

Registered Student Organization Handbook

2012-2013



Greetings from the Student Activities Center!

Welcome back Recognized Student Organizations (RSOs)! We hope you had a wonderful summer, and are as excited as we are to jump back into the school year! RSOs are an important part of student life at Bellarmine University. Run by students, RSOs serve as a voice for the student population and make a statement to campus about the role students play in shaping campus life.

This RSO handbook is designed to assist your RSO in the coming year. You will find instructions on procedure and important policies that will apply to RSO activities. Several changes have been made from previous handbooks, so we encourage you to carefully look through the handbook and emphasize the information to fellow members. We intend for this to be a reference for you and your entire RSO. Please do not hesitate to contact anyone listed below if you need any assistance throughout the year. We are here to help and support you. We wish to see your RSOs continue to grow and thrive.

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RSO Description & Responsibilities and Student Activity Fee Information as taken from the SGA Constitution (*Revised May 2009*)

ARTICLE VIII: REGISTERED STUDENT ORGANIZATIONS

Section 1. Definition. A registered student organization shall be defined as a group of Bellarmine students (it may include faculty, staff, administrators, alumni, and/or spouses and other networks as deemed appropriate) joined together in the pursuit of a common purpose or to promote their common interest. The purpose of the organization shall be in support of the mission, ideals and values of Bellarmine University. The organization must be reviewed by the Director of Student Activities and then chartered by SGA. The RSO must finally receive approval from the VP of Academic and Student Affairs.

In recognizing organizations, Bellarmine University affirms the value of diversity. In no way do the goals, values, or events of one organization represent the entire Bellarmine Community. Recognition of a student organization in no way implies that Bellarmine University necessarily endorses positions or points of view espoused privately or publicly by members of registered student organizations.

Registered Student Organizations are open to all students without regard to race, creed, color, gender, sexual orientation, physical impairment, national or ethnic origin or age as a condition for University recognition, social fraternities and sororities are permitted under Title IX to open membership to only those students of like gender.

Section 2. Rights of Registered Student Organizations. Registered Student Organizations shall be given the following privileges:

- A. Use of the University's name in association with the name of the organization.
- B. Use of Bellarmine facilities in accordance with the policies which govern them.
- C. Solicitation of membership on campus under the organization's name and inclusion in the Involvement Fair.
- D. Solicitation of funds on campus subject to the approval of the Director of Student Activities. Solicitation off campus with the approval of the Director of Student Activities and the Office of Institutional Advancement.
- E. Listing of the organization in the official publications of the University.
- F. Registering of events. All events held on campus which are sponsored by a student organization must be registered with the Director of Student Activities in order to be listed, posted or published.
- G. Ability to petition Student Government for an allocation of funds to be used for activities for the organization.
- H. Use of University bulletin boards and the ability to hang signs in Kesters and on campus with the approval stamp on postings.
- I. Receipt of University publications which can assist in the organization's work.
- J. Access to the Student Government Leadership Library resources.
- K. Right to request use of a Student Activities mailbox if available.
- L. Right to actively promote the goals, purposes, identity, programs and activities of the organization. Active promotion may be regarded as wearing any clothing and / or accessories, displaying organizational paraphernalia, display and/or distribution of written publicity for the

- organization or an event, and public announcements at Bellarmine University events.
- M. Right to use Bellarmine services including AV equipment, print shop services, etc.
 - N. Right to conduct meetings on campus.
 - O. Right to invite off-campus guests to appear at meetings.
 - P. Use of the Student Government computers during office hours.
 - Q. Right to request mailing labels and phone lists from Student Activities.
 - R. Inclusion of events in handbooks, calendars, and other publications.

Section 3. Responsibilities of Organizations. Organizations and their members have the following responsibilities:

- A. To conduct activities and programs in a manner which is consistent with the goals, purposes and values of the organization and Bellarmine University.
- B. To remain fiscally responsible, including prompt payment of all obligations.
- C. To supervise all sponsored programs.
- D. To include risk management in programming to assist in the safe environment and operation of all programs.
- E. To reimburse Bellarmine University for damage to University property or facilities, including clean-up costs, damaged property or other related costs.
- F. To conduct meetings and activities in accordance with existing institutional, local, state, and federal regulations which govern such activities.
- G. To abide by the Bellarmine University hazing policy, recognizing the worth and dignity of every member.
- H. To participate in at least one service project per semester,
- I. Conduct at least one fundraiser per academic year.
- J. To turn in all required forms by their due dates.
- K. Service is defined as volunteering time and/or talents without compensation. Philanthropy, meaning monetary contributions for a cause or group (fundraising), is not considered service. Organizing a large scale philanthropic event might be considered service with prior approval from the SGA.

Section 4. Maintaining Registered Student Organization Status. Student organizations will retain their registered status by:

- A. Abiding by the rules and regulations of the University, and city, state, and federal laws. If an organization violates any of the provisions of its charter statement, constitution or regulations of Bellarmine University, the Student Government Association, by a 2/3 vote of the Assembly members present and voting, may revoke the organization charter. This decision may be appealed to the Director of Student Activities. Additionally, the Director of Student Activities may suspend, place on probation, or take other appropriate action against any student organization found in violation of University policy. Appeals of these actions may be brought before the Assembly.
- B. Each organization must file an annual report by December 1, which includes:
 - 1. Names of all new members.
 - 2. Changes in roster including all transfers, graduates, and drops from school.
 - 3. Officer Update
 - 4. Advisor update
 - 5. Summary of achievements and activities for the current year
 - 6. Any constitutional changes and revisions
 - 7. Budget statement
- D. Representatives from each registered student organization shall be required to attend mandatory

- meetings as called by the Vice-President of Registered Student Organizations Affairs.
- E. Representatives from each student organization must attend one meeting with the RSO Affairs committee per semester (by October 1st in the fall and by March 1st in the spring).
 - F. Student organizations must complete one fundraiser per year and submit proper documentation.
 - G. Student organizations must participate in one service event per semester and submit proper documentation

Section 5. Discipline of Student Organizations. Non-compliance with policies and regulations of Bellarmine University or violation of local, state and/or federal laws may result in disciplinary action.

- A. Groups Without Recognition: Groups without recognition which attempt to operate could result in disciplinary action against the individual students concerned.
- B. Suspension of Rights: Organizations may have any or all of the rights of registered student organizations listed in Section 2 suspended.
- C. Failure by a Registered Student Organization to perform one service event per semester and one fundraiser per year and to submit appropriate documentation will be noted in that RSO's allocation process.
- D. Failure by a Registered Student Organization to attend or send a proxy to mandatory meetings called by the Vice-President of Registered Student Organization Affairs will result in the RSO account to be frozen until which time the RSO meets individually with the RSO Affairs committee at the convenience of the committee.
- E. If a Registered Student Organization fails to carry out any of the responsibilities listed in the SGA Constitution and Bylaws Article VIII, Section 4 for two (2) consecutive semesters, the RSO's charter will be revoked and the RSO's constitution will be kept on file. Any group of students wishing to reactivate the organization must reapply for RSO status following the rules and procedures in the SGA Constitution and Bylaws Article VIII, Section 6.

