

Welcome. This handbook is to assist you as you lead or advise your student group. It is important for your organization to have a good working relationship with both the Student Government Association (SGA) and the office of the University Center and Student Activities. The SGA represents all Webster students, and can provide your group with funds for programming that benefits the entire campus. The University Center and Student Activities department is available as a resource when planning and implementing these events. Please keep this book with other student organization records to help you with your group, and to pass on to officers that are elected in the middle of the academic year.

If you would like assistance with the operation of your organization, or in the planning of your organization's events, please call me at 968-7105 or stop by my office in the University Center.

John Ginsburg, Director, University Center and Student Activities

WELCOME!

Contents

	<u>Page</u>
Section 1: Registered Student Organizations	
-Student Government Association	4
-Registration	4
-Forming A New Group	5
-Advisors	5
-Student Leadership Center	6
-Officers' Summit and Delegates' Agenda	6
Section 2: Money Matters	
-Budget Proposals and Semester Allocations	7
-Fundraising Accounts	9
-Withdrawing and Depositing Funds	9
-Tax Exempt Status	10
-Monthly Reports	10
-Allocation Fund	11
-The Student Grant Fund	11
-Programming Pool Fund	12
-Bridge Initiative	12
Section 3: Event Planning	
-Reserving Space and Equipment on Campus	14
-University Center Priority Scheduling	15
-Campus Dining Service	16
-Food Permit	16
-Contracts and Contract Riders	16
-Tax Information for out-of-town performers	17
-Travel	17
-Public Video Performances and Copyright Law	18
- <i>Events with Alcohol</i>	20
-Party Permit	21
-Alcohol Policy	21
-Effective Party Management Program	22
-Party Assistants	22
-Responsibilities of Student Organization Volunteers	22
-Advisors	22
-Cover Charges	22
-Emergencies	23
-Party Clean-up	23
-Evaluation	23
- <i>Publicizing Your Event</i>	
-Posting on Campus	24
-Table Displays in Marletto's and the University Center	25

-Gorlok On-line Calendar	25
-Student Organization Web Pages	26

Section 4: Appendices

-Appendix A: Definitions

-Appendix B: Forms

- Organization Registration Form
- Active Member Roster
- Petition for Student Organization Recognition
- Sample Organization Constitution
- Sample Semester Budget Proposal
- Monthly Budget Report Form
- Sample Monthly Budget Report
- Allocation Fund Request Form
- Allocation Fund Questions
- Student Grant Fund Application
- Party Permit
- Student Organization Food Permit
- Performance Contract
- Webster Contract Rider
- Travel Form
- Statement of Responsibility/Waiver
- Emergency Information Form
- Advisor Expectations Worksheet
- Advisor's Self-Evaluation Checklist
- Advisor's Evaluation Checklist
- List of Webster Student Organizations 2008-2009

Registered Student Organizations

The Student Government Association

The Student Government Association (SGA) is the representative body that speaks for the students of Webster University. The SGA consists of five executive officers, two senators from each school and college, two graduate senators, and four at-large senators. The purposes of the SGA are to discuss and take action on matters that concern the general well-being of students, to recognize student organizations, and to oversee the usage of funds in the Student Bank.

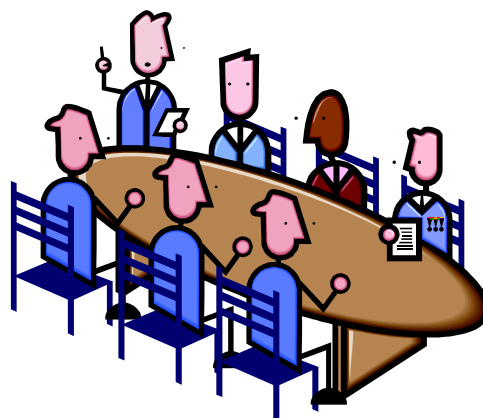
The Budget Committee of the SGA works to ensure that a portion of student tuition (the Student Bank) is spent on quality on-campus programs and activities that are open to all Webster University students. Chaired by the SGA Comptroller, the Budget Committee reviews proposals for student organization semester budgets and hears Allocation Fund requests. The committee then makes recommendations to the SGA based on their review.

The issues discussed at SGA meetings affect student organizations. It is in the best interest of student organizations to have a familiarity with the workings of SGA, and to have a member attend SGA meetings. Benefits include being informed of campus issues, learning of the activities of other organizations, and being able to promote your own group's activities. The SGA office is located in the Student Leadership Center, and the extension is x7666.

More information about SGA is available at www.webster.edu/sga

Student Organization Registration

At the start of each semester, and after elections, each organization must submit an official Student Organization Registration form to the Director of the University Center and Student Activities. *A copy of this form is available in the Appendix.* Registered student organizations must have at least 10 active members (including officers), as well as a faculty or staff advisor employed by Webster University. Clubs will not be able to access funds or reserve space until the updated registration form is received.



Registered student organizations are able to:

- Reserve University space.
- Use "Webster University" in the organization's name.
- Participate in the semiannual Officers' Summit.
- Petition for Student Government funding and use of the Student Bank.
- Host campus parties.
- Use an account number for the Student Leadership Center copier.
- Have a mailbox in the Student Leadership Center.
- Be listed in University publications.
- Maintain a web page connected to the "Webster University Student Organizations" page.
- Participate in the Fall Involvement Fair and Spring Recruitment Fair.
- Have an organizational Webster e-mail account.

Each organization represents Webster University and members are responsible for maintaining good standing with respect to group conduct and financial integrity. Failure to maintain good standing and fiscal responsibility will result in the loss of University organizational privileges.

Forming a New Group

Students wishing to form a new group must meet with the Director of the University Center and Student Activities, after submitting copies of the following information:

- A registration form. *A copy of this form is available in the Appendix.* Your group must have at least a President and an Advisor to be recognized. Your group must also have a Treasurer if you want to seek Student Government funding.
- A petition for recognition. You must obtain signatures of at least 25 registered students, who support the existence of your group. *A copy of this form is available in the Appendix.*
- A constitution. This must at least include a statement of purpose, which is used in University publications to describe your organization. *A sample constitution is located in the Appendix.*

The above three items should be returned to the Director *one week prior* to a regular Student Government Association meeting. At that meeting, group representatives will be asked to present the intentions of the group to the Senate, who will then cast a vote to recognize the group. A 2/3-majority vote in favor of the group is required for a group to become recognized. Once recognized, the group will enjoy all of the privileges listed above.

Advisors

Each organization must choose a faculty or staff advisor. The role of the advisor can depend on the need levels of both the group and the advisor. It is very important for both group members and the advisor to have the same understanding of the advisor's role. *See the Advisor Expectations Worksheet in the Appendix.* *At the first opportunity, group advisors and leaders should complete and discuss this exercise.*

The benefits an advisor provides are:

- Advisors are consultants to help with the organization's planning and activities.
- An advisor adds to the continuity of an organization, providing a historical reference of the campus and the group.
- Advisors help members of the group to develop leadership and life-learning skills.
- Advisors serve as liaisons for the organization to other faculty and staff members and the external community.

The advisor should attend as many meetings and activities as possible. He/she should also be aware of any financial problem faced by the organization and should be available for any major decision concerning the group. The advisor's approval is required on several forms, such as budget proposals and party permits.

Evaluation and advising:

Once an advisor has been chosen and worked with the group some time, it is helpful for both the group members and the advisor to evaluate the experience. *See the advisor evaluation exercises in the Appendix, and consult with the Director for more advising resources.*

Student Leadership Center

The Student Leadership Center (SLC) in the University Center contains student organization mailboxes, as well as the offices for SGA and Campus Activities. The copy machine is also for organization use; groups can receive their copy code from the Information Desk or the SGA Office. The University Center also owns a button-maker usable by registered clubs.

Officers' Summit and Delegates' Agenda

The Officers' Summit is a mini-conference that occurs each semester. The Summit includes workshops about SGA budgets, event planning, "Effective Party Management" (for holding events with alcohol), and other relevant topics. It also involves a roundtable called the Delegates' Agenda in which officers discuss their concerns directly with the University's top administrators, including the University President and Vice Presidents. The Summit is split between two days to allow preparation for the Delegates' Agenda meeting with the administrators once the topics are selected by Summit participants. SGA budget by-laws require the attendance of the Summit in order to receive full funding.

The Fall 2008 Officers' Summit is Friday, September 19, 12p-5p, followed by the Delegates' Agenda meeting Tuesday, September 30, 3p-5p.

The Spring 2009 Officers' Summit is Friday, February 9, 12p-5p, followed by the Delegates' Agenda meeting, Tuesday, February 13, 3p-5p.

Look for more detailed information in your student organization mailbox for each Summit.

Money Matters

The Student Government Association and the Budget Committee

The Student Government Association (SGA) is the representative body of students for the Webster University campus. One of the responsibilities of the SGA is overseeing the portion of student tuition set aside for student programs. This collection of funds is called the Student Bank. The SGA Budget Committee makes recommendations on how this money is to be allocated, which must be approved by the entire SGA. The funds are used for student group semester budgets, the Student Grant Fund, and the SGA Maintenance Fund. If the need arises, other funds may be set aside from the Student Bank.



