that showing a film is a fun and easy event to organize. In our busy day-to-day lives it seems to be a very simple event to organize. Nevertheless, you must always keep in the forefront that just because you purchased the film, rented or checked it out, you cannot turn that Video Tape/DVD into a program. Public performance rights must be purchased and secured before advertising any event related to movie/film viewing. Failure to adhere to these guidelines (even if done so innocently and inadvertently) can result in fines from $750 to $30,000 per showing. If admission is charged to the event and the organization/person receives some commercial or personal financial gain, fines can range upward to $150,000 plus a year in jail.
If you have further questions, please contact, Rich Dornberger, Runyan Center, x 1581

SOC/ Student Activities office forms

SOC and the Student Activities Office throughout the year require the forms on the following pages.

At the start of the fall semester, each organization in required to complete the registration form. This form insures that all of our information is accurate for the school year. It also helps us to plan for events and budget for organizational needs. This form can be found at https://www.earlham.edu/studentlife/student-government/soc/forms/organization-information-form

The special request form is used to request funding over the 250.00 allocated to each group each semester. Please complete this form at least 4 weeks prior to any activity you wish to have funded.
https://www.earlham.edu/studentlife/student-government/soc/forms/special-request-form

The " No Sweep" form is used to request that SOC does not sweep your account and the end of the term. This form must be competed 3 weeks before the end of the semester.
https://www.earlham.edu/studentlife/student-government/soc/forms/no-sweep-form

Food cannot be purchased without SOC approval and must be used for events reaching the wider Earlham community. Please complete this form at least 4 weeks prior to any event where food will be purchased with SOC funds.
https://www.earlham.edu/studentlife/student-government/soc/forms/food-request

Equipment may not be purchased with out SOC approval and must have your organizational advisor's approval along with the approval of the Director of Student Activities. Please complete the following form for equipment purchases.
https://www.earlham.edu/studentlife/student-government/soc/forms/food-request

The office Student Activities, The Director of Student Activities and the Student Organizations Council thank you for filling this important role in the lives of our students

If you have further questions about advising your student organization please contact

Rich Dornberger
Director of Student Activities and Runyan Center
Drawer 35
Ext. 1581