Section 6. Forming New Student Organizations. A proposed organization must do the following:

- A. Pick up and fill out an Intent to become a Registered Student Organization form.
- B. Pick up a new organization packet.
- C. Fill out a list of 8 or more currently enrolled Bellarmine students who are members of the proposed organization, with their signatures, addresses, and phone numbers. Associate or honorary memberships may be extended to faculty, staff, administration, alumni and spouses of students. Associate or honorary membership may not include rights to leadership positions or voting rights, in order to maintain student control. Exceptions may be granted by the Director of Student Activities.
- D. Fill out the application form including a list of all officers, their positions, the authorized signature(s) for their organization and the advisor. An advisor must be a member of the Bellarmine University faculty, administration or staff.
- E. Write a typewritten statement explaining both the need for the organization and how the organization proposes to contribute to the quality of student life at Bellarmine University.
- F. Draft a constitution. The organization should use the following model as a guide for drafting. Each student organization is different; therefore, the prescribed elements explained below are categorized so that they may be altered by each respective organization. It is very important, however, that the organization include each of these elements within the format of the constitution.
 - I. Preamble. This is an optional portion of a constitution that very briefly, yet concisely, states the mission and scope of the student organizations.
 - II. Article I. This article should state the name of the organization and any affiliation

- with a national and or regional organization.
- III. Article II. Clearly state the purpose of the organization and how it relates to the University. Also included should be a statement that the organization will abide by the policies and procedures of Bellarmine University.
 - IV. Article III. Membership. This statement should include membership requirements as well as the inclusion statement “open to all students without regard to race, creed, color, gender, sexual orientation, physical impairment, national or ethnic origin or age”. Social fraternities and sororities who have partial exemption under Title IX may modify this statement as authorized by law.
 - V. Article IV This portion should state those officers who are recognized by the organization. Included should be the officers, election time, qualifications, duties and responsibilities, removal from office, succession and vacancies in office.
 - VI. Article V. This article should detail club meetings: how often they are held, procedures for special meetings, including voting procedures, and a definition of the quorum necessary to conduct business.
 - VII. Article VI. This article should detail the standing committees of an organization, and how committees are set up. It may be necessary to detail how chairpersons for the various committees will be chosen.
 - VIII. Article VII. Traditions and Activities. This article should list traditions of the group and annual events.
 - IX. Article VIII. Funding. This article should include any fees, dues, or funding of the organization.
 - X. Article IX. The role of the advisor should be explained. Duties and responsibilities may include attending meetings, providing support and advisement on activities and projects, etc.
 - XI. Article X. How the constitution can be amended.
- G. Submit the completed items listed in B-F to the Director of Student Activities, who will review the materials with the officers.
- H. After review with the Director of Student Activities the application materials will be submitted to the SGA RSO Affairs Committee. The RSO Affairs Committee will recommend approval/ disapproval to the SGA. SGA will vote within 2 weeks of materials being submitted.
- I. Social Fraternities and Sororities must be invited onto campus and must be approved through the RSO approval process prior to recognition.

Section 7. Interim Status. Any group of Bellarmine students wishing to gain recognition for a student organization must submit an “Intent to Charter” form obtainable from the Director of Student Activities. The interested students have 30 days in which to submit the application for recognition to the Director of Student Activities for review. During that time period, a proposed organization may be granted the opportunity to have limited organizational privileges, which may include the following:

- A. Reserving a meeting space up to 4 times for organizational planning purposes.
- B. Advertising for recruitment of members and announcing planned meetings.

ARTICLE IX: STUDENT ACTIVITIES FEE

The student activity fee is a special University fee set aside for the general area of student activities. The money collected from this fee is deposited into the Student Budget Fund which is administered by the Financial Committee of the Student Government Association.

Section 1. Registered Student Organization Accounts. Funds generated from University funds or resources must be deposited and disbursed only from the Student Budget Fund (SBF). Funds generated without the use of University funds or resources may be deposited in a commercial bank account providing the University advisor is a co-signer on the account. The purpose of a co-signer to the account is to ensure that the funds are only spent in a manner consistent with the organization's purpose and approved in advance by the organization. At no time may any Registered Student Organization money be used for the purchase of, or reimbursement for purchase of alcohol and other drugs.

Section 2. Registered Student Organization Aid. Any Registered Student Organization may petition the Financial Affairs Committee for organizational aid. In order to be considered for aid an organization must:

- A. Have a current constitution on file.
- B. Have a current application on file.
- C. Have an updated membership list on file.
- D. Publicize at least one activity per year to the entire campus community.
- E. Participate in at least one volunteer activity for the campus or community each semester.
- F. Have some form of dues or fundraising activity.
- G. Be in good standing.

Section 3. Factors Considered in Disbursing Aid. Factors considered in the distribution of funds include:

- A. The total amount of money available.
- B. The size of the organization.
- C. The number of students served by the group's activities.
- D. The group's function and activities.
- E. The past use of funds (the comparison of budget and disbursements from previous years and the economical use of funds).
- F. Contribution to the University's image.
- G. Having a unique mission statement.
- H. Availability of funds from other sources.
- I. Fundraising record.
- J. Registered activities from the previous year.
- K. Number and scope of services provided.
- L. Service Record

Section 4. Appropriate Usage of Funds. Money from the SBF may not be used for the following:

- A. Donations to charity, political groups, or as gifts to coaches and advisors. Money from fundraising may be used for these purposes.
- B. Payment for coaches.
- C. Purchase of alcoholic beverages and other drugs.

Section 5. Financial Responsibility. Each organization shall be responsible for its own financial solvency. If an organization's expenditures exceed its income, the financial officer of that organization shall be held liable.

Section 6. Payments to Students. No member of an organization receiving funds from the student budget fund may be paid for his/her services without the approval of the Student Government

Association. No member of any organization may receive more than a 10% commission on any type of sales.

Annual Procedures for RSOs

Annual Re-Registration

- It is required that all RSOs re-register twice annually. This entails submitting a re-registration form. If you do not update your constitution, your organization will be held responsible to the last updated copy on file in the SAC.
- RSOs have to submit their re-registration package along with their budget allocation request during the Fall and Spring budget allocations (regularly held at the end of the Fall and Spring semesters).
- Registered Student Organization Re-Registration forms are available online under RSO resources on the Student Activities website.
- **Your organization must be re-registered before SGA Financial Requests are placed for the 2012-2013 academic year, or you will not be allowed access to your budget and may possibly lose your RSO status.** Please remember to add the date to your Constitution if you turn in a revised copy.
- This annual re-registration process will help the SAC to maintain more reliable files and to be of better service to you.
- Any time a change is made in RSO advisor, officers, or contact person, please submit those changes to the Student Activities Center and the SGA VP of RSOs.
- Please see Articles VIII and IX of the SGA Constitution on pages 3-8 of this handbook.

Forming a New RSO

- To form a new RSO, pick up a New RSO Approval packet from the Director of Student Activities, and discuss your packet with the VP for RSO's. The Director of Student Activities is available to help you at any point in the process.
- New RSO packets should be submitted to the SGA Vice President for Registered Student Organization Affairs, who will present the charter to the Student Government Association for approval.
- Once approved by SGA, RSOs must be reviewed by the Director of Student Activities. A recommendation for approval or denial will be submitted to the Vice President of Student Services for final approval.

Budget/Rollover Requests

- RSO budgets do roll from fall to spring.
- RSO budgets do not automatically roll from spring to fall.
- To roll over funds from spring to fall, complete the Budget Request Form (see example on the following page). RSOs will be notified as to when the Budget/Rollover Requests will be made available in the Student Activities Center.
- Organizations are required to submit a copy of their records to SGA along with the budget requests. All organizations are responsible for keeping accurate records of their finances at all times. See the sample budget sheet on the following page.
- Rollovers can also be requested on the budget request form. An organization may rollover funds from fall to spring.
- Each RSO will be required to send a representative to attend a budget meeting with the finance committee. Questions concerning the budget request will be addressed at said meeting.

Budget Request Form:

Lambda Lambda
Spring 2010
Record of Spending

Allocated Amount: \$200

Account Number: 8000

- | | |
|-----------------------------|------------|
| 1. T-shirts for Recruitment | \$(100.00) |
| 2. Food for Faculty Event | \$ (25.00) |
| 3. National Dues | \$ (50.00) |
| 4. Fundraiser | \$ 45.00 |

\$(130.00) Spent

\$ 70.00 Left over for Spring Semester

Organizing Events and Meetings

Contracts

Speakers, entertainers, or any outside vendor who will provide a service should be contracted.