Budget Proposals and Semester Allocations

At the beginning of every semester, **each SGA sanctioned student organization receives \$300 in “start-up” funds while the group prepares the budget request for that semester, due the Wednesday of the 3rd week of the semester.** In order to access funds, a current registration form must be on file with the University Center and Student Activities. The entire SGA Budget Committee By-laws are available at www.webster.edu/sga. A key excerpt is reprinted below from Article III, Section 4:

1. Each Chartered Student Organization may request up to \$1200 in addition to the \$300 in “start up” each Organization will receive the first day of the semester to be spent within the guidelines set forth by the Budget Committee by-laws.
2. The time line for Chartered Organizations to request allocation from the Student Government Association’s Allocation Fund is the following:
 - a. On the Wednesday of the 3rd week into the semester, Proposed Organizational Budgets are due to the SGA Comptroller by 5:00pm.
 - b. The Budget Committee will then review allocations and their recommendations will be published to SGA and the Student Organizations by no later than 5:00pm on Friday of the 3rd week into the semester.
 - c. An appeals meeting will be held on the Monday of the 4th week of the semester to hear any appeals by Student Organizations before the General SGA Meeting.
 - d. At the General Meeting of the SGA in the 4th week of the Semester the Budget Committee’s recommendations will be presented and approved for allocation by the general body.
3. Budget Proposals should include the following:
 - a. Monthly Itemized break down of spending and activities
 - b. Explanation of plans for the use of any unused start-up funds
 - c. A plan for fundraising if applicable
 - d. Signature of President, Treasurer, and Advisor
 - e. A budget defense, which should include how the organization plans to spend the money, how the activities will benefit students, and what the organization has been doing over the past few semesters.
4. Budget proposals by Chartered Organizations will be subject to the following system of review:

- a. Five items will be reviewed. Each is worth up to \$240, totaling a possible \$1200.
 - 1.) Does the budget meet the standards of by-laws in a legible and specific way?
 - 2.) Is the budget in line with the group's purpose and has group been reaching students through programming?
 - 3.) Have monthly budget reports turned in on time?
 - 4.) Have monthly budgets been filled out properly?
 - 5.) Has the money been spent effectively and appropriately for the last semester(s)?
 - b. Each item receives a score from 0-20 (x\$12/point = \$240 possible for each question). All decimals will be rounded up to the nearest dollar amount.
 - c. If the budget proposal was turned in late, 15% of the Allocation will be taken off.
 - d. If the organization did not have representation at the Officers summit the past semester or make other arrangements with President or Comptroller, 10% of the Allocation will be taken off.
 - e. Each organization's score will be tallied and the above deduction factored in. Allocations will be recommended based on this tally.
5. Allocation Funds may not be used for:
 - a. Events that occur off campus, including on-campus advertising for off-campus events, unless transportation is provided for all students who wish to attend the event.
 - b. Donations to charitable organizations.
 - c. Travel and/or entry fees for events or tournaments off campus, unless special approval is granted by the Budget Committee.
 - d. Reimbursement of fuel or mileage for errands related to organizational work and activity.
 - e. Means that will profit any member of any organization.
 - f. Individual membership fees or dues for other organizations.
 6. Gifts or Prizes for events cannot exceed \$50 per semester
 7. Allocated funds may be used to pay for no more than 50% of the purchase of apparel or related items.
 8. Allocation funds for food for meetings may not exceed \$150 per semester unless special approval is given by the Budget Committee.
 9. Allocation funds may be used to fundraise, however the total amount withdrawn for this purpose must be returned to the Student Bank. Funds raised above and beyond the start up costs may be deposited into an Organization's fundraising account to be spent at their discretion.
 10. The Student Bank reclaims unused budgeted money at the end of each Semester for future allocation by the Budget Committee of the SGA.
 11. Organizations cannot spend money from their allocated account after submitting their final Spring Report until the beginning of the following school year.
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Also, University policy prohibits the purchase of gift cards or gift certificates.

Budget proposals must include a detailed, itemized description of the events planned by the organization. For example, the cost of a party can be broken down into beverages, food, DJ, decorations, etc. The more detail provided, the easier it is for the SGA Budget Committee to determine how much is actually needed for each event. Organizations may be asked to appear before the Budget Committee to explain spending. *See Appendix for sample budget proposal.*

Many times, the Budget Committee is confronted with group expenditures that are questionable in nature. If you are unsure about your intended expense, please consult the SGA Comptroller or the UC Director. To develop a fund for unrestricted expenses, see Fundraising Accounts, below.

Fundraising Accounts

Fundraising accounts are unrestricted in use. A group may choose to open a fundraising account to save money over a long period of time, have an event off-campus, or make a donation to a

charity. Withdrawals from and deposits to the fundraising account utilize the same paperwork as allocated funds (explained below). To open a fundraising account, see the Director or Assistant Director in the University Center with an initial deposit. He/she will let you know the account number for Fundraising Accounts.

Groups that disband or become defunct will have their fundraising accounts reclaimed by the Student Bank if the group is not reformed within two years. Active groups that have a long-term goal for their fundraising accounts should inform the Budget Committee of that goal. Groups may receive less allocated funds if they have a dormant fundraising account with a large balance.

Withdrawing and Depositing Funds

Only the President and the Treasurer of each organization are authorized to withdraw funds. The process is explained below.

To withdraw advance funds under \$50.00:

- Obtain a Petty Cash Voucher and signature from the **UC Assistant Director or Director**.
- Take the voucher to the Business Office *Cashier Window*. Sign the voucher to acknowledge the receipt of funds. Keep the pink copy to be turned in with your monthly budget report.
- The Cashier's office is open 8:30am-5:30pm, Monday-Thursday, 8:30am-4:30pm, Friday.
- Petty Cash Vouchers are limited to one person per day.

To withdraw reimbursement funds under \$50:

Same as above, but bring original, itemized receipt or invoice.

To withdraw funds over \$50:

1. Obtain an invoice from the company or bring original itemized receipt.
2. Obtain a Check Request Form and authorization from the **University Center Assistant Director or Director**. Bring the original itemized receipt or invoice. Make a copy of the receipt for your monthly budget report. Include your phone number on the Check Request.
3. Take the form to Accounts Payable with receipt.
4. Checks are printed on *Tuesdays and Fridays, and must be submitted by 1pm the day before*.
5. W-9 forms for each payee must be on file with Accounts Payable. Extra time to print the check will be necessary for new vendors. A copy of the W-9 form is available from the Director or Assistant Director.

To deposit funds:

1. Deposit Forms are available from the Assistant Director or Director.
2. No signature is needed, but be sure to have the proper account number on the form.
3. Take the form and money to the Business Office Cashier's Window.

IMPORTANT: Whichever form you use, your organization must keep the *pink* section of the triplicate slip for your financial records. Attach these slips with the corresponding receipts to the monthly report that is submitted to the SGA Comptroller.

Tax Exempt Status

Because student organizations are part of the University, a non-profit organization, club purchases are exempt from Missouri state sales tax. Tax exempt letters are available in the Director's Office, and must be presented to area vendors when making a purchase. Take this with you when making club purchases. Because of this, organizations will not be reimbursed for Missouri State sales tax paid.

Monthly Reports

For each month, all student organizations are required to complete a report of group expenses and deposits accompanied by receipts. These reports are submitted to the SGA Comptroller. *See the Appendix, for an example of this report.*

- Complete the report, indicating withdrawals, itemized expenses, and deposits.
- Attach copies of your receipts and pink copies of Business Office forms.
- Make a copy of the report for your records.
- Submit the report to the SGA Comptroller's box in the SLC.

Article II, Section 3 of the SGA Budget Committee By-laws reads:

Student Organizations receiving funds shall have duties as set forth in the following:

1. Shall submit monthly Budget Reports to the Budget Committee. The reports shall include records of all business transactions, pink slips, and receipts.
 - a. Each month's report is due on the fifth day of the following month. If the fifth falls on a weekend, the report is due on the following Monday.
 - b. Reports do not need to be submitted for August or January; the September and February Reports should include expenditures for the previous month.
 - c. The November and April Reports should include an estimation of the next month's expenditures.
 - d. A final Fall Semester Report shall be due on the first Friday of the Undergraduate Spring Semester, and a final Spring Semester Report shall be due on the last Friday before Spring Graduation.
 - e. The Budget Committee recommends that organizations include with their final Semester Reports an explanation of any unused funds. These explanations will be taken into consideration when determining future budget allocations, pursuant to Article III, Section 4, Line 4, Item a.

If the report is not submitted by the deadline, the group will be penalized 25% of the remaining balance in the organization's allocated account.

Financial records from previous semesters for student groups are kept on file in the SLC.

The Allocation Fund

If an organization has exhausted its semester allocation, or if a newly-formed group wishes to obtain funds during the semester of its creation, the group can request money from the Allocation Fund. This fund is left over from the semester allocations made to requesting organizations. *See the Appendix, for a copy of the Allocation Fund Request form.* This form is submitted to the SGA Budget Committee which then makes a recommendation to SGA. Once funds are approved by SGA, the organization obtains the funds from the Assistant Director of the University Center and Student Activities. The organization must use funds for the specified purpose in the request. The maximum amount for an Allocation Fund request is \$300/year per organization.

The Student Grant Fund

The Student Grant Fund is a source of money that assists student groups and individuals when attending off-campus conferences and leadership experiences. Students requesting a Grant Fund must meet with the Student Grant Fund Committee (SGFC) to present a written request that includes an itemization of intended expenses, including travel, lodging, registration fees, and meals. With this information, students should provide information about the conference or seminar (registration materials are helpful), and should explain how attending the conference helps the Webster student population at-large.

Step 1: Submit Student Grant Fund application (4 weeks prior to event) to SGA Vice President.
Step 2: Meet with SGFC. SGFC will make a recommendation on your request.
Step 3: Attend SGA meeting. SGA Vice President will make recommendation to the SGA body on your behalf, and you will be asked to speak about your request.
Step 4: Following the SGA meeting, complete all paperwork and meet with UC Director. All travel documents must be completed before you leave. Director will help you arrange payments.
Step 5: Submit copies of your receipts to SGA Vice President. If you received a travel advance, a travel report and all original receipts will need to be submitted to Accounts Payable.

Student Grants, which usually cover only part of the student's total cost, are limited to \$250 per student, or up to \$1,500 total per group request. Students who are approved for a Grant must also provide an oral or written report at an SGA meeting following the conference or seminar. *See the Student Grant Fund Request Form in the Appendix for more information.*

If the Student Grant Fund is used for airline travel, tickets must be purchased through the University's preferred travel agent. See p. 16 for details about airline travel purchases.

Programming Pool Fund

Each year, SGA sets aside a pool of funds to encourage large-scale programming and cooperation between multiple student groups and/or campus programming departments. Groups should submit proposals to the SGA President as early in advance of the event as possible. There is no form, but the request must contain detailed budget estimates, per stipulations below.

The pool is open to the following groups

- Student organizations (funded and non-funded)
- Collaborations of student organizations and/or programming departments

Stipulations of appropriation include:

- Must have specific outline of what the event is, where it will be held, who is in charge of the event, and how the event will be run.
- Must have a detailed budget outlining the funding that the person(s) are asking for and any funding coming from other sources
- The event must be of campus-wide appeal and be open to the entire student body.
- The event must take place on campus or at an approved location.
- The request must be for an event that costs approximately \$750 or more.

A cap shall be placed on the amount that can be requested per event. The caps are:

- Individual Student Organizations (Funded/Nonfunded) - \$1,500
- Collaboration of Student Organizations - \$3,000 per group involved.

The Programming Pool Committee consists of: the SGA President (non-voting), SGA Comptroller, 2 SGA Senators, 2 students not on SGA, and the SGA Advisor. Meetings are held on an as-needed basis.

