# Table of Contents

**Welcome!** ........................................................................................................................................................................................................... 4

**Introduction** ........................................................................................................................................................................................................ 5
  - About Office of Student Life & Leadership ......................................................................................................................... 5
  - Contact the Office of Student Life & Leadership .................................................................................................................. 5

**Function and Eligibility of Advisors** ......................................................................................................................... 6
  - What is an Advisor? ......................................................................................................................................................... 6
  - Why be an Advisor? ....................................................................................................................................................... 6
  - Who can be an Advisor? ........................................................................................................................................... 6
  - Attributes of a Good Advisor ........................................................................................................................................ 6

**Roles and Responsibilities of Advisors** ......................................................................................................... 7
  - I. Responsibilities to the Student Organization ............................................................................................................. 8
  - II. Responsibilities to Individuals in the Group .............................................................................................................. 9
  - III. Responsibilities to the University - IPFW ................................................................................................................ 9

**Roles and Responsibilities of Officers** ........................................................................................................ 11
  - President ........................................................................................................................................................................... 11
  - Vice President ........................................................................................................................................................ 11
  - Treasurer .................................................................................................................................................................. 11

**Advisor Expectations** .................................................................................................................................................. 13

**Advising Tips** ................................................................................................................................................................. 14

**Advising Club Sports** ................................................................................................................................................ 15
  - Responsibilities of Club Sports Advisors .......................................................................................................................... 15

**Risk Management** ........................................................................................................................................................ 16
  - Hazing Policy ................................................................................................................................................................. 16
  - Non-Discrimination Policy ........................................................................................................................................... 16
  - Events Involving Alcohol ............................................................................................................................................. 17
  - Campus Safety ........................................................................................................................................................ 17

**Establishing/Maintaining Organization** ............................................................................................................. 18
  - Chartering and recognition ............................................................................................................................................... 18
  - Constitution/Chartering ................................................................................................................................................ 18
  - Recognition ................................................................................................................................................................. 18
  - Student Organization Categories .................................................................................................................................... 19
  - Privileges of Recognized Student Organizations ...................................................................................................... 19
  - Responsibilities of Recognized Student Organizations .............................................................................................................. 20
  - Loss of Student Organization Recognition .................................................................................................................. 21
  - Sanctions for Student Organization .................................................................................................................................. 21
Organization Business Operations ................................................................. 23
  General Financial Procedures ................................................................. 23
  Procedures for Deposits ........................................................................... 23
  Procedures for Checks ............................................................................. 23
  Monthly and Annual Financial Reports .................................................... 24
  Contractual Agreements ........................................................................... 25
  Tax Exempt Status/Sales Tax Collectable .................................................. 25
  Internal Billing ......................................................................................... 26

Services for Student Organizations ............................................................. 27
  Student Organization Resource Center (SOSC) ........................................ 27
  Locker Space .......................................................................................... 27
  Student Organization E-mail ..................................................................... 27

Event Planning and Management ................................................................. 28
  Event Planning ....................................................................................... 28
  Reserving Space on Campus ................................................................. 28
  Special Events Room Reservations ......................................................... 29
  Walb Union Event Set-up ........................................................................ 29
  Other Venue Reservations .................................................................... 29
  Table Reservations ................................................................................ 30
  Reservation Confirmations ..................................................................... 30
  Cancellation Policies & Fees ................................................................... 30
  Audio Visual Technology Requests ....................................................... 30

Additional Event Forms ............................................................................... 31
  Waiver, Release, and Hold Harmless Agreement .................................... 31
  Event Co-Sponsorship; On-campus Organizations .................................. 31
  Event Co-Sponsorship; Off-campus Organizations .................................. 31