- For any event in which a contracted speaker or artist will be used, the sponsoring RSO advisor and contact person are **required** to meet with the Director of Student Activities for Orientation and Leadership before any contract will be signed. Allow at least **one month** for processing.
- Upon approval, the contract will be signed by the Vice President for Student Affairs, Dean of Students, or the Vice President for Business Affairs. **Students and advisors are NOT authorized to sign any contract. This protects individuals from personal liability.**
- The contract must be signed before any arrangements are made and before the event is announced or publicized.
- When developing a paid contract with an outside vendor, the Bellarmine Business Office must have a current, signed copy of the vendor or artist's W-9 tax form and Certificate of Insurance.
- Worker's Compensation insurance coverage is required for all vendors who perform services on Bellarmine's Campus. Many service providers will not carry this insurance. A 10% charge for the service will be charged in these cases to add them to Bellarmine's insurance. Please budget for this charge appropriately.

Event Registration

All RSO meetings and special events must be registered and approved by the Student Activities Center.

- All official RSO events must be registered and approved in the Student Activities Center with an Event Registration Form. Events must be registered at least two weeks prior to the event occurring. We recommend registering them as early as possible so that they may be included in the master calendar, and conflicting events can be avoided.

- When an event requires greater than normal scrutiny due to its size or nature, consultation may be required with the Director of Student Activities for Orientation and Leadership regarding event security, promotion, etc. Such consultation is always available upon request.
- Once submitted and approved, you may submit your event to the Master Calendar.
- **Failure to register events can result in the temporary suspension of your rights as an RSO.**

Room Reservations

Please reserve all rooms needed for official RSO functions so that the Student Activities Center, Security Office, and the Office of Special Events has record of your meeting or event and its location.

- **All Event Request Forms must be turned in at least 2 weeks prior to requested event. If submitted after this time, your request may be denied.** Due to space limitations, it is highly encouraged to turn in this form to the Student Activities Center three weeks ahead of time, or as early as possible.
- **Events that do not fall directly in line with the stated mission of the student organization or University may require further review by an advisory committee,** which will issue a recommendation to the Director of Student Activities for Orientation and Leadership.
- You are not to announce meetings or events until you have received confirmation of your reservation from the Student Activities Center.
- If your event is cancelled you should notify Danielle Reid, Assistant Director of Student Activities immediately. Failure to do so may result in temporary loss of reservation privileges.
- The Art Gallery in Wyatt Hall is not to be used as a meeting room or reception hall.
- The RSO and contact person reserving the location are responsible for all damages.
- **Catering requests** and reserving equipment through **Media Services** are your responsibility. Catering requests may now be submitted online at: <https://bellarmine.catertrax.com/>
- The following are prohibited in Frazier: balloons, smoke/fog machines, and bubble machines.
- Once an event is approved, it is the responsibility of the RSO to post the event on the Student Activities Calendar and the Bellarmine University Master Calendar.
- All registered events must follow the policies and procedures outlined in this Handbook.
 - **Facilities Service Requests:**
 - Should you need any type of setup for your event (e.g., tables, chairs, podium and microphone), complete the facilities request section on the Event Registration Form and submit to the Assistant Director of Student Activities. Any facility needs that are not written on the room reservation request form are the responsibility of the RSO.
 - When describing needed setup be as specific and detailed as possible, attaching diagrams, if necessary.
 - Large facilities requests may be denied if not submitted a minimum of **2 weeks** prior to the event.
 - The Art Gallery in Wyatt Hall is not to be used as a meeting room or reception hall.
 - ***Room capacities are as follows:***
 - Hilary's (CC-125) – 100-125 conference style or 80 seated at round tables
 - Horrigan Small Conference Room (CC-034) - 16
 - Fireplace Room (CC-126) - 36
 - Everett Room (AL-213) - 16
 - Women's Council Room (BL-235) - 15

Abell Board Room (CC-221) - 25
 Frazier Hall - 450
 Ann D. Wyatt Hall - 90
 Amy Cralle Theater - 350
 Small Science Theater (P102) - 96
 President's Dining Room - 30-35
 BAC 203 - 60

- ***Classroom Space & Capabilities***

Horrigan Hall:

Room	Size	Description
100	14	Flat, tables/chairs seminar style (small rm) Multi Media (MM)
102	36	Flat, tables/chairs MM
103	39	Tiered, tables/chairs MM
104	38	Tiered, tables/chairs MM
105	38	Tiered, tables/chairs MM
106	34	Tiered, tables/chairs MM
107	34	Tiered, tables/chairs MM
108	18	Flat, seminar style tables/chairs (small room) MM
109	36	Flat, tables/chairs MM
110	28	Flat, moveable desks MM
111	35	Flat, moveable desks MM
017	21	Computer lab
013	21	Computer lab
003	38	Small Classroom
005	32	Small Classroom

Pasteur Hall:

Room	Size	Description
100	25	Computer lab
102	96	Theatre style MM
104	36	Computer lab/ tables/chairs
105	66	Tiered, tables/chairs MM (large)
106	24	Flat, computers along sides, tables/chairs facing each other (small rm)
109	42	Flat, tables/chairs MM (large)
180	40	Flat, nice, bright, tables/chairs MM (large)
202	30	Flat, desks, small classroom, but bright
207	66	Tiered, tables/chairs, MM (large)
210	30	Flat, tables/chairs, seminar style, MM
214	60	Flat, MM
252	20	Flat, seminar style tables/chairs
255	32	Flat, nice, old Abell Board room table, seminar style (large)
274	42	Flat, tables/chairs MM
275	30	Flat, moveable desks, MM

Miles Hall:

123	32	Tiered, stationary seats MM
133	60	Tables & Chairs
232	22	Flat, moveable desks, MM
233	40	Tiered, tables/chairs MM
234	39	Tables/chairs, MM
300	28	Tables/chairs, MM
304	28	Flat, tables/chairs, MM
307	28	Tables/chairs, MM

312		Computer Lab
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Siena:

Primo (2120)	20	Flat, tables/chairs, MM
Terzo	40	There are two rooms available to be reserved.- Capacity is 40 per room.

- **Stage sizes are as follows:**

Amy Cralle Theater - 48' x 23'6" (Approximate size; partitions backstage may be adjusted)

Frazier Hall – 24' x 12'

Knights Hall - 47' x 17'

Reserving Tables in High Traffic Areas

- RSOs needing a table set up for PR or for a fundraising project (e.g., bake sale), must register the event and complete the facilities request located on the Event Registration Form.
- Tables may also be placed outside in the Quad upon request.
- To utilize the table outside of the University Dining Hall, please complete the Event Registration Form.
- Please note the fundraising policy in this manual for other guidelines for fundraisers.

Media Requests

- Many rooms on campus have permanent media capability. However, if you are in a room that does not, Media Services can provide basic AV equipment.
- You are responsible for reserving any equipment needed for meetings or events through Media Services at 272-8142. There is no cost for this service. Arrangements must be made in advance.
- To reserve a laptop, please contact your advisor to make those arrangements.
- You can view the Media Services equipment online at <http://its.bellarmine.edu/ims/>.
- Media Services does not deliver or set up any equipment; you are responsible for picking up and returning equipment for your event. Set up an appointment with Media Services if you need to be shown how to set up or work equipment.
- Media Services is designed to support basic classroom needs and does not have the ability to support large events. Should an event require the rental of large equipment, any rental must be approved by your advisor and the Director of Student Activities for Orientation and Leadership and must follow all financial guidelines.

Catering Requests

- All catering for all on-campus events **must** be done through Sodexo; RSOs will not be reimbursed for outside catering without prior approval.
- All orders must be submitted at least 4 days prior to your event to ensure the best cost and services. Please call Catering at 272-8349 to discuss any catering needs or email catering@bellarmine.edu. You may also submit your order at : <https://bellarmine.catertrax.com/>
- You will receive a price quote prior to your event and will be billed within one week of your event. The cost is automatically deducted from your account.