Bridge Initiative

The purpose of the Bridge Initiative is to support campus-wide out-of-class activities that are tied to Webster's general education goals and enhance student learning. Faculty (or students or student organizations in conjunction with faculty) may apply for funds in association with a course curriculum. Using the funds approved, faculty will be paired with staff from the Division of Student Affairs to assist with the execution of the program.

Criteria used in making funding recommendations include:

- * Potential for meeting Initiative goals.
- * Unique qualities of the program
- * Target audience.
- * Feasibility of the program.
- * Thoroughness and quality of the proposal.
- * Strongly giving preference to new programs.

Some program ideas may be easily connected with Student Affairs programming already in place. It is important to note that programs that receive funding will likely be opened up to a larger group of students than those enrolled in the class(es) associated with the program.

To inquire about applying for funding from the Bridge Initiative, please contact John Ginsburg at 968-7105 or ginsbujo@webster.edu. An application form is available on-line at www.webster.edu/studlife/bridgeform.pdf

Some sample ideas for Bridge Initiative programs:

- A trip to the Art Museum to see a special display
- Attendance at a play that is being discussed in the classroom
- Bringing a cultural performer to campus
- Showcasing a traveling exhibit on campus
- Hosting a lecturer on current events
- Getting a behind-the-scenes tour of a local business
- Working with residential communities to enhance learning outside the classroom
- A progressive dinner featuring international foods and discussions of other cultures

Event Planning

It is important for student organizations to be aware of both the intended audience and the costs involved with campus events. Try to organize reasonable and realistic events and plan far enough ahead, so as not to create a rush when it comes to implementation.

Involving other campus groups adds resources and creativity to your campus programming. Check with other organizations when planning an event. The calendar can be overloaded, and it is sometimes more effective for 2 or 3 groups to pool their resources for a cooperative activity.

Reserving space and equipment on campus

Location/Item	Capacity	Contact
Campus Classrooms and SV Lantern Lounge	--	Tutu Htun, x7506 Registrar's Office Department Assistant mayumimilan32@webster.edu
Community Music School Room 10	122	Leigh Huckaby, x4454, CMS Scheduler leighhuckaby11@webster.edu
Community Music School Room 11	77	Jean Huber, x7032, huberje@webster.edu Music Department Associate
Computer Equipment (Faculty/Staff Advisor has to reserve)	--	Desktop Technical Services, x8623
Eden Seminary Field	--	Kathy Munie, 918-2746 Designing Chefs (Eden Seminary Caterer)
Emerson Library Study Rooms	--	Library Circulation Desk, x6952
Executive Conference Room Webster Hall	25	Mary Birkenmeier (x6996) or Carol Cornwell (x6915), Exec. Secretaries
Loretto-Hilton Center Mainstage	900	Art Lueking, x6933
-Studio Theatre	125	Director, Loretto-Hilton Center luekinar@webster.edu
Marletto's Cafe	210	Brad Woodroffe, General Manager Sodexo Dining Services, x6902
Media Equipment	--	Media Center, x6967

Music Building Recital Room and Music Quad	100 400	Jean Huber, x7032 Music Department Associate huberje@webster.edu
Stage III (Webster Hall)	125	Lorraine LiCavoli, x6929 Dept. Associate, Theatre and Dance licavlor@webster.edu
SV McDonnell-Douglas and Emerson Lounges	--	Public Safety, x7430
University Center Pool	75	Myrna Homm, x7732 Aquatics Coordinator greermy@webster.edu
University Center		Jennifer Violett, x7105
-Conference Room	17	UC Assistant Director
-Presentation Room	40	violett@webster.edu
-Sunnen Lounge	120	
-Commons	300	
-Athletic Lobby	150	
-Grant Gymnasium	900-1500 (depending on bleachers in/out)	
-Quad	500	
-Library Conference Room	85	
West Hall Multipurpose Room and Classroom	50 35	Kelly Malone, x4663 Coordinator, Residential Life maloneke@webster.edu
WVA Clubhouse	35	Webster Village Apartments Office, x5920
Winifred Moore Auditorium	250	Department Associate, Fine Arts x7505

University Center Priority Scheduling

Each February, the University Center begins a process called Priority Scheduling for the following academic year's room requests. The Assistant Director sends out information to campus departments and student organizations, which are then returned containing your requests. Once the process is complete in March, scheduling in the University Center and Library Conference Room is open to all for the upcoming year. Note that outside of normal business hours, the cost for student organizations to reserve the University Center is \$10/hour. Also, due to Athletic practices, unless an event is booked through Priority Scheduling, the gym cannot be reserved until August 1st for Fall events and December 1st for Spring events.

Campus Dining Service

If you are planning an event with food, you may have your event catered by Sodexo, the campus dining service (www.websterdining.com). With Sodexo, your organization's account can be billed directly through the University. If you are planning an event with alcohol, you **must** order the alcohol through Sodexo. In addition to the cost of alcohol, your organization will be charged for the use of a bartender (*see Events With Alcohol for other costs and responsibilities with alcohol at your event*). Sodexo can be reached at x6902.

Food Permit

If your organization is planning to 1) sell food of any kind or 2) your group is planning to serve *cooked or refrigerated* food at an upcoming event, and you are *not* using a licensed caterer, you must meet with the Director of the University Center and Student Activities and complete a Food Permit. *See Appendix for a copy of the Food Permit.*

Contracts and Contract Riders

If your group is paying to have a speaker, performer, musician, or other service-provider at your event, you must complete a contract with the entertainer *in advance of your event*. Contracts place your organization in better legal standing should any problems arise regarding the service. And, because contracts provide a document in writing, you and the service-provider are less likely to get confused about the details of the service.

Many entertainers and agencies have standard contracts. If you use one of these contracts, it is important that you and your advisor read the contract carefully. The University Center and Student Activities Office also has generic contracts, and its staff members are able to assist you with any questions you have during the contract process. (*See Appendix for a sample contract*). Because the contract places representatives and funds of Webster University in a binding agreement, **all student organization contracts must be signed by the University Center Director or Assistant Director before considered valid. Club advisors cannot sign contracts for the group. Check requests for performers will not be authorized until a contract is signed by both the performer and the UC staff member.**

For *performers not affiliated with the University*, it is also necessary to include the Webster University Contract Rider with your agreement, regardless of who provided the original contract. The Contract Rider describes Webster University policies and regulations that must be followed by performers. **This document must be signed by the performer and a University Center staff member.** (*See Appendix for the Webster University Contract Rider*).

Many artists require that you present payment to the performer at the time of the event. Be sure to have the President or Treasurer of your organization obtain a Check Request Form from the University Center and Student Activities office and submit it to Accounts Payable AT LEAST two days before the event. Keep in mind that checks are issued on Tuesdays and Fridays.

Important Tax Issue for Non-Missouri Entertainers - Withholding

Missouri regulations require that any individual or entity that pays compensation to a performer who is not a Missouri resident, is to withhold Missouri income tax in an amount equal to two percent (2%) of the total compensation for entertainment performed in Missouri. No withholding is required if payment to the entertainer are less than \$300.

The regulations define an entertainer as “a person residing or registered as a corporation outside this state who, for compensation, performs any vocal, instrumental, musical, comedy, dramatic, dance, or other performance in this state before a live audience and any other person traveling with and performing services on behalf of a nonresident entertainer.” The Missouri Department of Revenue interprets a vocal performance as including public lectures or other speaking engagements as well as singing. (This does not include seminars that are part of student educational programs.) The regulation applies this definition to all performers even if they are individuals, incorporated, a partnership or provided by another entity, such as an agent, a theatrical group or a traveling company.

All contracts by University venues with nonresident performers in excess of \$300 must provide that they University will withhold the 2% entertainment tax. Entertainers must be informed that any contract provisions that prohibit withholding the Missouri 2% withholding tax will not be accepted. Penalties incurred for failure to withhold will be passed through to the venue. The contract in the Appendix takes this policy into account.

Travel

If your organization is traveling to an event outside of St. Louis, there are several important steps you need to take to protect group members. **First, have each student complete an Emergency Information Form.** These forms should be kept by the organization member or advisor planning the travel. These forms help make members realize that risks are inherent when traveling, and also that students need to be held responsible for their behavior when representing Webster University. **Second, complete a Student Organization Travel Form and a Travel Waiver/Statement of Responsibility and submit them to the Director in the University Center.** *See the Appendix for copies of these documents.*

Airline Travel – NOTE NEW INFORMATION FALL 2008

If you are using the Student Bank for airline travel for speakers or performers to come to Webster, or for Student Grant Fund airline travel, you need to follow the steps below.

Webster University has an agreement to book all airline travel through TravelPlex. **All travel must be booked through TravelPlex. Travel booked elsewhere cannot be reimbursed.**

Step 1: Select travel dates and times.

Step 2: Call TravelPlex at 314-569-1900. Identify yourself as a Webster University student representing a Student Organization. The profile name for student clubs is “SGA Traveler”. Find flight information and costs that meet your needs.

Step 3: To purchase the ticket, you will need to provide the account number for the Student Bank account you are using. You will also need the following information:

Traveler’s Name
Traveler’s Email Address
Traveler’s Home and Work Phone Number

The ticket will be charged through the University’s Purchasing Card system and the charge will go directly to John Ginsburg, Director of the University Center and Student Activities. Make sure he has complete information about the ticket you are buying.

If you have any questions, please contact:

Leona Graham
Coordinator – Administration
Office: 314-961-2660 ext 8037
Mobile: 314-220-9840

Public Video Performances and Copyright Law

If your organization is intending to show a video for a social event, meeting, or other purpose, it is necessary to have a public performance license for the film. While it may seem harmless to rent a movie at the local video store to show at a club event, it is actually a violation of copyright law *regardless* of whether or not a fee is charged. The purchase or rental of a video tape from a local video store is for home use only, and does not carry the right to show the work in a public or semi-public place.

The first place you should check when looking for a particular film is with the Emerson Library. If they have a copy, the library staff can let you know if it already has a public performance license, and if not, whether they can obtain one for it.

The following is a list of companies that license public performances of films. You are encouraged to explore your options, although Swank Motion Pictures (1-800-876-5445) is located here in St. Louis. Note that rental costs for public performances are *significantly higher* than for home use, so you should obtain estimates early in order to request enough money in your semester budget proposal.

Criterion Pictures USA	Non-theatrical Film licensing	www.criterionpicusa.com
Icarus Films	Independent Films, documentaries	www.frif.com
Hogan Communications	Premiere Film Screenings	www.hogancommunications.com

Kino International	World cinema	www.kino.com
New Yorker Films	Independent Film licensing	www.newyorkerfilms.com
Swank Motion Pictures	Non-theatrical Film licensing	www.swank.com **
Villon Films	Socio-politico documentary films	www.villonfilms.com
Women Make Movies	Films by and about women	www.wmm.com
Zeitgeist Films	Independent Film licensing	www.zeitgeistfilms.com

Also see www.webster.edu/ietl/fairuse/fairuseframeset.htm for more information.

