



Student Organization Handbook

Office of Student Activities Policies & Procedures for
all Recognized Student Clubs & Organizations



Your College **EXPERIENCE**

Begins When You

GET INVOLVED

IMPORTANT CONTACT INFORMATION

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PNC Activities

Table of Contents

Student Conduct	5
Hazing	11
Non-Discrimination	11
Zachary's Law	7
Club & Organization Expectations	8
Constitution Information	4
Leadership Transitioning	9
Club Update Form	9
End of Semester Report	12
Club Awards	14
Club & Organization Status	10
Required Club Information	11
Competitions/Hold Harmless Waiver	14
Bursar Operating Procedures	17
Handling of Funds	18
Funding for Student Travel	19
Fundraising	22
Bake Sale Regulations	22
Collection/Donation Box Request Procedure	23
Event Planning	26
Public Viewing	26
Hold Harmless Waiver	26
Bulletin Board Posting Policy	15
A/V Equipment Reservation	30-31
Important Event Information	15
Advertising Your Event	28
Social Media Policy	29
Traveling as a Student Club & Organization	32
RM01 Form	33

University Policies & Procedures

STUDENT CONDUCT

Student organization members are expected and required to abide by the laws of the state of Indiana and of the United States and the rules and regulations of Purdue University North Central, to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct that tends to obstruct the work of the University or to be injurious to the welfare of the University. A student who violates these general standards of conduct may be subject to disciplinary actions. Visit <http://www.pnc.edu/policy/conduct/> for more information on the Bill of Student Rights and Student Code of Conduct.

Hazing

- A. Certain forms of hazing are criminal offenses in Indiana. All forms of hazing are prohibited by Purdue University both on and off campus.
- B. B. Hazing means forcing or requiring another person, regardless of that person's consent, to perform an act that:
 - 1. Creates a substantial risk of physical harm;
 - 2. Substantially or seriously demeans or degrades any person; or
 - 3. Interferes with any person's scholastic activities.
- C. Any hazing allegation against a student organization will be investigated by the University. If found guilty in a disciplinary action, the student organization may incur a disciplinary penalty as specified in "**Violations of Rules and Regulations.**" University action occurs whether or not civil or criminal actions take place.
- D. In addition to action taken against a student organization, the University may take action against individual students for hazing when their conduct falls within "**Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals,**" section B-2.
- E. Any person suffering or witnessing a hazing activity is strongly encouraged to report the incident to the staff of the **Office of the Dean of Students.**
- F. The president of each student organization is responsible for informing pledges, affiliates, initiated members, and guests of this policy.

Non-Discrimination

Purdue University North Central prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.

Zachary's Law

Zachary's Law was passed in 1994 in honor of Zachary Snider, a 10-year old from Cloverdale, IN who was molested and murdered by a neighbor previously convicted of child molesting. Under this law, convicted sex offenders are required to register with the local law enforcement authority in any county where they live, work and volunteer, attend school, or own property. Clubs that plan or attend events where minors will be present (regardless of the event taking place on or off campus) are required to submit a list of organization members along with their submitted online EPF. If non-PNC individuals are assisting or participating on behalf of the club, the names of those individuals must also be submitted on a Word of Excel document in alphabetical order to the Office of Student Activities.

VIOLATION OF RULES AND REGULATIONS

Members of student organizations are required to abide by the laws of the state of Indiana, the United States, or the community and the state or country in which the organization's activities occur. In addition to a violation of the above-mentioned laws, a violation of any University rules and regulations by any member of a student organization may subject that organization and/or its members to disciplinary action by the Dean of Students.

Organization Expectations

Registered student organizations and the Office of Student Activities work collaboratively to create student experiences that promote engagement within the University. The ultimate goal is to prepare students to become leaders within the university and in the community.

Expectations for all Organizations:

Every Recognized Student Organization will:

- Be student led and managed by student officers
- Have an advisor who is a full time faculty/staff
- Adhere to the policies and procedures of Purdue University North Central
- Provide opportunities for student members to:
 - Experience leadership and self growth
 - Display conduct that nurtures diversity and
 - Develop career ready skills such as strategic planning, budget management, vocal and written communication, teamwork
- Follow policies and procedures set forth by the University
- Promote an inclusive atmosphere where everyone feels valued

Organization Constitution Information

Every member of the organization should have a copy or have access to the club's constitution. Allowing all members to study the constitution will help to unify and inform all members of the organization about the mission and goals of your club. By sharing the constitution, members will understand the purpose of the organization and can provide growth and opportunity within themselves and the organization.

Revisions and/or changes to any part of the constitution must be submitted and presented to the Student Government Association for approval. This also includes changing an organizations name. Changes are allowed and should be considered if your club finds a conflict with the existing approved constitution. The organization must revise and vote on the change before being presented to the Student Government Association. Once approved, electronic and paper copies must be delivered to the Office of Student Activities with the signature of the advisor and president.