- It is highly suggested that you confirm your event with catering 1 week, and also 1 day prior to your event. Please remember to cancel your catering request if your event is postponed or cancelled. In the event of a cancellation made within 48 hours of the scheduled event, the client is responsible for any food production costs incurred up to that time.
- All events not held in the Brown Activities Center(Frazier Hall) will incur a delivery charge, which should be included in the quote you receive when making your arrangements for the event. To reduce your total cost, you may arrange to pick up your order and eliminate the delivery charge.
- Catering can also supply table linens if you would like them for your event. Contact catering for linen prices.
- If you will need a grill for your event, please submit a Facilities Request to the Assistant Director of Student Activities. Please note that 3 working days notice is required for the use of a grill. Facilities cannot get called on Friday afternoon for a function on Saturday; they need time to make sure the propane is ready and the grill is moved to the proper location.
- The large grill costs \$50 per use. This includes two fresh tanks of propane, a wand style lighter, operation instructions, and drop off/pick up at required location. This grill requires a tractor or truck to transport, so it should only be reserved for very large amounts of food or people.
- The small grill costs \$25 per use. This includes one fresh tank of propane and drop off/pick up at required location. This is a standard-sized, residential grill and is very easy to operate for a smaller crowd.
- To use the grill outside the Siena Complex, please make arrangements through catering.

Financial Procedures

All financial forms are available in the front of the Student Activities Center (SAC), and on the SGA website <http://www.bellarmino.edu/studentaffairs/studentactivities/sga/rso.aspx>

Only the VP of Finance, President of the RSO, and Advisor will be given information regarding an RSO's account (e.g. balance, account number, etc). It is your responsibility to keep copies of all paperwork you submit and to follow up if you have not received confirmation of payment. **Failure to follow all of these procedures will result in a delay or denial of payment.** If you have any question regarding these procedures, it is your responsibility to contact the SGA VP of Finance or Assistant Director of Student Activities. All RSOs are encouraged to maintain fund records through the use of spreadsheets.

Within the SGA VP of Finance's cabinet in the SAC each RSO has a finance file. Copies of submitted paperwork could be filed here. A running balance **MUST** be maintained by individual RSO's. Updates for your account may be provided by the SGA VP of Finance via this file.

Responsibility for tracking balances for your RSO and insuring proper assignment of expenses to your account belongs to each organization. Your RSO, its officers, advisors, and membership are responsible for all financial matters of each respective organization. RSO's are provided monthly balance printouts in the RSO file. The designated financial officer of your organization should check these against your records and report any discrepancies immediately to the SGA VP of Finance and Assistant Director of Student Activities. Current account balances can be obtained via request from the SGA VP of Finance or from the Assistant Director of Student Activities.

Purchases: Please be aware that making purchases through an institution like Bellarmine is a more complicated transaction than when you make a personal purchase. **Purchases require advanced planning.** Depending on the purchase, anywhere from two weeks to a month may be required. You should consult with your advisor and Assistant Director of Student Activities if you have questions about how long a purchase may take. If you are unclear about which payment option to use, please consult with your advisor or the Assistant Director of Student Activities. Bellarmine University is tax exempt. Apart from restaurant and hotel tax, the University will never reimburse someone for taxes on a purchase.

There are 3 Ways to Obtain Funds: Purchase Orders, Check Requests, and Reimbursements

Purchase Orders (PO)

POs are the most common form of payment and should be used for purchases from a vendor that will bill the RSO/institution after items are delivered. A purchase order is a temporary, one-time use authorization for ordering from a company. You must fill out a Purchase Order Request Form found at the following link: <http://tinyurl.com/POrequest>, or in the front of the SAC. In order to complete this form, the RSO must secure vendor information, including if a PO has been used with the vendor before. The PO Request will then be submitted to the Assistant Director of Student Activities who will work with the University's Business Office to get a unique PO for this purchase. Your RSO will then be issued a PO number, which the company takes in lieu of payment up front. This number is Bellarmine's promise to pay for items ordered. The RSO may only place the order after you have received the PO number.

Note: Always ask if a business takes purchase orders. If a business takes purchase orders, that is the method of payment that should be utilized.

- Please submit all PO requests a **minimum of two weeks in advance** (1 month in advance for promotional items) to the Assistant Director of Student Activities.
- The PO request will be returned to you if not complete. Please see sample PO request form (Appendix i).
- If the business does not have a completed W-9 form on file in the Bellarmine Business Office, you are responsible for securing a completed W-9 form and submitting it along with the PO request form. The W-9 requires a business contact signature. A W-9 must be submitted annually. W-9 forms can be found in the SAC or online at : <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- **You may not finalize an order with any vendor without a PO number. Your RSO account is subject to a fee (currently 10%, subject to change) if you violate this policy.**
- You will receive your PO number within 1 week (under normal conditions) from the Assistant Director of Student Activities. At this time you may place your order. Some vendors require a paper copy; please specify this at time of submitting the information.
- It is your responsibility to place the order for your materials unless other arrangements have been made.
- Copies of all Purchase Orders are kept on file in the Student Activities Center.
- If you receive an invoice, turn it in to the Student Activities Center.

When Talking to the Potential Vendor Ask:

- Do you accept PO's?
- Could you please send me a copy of your W-9 form if Bellarmine does not have one already?
- Do you need a paper copy of the PO or may I just give you the PO number?
- Do you need any tax exempt information from my RSO?

Check requests

To be used for pre-payment of services, fees, subscriptions, etc.

(Ex: speakers, off-campus rentals, fundraiser supplies, conference registrations, etc.)

- The Bellarmine Business Office processes Student Budget Fund checks once per week. All check requests must be submitted to the Student Activities Center by **Monday at 4:00 pm** in order to receive a check on **Thursday** of the same week.
- Do not forget to:
 - Write in the Social Security or Fed. I.D. number (9-digit number that all businesses have)
 - List the account number (RSO name does not suffice)
 - Attach documentation of the fee (invoice, contract, etc.)
- The check request will be returned to you if not complete. **It is recommended that check requests be submitted two weeks before the check is needed.**
- If the Business Office does not have a completed W-9 form on file, you are responsible for securing a completed W-9 form, which requires a business contact signature, and submitting it along with the check request form.
- The SAC will mail checks unless there are specific directions on the check request to do otherwise.
- Students and advisors are **NEVER** to go to the Business Office and request a check.
- Copies of all checks are kept on file in the Student Activities Center.

Reimbursement Forms

To be used only for items that cannot be purchased using a check request or purchase order. We do not advise the use of personal funds for institutional purchase, but acknowledge that sometimes this is the only option. Please follow the guidelines below which are for your protection! Failure to follow these guidelines could result in non-reimbursement!

- You **must** have approval from your advisor and the Director of Student Activities or Assistant Director of Student Activities **PRIOR** to the purchase in order to be guaranteed a reimbursement. Please complete the reimbursement approval form found at: **<http://tinyurl.com/ReimbursementRequest>**
- We are a tax-exempt institution; therefore, you will not be reimbursed for the taxes on your purchases. You must obtain a tax-exempt form from the Assistant Director of Student Activities prior to making a purchase.
- You must submit a completed Student Budget Fund (SBF) Expense Claim Form and all original itemized receipts, within **1 week of the purchase, or upon return from a trip**, to the Assistant Director of Student Activities by 4:00 pm on Monday in order to receive payment on Thursday of the same week. **Failure to turn in receipts in a timely manner WILL result in non-reimbursement.** This form needs to be completed on a computer and then printed out for signatures. NOTE: Credit card receipts are not itemized. If you make a

purchase with a credit card, make sure you get a copy of the itemized receipt as well.
Forms that are not typed will not be accepted for processing.

- If you are being reimbursed for a meal, you must provide a list of all people who partook. You may write the names OR student ID numbers on the back of the itemized receipt.
- **Reimbursement should not be used as a backup when procrastination results in failure to follow proper procedures.**

Miscellaneous

Tax Exempt Forms

- When making **any** purchase (with check, purchase order, reimbursement or petty cash), you must use a tax-exempt form. You must obtain a tax-exempt form from the Assistant Director of Student Activities prior to making a purchase.
- As stated above, you **will not be reimbursed** for the taxes on your purchases.
- Bellarmine is not exempt from hotel taxes or restaurant tax. If you travel or dine in a restaurant, your organization will have to pay taxes. An RSO will be reimbursed for such taxes.