**Swank Motion Pictures is located in the St. Louis region.

Events with Alcohol

Student-sponsored events at Webster University are for the benefit of Webster students. Groups who sponsor such events assume the responsibility to plan and implement safe, well-ordered events. Though alcoholic beverages may be served under the conditions described below, the central purpose of these events is entertainment, not the consumption of alcohol.

- A student club planning an event with alcohol must first meet with the Director of the University Center and Student Activities. Then, a party permit must be completed, approved, and returned to the Director at least 72 hours in advance of the event.
- At least three members of the sponsoring organization must attend a “Effective Party Management” workshop held at the Officers’ Summit. If this session is not attended, you will need to make a special appointment with Patrick Stack’s office (x7030).
- Alcohol must be purchased through Campus Dining Services, and a licensed bartender must also be hired to serve the alcohol. No alcoholic beverages may be brought into or removed from the party area.
- The bartenders will stop serving alcoholic beverages 1/2 hour before the end of the event, and will not serve past 1:00a.m.
- The sponsoring group must provide an adequate amount of non-alcoholic beverages and a reasonable amount of food. Food can be purchased through the campus food services, or from an off-campus source.
- For events with alcohol or more than 100 people, the group must hire a Public Safety officer. In addition, University Center staff must be assigned through the Director of the University Center and Student Activities. This staff works the entrance to handle check IDs, take cover charge (if any) and monitor the event for adherence to this policy.
- The sponsoring group must have approximately six volunteers to aid the smooth functioning of the event. The actual number is to be determined by the Director of the University Center and Student Activities. These volunteers must arrive 15 minutes prior to the start of the event and are responsible throughout the course of the event. These individuals help to monitor the entrances and exits of the event, and inform the Student Activities staff or the Public Safety officer if any concerns arise. The group is also responsible for clean-up of the party area.
- Advertising for the event is to be limited to Webster University, unless authorization is obtained from the Director of the University Center and Student Activities. Advertising for events with alcoholic beverages must focus on the event, and not promote the usage of alcohol. The Director of the University Center and Student Activities must approve any advertisement that makes reference to alcohol.
- Unless special permission is obtained, entrance to the event is limited to Webster University community members and their guests. Webster University students, faculty, and staff are responsible for their own behavior and for the behavior of their guests.
- The sponsoring group is liable for damages and clean-up charges, to be assessed by the departments of the University Center and Student Activities, Dining Service, Facilities Operations, and the Dean of Student Affairs Office.

- Any group that violates these guidelines or whose events become chronic problems is subject to suspension of party privileges and its members are subject to judicial charges.
- The number of drinks per patron will be limited to the number of hours for the event. No alcoholic beverages may be brought into or removed from the party area.
- Outdoor events must end by 9:00 p.m. in deference to the neighborhood, unless special permission is obtained from the University Center and Student Activities. Music at the event must be kept at a volume level acceptable to University staff.

Party Permit

You must use a Party Permit for large events (100+ people) and/or events with alcohol. Party permits must be completed and returned to the Director's office 3 days prior to the event. See *Appendix for a copy of the Party Permit.*

The steps to planning a successful party using a Party Permit are as follows:

- Choose an organization representative to be in charge of the party.
- Have the organization representative and advisor sign the permit.
- Have at least 6 students from your group volunteer to help with monitoring the event (responsibilities for this are listed below), and have them sign the Party Permit.
- Reserve the space for the party, and have the manager of that space sign the Permit.
- Meet with John Ginsburg, Director of the University Center and Student Activities. Discuss the details of the party with him, and obtain his signature on the Permit. Key details to know are: whether you will serve alcohol, whether you will contract entertainment, and whether you will have a cover charge for the event. John will assign Party Assistants to the event (described below) if when necessary.

If you are going to have alcohol at your event, at least 3 members of your organization must attend the Effective Party Management workshop presented throughout the academic year (see below for details). Only these members of your organization can be representatives for parties with alcohol. In addition, you must complete the following steps on the Party Permit:

- Obtain the signature of the Manager of Public Safety, who may schedule a Public Safety Officer for your event. If it is determined that a Public Safety needs to be scheduled specifically for your event, it will cost \$15 per hour.
- Order alcohol from Sodexo Food Services (located in the cafeteria), and obtain the signature of the Director of Catering.
- Return the completed Party Permit to John Ginsburg 3 days prior to the event.

Alcohol Policy

Webster University expects its students to observe all federal, state, and local laws, including those related to the possession and consumption of alcoholic beverages. Persons under the age of 21 are prohibited from possessing or consuming alcoholic beverages. Students who are 21 years

of age or older may consume alcoholic beverages only in the privacy of their own rooms and at sanctioned events. Webster University students and their guests are expected to act responsibly in their use of alcoholic beverages. Drinking games are prohibited on campus, whether at events or in residential facilities. Additional University policies and procedures are available at <http://www.webster.edu/studlife/StuA/handbook.htm>

Effective Party Management Program

Student organizations who wish to have parties with alcohol must have at least three representatives from the organization attend the Effective Party Management workshop. This workshop is presented each Fall at the Officers' Summit and by the Office of Alcohol and Drug Education by appointment. The program presents important information regarding the individual and societal effects of alcohol, and identifies the responsibilities of members of student organizations that host parties with alcohol.

Party Assistants

Party Assistants are students who work for the University Center and Student Activities. They are responsible for taking money for cover charges (if any) and checking IDs for party guests who wish to drink alcohol. Arrangements for Party Assistants are made by the Director. There is no charge for Party Assistants to registered student organizations.

Responsibilities of Student Organization Volunteers

- Help set-up, clean-up, and take care of party functions during the evening, such as making sure there is enough food and soda and checking for spills.
- Monitor party guests to look for irresponsible behavior, be the "eyes and ears" for Public Safety. Inform Public Safety if there is suspected underage drinking or other violations occurring.
- Monitor entrances and exits to prevent people from improperly entering or leaving the area.
- Volunteers must arrive 15 minutes prior to the start of event.
- Student volunteers must be sober at time of arrival, and remain so throughout the event.

Advisors

Advisors of student organizations should be involved in the planning and evaluation processes of all events, including parties. It is also expected that the advisor will be present during the event. Advisors who would like some assistance when working with their organization should contact John Ginsburg, Director of the University Center and Student Activities at 968-7105.

Cover Charges

Organizations have the option to charge an entrance fee for a party. The advantage is that you can recoup some of the funds spent on the party, since any profits (above and beyond party

expense) are deposited into the group's Fundraising Account. The disadvantage is that student patrons may be turned away by the cost.

To charge a fee, the group needs to inform the Director during the Party Permit meeting. The club needs to withdraw funds from the Cashier's Office to have a start-up bank of small bills for the party. The Party Assistants will handle all of the cash taken in during the event. After the party, the money can be secured in the University Center safe. The following business day, the Director will deposit the money in the club's account. A copy of the deposit slip will be placed in the student organization mailbox, so that the group has written record of the amount deposited.

Emergencies

Emergencies that occur during the party should be immediately reported to the Public Safety Officer and Party Assistants. If needed, call Public Safety at x6911.

Party Clean-up

The party area must be returned to its original condition. The tables should be cleaned, decorations removed, and trash taken to dumpsters. Make sure in advance that extra cleaning equipment is available after the event, should a mess occur. Any damage and extra cleaning by the University housekeeping staff will be paid by the host group. The sponsoring group is liable for damages and clean-up charges that may be incurred.

Evaluation

Discuss the event with the entire organization and advisor at the next group meeting. Keep a written record of the planning steps, as well as improvements that can be made for next time. If you have further questions about how to plan a successful event, see a staff member in the University Center and Student Activities Office.

Publicizing Your Event

Posting on Campus

Please see the Student Handbook for complete information on posting notices, using sidewalk chalk, hanging banners, and using staked signs. This is available on-line at: <http://www.webster.edu/studlife/StuA/handbook/solicita.htm>

Bulletin Board Posting Locations

University Center- bring 7 to Information Center (for UC, SV glass cases and outdoor kiosk)

Webster Hall- 8 in stairwells, 2 outside Business Office, 1 on ground floor

Sverdrup- 1 in stairwell near McDonnell-Douglas Lounge, 1 in hallway near Lantern Lounge, 1 across from Media Center

Maria Hall- 2 in hallway by Marletto's

Loretto Hall- 1 in MCISA hallway

Emerson Library- take 2 to circulation desk

H. Sam Priest House- 1 on 1st floor by entrance

Pearson House- 1 on 1st floor by entrance

Residence Halls – Take 11 to the Office in West Hall

Thompson Music Building – 2 on 1st floor near stairwell, 2 in basement

Visual Arts Studio- 1 in West Wing

WVA Clubhouse – Take 3 to the office

Garden Park Plaza Garage- 1 on ground floor by elevator

In brief, please note:

- Posting is permitted on general University bulletin boards. Posting is prohibited from walls, windows and doors.
- Use of special area bulletin boards requires approval from the related department.
- Sponsor, date, time, location and cost of the event must be identified on the poster.
- To post in the University Center, the Sverdrup glass cases, and the outdoor kiosk between Sverdrup and the Library, submit flyers to the University Center Information Desk. Please provide 7 copies of each flyer.
- Flyers will be posted up to 2 weeks. Outdated materials on public bulletin boards should be removed by your organization.
- The University Center and Student Activities Office monitors all bulletin boards and reserves the right to remove outdated or inappropriate materials.
- Posters for events with alcohol must be approved by the Director.

Six under-utilized, but highly effective, ways to publicize on campus

1. Announce the event at an SGA meeting. These are held every other Tuesday in Sunnen Lounge at 3pm. If you cannot make the meeting, contact SGA at x7666 or sga@webster.edu.
2. Have the event announced on the campus radio station, KGLX. Call x7162.
3. Get an ad on Gorlok Television, GTV. Call x7503.
4. Reserve a TV/DVD/VCR and show a video preview in the University Center. Call x7105.
5. Write an announcement on a classroom white/chalk board (check first with the instructor).
6. Use sidewalk chalk in the approved chalking locations (see Student Handbook).

Table displays in Crossroads and Marletto's

Please bring 40 4x6 (only this size or smaller) flyers to the Information Desk no earlier than 1 week prior to the event. They will be placed on the tables in Crossroads, unless the table displays are already filled with current events. For Marletto's, please also take 40 copies of 4x6 flyers to the Dining Services office, and the staff will place the flyers on the tables.