Leadership Transitioning

Each year every organization will have to make a transition with elections and new officers. To allow for a smooth transition, communication between incoming and outgoing officers is encouraged. Your organization should develop a transition process, which reflects the principles and duties of each officer. A timeline should be established to allow adequate time for elections to be completed and the transition process to take place. Being a successful leader involves sharing information and allowing incoming officers the opportunity to learn their new roles as well as ask questions. The Office of Student Activities will provide Officer Training prior to the beginning of the fall semester. For help in creating a transition process, feel free to contact the Office of Student Activities.

Recruitment and Welcoming New Members

The Office of Student Activities offers Club Call-Out events for recruitment on a mass scale. Your organization may conduct callouts anytime throughout the year. Hosting events on campus is another great way to attract students to your club.

New Members need to feel welcome and you should get them involved as quickly as possible. Each organization should Recruit new members, provide Orientation for new members and run a New Member Meeting. Once your organization has found a good way to introduce your new members to the group, they will be one step closer to retaining their members. The few initial club meetings are important to engage the new members because this will determine their commitment to the organization.

Using the Club Update Form

Organizations must fill out the Club Update Form as a campus organization in the fall semester (no later than two (2) weeks after Purdue Pride Week). You will log in with your Purdue Career Account (username and password). You will then choose the organization in which you are updating the information for. The Club Update Form gathers information on organization information, officer and club member information. Every organization must also make sure to complete the Club Update Form within three (3) weeks of any new officer elections. The Club Update Form should be completed by the new/incoming president and should be done as a part of the officer transition period.

If an organization does not include club member information on the Club Update Form, the a roster of all members and their position held in the organization needs to be submitted to activities@pnc.edu. The president of each club will be responsible for the organization's website and updating any information.

ORGANIZATION STATUS INFORMATION

Organization Status

A *recognized club* is an organization that has been approved by Student Government Association, the Office of Student Activities, and the Dean of Students.

A *club member* is defined as a currently enrolled Purdue University North Central student who attends regular meetings, assists with/attends organization events on a regular basis, or has paid yearly dues.

Active Organization Status

- Minimum of three (3) members except for honor societies and clubs that have specific major requirements.
- Completes Club Update Form online once an academic year and then within three (3) weeks of any officer change/election.
- Hosts one campus event a semester
- Participates or hosts one recruiting event a semester (includes Club Call-Out)
- Holds at least three meetings in a semester
- Completes End of Semester Reports each semester
- Attends required Student Organization Meetings

Inactive Organization Status

- Failure to attend required number of Student Organization meetings
- Failure to hold at least three (3) official meetings per semester
- Failure to update organization profile on Student Clubs webpage
- Failure to host at least one (1) recruiting event
- Failure to appoint or elect one (1) or more of the following positions; President, Vice-President, Treasurer, and/or Secretary. A club must have a President, Vice President, Secretary and Treasurer. The Secretary/Treasurer position can be combined, if needed.
- Failure to maintain at least three (3) members (except honor societies and clubs with major requirements). Organizations will have a one semester period to recruit new members. At the end of that given semester if the club has not increased their membership the club will be considered inactive. Please utilize the Activities Extravaganza (Club Call-Out), the Office of Student Activities and your advisor to help assist with recruiting new members.

After one calendar year if a club has been considered inactive, their account in the Bursar's Office will be closed. Also, the club's information will be deactivated on the Clubs and Organizations page.

Procedure for Re-Activating an Organization

The following procedure must be followed in order for an organization to become active again.

- Obtain the signatures of three (3) interested, potential club members and one (1) faculty/staff club advisor
- Determine club President, Vice-President, Treasurer, and Secretary.
- Update club profile on Student Clubs webpage
- Present current club constitution and signatures to Student Government at a regularly scheduled meeting. The presentation should include plan for student involvement, club activities, and sustainability.

The organization will be reviewed by the Student Government Association, Student Activities Director, and the Dean of Students.

REPORTING CLUB INFORMATION

Required Information

- Fill out the Online Club Update Form during the beginning of the fall semester (no later than two (2) weeks after Purdue Pride Week) and within three (3) weeks of a club officer change or election. The Club Update Form can be found online at <http://www.pnc.edu/activities/club-update-form/> , and you will need to log in with your PNC Username and Password.
- If member information is not included on the Club Update Form, then the organization needs to submit the Membership Update Form, which will include information on all club members.
- Provide a list of social media accounts that your club manages. Social media is utilized to keep the University and community updated on events, activities and the club. Keep in mind what is shared through social media and how that impacts the reputation of the University and those who represent it. In an effort to manage this impact, PNC requires that all University-Sponsored social media outlet be used in accordance with the University's [social media policy](#) .
 - Name of PNC club that has ownership of social media account
 - Name of social media outlet (Facebook, Twitter, Google+, etc.)
 - Name of account
 - Direct URL (address) of account page
 - Names of all account administrators
 - Emails of all account administrators

A list of active Purdue North Central student organizations (including links to those clubs with websites) can be found at: <https://www.pnc.edu/activities/clubs-and-organizations/>

Student Organization Meetings (old SAAAB)

- Student Organization Meetings are required!
- One (1) member of each recognized campus organization must be present at each monthly meeting. If a meeting is not attended, the club has one week to meet with the Director of Student Activities to discuss club updates. Setting up this appointment is the responsibility of the club.
- Meeting dates/times for the semester will be determined by the student club members a semester prior.