Gift Cards

- The SAC staff is not responsible for the purchase of your organization's gift cards.
- If you choose to give away gift cards as prizes, a member of your organization must purchase them out of pocket and obtain the cards themselves. **The names OR student ID numbers of all gift card recipients must be turned in with the SBF Expense Claim Form in order to receive reimbursement for the purchase.**
- If you want to be reimbursed for your purchase, make sure to follow the reimbursement guidelines listed above.

Deposits

Monies to be deposited into your account (e.g. dues, money from fundraiser, donations, etc)

- Bring all monies to the Assistant Director of Student Activities within **one week of collection**.
- Complete an SBF receipt form and deposit slip. These are located in the front of the SAC.
- Money should already be counted and wait for the SAC staff member to re-count.
- **The SAC will not be held accountable for money left without obtaining a receipt.**
- An excess of coins **must be rolled** before being brought to the office.
- **All checks are to be listed on paper with the following information:**
(check #/name/date/amount). See the sample check list below.

Check Number	Name/Business	Date	Amount
099	Charlene Harris	09-03-03	\$20.00
265	FAP & Associates	10-12-03	\$100.00

- You will receive a copy of the deposit slip from the Assistant Director of Student Activities at the time of deposit.

Ordering Promotional Items

(ex. t-shirts, pens, key chains, etc.)

Groups wishing to order promotional items must begin the ordering process at least **one month** before the date on which the items are needed. T-shirt orders should be submitted using the

following form: <http://tinyurl.com/RSOTshirts>. All other item requests should utilize the P.O. request form: <http://tinyurl.com/POrequest>. No item is to be ordered until the correct purchasing procedures have been followed. Please see Assistant Director of Student Activities.

- If an organization wishes to have promotional items for the beginning of school in the fall, T-shirts and other promo materials designed to promote an RSO will need special approval by July 15. See the Assistant Director of Student Activities to submit a design and to seek approval.
- All artwork must be approved by the Assistant Director of Students Activities in conjunction with the Director of Student Activities for Orientation and Leadership. Artwork which uses official Bellarmine University logos must be additionally approved by the Director of Marketing. The Bellarmine Knight's athletics logo may only be used with permission of the Director of Athletics. All approvals will be gained through Purchasing, so you do not need to seek these approvals on your own.
- If you need assistance with artwork, Student Activities staff members can help you find an artist at a business. Please allow two additional weeks if you need assistance with your artwork.

Fundraisers

- Your advisor and the Director of Student Activities for Orientation and Leadership **must** approve all fundraisers **two weeks** prior to the fundraiser taking place.
- Please complete the Fundraiser Approval Form and submit it to the Director of Student Activities for Orientation and Leadership.
- Upon approval, please complete the Event Registration/Facilities Request form to begin arrangements for your event.
- All fundraiser profits must be deposited within two business days after completion of the fundraiser.
- Any RSO wanting to hold a raffle must read and follow specific guidelines. See the raffle guidelines below. **There are strict laws that must be followed when conducting raffles. Please see the policy on raffles on page 8. All raffles must be approved by the Director of Student Activities.**
- The Student Activities Center reserves the right to deny fundraising requests.

Fundraising for a 3rd party

- As stipulated in the SGA Constitution, all RSOs are required to raise funds for their own operations, but **no Student Budget Funds may be allocated to non-Bellarmino organizations or charities.**
- RSOs may participate in fundraisers which benefit outside (off-campus) organizations, if they are approved by the Director of Student Activities for Orientation and Leadership on behalf of the University. All fundraising activities must be approved in advance by the Director of Student Activities for Orientation and Leadership who must determine that the cause is in keeping with the mission and vision of the University, that the organization has 501c3 status, and that it can demonstrate proper use of funds and contributions through its audits and/or annual reports. RSOs whose fund-raising activities are denied approval by the Director of Student Activities may appeal to the Dean of Students.
- Please consult with the Director of Student Activities for Orientation and Leadership for recommendations on the best ways to handle money when fundraising for a 3rd party.
- Please do not commit to a fundraiser for a 3rd party before consulting with the Director of Student Activities for Orientation and Leadership.

Raffle Guidelines

Constructing the raffle ticket: (See sample ticket below)

- Raffle tickets must have a detachable section for the ticket holder, which includes the following information:
 - a. the ticket number, in consecutive order
 - b. the date(s) and time(s) of the drawing(s)
 - c. the location(s) of the drawing(s)
 - d. the name of the charitable organization conducting the raffle
 - e. Bellarmine's gaming license number (See Assistant Director of Student Activities)
 - f. the price of the ticket
 - g. each prize to be awarded with a fair market value over \$500
- Raffle tickets must have, on the organization's section of the ticket, the following:
 - a. the ticket number, in consecutive order
 - b. a space for the purchaser's name
 - c. a space for the purchaser's complete address
- **Raffle tickets must be approved by the Business Office. Please submit the sample ticket to the Director of Student Activities for Orientation and Leadership for approval.**

Bellarmino University Equestrian Club	Name: _____
Drawing held: November 14, 2012	Address: _____
1 st floor Campus Center	City: _____ State: _____
Proceeds will purchase educational materials for inner city service project	Zip Code: _____ Phone: _____
<u>Prizes:</u> Handmade leather saddle, \$25 gift certificate to Kentucky Horse Museum gift shop, \$50 gift certificate for riding lessons, two tickets and dinner at Churchill Downs	Kentucky Gaming License #0021
\$5 per ticket	
Kentucky Gaming License #0021	
No. 10	No. 10

Advertising the raffle:

- Any posters, emails, flyers, or banners advertising the raffle sales or drawing must note Bellarmine's gaming license number (See Assistant Director of Student Activities).

Conducting the raffle:

- Any person holding a raffle ticket shall be permitted to observe the raffle drawing.
- No person shall be required to be present at a raffle drawing in order to be eligible for the prize drawing.
- Each ticket seller shall return to the RSO contact in charge of drawing the stubs or other detachable sections of all tickets sold prior to the drawing.
- Before drawing, the RSO shall place each stub or other detachable section of each ticket sold into a receptacle from which the winning tickets are to be drawn.

- An approved designated Charitable Gaming chairperson must be present at each raffle to watch the drawing for the winner. (See the Director of Student Activities for Orientation and Leadership)

Depositing proceeds and maintaining raffle ticket records:

- When depositing any money received from raffle sales, an organization must complete the Raffle Accounting Worksheet (See Assistant Director of Student Activities for a copy) and turn in to the Assistant Director of Student Activities, along with a voided ticket stub and the winning ticket stub. Instructions for completing the Raffle Accounting Worksheet can be acquired through the Student Activities Center.
- All money from a raffle must be turned in to the Assistant Director of Student Activities within two business days of the raffle.
- All unsold raffle tickets and non-winning raffle tickets must be turned in as well.
- For more information please see the Student Handbook Raffle Policy.

Purchasing Office Supplies

- All office supplies must be purchased at the Bellarmine Bookstore. Many items are kept in stock there, and other items are ordered daily upon request of an item not stocked in the bookstore. Generally, office supplies are delivered on the next business day.
- **The receipt from any purchases will be kept by the Bookstore. Each RSO is also responsible for recording these transactions in their own records.**

Outside Vendors

- Other needed supplies that cannot be bought or ordered from Purchasing or the Campus Bookstore can be bought from an outside vendor upon approval by the Director of Purchasing. Students are responsible for consulting with the Director of Student Activities for Orientation and Leadership or Assistant Director of Student Activities regarding the availability of supplies and seeking approval to use outside vendors.
- Please follow all financial procedures when purchasing supplies from an outside vendor (i.e. the use of purchase orders or check requests, etc.)