Gorlok On-line Calendar (GO Calendar)

The University Center office maintains a calendar as a part of the University's website (www.webster.edu/studlife/calendar/calendar.html). This calendar is also hung in the University Center restrooms. To include an activity on this calendar, contact Andrew "Rudy" Rudroff, UC Information Coordinator, at x7105 or gorlokonline@webster.edu). The following information needs to be provided:

- Name of the event
- Location
- Starting and Ending Times
- Cost of Program (if any) to attendees
- Contact Person's Name/Location/Phone Number
- Sponsoring department/organization

The calendar is updated each Friday, so information needs to be submitted by 4:30pm on Thursday.

Student Organization Web Pages

Every student organization has a brief description on the Webster University "Student Organization" web page (www.webster.edu/studlife/studorgs.html). Organizations should regularly review this information to make sure that it is updated. Student groups may create their own web pages that will be connected to this site. To do so, call the IT Help Desk (x5995) and ask them to submit a work order to have your page uploaded.

OTHER METHODS OF PUBLICITY (PRINTED)		
What	Who to contact	Phone
<i>The Journal</i>	Advertising Manager admgr@webujournal.com	x7538
Inside Webster	Marianne Kirk, Marketing and Communications kirkma@webster.edu	x7463
Gorlok Online	Andrew "Rudy" Rudroff, University Center Information Coordinator gorlokonline@webster.edu	x7105
Webster World	Claudia Burris, University Communications burriscl@webster.edu	x6958

Appendix A: Definitions

Allocation Fund- The SGA fund from which recognized clubs get funded. Existing funded groups may get up to \$1500/semester. New student organizations may request up to \$300 in funding during the semester they are recognized, or current organizations may make a one-time request up to \$300 per year for events not anticipated when the semester request was made.

Bridge Initiative – A source of funds that enables programming between Student Affairs and faculty members in order to promote learning outside the classroom.

Comptroller- The financial officer of SGA who chairs the SGA Budget Committee.

Group of Intent- A group of students who are in the process of becoming recognized by the Student Government Association.

Programming Pool – Funds overseen by SGA that is set aside for large-scale programs.

Recognized Student Organization- A student group that has been approved for recognition by the Student Government Association.

Registered Student Organization- A student group that has all current information on file with the University Center and Student Activities, and enjoys certain University privileges.

Semester Budget- Funds that registered student organizations may request from SGA each semester, up to \$1500 (\$300 in start-up funds, plus \$1200 in the request).

Student Bank- The University account through which all transactions occur related to registered student organizations and student grants.

Student Government Association (SGA)- Webster University's student representative body. This organization gives official recognition to student groups, allocates money to those groups, and oversees the Student Grant Fund.

Student Leadership Center (SLC)- An area of the University Center where organization mailboxes and the offices of Campus Activities and SGA are located.

Student Grant Fund- Funds overseen by the Student Government Association that is available for students to attend conferences and seminars. Chaired by the SGA Vice President.

University Center and Student Activities- The Webster University department that oversees the UC facility, SGA, Campus Activities, and all registered student organizations.

University Center Board- An advisory board for the University Center with student, faculty and staff members. Chaired by a student President who is elected each Spring. For a complete list of representatives, see www.webster.edu/uc/board.shtml.

Appendix B: Forms

Being responsible for a student organization means paperwork, paperwork, paperwork. Below is a chart describing what (and when) needs to be submitted. The forms are on the pages that follow. Please make copies from this book each time you need a form.

<u>What form</u>	<u>Submitted to</u>	<u>Due When</u>
•Student Organization Registration	John Ginsburg	Each semester/change in officers/when forming group
•Petition for Group Recognition	John Ginsburg	When forming group
•Sample Organization Constitution	John Ginsburg	When forming group
•Semester Budget Proposal <i>(Semester proposals are to be written by the group. There is no form. Please see sample.)</i>	SGA Comptroller	3 rd Wednesday of the semester
•Monthly Budget Report <i>(See sample)</i>	SGA Comptroller	The 5 th of each month
•Allocation Fund Request	SGA Comptroller	4 days prior to Budget Mtg. (2 weeks prior to event)
•Student Grant Fund Request	SGA Vice President	4 weeks prior to event
•Travel Form	John Ginsburg	When traveling
•Emergency Contact Information	John Ginsburg	When traveling
•Statement of Responsibility	John Ginsburg	When traveling
•Party Permit	John Ginsburg	3 days prior to event (completed)
•Food Permit	John Ginsburg	Prior to the event
•Performance Contract	John Ginsburg/Jen Violett	With check request for payment
•Contract Rider	John Ginsburg/Jen Violett	With contract

Other Helpful Forms and Information

- Advisor Expectations Worksheet
- Discussion Questions Regarding the Advisor
- Advisor's Self-Evaluation Checklist
- Advisor's Evaluation Checklist

Active Member Roster

Organization: _____

Academic Year: _____

Please list the active members of your organization (include officers from reverse side). Phone numbers will not be distributed outside the University. Clubs must have 10 members to be considered active.

Name _____ Phone Number

Petition for Student Organization Recognition

Group of Intent: _____

Please obtain the signatures of at least 25 registered students who support the Student Government Association recognizing your group. Submit this petition with your Organization Registration and Constitution to the Director, University Center/Student Activities.

We, the undersigned, support the recognition of the above named Group of Intent as an official Webster University student organization.

	<u>Name</u>	<u>Signature</u>	<u>Student ID#</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			

SAMPLE ----Constitution of _____ of Webster University----SAMPLE

Article I: Name

Section 1: The name of this organization shall be _____

Article II: Purpose

Section 1: The purpose of the _____ is to _____

Article III: Officers

Section 1: Officers serving as the Executive Board shall be the President, Vice President, Secretary, and Treasurer.

Section 2: The term of office for Executive Board members shall be one year or until successors of such members are elected.

Section 3: Executive Board members must be in good standing with Webster University.

Section 4: The Advisor shall be a member of Webster's faculty or staff. The advisor has no vote in the organization.

Article IV: Membership

Section 1: Membership is open to any Webster student who has an interest in _____...

Article V: Election of Officers

Section 1: Election of officers will occur at the last meeting of the fall semester. Terms of office shall begin at the first meeting of the spring semester, following a transition workshop of outgoing and incoming officers.

Section 2: Each member in good standing at the time of election shall be accorded one vote per office.

Section 3: All elections will be held by secret ballot.

Section 4: A simply majority vote will constitute an officer election.

Article VI: Meetings

Section 1: Meetings will be held twice per month at a time and place to be determined by the organization.

Section 2: All members must attend a majority of the meetings held during the year, to remain in good standing to be eligible to vote at officer elections.

Article VII: Amendments

Section 1: Amendments to this constitution shall be adopted by a 2/3-majority vote of the members present at a regular meeting following the meeting at which the proposed amendment was introduced.

SAMPLE--- Semester Budget Proposal *---SAMPLE*
 Fall 2008
 Tiddlywinks Club

Submitted by:

Barbara Winkler, Treasurer, Tiddlywinks Club -- Phone: x5555.

x _____

Harold Tiddle, Advisor, Tiddlywinks Club -- Phone: x4321.

x _____

1. September informational meeting.
 Food \$30 (Schnuck's).

Bob's DJ Service \$250.

 Total: \$770.

2. September Professional Tiddlywink
 Speaker.
 Honorarium \$50
 Advertisements (Kinko's) \$35
 Journal Ad \$80
 Sodexo Catering \$100

 Total: \$265

6. December Holiday Fundraiser
 Bake Sale Supplies: \$30*
 Anticipated Income: (\$150)*

Total Expenses: \$1,295
Total Income: -\$30*
Total Request: \$1,265*

3. October tiddlywink invitational
 tournament.
 Journal Ad \$80
 Tiddlywink Equipment Rental \$100
 Refreshments \$50 (Natural Fact)

 Total: \$230.

*The first \$30 earned from the Bake Sale
 repays the startup funds for the Fundraiser.
 Anything above and beyond the startup is
 deposited into the organization's
 Fundraising account.

4. November meeting.
 Food \$30 (Shop n' Save).

5. November Thanksgiving Party.
 Journal Ad \$100
 Posters (Copy Center) \$45
 Banner (Ben Franklin) \$20
 Sodexo (Beer, Bartender) \$180
 Public Safety Officer \$75
 Food and Soda \$100 (Schnuck's)

Webster University Student Organization MONTHLY BUDGET REPORT

Organization: _____

Report for the month of: _____ 200 _____

- This form is due the 5th of each month. See Student Org. Hdbk. "Monthly Reports" for more details.
- Submit this form to the SGA Comptroller's mailbox in the Student Leadership Center of the UC.

Restricted Account

Please enter your expenses below. If you spent less than you withdrew, indicate the difference in the appropriate column. If you saved such a difference for another expense this month, indicate that as well. All remaining differences need to be deposited.

Date	Amount Withdrawn	Actual Expense	Difference	Purpose
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total _____ -- _____ _____
Amount to be deposited

Previous Balance _____

Withdrawals _____

Deposits _____

New Balance _____

 Organization Treasurer Signature

Fundraising Account

Previous Balance _____

Withdrawals _____

Deposits _____

New Balance _____

Webster University Student Organization MONTHLY BUDGET REPORT - SAMPLE

Organization: Tiddlywinks Club
Report for the month of: October 2007

- This form is due the first Friday following the end of the month..
- Submit this form to the SGA Comptroller's mailbox in the Student Leadership Center in the UC.

Restricted Account

Please enter your expenses below. If you spent less than you withdrew, indicate the difference in the appropriate column. If you saved such a difference for another expense this month, indicate that as well. All remaining differences need to be deposited.

Date	Amount Withdrawn	Actual Expense	Difference	Purpose
<u>10/4</u>	<u>\$80</u>	<u>\$80</u>	<u>0</u>	<u>Journal Ad -Tournament</u>
<u>10/6</u>	<u>\$50</u>	<u>\$45.67</u>	<u>\$4.33</u>	<u>Tournament Refreshments (Natural Fact)</u>
<u>10/9</u>	<u>\$100</u>	<u>\$100</u>	<u>0</u>	<u>Equipment Rental</u>
<hr/>				
Total	<u>\$230</u>	<u>\$225.67</u>	<u>\$4.33</u>	
			Amount to be deposited	

Previous Balance \$910.15

Withdrawals \$230

Deposits \$4.33

New Balance \$684.48

Fundraising Account

Previous Balance \$234

Withdrawals -0-

Deposits \$120 (car wash)

New Balance \$254

Organization Treasurer Signature

Webster University Student Organization Allocation Fund Request Form

The Student Government Association (SGA) Allocation Fund money allows new student organizations to obtain funding in the middle of a semester, or existing organizations to sponsor events that were not anticipated when the semester budget was submitted. All parts of this form must be completed and submitted to the SGA Comptroller as described below. All questions should be brought to the SGA Budget Committee.