END OF SEMESTER REPORT

A end of the semester report will need to be submitted by each club no later than the Friday of Dead Week. The report template can be found at <https://www.pnc.edu/activities/club-resources/>. The End of Semester Report will focus on Club Information, Service Involvement, Fundraisers Hosted and Donations Received benefiting the club. The intent is to gather this information in order to assist in applying for grants and other funding for clubs and organizations.

CLUB OFFICE GUIDELINES

All recognized clubs can utilize the Student Life/PNN Room, located in the LSF building, room 68.

General Office Management

Respect all students who are utilizing the shared office space.

Place all club postings, including your office hours, on the board across from your office.

Lock your file cabinet every time you leave your office, even if just for a few minutes.

Store all club belongings in your organization file drawer.

Expect building services to remove the trash and clean the floor each night (Monday through Friday). If desks and tables are clear, they will be dusted.

Utilize the office space during normal building hours of operation.

Office Decoration

Contact the Office of Student Activities if your organization would like something hung on the wall.

Contact the Office of Student Activities with any problems related to the facility.

Contact the Office of Student Activities with suggestions, requests, or concerns.

Do not rearrange office furniture.

Do not remove any furniture from your office, even on a temporary basis.

Do not post items on the windows or tape anything to painted or wood surfaces.

Do not leave perishable items in the office overnight.

Do not place electrical appliances in your office without prior approval from the Physical Plant.

Organization Storage

Limited storage is available to recognized campus organizations in the Activities storage room, which is located in the Library-Student-Faculty Building room 134. Items stored on campus must be contained to one box or storage container per club.

Organization Awards

CLUB & ORGANIZATION AWARDS

Each year the Student Government Association hands out several club & organization awards including, Club of the Year, Club Member of the Year, Club Advisor of the Year, and a Leadership Award. The awards are given out based upon the nominations that are received.

Club of the Year

A panel of University staff members and Student Government Association members will review applications for club of the year. The club named Club of the Year will receive \$500 through a sponsorship with Purdue Federal Credit Union. The club will be recognized at the Student Honors Banquet in April.

Student Government Awards

Club Member of the Year Award

Club Advisor of the Year Award

Leadership Award

Financial Manual Policies & Procedures

FINANCIAL POLICIES & PROCEDURES

Purdue University North Central policy requires that all recognized Student Organizations who have financial activity operate their account through the Bursar's Office. The purpose of the Bursar's Office is to provide financial oversight to all recognized student organization by:

- Providing accounting and business services.
- Providing uniformity in accounting records and procedures.
- Providing procedures for proper accounting of funds.
- Establishing continuity between business officers and their successors.
- Providing auditing services.
- Assisting organizations on financial planning and responsibilities.

The Bursar's Office should be contacted concerning University Policies and Procedures as they relate to Student Organizations accounting procedures.

- 1.)** The Student Activities Office and the Dean of Students Office should be contacted when planning events and activities. Questions pertaining to University policies on fund raising, soliciting, charitable activities, and other programming questions should be directed to these offices.
- 2.)** All events and activities sponsored by a student organization must be scheduled on a Student Club Event Planning Form, which is available in the Student Activities or Dean of Students Office. This should be submitted for approval at least two weeks prior to the event or activity.
- 3.)** All travel activities sponsored by a student organization must be scheduled on a Student Club Travel form or regular University Form 17 (if partial funding is from a University Account). This form provides detailed description of the travel planned as well as financial details of the trip. This should also be submitted for approval at least two weeks prior to the travel date. The treasurer of an organization is the chief fiscal officer of that organization and as such is responsible to the Bursar's Office for the accounting of all income and expenses of the organization.
- 4.)** A student who, through negligence or dishonesty, fails in his/her duties as an officer of any recognized student club
 - a) to collect accounts due, or to pay the organizations debts legally incurred, or
 - b) to account for cash received and expended by him/her; or
 - c) to account for other property entrusted to him/her as an officer of the recognized student organization, shall be referred to the Office of the Dean of Students for appropriate action.

OFFICER/ADVISOR CHANGES

At the beginning of the school year, and upon election of new officers, each student organization must renew their club information on the Student Activities website. Changes in the Advisor of a Club must also be reported. The treasurer, president and faculty advisor must be updated before financial transactions can occur. Workshops are provided to all new officers and advisors at the beginning of each semester. These workshops are designed to assist new officers in understanding the policies, procedures, and services of the Student Activities, and Bursar's Office.

GENERAL OPERATING PROCEDURES

All cash and checks received by the student organization must be deposited in the clubs account. Deposits should be made promptly at the Bursar's Office Room 127-Schwarz Hall. Office hours are Mon-Thur 8:00 AM till 6:00 PM and Friday 8:00 AM till 4:30 PM when classes are in session. During the summer and when classes are not in session it is 8:00 AM till 4:30 PM Monday thru Friday. A drop box is also located outside our doors for off-hour deposits.