Travel Policies and Procedures

- In order to assure that all safety measures are taken, any RSO attending a Bellarmine sanctioned event must work in conjunction with the Student Activities Center to obtain travel accommodations for any overnight travel or travel 25 miles or more from campus.
- In all cases below, the RSO must complete a Student Travel Itinerary and Roster (available in the SAC) at least one week prior to the trip. The advisor's name and contact information must also be included. This form can be picked up from the Director of Student Activities for Orientation and Leadership.
- SGA Van---the 14-passenger SGA van can be reserved for student travel when available. Only Bellarmine faculty, staff, and students 21 years of age and older are permitted to drive the van and all drivers must be pre-approved by Facilities.
 - To become approved to be a shuttle driver, contact the Director of Student Activities for Orientation and Leadership. From there you will submit a copy of your driver's license and once approved complete an on-line test. This process can take up to 4 weeks.

- The cost per mile to rent the SGA van is \$0.55/mile for RSOs and \$1.50/mile for non-RSOs.
- Rental vehicle--- Vehicles can also be rented from various outside agencies like Enterprise. Costs for rental can be obtained from the Assistant Director of Student Activities. No vehicle can be rented prior to approval from the Director of Student Activities for Orientation and Leadership or Assistant Director of Student Activities.
- Although Bellarmine sanctioned events are covered by the University's insurance, drivers may also be held accountable should litigation occur due to driver negligence or error. The University's liability extends **only** to travel and activities related to University-related functions.
- Travel for club sports funding is the responsibility of the individual or the Registered Student Organizations (including Club Sports). Any organization may petition for funding from SGA, for travel. Funding may or may not be granted according to the discretion of the SGA Finance Committee. Instructions for requesting these funds can be found below.

SGA Procedures and Guidelines for Funding Club Travel

In an effort to improve the services the Student Government Association offers Bellarmine University clubs and organizations there are opportunities to request funds, specifically travel funds.

Procedures

- Clubs and Organizations will fill out a club travel request form and submit it to the SGA VP for Finance. These submissions should occur at least three weeks before travel. Summer travel should be requested at the beginning of the spring semester.
- Once the petitions are received, the SGA Finance Committee will meet to distribute the club travel money to petitioning Registered Student Organizations.
- Clubs and Organizations will have the opportunity to meet with the Student Government Association Finance Committee to discuss their proposal. The advisor for the club or organization as well as a student representative is encouraged to attend this session. The Student Government Association Finance Committee reserves the right to call upon any club or organization to give reasons for the amount of money requested for club travel or any other expenditure to be covered by the Student Budget Fund.
- Each club must be aware of all Club Travel policies and regulation as set forth by Bellarmine University. It is recommended that after monies are provided by the Student Government Association for Club Travel to a club or organization that the said organization meet with the Director of Student Activities for Orientation and Leadership to review these policies.
- The maximum amount a club or organization is able to receive will be set by the following procedure: a total of 5 members may be awarded no more than \$100.00 each and an additional \$100.00 may be set aside for the advisor of the club or organization per semester. If there exists any undistributed funds remaining after the maximum amount being rewarded to requesting RSO(s), then remaining club travel funds can be distributed to requesting clubs at the discretion of the finance committee per criteria in Section III.
- An amount of no less than \$5000.00 will be distributed to the Club Travel Fund Account at the beginning of each semester.
- After June 1 of the given fiscal year, funds will be reallocated to the Student Government Association Contingency Fund for organizations.

Criteria for Requesting Aid for Travel

- Any registered student organization may petition the Student Government Association Finance Committee for funds to help pay for travel. In order to be considered for aid an organization must:
 - Have a current constitution on file.
 - Have a current application on file.
 - Have an updated membership list on file.
 - Participate in at least one volunteer activity for the campus or community each year.
 - Have some form of dues or fundraising activity.
 - Be in good standing.
 - In addition, clubs must take some active role in bringing what they have learned or gained from their travel and bringing it back to campus.
- Clubs must also:
 - Understand that because of the extensive costs involved with a club traveling that the process of the Student Government Association Finance Committee dispersing funds is meant to be an *aid or help* to clubs and organizations not a way of funding the whole trip.
 - Submit a detailed budget about the costs of the trip and exactly what they will be doing when they travel. A Club Travel Request Form will be provided by the Student Government Association Finance Committee.

Factors Considered in Disbursing Aid for Club Travel

In order of priority—factors considered in the distribution of funds include:

- ***The total amount of money available.***
- ***The benefit or impact from the travel to Bellarmine University.*** The contributions that will be brought back to campus and the contribution to the University's image as a result from the trip.
- ***Fundraising record.*** Specifically, the amount of funds raised compared to the amount requested for the travel.
- ***The impact that the organization makes on campus.*** Including the organizations registered activities from the previous year, and the number of students served by the organization and its activities.
- ***The past use of funds.*** The examination of the disbursements from previous years and the economical use of funds by the club or organization.
- ***The number of people from the organization traveling.***

Program Planning

Your organization will most likely plan a program of some kind. Programs can range from social to educational, for a cause or simply for fun. When planning a program, there are many factors to consider:

The who, what, when, where, why, and how factors:

Who is involved with the Program:

Who will be involved with planning and implementing the program (hall council members, RAs, students, etc.)?

Are committees appropriate and who will be on them?

Who needs to approve the program?

What--Description of the Program:

What will the program accomplish? Is it necessary?

What is your target population (immediate, community, local, community, city, etc.)?

How many people do you estimate attending?

What are the costs involved with the Program

Consider food, supplies, advertising, tickets, prizes, transportation off campus, etc. Should the program be cosponsored with another group – Hall government, RHA, RA staff members, other halls, Health and Wellness, etc.?

When will the Program happen?

Does the date conflict with major exams, holidays, or other important events around campus?

Where will the Program be held?

How will people know about the Program?

What needs to be done to advertise the program—posters, e-mail, personal contact? When does the advertising need to go out? Who will be in charge of coordinating ads?

Why

What is the purpose of our program?

What are our goals? Why are we doing this? How does this program support the vision and scope of our group?

Marketing Events and Meetings

University Posting Guidelines

The publicizing of events or programs is a necessary part of insuring the success of functions. The University has designated areas in all buildings for the purpose of providing a place for groups and organizations to post these notices.

1. Postings in the Residence Halls are approved by the Director of Residence Life. Departmental bulletin boards are the responsibility of those University departments. Permission to post on these boards is granted by those individual departments. Classroom bulletin boards are to be monitored and maintained by the appropriate faculty, deans, and provosts of those individual classrooms.
2. All posters and signs, outside of the areas above, must be approved by the Student Activities Center. All approved postings will be stamped with an expiration date. All flyers posted without stamped approval will be removed and discarded. The only exception is SGA campaign flyers. Residence Life must approve campaign flyers.
3. Publicity materials for Recognized Student Organization events will not be approved until an Event Registration Form is completed.
4. **All postings will expire within one month unless special permission is granted by the Director of Residence Life or Director of Student Activities for Orientation and Leadership.**
5. All postings are to be placed on bulletin boards with **tacks**. Postings made with tape or staples will be removed and discarded.
6. **No postings can be made on doors, glass, walls or windows without special permission from the Director of Student Activities for Orientation and Leadership.** Flyers or notices may not be placed on vehicles parked on campus.

7. All posters must be in good taste. This includes no obscenities, inappropriate wording, no references to drugs and/or alcohol, no inappropriate pictures, etc.
8. Postings cannot include any form of hate speech
9. **All notices and signs must clearly state the official name of the sponsoring organization.**
11. Advertising which explicitly or implicitly suggests or indicates alcohol will be available at an event is prohibited.
12. Only one of each poster or flyer per bulletin board is allowed, and postings are not to be hung over other postings.
13. If you wish to advertise an event via email, send an email to sac@bellarmine.edu the day before you wish for it to be sent in the Daily Knight.
14. Chalk writing/drawing is permitted, with prior approval from the Director of Student Activities for Orientation and Leadership, on sidewalks only (not on walls, buildings, etc.) in order to advertise certain events. Note: The removal of sidewalk chalk is difficult, and requires water, scrub brushes, and a lot of time!
15. Contact the Assistant Director of Student Activities for permission and assistance in hanging banners and large signs.
16. Any postings in violation of these rules will be taken down and discarded. Repeated violations may include disciplinary action.
17. Postings cannot advertise alcohol.