Guidelines

- Allocation Funds are restricted to Student Organizations recognized by SGA.
- An organization may make one request annually for up to \$300.
- Organizations whose requests are approved must submit a follow-up report of the event or service to SGA.

Criteria

- Student Organizations may request money from the Allocation Fund if they have exhausted their allocated account and want funding for more events, or if they are a newly recognized organization that did not participate in the Semester Budget Proposal process as explained in Article III, Section 4 of the SGA bylaws.
- The Allocation Fund request must follow the guidelines set out in the SGA Budget committee bylaws.
- The Organization requesting funding must respond to the questions on Page 2.
- The complete SGA budget bylaws are available at: www.webster.edu/sga/imp_docs.html

Process

- Organizations requesting Allocation Funding must submit this Allocation Fund Request Form accompanied by a **thorough** itemization of the event, to the SGA Comptroller.
- Request forms must be submitted to the SGA Comptroller 4 days prior to the Budget Committee meeting.

Allocation Fund Request Form

Organization _____ Current Balance (if any) _____

Group Contact Name _____ E-mail _____ Phone _____

Check one: Fundraising Balance (if any): _____

Existing organization requesting funds _____

New organization requesting funds _____

Requested amount: \$ _____

Reason for request: _____

Treasurer's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Comptroller's Signature (upon approval): _____ Date: _____

Allocation Fund Questions

What other avenues have you considered for assistance in financing your organization?

Who is the target audience for the events or services described in this form?

How will Webster University students benefit from the event or service you wish to present?

Have you actively sought co-sponsors for the events or services described? If so, who? If not, why?

Have you considered fundraising, or increasing the regular fundraising efforts of your organization?

Itemized Description of event(s) or service(s):

Webster University Student Government Association - Student Grant Fund Application

The SGA Student Grant Fund (SGF) was created to assist students pursuing educational and leadership opportunities outside of the University. Recipients of a grant must be able to explain how their experience will benefit the students of Webster University.

Guidelines

- Submit a) completed page 2 of the Student Grant Fund application b) all accompanying information identified on page 2, and c) completed Travel Form (found in Stud. Org. Hbk.) with ID numbers.
- Students must submit their request to the SGA Vice President no later than four weeks prior to the event. Exceptions will be granted by the committee on a case-by-case basis. Groups submitting requests less than four weeks before the event should expect to receive reimbursement of expenses upon their return.
- Students attending events during the summer are eligible for funds.
- One representative of the request must attend both the SGF Committee meeting and the SGA general meeting to discuss the application.
- The SGF Committee will make a recommendation, which must then be approved by the entire SGA at the next full SGA meeting. If an SGA member is requesting funds, he/she may not vote.
- SGA will not grant funds for activities of a political party.
- Following approval, all members are required to fill out a travel form and liability waiver and return them to the Director of the University Center and Student Activities.
- Receipts must be submitted to the SGA Vice President upon return from the conference.

Criteria

- Students are permitted one grant allocation per semester.
- Funds will not be granted for activities in which school credit hours are gained.
- There is a maximum allocation of \$250 per individual. If more than six people are attending, the maximum allocation is \$1,500. Funds will be allocated with the following stipulations:
 - Up to \$125 per person will be provided for transportation.
 - A maximum of \$75 per person per night for lodging. No hotel expenses will be covered within a 40-mile radius of the Webster Groves campus.
 - Up to \$20 per day per student will be provided for food.
 - Registration fees are covered as long as the total per request does not exceed \$250/person.
 - Students will be responsible for all other expenses.

Any misuse of funds will result in the billing of the student. He/she will not be able to register or receive a transcript until the situation has been remedied. If student(s) attended the event as part of a student organization, misuse of funds could endanger the group's status with SGA.

Student Report

A written or oral report must be presented by the recipients(s) of the Grant Fund on or before the last SGA meeting during the semester in which the event takes place.

Name of Event/Conference/Workshop:

Student Representative:
(List all students attending w/ID #'s using Travel Form)

Location:

Dates of event:

Below, please break down your costs under "requested". The Grant Fund Committee and SGA will use this as a worksheet.

	Requested Per Student	Amount Allowed	Requested Overall	Recommended by SGF Comm	SGA Final Decision
Registration:	_____	_____	_____	_____	_____
Travel:	_____	<u>125/student</u>	_____	_____	_____
Lodging:	_____	<u>75/day/stud</u>	_____	_____	_____
Food:	_____	<u>20/day/stud</u>	_____	_____	_____
Other:	_____	_____	_____	_____	_____
Totals:	_____	<u>250/student</u>	_____	_____	_____

On a separate sheet of paper:

- 1) Please give a brief summary as to the nature of the conference/workshop/event.
- 2) How will Webster University students benefit from your attendance at this event?
- 3) What other avenues have you pursued for help in financing your attendance at this event?
- 4) For what other reasons should the Student Grant Fund support your attendance?

Group Contact Name _____ E-mail _____ Phone _____

Signature of Applicant/Representative: _____

Signature of SGA Vice President (following Recommendation): _____

Signature of SGA President (following SGA Approval): _____

Upon approval, the SGA Vice President will make a copy of this report. The recipients are then to meet with the Director of the University Center and Student Activities to discuss the payment.

Webster University Statement of Responsibility

I, _____, understand that during my travels I am an ambassador of Webster University. As an adult, I acknowledge that I am responsible for my own behavior. I agree to abide by the Policies and Procedures as outlined in the Webster University Student Handbook. I am aware that since I am attending an off-campus function for a Webster University organization, I am subject to the same disciplinary and judicial regulations that exist on campus.

Signed: _____ Date: _____

University Center & Student Activities/Webster University WAIVER

I, _____, intend to participate in

which is an event funded and/or sponsored through the University Center of Webster University, or an organization therein, and is scheduled to take place _____ (dates).

In consideration of the University Center and/or Webster University making arrangements for and permitting and assisting me in participating in the above named activity, I hereby assume the risk of participation in said activity. Such risks shall include, but not be limited to, transportation (when provided by Webster University), participation in the various activities of the program, all risks incident to using any equipment provided for my use as part of this activity, and all risks incident to my physical condition.

By signing this waiver, I acknowledge that I have a full understanding of the kinds of occurrences, perils, and hazards that may exist during or as part of the above named activity in which I intend to participate. I also acknowledge that I have had the opportunity to discuss the above named activity with the appropriate people and to ask questions relative to the possible hazards and perils that may be present during the activity. Therefore, I agree to hold harmless Webster University, the University Center, and any agents or employees of the aforementioned institution should any harm occur during this activity.

Signed: _____ Date: _____

**University Center & Student Activities
Webster University
Emergency Information Form**

PERSONAL INFORMATION

Name:

Address (Street, City, Zip):

Cell Phone: ()

Student ID Number:

INSURANCE COVERAGE – Provide a copy of your current insurance card

Company Name:

Policy Number:

EMERGENCY CONTACT INFORMATION

This person will be contacted in case of any emergency.

Name:

Phone:

MEDICAL INFORMATION

What known allergies do you have?

Is there any relevant medical information about you that the trip advisor should know? Please specify.

**PLEASE BE ADVISED THAT ALL INFORMATION CONTAINED WITHIN
THIS FORM WILL BE KEPT CONFIDENTIAL BY THE EVENT ADVISOR.**

Party Permit – Page 2

Step 5: Schedule an appointment with the Director of Alcohol and Drug Education to have three group members participate in a Effective Party Management workshop. One of the participants must be the representative on the top of this form. (If you attended this workshop already this academic year, this step is not necessary).

Director of Alcohol and Drug Education *Date*

Step 6: Obtain approval from the Manager of Public Safety

Manager of Public Safety *Date*

Step 6a: The Manager of Public Safety will determine if additional Public Safety officer(s) need to be hired for the event, based on expected staffing levels.

Officer Name(s) and Social Security #:

Number of hours employed: _____ x \$15.00/hr per officer = \$_____

Step 7: Order alcohol from Campus Dining. Your organization must also supply food and alternative beverages, which also can be obtained through Campus Dining. It is recommended that you order the alcohol at least TWO WEEKS prior to your event. Alcohol cannot be ordered until this signature is obtained.

Director of Campus Dining/Catering *Date*

Location for bartender:

The sponsoring organization agrees to the following:

- All local, state, and federal laws will be observed, as well as Webster University regulations stated in the Student Handbook and Student Organization Handbook.
- Cleanup must immediately follow the event, and is assumed by the organization.
- The sponsoring organization is liable for any damages to University property during the event.
- Violation of any of the above could result in judicial action, and risk immediate closing of the event by University Officials.

Additional information regarding this event:

Please return this completed Party Permit to the Director, University Center and Student Activities, no less than 3 days prior to the event.

[UC: Original to Director. Copy to organization, Public Safety, Dining Services (if alcohol) and Dean of Students]

Webster University

Student Organization Food Permit

Completion and approval of this permit is necessary

- if your organization is planning to sell food of any kind or
- if your group is planning to serve cooked or refrigerated food at an upcoming event, and you are not using a licensed caterer.

This permit is needed to ensure 1) safety in the delivery and consumption of food, and 2) that the delivery or selling of food does not interfere with contracts that Webster University maintains with its Dining Services and vending machine providers. **PERMIT MUST BE DISPLAYED AT EVENT.**

Fundraising

Registered student organizations are allowed to sell food through activities such as bake sales in order to raise funds for your group. There are several limitations to fundraising with food. Food-related fundraisers:

- are limited to once per month per organization (exception: a fundraiser that lasts a few days, but is part of the same fundraising activity)
- cannot take place in Webster Hall 3rd floor (during the food cart's operating hours), Maria Hall, or the Emerson Library
- cannot involve cooking of food on-site or food that needs to be kept cold or hot. Selling cooked food and cold food *can* take place during a group's event (see below).
- cannot sell pre-packaged foods such as potato chips or snacks that are sold by Dining Services or vending machines.