All disbursements must be made by Student Organization checks regardless of the nature of the expense. A Student Organization Check Request form must be completed and turned in to the Bursar's Office with the original invoice or receipts. Duplicate receipts **WILL NOT** be accepted. A small petty cash fund exists for minimal reimbursements. (Less than \$20.00)

The treasurer or designated person should have their deposit totals prepared when they come to the Bursar's Office. The total deposit, where funds were received from, and what they are to be used for (if applicable) also need to be recorded. Checks that are returned NSF for a student organization deposit will be charged a \$25.00 fee. The Bursar's Office will notify the maker of the check. If a current student, their records will be encumbered and a hold placed on their account. If payment is not made the clubs account will be adjusted accordingly.

- **Student Organization funds MAY NOT be used for the purchase of tobacco products, alcoholic beverages or related expenses.**
- **Student Organizations MAY NOT conduct games of chance on or off campus. Games of chance include but are not limited to bingo games, raffles, charity game nights, doorprize events, prizes from pull tabs, punch boards or tip boards.**
- **Gift Certificates are NOT an acceptable prize, gift, or form of payment. NO Gift card purchase by an individual or club will be reimbursed.**

MONTHLY STATEMENTS

Monthly statements for each club are prepared by the 15th of the month. Clubs with activity during the month will have a statement mailed to their advisor. Clubs that have no activity in a given month will not be mailed. A statement for inactive clubs or those with no activity are mailed to the Advisor quarterly. The operating cycle for Student Organizations is July 1 through June 30. All clubs must be in a positive financial position at June 30. All club accounts participate in an interest bearing pool account. Interest is distributed at the end of each month. The Bursar's Office does not assess an audit or processing fee. The use of any checking or savings account other than those provided by Purdue University North Central are specifically prohibited. Failure to comply with these guidelines will result in the club's deactivation.

HANDLING OF FUNDS

DEPOSIT OF FUNDS

The treasurer or designated member of the Student Club can make deposits. Clear information as to the source and description of funds be deposited must be provided. I recommend that the club prepare receipts and submit them with the deposit to the Bursar's Office. A receipt will be prepared by the Bursar's Office when the funds are presented stating the Club name, person funds received from, nature of the deposit and the total dollar amount. Clubs must have a total of the deposit. Discrepancies should be reported immediately to the Bursar's Office.

Donations:All checks received as donations to the organization from an individual or business should be provided to the Bursar's Office. A copy will be made by the Bursar's Office and submitted to University Development Office for tax credit and acknowledgement by the University.

DIBURSING OF FUNDS

Before purchases are made by a Student Club they are required to consult with the Student Activities or Purchasing Office. This includes fund raising commodities, t-shirts, candy, or other items needed by the club for operating. The Student Activities Office or Purchasing Department has a list of Vendors that already have an account with the University. Charges for a Student Organization should be accepted by these Vendors provided they are notified by the University. These Vendors will then bill the Student Organization and payment is made directly from the Club Account.

Original invoices obtained by the club must be submitted to the Bursar's Office for payment by check. A check request form must be completed and submitted to the Bursar's Office. Only **original receipts or invoices** will be accepted with the check request form. The club treasurer and advisor or Director of Student Activities must sign the check request form for approval of payment. Please give the Bursar's Office 2 or 3 working days to process check requests.

Payments to individuals can be made by exception up to a \$100.00 limit. It is appropriate for an individual to purchase items when the University cannot secure a reasonable item or a Vendor refuses to accept a University account or PO#. **Prior approval should be obtained from the Bursar's Office or Student Activities Office**, for these instances. **Original Itemized Receipts** must be submitted with the treasurer and advisors signature approving payment.

PURCHASES MADE WITHOUT PRIOR APPROVAL OR RECEIPTS OTHER THAN THE ORIGINAL WILL NOT BE REIMBURSED.

Under special circumstances there may be times when an organization needs a check advance or a change fund. A check can be sent with an individual to secure items ordered. An invoice must be submitted to the Bursar's Office with the; Name check is to be made payable to, items ordered and the total amount due. At least one days notice is recommended to prepare the check. It may then be picked up at the Bursar's Office by the individual picking up the item. A paid receipt then needs to be turned in. A Change fund may be requested as needed for fund raising projects. A memo from the club treasurer or advisor must be submitted for a change fund. The amount needed, denominations, activity and length of time needed should be included in the memo.

The University Print Services office can also do printing for the Student Organizations. Job tickets that are filled out by Print Services should state the club name and account number. This can be obtained in the Bursar's Office. They also do postage so items needing to be mailed can be directly billed to the club by the Print Services staff.

FUNDING FOR STUDENT ORGANIZATION TRAVEL

The following procedure will apply for the expenses related to travel and lodging. A Student Organization travel form or University Form 17 must be on file and approved by the Student Activities Office prior to the trip.

Prepayment by the Club can be made using the following procedures:

- a. Obtain an itemized bill/invoice from a travel agency showing the total cost for a ticket to and from the destination.
- b. Obtain a confirmation from the hotel showing number of nights number of rooms and cost of reservation. The hotel business office will send this out if requested.

An individual can take the check with them provided they obtain an itemized hotel receipt and turn that in to the Bursar's Office upon returning.