Items to note about posting:

- The RSO is responsible for making 44 copies of any flyer that it wishes to post.
- All 44 copies should be brought to the Student Activities Center to be approved and stamped. You should allow at least **2 days** for this process.
- Once the flyers have been approved and stamped, the RSO can hang them on the approved Student Affairs boards around campus OR you may request for a SAC worker to hang your posters.
- Hang flyers neatly with pins – NO STAPLES. If there are no available pins on the board, please alert the Student Activities Center of the need for additional pins.
- Please post or send flyers to ALL of the approved boards – everyone on campus wants to know what's going on around campus.

Approved Student Affairs Boards:

Pasteur Hall	Lobby (next to small science theater) 1
	Next to P250 1
	Stairwell (Ground Floor) 1
	(First Floor – next to P100) 1
	Room P207 (Hallway) 1
	Room P211 (Small Board) 2
	Lobby (2 nd floor) 1
	1 st floor by stairwell 1

Wyatt Hall	Outside Cralle Theater	1
	Outside the Black Box Theater	1
Miles Hall	Main Door (3 rd floor)	1
	Main Door (2 nd floor)	1
	Ground level (Special Events Office)	2
Campus Center	Ground Floor – across from SAC	1
	1 st floor café area	1
	Commuter Center	1
	1 st floor stairwell on north end	1
	2 nd floor stairwell on north end	1
	Back Stairwell (2 nd floor)	1
	(3 rd floor)	1

Send Copies of Flyers to:

Knights Hall	1
Art and Music Depts.	2
Residence Halls	15
SURF Center	2
Alumni Hall	2

Master Calendar

- Once an event has been approved and all reservations confirmed, it is the responsibility of the RSO to post the event on the Master Calendar on the Bellarmine intranet.
- To enter an event on the Master Calendar:
 - Go to the student portal.
 - Click on the Master Calendar link.
 - Click on the “Add Event” button.
 - Select the “Student Activities” calendar and complete the remaining information.
 - Be sure to give a detailed description of the event and your organization or the event submission may be denied.

Daily Knight Information and Guidelines

- The Daily Knight will be sent out each week day during the academic year. Exceptions include University closings for holiday’s, inclement weather, etc.
- All submissions to the Daily Knight are subject to University Posting Guidelines
- To submit an article to the Daily Knight:
 - Send all articles to sac@bellarmine.edu at least 24 hours before you would like an article submitted in the Daily Knight. Articles submitted after 8:00 am will be posted in the Daily Knight on the following day.
 - No pictures, tables or PDF files are permitted.
 - Articles will run for no longer than two weeks in the “Repeated Articles” section.

Mass Emails

- Sending mass, unsolicited campus-wide emails is prohibited according to the Bellarmine Technology policy (see *2011-2012 Student Handbook*). Violations to the Technology Policy could lead to a suspension of one's computing privileges.

SGA PR Requests

- RSOs can have their event publicized in several ways.
- To submit an event to be publicized, email Lindsay Batts at lbatts01@bellarmine.edu
- SGA will publicize for you in bathroom stall calendars; SGA will also supply the materials for RSOs to paint or print their own posters.
- RSOs should not rely solely on SGA for the marketing of their event. Each RSO is responsible for publicizing its own events.

SGA Stall Calendars

- SGA updates the stall signs monthly with a calendar of RSO events. The deadline to have an event listed on the stall calendars is by noon on the 25th of the month preceding the event. Please send the information to the SGA VP of Public Relations, Lindsay Batts.

Painted Banners

- RSOs may choose to make their own banners by using the supplies provided by SGA, which are located in the rear of the SAC. Be sure to clean up your own mess, use the paints only in the designated area, and notify the SGA VP of PR when the supplies are low. Failure to clean up your mess will result in loss of privileges.
- These banners must be approved and stamped by the Student Activities Center before being hung up on campus.
- RSOs are responsible for hanging their own banners. Any questions as to where banners can be hung, may be directed to the Director of Student Activities for Orientation and Leadership. **Banners must be removed (including all tacks, staples, tape, etc.) immediately following the event.** We reserve the right to charge your RSO account if your signs are not taken down. The only kind of tape you may use to hang a sign or banner is the blue tape provided by the SAC. Please see a SAC worker to obtain this tape.

Poster Machine

- Printed flyers, signs, and pictures can be made into 23"- or 36"-wide posters or banners of varying lengths.
- All poster requests should be turned in to Student Activities Center student workers at least **2 days** prior to the date needed for approval and printing. We will not print posters with any misspellings (including room names), incorrect information, or unreserved locations.
- Posters are available in several color combinations. Contact the Print Shop for current color inventories and current pricing.
- For optimal results: print poster from an 8"x10" black & white copy and use original photos for all pictures on posters.

Bellarmino Solicitation Policy

See Student Handbook.

- All canvassing and soliciting on campus must have prior approval from the Dean of Students.
- Advertisement or solicitation materials related to political party affiliation are prohibited on campus.
- Flyers or notices may not be placed on vehicles parked on campus.
- The Director of Student Activities for Orientation & Leadership may authorize subscriptions, memberships and sales by Registered Student Organizations and campaigns for charitable purposes at such times and in such a manner as not to interfere with University business and functions.

Print Shop

- All printed items (flyers, tickets, brochures, etc.) **MUST** be printed in the print shop on campus. If the Print Shop cannot meet your needs (ex. lamination), please contact the SAC staff, and we will assist you in obtaining permission to use an outside vendor.
- **No reimbursements will be given for any printing made at an outside location unless you have been granted permission from the Assistant Director of Student Activities.**
- It is required that you submit your job 2 weeks ahead of time.

General Guidelines and Helpful Information about Campus Ministry and Faith-based Organizations

Because Bellarmine is a Catholic University, it operates within a value system and set of specific guidelines which encourage the spiritual development and well-being of our students in keeping with our rich heritage and University mission.

In addition to coordinating worship, educational programs, and activities, the Director of Campus Ministry oversees all faith-based organizations on campus. The Director is assisted by the Campus Ministry Council which is composed of officers/representatives, interested faculty members, and advisors from all of the faith-based groups on campus- both those recognized as RSOs and those which are less formal. In order for a faith-based group to operate on campus, to advertise or use University facilities, or to apply for RSO status, its members must agree to a specific set of procedures (the *Campus Ministry Covenant*), formally apply for affiliation, and be accepted by the Campus Ministry Council.

The Campus Ministry Council meets monthly to coordinate schedules and to assist groups in disseminating information about their programs. It assists the Director in promoting our Catholic identity and our call to be a campus of hospitality which celebrates diversity. Students of all faith traditions are welcome at Bellarmine and are encouraged to meet regularly with others who share their faith. They are required to operate within a “catholic” value-system which welcomes and respects the wide variety of ways in which God calls people to love and serve our world. Without sacrificing our personal paths or trying to be exactly the same, when we respect this religious diversity, we discover a unity that Thomas Merton described as “beyond words...beyond speech...beyond concept.” (*Essential Writings*)

If you have questions about the Campus Ministry Council or faith-based RSOs on campus, contact the Director, Dr. Melanie Préjean Sullivan in Horrigan 113 or 272-8051.

Services Offered in the Student Activities Center (SAC)

Fax Machine

- There is a fax machine available for student use located in the SAC.
- Faxes are free. Remember to dial 9 before your number. Long distance faxes are free.
- Please see a SAC worker for help with long distance faxes.
- Directions for using the fax machine are posted beside the equipment.
- RSO's may also use the fax machine if you need to receive a fax. The fax machine number is 502.272.7196.