Serving Cooked or Cold Food at Events

Events are defined as activities that do not focus on the selling of the food itself, where the primary purpose of the activity is not to raise money. Permit decisions for cooked or cold food at events are made on a case-by-case basis, and require meeting with the Director of the University Center and Student Activities. Completion of this permit is only necessary if the food at your event is being cooked or food that must be kept cold or hot and you are not using a licensed caterer (whether or not you are selling it).

Organization:

Representative:

Circle one: Fundraiser Event

Date(s)/Time(s) of Activity:

Name of Activity:

Location(s):

Food being served:

Approved by:

Date:

Return this permit to John Ginsburg, Director, University Center and Student Activities. Meeting with the Director prior to your activity may be necessary. Call 968-7105 or e-mail ginsbujo@webster.edu to set up an appointment.

Webster University Performance Contract

University Center and Student Activities

470 E. Lockwood Ave.

St. Louis, MO 63119

PHONE: (314) 968-7105 FAX: (314) 968-7121

Agreement: This contract entered into as of this _____ day of _____, _____, by and between Webster University _____ (hereafter referred to as Purchaser) and _____ (hereafter referred to as Artist).

Engagement: Artist agrees to appear and perform at date(s) and time(s) herein.

Date(s): _____ Venue: _____

Type of performance: _____

Artist arrival time: _____ Performance start time: _____ Performance end time: _____

Sound check time: _____ Intermission length, if any: _____

Technical and/or special needs, supplied by Artist and agreed to by Purchaser should be attached as an addendum to this contract.

Payment: Purchaser will render compensation to Artist as follows:

Honorarium/Fee: _____

Check Payable to: _____

Address: _____

Federal ID Number/Social Security Number: _____

Artist will receive payment in the form of a university check immediately following performance.

Additional Agreements: If Purchaser is to provide arrangements as part of this performance, details are herein specified.

Transportation: _____

Lodging: _____

Meals: _____

Other: _____

Artist agrees to hold harmless and indemnify Webster University, its officers, agents and employees, from and against any and all actions suits, damages, liability or other proceedings which may arise as the result of the negligence, misconduct, error or omission of any agency or employee of the Artist.

Section 143.183.1 of the Revised Statutes of Missouri provides for a 2% tax on compensation if the amount is in excess of \$300 paid by a venue in Missouri to a nonresident entertainer as defined in the statute. The statute requires the venue to withhold 2% of the compensation as a prepayment of tax. Accordingly, and any other provision in this contract to the contrary notwithstanding, from the compensation otherwise payable under this contract the University will withhold 2% and remit the same to the Department of Revenue, and the compensation otherwise payable shall be reduced accordingly.

PURCHASER:

Printed Name/Title

Organization

Date

Approved by (UC Staff member only):

Signature/Date

Printed Name/Title

ARTIST/AGENT:

Signature

Printed Name

Address

City, State, Zip

Phone/Fax

Date

Webster University Contract Rider

- 1) **ADDENDUM:** This rider serves as an addendum to the contract made between _____ (ARTIST) and Webster University (UNIVERSITY).
- 2) **INCLUSIVITY:** Webster University is an inclusive institution and committed to the celebration of cultural diversity related to gender, race, creed, ethnic origin, sexual orientation, age, and physical disability. UNIVERSITY does not support censorship, but insists that ARTIST thoughtfully plan the performance to reflect sensitivity to all UNIVERSITY constituents.
- 3) **NOTIFICATION:** The ARTIST or his/her representative must contact the UNIVERSITY representative no later than two days prior to performance to confirm arrival times, lodging arrangements, and other information pertinent to implementation of this contract.
- 4) **TRANSPORTATION and LODGING:** Transportation and lodging arrangements shall be the responsibility of the ARTIST, unless otherwise specified in the contract. In the event that transportation is provided by the UNIVERSITY to the ARTIST, the ARTIST agrees to hold harmless and indemnify the UNIVERSITY, its employees and representatives, from and against any and all actions, suits, damages, liability or other proceedings which may arise as a result of such transportation.
- 5) **EQUIPMENT:** Unless otherwise specified in this contract, the ARTIST is responsible for providing his/her own equipment necessary to provide a quality performance. Such equipment could include, but is not limited to, sound amplification, lighting, musical instruments, and video equipment. If the ARTIST does not use equipment required in the contract or rider that is provided by the UNIVERSITY or a third party, the ARTIST agrees to reimburse the UNIVERSITY for any and all rental costs of said equipment.
- 6) **SMOKING:** ARTIST agrees to abide by UNIVERSITY smoking policies. No smoking is permitted within UNIVERSITY buildings.
- 7) **ILLEGAL SUBSTANCES:** ARTIST agrees not to possess illegal substances or firearms, nor consume or encourage consumption of illegal substances, while on the campus.
- 8) **ALCOHOL:** ARTIST agrees to abide by UNIVERSITY alcohol policies. No alcohol may be brought on campus.
- 9) **DELAY OF PERFORMANCE:** The UNIVERSITY reserves the right to prorate and/or adjust the cost of services rendered, or to nullify this contract, if in the judgment of a professional staff member, ARTIST has caused unreasonable delay of the implementation of services, regardless of cause.

- 10) **INABILITY TO PERFORM:** If, in the opinion of a professional staff member of the UNIVERSITY, the ARTIST is unable to perform in a professional manner due to being under the influence of any intoxicating beverage or drugs, the UNIVERSITY may cancel this agreement. In such an event, ARTIST shall reimburse UNIVERSITY's out-of-pocket expenses.

- 11) **RESCHEDULING PERFORMANCE:** If this contract is cancelled by either party for any reason, and ARTIST and UNIVERSITY agree, an alternate performance date at the fee contained in this contract will be scheduled at the earliest convenient date to both parties.

- 12) **CHOICE OF LAW:** The validity, construction, and effect of this contract shall be governed by the State of Missouri. This contract is also subject to the rules and regulations pertaining to the City of Webster Groves and Webster University.

Agreed to and Accepted:

For UNIVERSITY (Staff member only)

For ARTIST

Signed:

Signed:

Name:

Name:

Title:

Title:

Date:

Date:

This rider is not valid unless signed by a Webster University Center staff member.

Advisor Expectations Worksheet

This form is designed to help advisors and student leaders arrive at a clear and mutually agreed-upon role of advisors in organizational affairs.

The advisor and group officers should respond to the following items, and meet and compare answers to “iron out” any differences. For some items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify who will assume the responsibility.

For each of the following statements, respond on a scale of 1-5 how important this function is:

- 1= essential for the advisor to do
- 2= helpful for the advisor to do
- 3= nice, but not necessary, for the advisor to do
- 4= would prefer the advisor not to do
- 5= absolutely not an advisor’s role

- Attend all general meetings
- Attend all executive committee meetings
- Call meetings of the executive committee when believed to be necessary.
- Explain University policy when relevant to the discussion.
- Explain University policy to the executive committee when believed to be necessary.
- Explain University policy to the entire membership at a general meeting once a year.
- Reserve an appointment with the President before each meeting.
- Help the President prepare the agenda before each meeting.
- Serve as parliamentarian for the group.
- Speak up during discussion when s/he has relevant information.
- Speak up during discussion when s/he believes the group is likely to make a poor decision.
- Be quiet during general meetings unless called upon.
- Take an active part in formulating the goals of the group.
- Be one of the group except for voting and holding office.
- Attend all group activities
- Require treasurer to clear all expenditures with advisor before financial commitments are made.
- Request to see the treasurer’s books at the end of each semester.
- Check all official correspondence before it is sent.
- Get a copy of all official correspondence.
- Inform the group of infractions of its bylaws, codes, and standing rules.
- Keep the group aware of its stated objectives when planning events.
- Veto a decision when it violates a stated objective, the bylaws, codes, standing rules, or University policy.
- Mediate interpersonal conflicts that may arise.
- Be responsible for planning leadership skills workshops.

- Let the group work out its problems, including making mistakes and “doing it the hard way.”
- Insist on an evaluation of each activity by those students responsible for planning it.
- Represent the group in any conflicts with members of the University staff.
- Be familiar with University facilities, services, and procedures that affect group activities.
- Recommend speakers, programs, etc.
- Take an active part in the transition of responsibilities between old and new officers at the end of each election cycle.

Other thoughts on the role of the advisor:

Date:

Advisor:

Student Leader(s):

Advisor's Self-Evaluation Checklist

Please answer the following questions as they relate to your role as an organization advisor:

Yes	No	<u>Item</u>
___	___	I actively provide motivation and encouragement to members.
___	___	I know the goal of the organization.
___	___	I know the group's members.
___	___	I attend regularly scheduled executive board meetings.
___	___	I attend regularly scheduled organizational meetings.
___	___	I meet regularly with the officers of the organization.
___	___	I attend the organization's special events.
___	___	I assist with the orientation and training of new officers.
___	___	I help provide continuity for the organization.
___	___	I confront the negative behavior of members.
___	___	I understand principles of group development.
___	___	I understand how students grow and learn.
___	___	I understand the principles that lead to orderly meetings.
___	___	I have read the group's constitution and by-laws.
___	___	I recommend and encourage without imposing my ideas and preferences.
___	___	I monitor the organization's financial records.
___	___	I understand the principles of good fundraising.
___	___	I understand how issues of diversity affect the organization.
___	___	I attend conferences with the organization's students.
___	___	I know the steps to follow in developing a program.
___	___	I can identify what members have learned by participating in the organization.
___	___	I know where to find assistance when I encounter problems I cannot solve.

Comments:

Advisor's Evaluation Checklist

Please answer the following questions about your organization's advisor:

Yes	No	<u>Item</u>
___	___	The advisor provides motivation and encouragement to members.
___	___	The advisor knows the goals of the organization.
___	___	The advisor attends regularly scheduled executive board meetings.
___	___	The advisor meets regularly with the officers of the organization.
___	___	The advisor attends the organization's special events.
___	___	The advisor assists with the orientation and training of new officers.
___	___	The advisor helps provide continuity for the organization.
___	___	The advisor confronts the negative behavior of members.
___	___	The advisor understands principles of group members.
___	___	The advisor understands how students grow and learn.
___	___	The advisor understands the principles that lead to orderly meetings.
___	___	The advisor has read the group's constitution and by-laws.
___	___	The advisor understands the principles of good fundraising.
___	___	The advisor attends conferences with the organization's students.
___	___	The advisor knows the steps to follow in developing a program
___	___	The advisor can identify what members have learned by participating in the organization.
___	___	The advisor knows the members.

Comments:

Webster University Student Organizations

Student Organization Award Winners, 2008:

Most Improved Organization

Danceline

Outstanding Contributions to Campus Social Life

Delta Upsilon

Community Service

NRHH

Outstanding Contributions to Cultural Awareness

ONE Webster

ALPHA LAMDA PI (ACCOUNTING CLUB)

The purpose of the Accounting Club is to provide students with activities and contacts to enhance the accounting student's professional development.