- c. Conference registration may be paid using a registration form indicating the amount per member. The names of members should appear on the approved travel form.

Payment by the Club to an individual for travel expenses incurred:

- a. Airfare-Passenger coupon submitted to Bursar's Office after the trip is completed. Ticketless Travel should receive a letter of confirmation /receipt of payment to use for reimbursement.
- b. Itemized hotel bill submitted to Bursar's Office.
- c. Any Original receipts for miscellaneous (taxi, bus, food) already approved on the travel form. Checks will be prepared and ready for pickup in the Bursar's Office approximately 3 business days after submission.

GENERAL INFORMATION

Sales Tax: As a recognized student organization you are exempt from paying the Indiana Sales tax on items purchased, retained, and used solely by the organization. If a vendor requests a sales tax exemption certificate, please contact the University Purchasing Office for a copy. Items purchased for re-sale as a fundraiser should be charged sales tax as well as collecting sales tax when resold.

Purchases for the benefit of any member of the organization or for any other individual, such as meals, lodgings or gifts, are not eligible for exemption.

Selling Items: Student Organizations conducting sales to members or non-members, becomes a retail merchant and must collect sales tax on these sales. The Indiana state sales tax of 7% must be collected by the organization when conducting sales activities. The Bursar's Office will calculate total sales based on deposits and generate a check to the Indiana Dept. of Revenue.

Liability Insurance: Purdue University North Central carries a liability policy covering the activities of student organizations under the direct management of the University and whose finances are under the supervision of the Bursar's Office.

The policy affords protection to University sponsored clubs and their officers and members while acting within the scope of their duties. Excluded from coverage is any club not under direct financial management of the University, any organization whose hazardous activities mandate the purchase of special liability insurance, and activities involving the ownership, maintenance, operation or use of any automobile or aircraft. For some functions and activities, student organizations will be required to obtain special insurance for an event.

Medical Insurance: Individuals and student club members involved in student organization activities are responsible for maintaining their own medical insurance coverage.

Gift Policy: Student Organization funds may not be transferred as gifts, charitable contributions, or donations to groups or organizations whose funds are managed outside the control of Purdue University North Central, nor may these funds be transferred as a gift, charitable contribution, or donation to an individual. Funds that are held by a student club and that are readily identifiable as having been derived exclusively from organization members in the form of dues, or funds that have been derived exclusively from members in the form of donations for specific purposes, may be expended as approved by the general membership of that organization, provided that the purpose of the expenditure is not in conflict with University regulations and other policy statements of the University. A student organization may wish to give a token gift of appreciation to an individual or group that has provided services or assistance to the club. If the organization does not have ample membership dues or have not collected specifically for this purpose they should request an exception. Gifts of this nature should be of a diminutive value. Examples of gifts that may be appropriate would be plaques, pens, fruit baskets or flowers. Since a gift certificate is considered cash equivalent, gift certificates are inappropriate gifts in any amount.

Awards/ Prizes: A student organization may provide prizes for activities such as, judged contest, organized athletic events, games of skill. Generally a request from the organization is submitted to the Bursar's Office that explains the basis for the prize and the recipients name and student ID#. Funding sources for awards are: entry fees, local dues, and specific corporate support. Prizes that are tangible items require a PUID #. Tangible awards in excess of \$100.00 for non-Purdue people require an IRS form W-9.

Monetary awards require a PUID for all Purdue students and staff. Non-Purdue recipients require complete IRS Form W-9. The complete form must be received in the Bursar's Office before payment is made.

Scholarships: Student organization funds can be used to provide scholarships to Purdue University North Central students. These scholarships are intended to provide aid to a student who has attained the character, qualities and activity as defined by the scholarship requirements. All awards and scholarships issued to students must be processed by the Bursar/Financial Aid disbursement system. Written notification stating the Name of recipient, address, amount, semester and any restrictions pertaining to the scholarship must be turned into the Bursar's Office for processing.

Contracts: All contracts for Entertainment Groups, Rental Agreements, Speakers, or other services obtained for Student Organization functions must be approved by the Director for Business Services. All contracts must be reviewed by the Faculty Advisor, President and signed by the Assoc. V/C for Business and Budget. A student organization that wants to provide an honorarium to a speaker may do so by processing a Personal Service Agreement. The personal service agreement must be completed with all information and approved prior to payment. A gift certificate is considered a cash equivalent and therefore is an inappropriate means of payment. Contracts and personal service agreements should be submitted two weeks prior to the event or activity.

FUNDRAISING

Student Organizations **MAY NOT** conduct games of chance on or off campus as fundraisers. Games of chance include but are not limited to bingo games, raffles, charity game nights, doorprize events, prizes from pull tabs, punch boards or tip boards.

Student Organization funds may not be transferred as gifts, charitable contributions, or donations to groups or organizations whose funds are managed outside the control of Purdue University North Central, nor may these funds be transferred as a gift, charitable contribution, or donation to an individual.

Funds that are held by a student club and that are readily identifiable as having been derived exclusively from organization members in the form of dues, or funds that have been derived exclusively from members in the form of donations for specific purposes, may be expended as approved by the general membership of that organization, provided that the purpose of the expenditure is not in conflict with University regulations and other policy statements of the University.