Storage Lockers and Mailboxes

- Storage lockers and mailboxes are available to Registered Student Organizations.
- RSOs may request a locker and/or mailbox when re-registering each year.
- Mailboxes
 - These mailboxes are organizational mailboxes – not personal mailboxes. You are not to use them for personal matters.
 - If you have a package that is too large to fit in the mailbox area, you will receive a notice that you have a package. If the package is small enough, it will be put in your mailbox. Otherwise, the package may be picked up from the SAC student workers.
 - The Office of Student Activities is not responsible for any items left in the mailboxes.
 - It is your responsibility to notify the Director of Student Activities for Orientation and Leadership if your mailbox label needs to be changed.
- Lockers
 - One key will be given to the president or the designated contact of the requesting student organization. It is the responsibility of the key holder to manage his/her locker key; the Director of Student Activities for Campus Programs will only open the locker for the designated key holder (and only in cases where the key has not been lost).
 - Once given a locker key, the key holder **must not** “pass along the key” if he/she is leaving the organization for some reason. The key holder must return the key to the Director of Student Activities for Campus Programs, and the new key holder must fill out the key check-out form to obtain the key.
 - The locker key must be returned to the Director of Student Activities for Campus Programs no later than the study day of finals week of the spring semester. The \$10 deposit will be returned upon the return of the key. In the case of a lost key, the deposit will be lost and an additional \$10 deposit will be required to receive a replacement key. The RSO may also face the consequence of losing the privilege of utilizing the storage space.
 - Special permission may be granted to you and/or your organization to keep items in storage over the summer months. Contact the Director of Student Activities for Campus Programs if you need to do so. These requests will be handled on an individual basis.

Student Activities Computers

- The computers located in the Common Area of the Student Activities Center are for **RSO use only.** If it is found that a computer or printer is being abused for personal use, privileges will be revoked.
- Should any problems occur with either computer, please inform the Director of Student Activities and the Help Desk (helpdesk@bellarmine.edu) via email. Please write a detailed message noting the location of the computer and the specific problem(s).

Useful Contacts

General Information	502.272.8000
Safety & Security	502.272.7777
Technology Support Center (TSC)	502.272.8301 TSC@bellarmine.edu
Alumni Affairs	502.272.8333
Athletic Office	502.272.8380
Bursar's Office	502.272.8264
Business Office	502.272.8261
Career Center	502.272.8151
Catering Office	502.272.8349 catering@bellarmine.edu
Housing & Residence Life	502.272.7272
Intramurals Office	502.272.8343
Merton Center	502.272.8187
Multicultural Affairs	502.272.8302
Registrar's Office	502.272.8133 registrar@bellarmine.edu
Student Activities Office	502.272.7115
Student Affairs Office	502.272.8150
SuRF Center (Campus Recreation)	502.272.8326

***Limiting Liability and Risk Reduction**

Advisors of student organizations are the University's representative regarding the organization's activities. As such, advisors are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities and operational procedures. There is no specific

statement that explains liability for every possible incident or all the possible situations student organizations might encounter. If you have concerns about a situation unique to your organization or to a specific event sponsored by the organization you advise, please contact someone from the university staff who is knowledgeable about liability and risk management. Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Here are a few things that your organization can do to identify and reduce risk:

- Complete an Event Registration Form to clarify the needs and expectation of event.
- Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved
- Assess the capability of the group to manage risk.
- Identify the challenges in managing risk, as well as resources to assist in your planning.
- Develop a plan of action in reducing risk.
- Communicate with everyone involved (officers, members, advisors, participants, facilities staff).
- Work closely with the professional staff in the Student Activities Center to plan your event

*taken from the ACPC Commission on Student Involvement Advisor Manual

Appendix A

Example of correct Expense Claim Form:

BELLARMINE UNIVERSITY		University Expense Claim Form						
☒ BU Faculty/Staff ☐ BU Student ☐ Other		CARS IV#	Date Rec'd in A/P		Check, U.S. Mail ☐ Address City, State & zip Code Check, specify ☐ Campus Mail Hold ☐ pickup			
CARS ID# 1234567		Acct# 15-1234		Dept Ext #				
Payee Name: Danielle Reid		SS# if no CARS ID#						
Purpose, Destination, Explanation & Other Required Information	Date of Expense/Receipt (M/M/DD/YYYY)	A Personal Auto Mileage (32000)	B Airfare Taxis (32000)	C Car Rental (35000)	D Lodging (32000)	E Meals (34100)	F Conference Fee (54000 Fac) (54500 Staff)	G Other Expenses (Explain)
Electronics for Orientation Program	8/28/2012							34.95
Printers for Orientation Activity	8/28/2012							42.89
Mileage	8/28/2012	500.0						
Total Miles		500.0						77.84
Claims for expenses should be submitted every 30 days according to BU policy. The IRS requires reimbursement requests to be filed within 60 days of the expense. The date the form is received in Accounts Payable is considered the date of consideration for the 60 days. If reimbursement is approved on those expenses submitted past 60 days, reimbursement will be via payroll as "other income."		Calculation @ \$0.50 per mile \$250.00		Original receipts are required for all expenses in Columns B, C, D, E, F & G. For meals, the detail menu receipt must be submitted as well.				
Payee's Signature: Danielle Reid		Column Totals of A, B, C, D, E, F & G: \$327.84 Less personal expenses Less Cash Advance Total from Page 1: \$0.00 Due to payee (Bellarmine): \$327.84						
Director of Student Activities								
SGA Vice President of Finance								
Account #	Amount	Account #	Amount	Entered by A/P (Initials)				
Account #	Amount	Account #	Amount	Approved by (Initials)				

1. Form must be typed
2. Check "BU Student" if you are a student
3. Include your student ID # in the CARS ID# box
4. Put your name in the payee name box
5. Put the account number the reimbursement will be coming from in the Acct # box
6. Put each expense (receipt) on a different line
7. Never include tax (you should have picked up a tax exempt form before making your purchase)
8. Mileage and total will be calculated automatically
9. Make sure you sign where it says Payee's Signature
10. Attach all receipts



BELLARMINE
University

SBF
REQUEST FOR CHECK

Date Received _____ by Accounts Payable

PLEASE ENTER ALL INFORMATION WITHIN THIS SHADED BLOCK

Name of Payee Jane Doe

Employee (Yes or No) Yes Student (Yes or No) Yes External Constituent (Yes or No) Yes **Circle appropriate affiliation**

Social Security # or Federal I.D.# 1234567 - Student ID

Address of Payee 2001 Newburg Road, Louisville, KY 40205

Amount of Check \$ 100.00 Account # 15-1235

Reason for Disbursement speaker for Palio Event on behalf of BAC

Is this disbursement for a service performed on Bellarmine's campus? Yes or No (Circle one)

Did you verify receipt of Certificate of Insurance for General Liability and Worker's Compensation with Accounts Payable before this service was performed? Yes or No (Circle one)

Deliver Check To Student Activities Date Needed at least two weeks after request (9/30/12)

Requested By Jane Doe By Signing you are agreeing to the terms of this request.

RSO Advisor Signature Elizabeth Cassady

Approved by _____

SGA VP for Finance Director of Student Activities

Instructions/Terms:

Check requests are used only for payment of those items included in the Purchasing Procedures, such as dues, subscriptions, conference and travel registration fees. No check will be issued on the basis of the check request alone. All check requests must have supporting documentation and contain the proper approval by the department chairperson or area head.

Individuals submitting check requests for advances should provide the completed documentation upon return to the Business Office within fifteen (15) days. **Prolonged neglect to clear an outstanding advance could result in payroll deduction.**

FOR BUSINESS OFFICE USE ONLY. CARS ID# _____ Account(s) _____ Route to _____ Entered by _____ Final Approval _____	Certificate of Insurance: • General Liability ____/____/____ • Workers Comp ____/____/____ • KESA Form Received _____
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1. Put the name of the person/business receiving the check
2. Mark the person's affiliation with the university (employee, student, or external)
3. List social or Federal ID of payee, you can find this on their W-9 form, which should accompany any check request
4. List the business or person's address
5. Calculate the amount for the check and include the account number you are paying from
6. Include reason for expense, deliver to Student Activities, and the date the check is needed.
7. Gain a signature from your advisor
8. Turn in this form with a w-9, any written agreement for service or purchase or invoice for your future expense