Advisor: Troy Luh x7943

AMERICAN INSTITUTE OF GRAPHIC ARTISTS (AIGA)

AIGA allows students an opportunity to make professional contacts and gain experience in production and design in the field of graphic arts.

Advisor: Noriko Yuasa x7588

AMNESTY INTERNATIONAL

Educates others about human rights and human rights violations around the world.

Advisor: Andrea Miller x8698

ANIME SOCIETY

The Anime Society archives and preserves anime and manga for future generations to enjoy.

Advisor: Mike Long x8083

AQUATICS CLUB

This group promotes activities and supports students who are interested in aquatics.

Advisor: Colette Cummings x7105

ASSOCIATION FOR AFRICAN AMERICAN COLLEGIANS (AAAC)

The Association for African American Collegians serves as a support and programming group for African-American interests at Webster.

Advisor: Niki Femmer x7596

AUDIO ENGINEERING SOCIETY (AES)

The purpose of the AES is to increase of educational and scientific knowledge in audio engineering, the promotion and advancement of this science and its allied arts in both theoretical and practical applications.

Advisor: Gary Gottlieb x7962

BEHAVIORAL AND SOCIAL SCIENCE CLUB (BASS)

BASS exists to promote a meeting ground for all students interested in psychology, anthropology and sociology to share ideas and information.

Advisor: Michael Hulsizer x5912

CAMPUS CRUSADE FOR CHRIST (CRU)

CRU exists to provide regular opportunities to study and discuss the bible, worship, and pray, all in a group setting, which also provides opportunities for fellowship, encouragement and spiritual growth among members.

Advisor: Holland Saltsman x5920

CHAIN LINK THEATRE AND IMPROV

Provides a place for those interested in theatre and improv to explore self-expression through this medium.

Advisor: Michael Erikson x7517

CHEERLEADERS

A squad of young men and women who uplift the spirit of fans and athletes of Webster sports.

Advisor: Jacquie Winston 314-258-4591

CHINESE STUDENT ASSOCIATION (CSA)

Assists all Chinese students with issues related to adaptation to the United States.

Advisor: Wenceslaus P'Oryem x7649

CLUB OF HISTORY, INTERNATIONAL RELATIONS, & POLITICS (CHIRP)

CHIRP, offers students an opportunity to voice their opinions with regard to current events, as well as sponsor speakers and social activities.

Advisor: Brian Elsesser: x7060

COLLEGE DEMOCRATS

This club pledges itself to support the philosophy and candidates of the Democratic Party, supports efforts to increase the participation of college students in politics and assists in local and national elections.

Advisor: John (Harry) Watson x7010

COLLEGES AGAINST CANCER

A national collaboration of students, faculty, and staff dedicated to fighting cancer, volunteering for the American Cancer Society and its programs.

Advisor: Holland Saltsman x2030

COMPUTER CLUB

The Webster University Computer Science Club is for Computer Science students to meet and associate with other students that are seeking similar degrees.

Advisor: Marty Smith x7678

DANCE CLUB

This club informs students interested in dance of upcoming events, such as professional company performances, The American Dance Festival, etc.

Advisor: Beckah Voigt x7744

DANCELINE

The purpose of Danceline is to promote school spirit and to create and perform jazz and hip-hop dances inspired dances at boys and girls basketball games.

Advisor: Larry Baden x7616

DELTA UPSILON

DU is a fraternal organization whose mission is to "Develop academic minds while building a society consisting of brotherhood, loyalty, and life-long skills." Any male student can join DU.

Advisor: Nancy Higgins x6959

GORLOK ULTIMATE

The purpose of this club is to play Ultimate in a recreational environment for all who wish.

Advisor: Stephen Edwards x5935

GOSPEL CHOIR

The purpose of Gospel Choir is to give all students Webster University who have an interest in gospel music the opportunity to sing or play an instrument for the choice.

Advisor: Rene Murph x7774

HABITAT FOR HUMANITY

Habitat for Humanity provides Webster University students with the opportunity to contribute to the development of housing facilities for the underprivileged.

Advisor: Merry Graf x7566

JAPANESE STUDENT ASSOCIATION (JSA)

The club's major purpose is to introduce the Japanese culture and to promote better understanding among Americans and international students at Webster.

Advisor: Wenceslaus P'Oryem x7649

LATIN AMERICAN STUDENTS ORGANIZATION (LASO)

LASO unites Latin American students and spreads Latin American culture among the community by showing similarities and differences among Latin American countries.

Advisor: David West x7049

LAW CLUB

The purpose of the Law Club is to provide Webster University students who have interest in a law related career, the opportunity to pursue that interest with student of similar interests.

Advisor: Anne Geraghty-Rathert x7827

LITERATURE CLUB

The Lit Club hosts poetry readings and book signings, and also publishes the annual literature magazine, "The Green Fuse."

Advisor: Anne McIlhane y x7581

MARTIAL ARTS CLUB

This group instructs members in martial arts by increasing physical abilities, learning self-control, and teaching fighting philosophy; enables students to learn self-defense.

Advisor: Wenceslaus P'Oryem x7649

MARKETING COMMUNICATIONS CLUB (MCC)

MCC works to promote an understanding of the functions of advertising and of its value. It also uses advertising to help solve social problems.

Advisor: Sally Howald x6629

MEN'S VOLLEYBALL CLUB

Organizes men who have interest in volleyball in order to compete amongst each other and against other club teams.

Advisor: Merry Graf x7930

NATIONAL ABORTION RIGHTS ACTION LEAGUE (NARAL)

NARAL raises awareness and advocates for women's right to choose their own reproductive healthcare. NARAL defends the pro-choice movement with political awareness and action.

Advisor: Andrea Miller x8698

NATIONAL RESIDENCE HALL HONORARY

NRHH is a group to recognize outstanding campus residents who have exhibited exceptional service and valuable leadership in advancement of the campus housing. Membership is restricted to inductees.

Advisor: Sarah Tetley, x2021

OMICRON DELTA KAPPA (ODK)

This selective leadership honor society recognizes students who excel in extracurricular involvement, academics, athletics, and community service.

Advisor: John Buck x4663

ONE WEBSTER

A student group who believes that debt relief, fair trade, gender equality, health care and economic development will end global AIDS and extreme poverty. A branch of the national ONE campaign.

Advisor: Vicki McMullen x7093

PEER EDUCATION ZEITGEIST (PEZ)

PEZ educates and promotes responsible choices concerning drugs, alcohol, sexual relations, and personal relationships.

Advisor: Gladys Smith x7030

PHILOSOPHY CLUB

The Philosophy Club endeavors to make the pleasures of philosophy available to the general student body through club-sponsored events.

Advisor: Kate Parsons x7887

PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA (PRSSA)

Promotes understanding of current theories and procedures of the public relations profession and appreciation of the highest ethical ideals and principles of an appropriate professional attitude.

Advisor: Gary Ford x8632

RADIO TELEVISION NEWS DIRECTORS ASSOCIATION (RTNDA)

The Webster chapter of this group supports high standards of electronic journalism, exchange of professional knowledge among members, promotion of public understanding and principles of journalism.

Advisor: Eileen Solomon x7486

RESIDENTIAL HOUSING ASSOCIATION

The RHA consists of members of the residence halls and apartments who are willing to take on the responsibility of improving their living environment.

Advisor: Sarah Tetley, x2021

SOCCEROOS

We enhance sportsmanship through soccer in a free environment, educate students and form leaders in a safe and competitive atmosphere, and form bonds that unite people and cultures through soccer.

Advisor: Wenceslaus P'Oryem x7649

SOCIETY FOR BIOLOGICAL SCIENCES (SBS)

SBS provides additional opportunities for biology students or related fields to develop vocational and career competencies and promote civic responsibilities.

Advisor: Stephanie Schroeder x7518

SOCIETY OF INTERNATIONAL LANGUAGES & CULTURES (SILC)

SILC presents social and cultural activities related to the foreign languages offered at Webster University.

Advisor: Silvia Navia x7879

STUDENT ALUMNI ASSOCIATION

We promote interaction between students and alumni and encourage students to think ahead to become involved alumni after graduation.

Advisor: Billy Ratz x7007

STUDENT ATHLETE ADVISORY COMMITTEE (SAAC)

SAAC exists to bring representatives together from each athletic team to talk about issues, and also works to increase fan support at games.

Advisor: Jayme Callahan, x7508

STUDENT GOVERNMENT ASSOCIATION

SGA is the student governing body, representing student concerns on many issues. SGA also provides funding for registered student organizations.

Advisor: John Ginsburg x7105

STUDENTS FOR GENDER EQUALITY

This student group raises awareness of gender issues on campus and actively supports organizations that support equal rights.

Advisor: Emily Thompson x7050

STUDENTS IN FREE ENTERPRISE

SIFE's goal is to educate, inform and excel; to encourage successful projects to compete with other universities on a national and international level.

Advisor: Barrett Baebler x7940

UNITED STATES INSTITUTE OF THEATRE AND TECHNOLOGY (USITT)

Webster's USITT chapter serves the interests of students involved in conservatory arts and production.

Advisor: Carole Tucker x6941

VIETNAMESE STUDENT ASSOCIATION

Dedicated to advancing and preserving the Vietnamese culture on campus as well as in the community.

Advisor: Wenceslaus P'Oryem x7649

WEBSTER ART COALITION

Provides professional student-organized exhibitions, promoting the Art Department and its student-produced work.

Advisor: Robin Assner, x7890

WEBSTER FILM AND VIDEO SOCIETY

Draws students together to view films and discuss technical and esthetic aspects of the films with peers. WFVS also provides the means to find others who are willing to assist on film and video projects.

Advisor: Mike Steinberg x7487

WEBSTER INLINE HOCKEY

This club plays inline hockey against other clubs and colleges and universities.

Advisor: Thomas Crone: x5935

WEBSTER LGBTQ ALLIANCE

The Alliance provides support for gay, lesbian, and bisexual students. It is open to all campus members who support equal rights for gays and lesbians in the community.

Advisor: Andrea Miller x8698

WEBSTER SIGGRAPH

Siggraph promotes an increased knowledge of and greater interest in the science, design, development, construction, languages and management of modern computing.

Advisor: TBA

WOMEN IN MEDIA

WIM is here to promote and network through the School of Communications for both women and men. WIM educates regarding women and history

Advisor: Kathy Corley x6923