A student organization may wish to give a token gift of appreciation to an individual or group that has provided services or assistance to the club. If the organization does not have ample membership dues or have not collected specifically for this purpose they should request an exception. Gifts of this nature should be of a diminutive value. Examples of gifts that may be appropriate would be plaques, pens, fruit baskets or flowers.

Since a gift certificate is considered cash equivalent, gift certificates are inappropriate gifts in any amount.

Fundraising questions should be directed to the Office of Student Activities activities@pnc.edu or the Bursar's Office rmosier@pnc.edu.

BAKE SALE REGULATIONS

- Home prepared food items are **PROHIBITED** to sell to the public according to the Indiana Food Code.
- All bake sale events taking place on campus that are available for public consumption must submit an Event/Activity Form and a Temporary Food Service Application. The Temporary Food Service Application must be submitted to West Lafayette for approval at least 7 days in advance of the event.
- Bake goods can be sold only if they are prepared in a certified kitchen or the foods are purchased and individually wrapped. The certified kitchen has to be supervised by a ServSafe certified food handler. If donations are obtained from local establishments in the business of providing food, such as a bakery or restaurant, they should be listed as the source of food on the food service application.
- Food service gloves must be utilized when dealing with ready-to-eat foods. Hands must be washed before placing food service gloves on.
- Designate one person to handle money and another to handle the bake sale items to reduce the risk of cross contamination.

COLLECTION/DONATION BOXES

In the event that your organization is collecting items for an event, the following procedures need to be followed:

- An Event/Activity form must be submitted
- Approval from Office of Student Activities is required
- The appearance of the collection box must be appropriate for a college campus and consistent with the campus aesthetic. The design of all boxes must be approved by the Office of Student Activities as well as the informative flyer on the box.
- Specific placement(s) must be reviewed and approved by the department
- Collections should be limited to two weeks in duration. Requests for extensions will be jointly considered by the Physical Plant and Office of Student Activities.
- The sponsoring club or organization is responsible for removing donated items or materials and removing the box(es) at the end of the assigned period.

Event & Travel Policies & Procedures

EVENT PLANNING

An Event Form must be submitted at least two (2) weeks prior to an event. The Event form is submitted when a student organization is planning on hosting an event or traveling outside La Porte County. Event forms need to be completed for regular meetings. An officer must submit the Event form to the Office of Student Activities, and the advisors' signature is required.

Important Information

- Alcoholic beverages at any event sponsored by a student club is prohibited.
- Using amplified sound, unless approved by the Office of Student Activities, is not permitted.
- Events open to the public that may have high attendance may need additional security required. Please contact Campus Police to notify them of your planned event.
- No HOT foods can be served in the hall (i.e. hot chocolate, walking tacos, etc.). A room must be reserved if you are looking at selling hot foods as a fundraiser.
- If a student club is sponsoring or participating in an official PNC off-campus activity, you may need to provide proof of insurance for any liability resulting from the group's actions (i.e. injury to, or damage to property of, a third party)
- A contract is required for any service, performance, or production that is paid through University funds. Student club members are prohibited from signing contractual agreements.

Competitions/Hold Harmless Waiver Forms:

The hold harmless general release waiver form allows participants in Purdue North Central sponsored events to waive, release, and hold harmless the University for damages that may be sustained during their voluntary participation in a student club activity. A waiver should be used primarily in conjunction with recreational programs that are voluntary in nature, or in other programs that are beyond the usual educational operation of the Institution. Completed waivers need to be submitted to the Office of Student Activities and will be kept on file for three years post event.

Public Viewings (movies, films, webinars, streaming):

Under federal law, the holder of a copyright for a movie has the exclusive right to control performances of the movie— including showings of a videotape or digital copy. An individual student, staff person, faculty member, or student organization that wants to show a film on campus must obtain permission for the showing from the copyright holder. Even personally owned copies and “home use” versions of films obtained from video retailers are not cleared for public performance use because proper licensing fees to the copyright owners have not been paid for such use. The complete law on film copyrights is in the U.S. Copyright code, title 17, and may be found at www.copyright.gov/title17.

Guidelines for public viewings on campus:

Student organizations may show a movie to its members only without purchasing a public viewing license. If an organization wishes to show a movie to non-members (the public), the organization is required to purchase a public viewing license (if available) in order to do so. Fees for licenses can range from \$300-600 for a single day showing. Contact the Office of Student Activities at activities@pnc.edu, if your organization is planning a public viewing.

List of Rooms that can be Reserved on Campus

Appendix A is provided for reference on the list of rooms that can be reserved on campus.

Bulletin Board Posting Policy

- 1.) The Office of Student Activities will approve all marketing material.
- 2.) The material should be approved before printing. Send the material to activities@pnc.edu to be approved. Once you have been approved, proceed to get your material printed.
- 3.) When you receive the material from the print shop, drop it off in the Office of Student Activities.
- 4.) A student worker will date and distribute all marketing material to the proper bulletin boards on campus.
- 5.) Items hung around campus that are not dated will be removed from the bulletin boards by the student worker or physical facilities staff.

VENDOR INFORMATION

The vendors listed below should be used as a guide when your club is looking at purchasing food, apparel or promotional items. These are vendors that are frequently used by the University or we have established accounts with. If your club is purchasing apparel, make sure that the Office of Student Activities approves the design. We need to make sure that we are following graphic standards before items are printed. Please feel free to contact activities@pnc.edu if you have a question about a vendor.

Food

Gallery Café *
Wana Pizza in Michigan City
Little Caesar's Pizza in Michigan City
Panera Bread Michigan City

Apparel

Smile Promotions*
Spark Marketing
Elegan Customwear
Blythe's Sportshop
Efollet PNC Bookstore

Promotional Items

Smile Promotions*
Pioneer Products

ADVERTISING YOUR EVENT

The following information must be included on all marketing/advertising materials distributed by a student organizations, whether on-or-off campus.

Full Name of Student Organization (NO acronyms or abbreviations)

Organization Contact Information (advisors phone number, e-mail address, website, social media)

Time, Date and Location of the Event

METHODS OF ADVERTISING

- **Contact the Office of Student Activities**– First step in marketing your event! The Office of Student Activities produces the weekly Dean of Students news, has their social media pages, along with the activities website where they will share your upcoming event. Contact activities@pnc.edu.
- **Put your event on the Campus Calendar**
 - Contact the Office of Student Activities or your organization advisor to add items to the Campus Calendar.
- **PNC flat screens**
 - Your event must be on the Campus Calendar in order to be included on the flat screens
 - Mary Bucy mbucy@pnc.edu will create a special screen for your event upon request.
 - You can send your event flyer to Mary
 - Editing may take place in order to fit it onto the screen.
 - Flyer must be sent as a PDF
 - Mary will create one for you
 - Provide specific details of the event
 - Who (Club Name), What (Event), When and Where
- **Reserve a display case**
 - The Office of Student Activities has two built-in display cases in LSF that can be used depending on availability.
- **Utilize Panther News Network**– Contact pnn@pnc.edu
- **Press Release** —If your club event is open to the public, contact Carol Connelly at cconnelly@pnc.edu so that she can gather information for a press release
- **Rotating Banner**– Contact Judy Jacobi at jjacobi@pnc.edu
- **Social Media**– Use The Office of Student Activities social media accounts to promote your event along with your clubs social media sites.
- **Dean of Student Newsletter**– The Dean of Students Newsletter goes out to the whole campus community (students, faculty and staff) every Monday during the fall and spring semesters.

- **Distributing marketing material on campus**

- Any marketing material must be approved by the Office of Student Activities
- A club must follow PNC branding guidelines when creating marketing material.
- When advertising your event to the public, you must include certain University verbiage in regards to persons needing accommodations and equal opportunity.
- Posters and Flyers must be approved by the Office of Student Activities before being distributed. The Office of Student Activities will distribute the flyers for you in order to make sure that they are being hung in the appropriate locations.
- They may be placed on the tables in the cafeteria, study lounges and vending rooms only on the day of the event. They will be discarded before the beginning of the next academic day.

SOCIAL MEDIA POLICY

According to Purdue's Social Media Policy (<http://www.purdue.edu/policies/information-technology/viic2.html>), in the section, "Assignment of Account Administrators," it states that there must be at *least* two Account Administrators, and two individuals "must be benefits-eligible faculty or staff."

All University-Sponsored Social Media Outlets must contain one of the following disclaimers. If character space allows, sites are to use the full version disclaimer; a short version is provided for sites that have limited character space.

1. Full Version- *Opinions expressed on this site do not necessarily represent the official views of [insert campus name]. This site may contain links to websites and services outside the [insert campus name] domain. [Insert campus name] does not endorse, takes no responsibility for and exercises no control over the views or content contained on these independent sites, nor does it vouch for the accuracy or accessibility of the information contained on them. [Insert campus name] cannot authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the independent site.*
2. Short Version- *Opinions expressed on this site may not represent the official views of [insert campus name].*

RESERVING AV & MEDIA EQUIPMENT

Information Services Technical Support

When you fill out a ticket for IS Technical Support, there are many equipment options to choose from. Please review the following to see what will best suite your event.

LAPTOP SMART CART

The Laptop Smart Carts provide the same functionality found in the campus's Smart classrooms in a portable package. With them you can show DVDs or VHS videos, internet movies, PowerPoint presentations, or anything else that can be viewed on a computer. All of our Laptop Smart Carts have an LCD projector, an internet-connected PC with Microsoft Office, and come equipped with a VCR/DVD player.

TV CART

Our TV Cart has a 42" flat screen TV mounted to a slim, portable cart. Each TV Cart comes equipped with a VCR/DVD player and can also be connected to a laptop.

DOCUMENT CAMERA

The Document Camera transmits a live video signal to an LCD projector or TV monitor. It can be used to display books and magazines, as well as three dimensional objects. Please be advised that the Document Camera requires connection to a Smart classroom or a Projector-Only Cart.

PROJECTOR-ONLY CART

The Projector-Only Cart is just like a Laptop Smart Cart, but it does not come with a laptop already connected. This is the ideal solution for professors who would like to use their personal laptop computer instead of the laptops we provide. Projector-Only Carts also include a VCR/DVD player for showing videos.

Mac users should be aware that the connection to provide a video feed from their laptops is different than the one used by PCs. Professors who plan to use an Apple computer with our equipment should plan to provide their own adapter to connect to our standard VGA cable.

PA SYSTEM

For large events we have a full PA System which can be set up with two to four speakers, wired and wireless microphones, an MP3 player, or CD player. It is perfect for events in LSF 170 (the cafeteria), and can also be set up for outdoor events, weather-permitting.

In addition to amplifying voice and playing CDs and MP3s, the system can easily accommodate virtually any type of band or vocal performer, with a total of ten inputs for instruments, microphones, or backing tracks. The board can also be run with one or two of the speakers as monitors so that bands can hear how they are blending while onstage.

For smaller rooms like LSF 170A and LSF 144, we have portable stand-alone speaker units that can be connected to a variety of audio sources, including microphones, keyboards, CD players, and MP3 players.

1. Choose IS Technical Support to request media for your event.
2. The category will be AV & Media
3. Make sure that you put in your event information (date, time and location). IS will want to know the frequency of the event (typically an event is a one-time request).
4. When selecting the equipment, use the equipment descriptions located on the previous page.
5. Make sure that you enter a Subject and attach anything if needed.

everything HelpDesk® - Google Chrome

https://services.pnc.edu/ehelpdesk/tickets/437572/edit

Edit Ticket 437572

* Group: 1. IS Technical Support

Created: Mar 10, 2014 8:57:39 AM
Modified: Mar 10, 2014 9:01:07 AM

Save Changes | Add comment | PDF

Ticket Info

Category: AV & Media
Category Option: Event / Equipment Reque
* Assignment: AV, TEAM
* Start Time: 11:00
* Start AM / PM?: AM PM
* Frequency of Request: One-Time Request
Monday:
Wednesday:
Friday:
* Date(s) Needed (mm/dd/yyyy): 03/17/2014
* Select Equipment: Projector Only Cart
* User Classification: Student Faculty / Staff Other
CHANCELLOR / VIP EVENT?:
* End Time: 1:00
* End AM / PM?: AM PM
Tuesday:
Thursday:
Saturday:
Sunday:
* Enter Bldg. & Rm. #: LSF 144
Additional Equipment:
Off-Campus Contact Info:
* Outside Presenter Checklist: Not Required

Description

* Subject: 03/17/2014 @ 11:00 AM LSF 144 Wii Guitar Hero Tournament
CC:
BC:
Note: I need a screen set up to play Guitar Hero on the Wii.

Attachments

Club Call Out Diagram.xlsx

TRAVELING AS A STUDENT CLUB & ORGANIZATION

All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of Purdue University North Central and applicable local, state, and national laws. The travel policy applies to individual student and recognized student club travel; both in cases where the travel is sponsored by a university student club and in cases where the travel is independent of student organization sponsorship but where an individual student or recognized student club travels on behalf of, or with the financial support of, one or more recognized students club of Purdue North Central. Travel is filed like events, at least two (2) weeks in advance and filed through the Office of Student Activities. Students do not have the authority to drive any vehicle on University business unless they are pre-approved by the University's Risk Management Department.

An Event form needs to be completed when club and organization members are traveling on University business.

All travel forms should be completed at least two (2) weeks in advance, except when traveling for extended periods of time, which can then take up to a month or longer. The request will require the following information.

A list of all participants traveling

If using drivers, the names of all drivers and RMO1 form for each driver is submitted to the Risk Management Department and The Office of Student Activities. (RMO1 requires 5 day approval time and fee)

Phone number and address of destination

Estimated costs and income related to the trip

If your club would like to use a University Vehicle, the request is found at <http://www.pnc.edu/activities/club-resources/>

Driving Private Vehicles:

The owner's insurance is the primary coverage, and each driver and owner must carry at least \$100,000 dollars in liability coverage.

Driving University Vehicles:

To drive a university car, drivers must be at least 18 years old, have a valid U.S. driver's license, successfully complete the Motor Vehicle Records check, have one year of driving experience and an acceptable driving record. To drive a Van, there are additional requirements.

To begin the process the online Event/Activity form must be completed by a representative of the student club, at least fourteen (14) days prior to trip departure date.

Once the Office of Student Activities receives the Event/Activity form they will forward the transportation request to Physical Facilities.

The student club will be responsible to contact Physical Facilities to make sure all required paperwork is submitted.

Carol Wright will notify your club that your vehicle request has been approved. Your club is ultimately responsible for making sure all drivers are certified.

If you have any questions, about university vehicles please contact Physical Facilities.

Authorized Driver Certification (RMO1):

Student drivers must complete a Request for Driver Authorization Form (RMO1) and USA General Release and deliver it to Physical Facilities if they will be:

- Operating a University Vehicle, or Operating a Personal Vehicle on University Business or for any other University purpose and requires submission of the Event/Activity form online to verify the trip.
- Student drivers are allowed to operate a Vehicle on University Business while within the United States or Canada only.