Advertising Events .................................................................................... 32
  Indoor Banners ....................................................................................... 32
  Display Case .......................................................................................... 32
  Events Calendars ................................................................................... 32
  Facebook ............................................................................................... 31
  Television System .................................................................................. 32
  Toilet Times ........................................................................................... 32
  Flyer Posting ........................................................................................... 33
  Sidewalk Chalking .................................................................................. 33
  Student Housing Posting ....................................................................... 34
  Press Release .......................................................................................... 34
  Printing Services .................................................................................... 34
Event Planning Timeline .......................................................... 35
  Day of the Event ................................................................. 36
  Post Event ............................................................................. 36
Funding and Fundraising .......................................................... 37
  Fundraising Guidelines ....................................................... 37
  Continuing Studies Event Planning and Funding ......................... 37
  Fundraising for Charities .................................................... 38
  Fundraising Opportunities .................................................. 38
  Indiana Campus Compact ................................................... 38
  Student Government Funding ............................................. 39
  Student Travel Funding ....................................................... 39
  Inactive Organization Funds ................................................ 39
  Ticket Rate Approval .......................................................... 39
  Proper Cash Handling .......................................................... 40
  Credit Cards, Outside Bank Accounts and Payment Machines ....... 40
Student Organization Travel .................................................... 42
  Travel Forms and Criteria .................................................... 42
  Use of Vehicles for University Business ................................. 42
  University Vehicles ............................................................. 43
  Personal Automobiles ........................................................... 44
  Insurance and Liability ....................................................... 44
  Medical Insurance ............................................................... 44
  Local Travel .......................................................................... 44
  Emergency Plans ............................................................... 45
Other Important Policies .......................................................... 46
  Alcohol Use Policy ............................................................... 46
  Food Service/Catering .......................................................... 46
  Radiological & Environmental Management Temporary Food Service Requirements ........................................... 46
  Branded Foods at IPFW ....................................................... 47
  Raffles and Games of Chance ............................................... 48
  Gift Certificates and Gift Cards ............................................ 48
  Copyrights, Trademarks, and Licenses ................................... 49
  Volunteer Policy ................................................................. 49
  Violation of Rules and Regulations ...................................... 50
MastoDON Tracks ................................................................. 51
Forms .................................................................................. 52
Thank You! .................................................................
Welcome!

Dear Faculty or Staff Member,

Congratulations on becoming an advisor to an Indiana University – Purdue University Fort Wayne (IPFW) student organization. Whether you are experienced or new to the position, you are about to face a rewarding and exciting year, and the Student Life and Leadership staff are looking forward to assisting you.

We have published the Advisor's Manual to provide you with information about the available resources for you and your organization. We also encourage you to become familiar with our website, http://www.ipfw.edu/student-life/, where you will find a great deal of important information about student organizations.

IPFW provides students with a wide variety of opportunities to become involved on campus and throughout the community. There are over 120 registered student organizations here at IPFW including departmental, honors, religious, social Greek, special interest, sports, and student government groups. As an advisor, you can make a difference to these organizations and the way they impact student life at IPFW.

Student organizations provide students an opportunity to expand and enhance their overall educational experience, interact with others, gain self-confidence, take on responsibility, acquire leadership skills, and succeed in what they do.

The Office of Student Life & Leadership sincerely thanks you for your commitment to the role of advisor. If you have any questions, please contact our office at 260-481-6609 or stop by to see us in the Student Life & Leadership (SLL) office and the Student Organization Resource Center (SORC) on the second floor of Walb Student Union, rooms 210 and 214, respectively.

Sincerely,
Office of Student Life & Leadership

Advisors of recognized student organizations are responsible for adhering to the policies and procedures contained within this handbook. Advisors are expected to read and understand the contents and recognize that their organizations will be held strictly accountable for operating within the parameters and policies described herein. The information provided in the subsequent sections serves as a resource to help advisors organize and plan. The information is intended to be a summary; it is NOT a comprehensive listing of all the rules and regulations pertaining to student organizations. Student Life & Leadership reserves the right to change any procedure or policy listed without prior notice.
Introduction

This handbook is intended to be a tool for all advisors of registered student organizations at the Indiana University – Purdue University Fort Wayne (IPFW). It includes helpful information for advisors about University policies, procedures, and operations to ensure a successful year for your student group.

Please take some time to familiarize yourself with this handbook and the IPFW Student Organization Handbook (available at http://www.ipfw.edu/offices/student-life/resources/). These resources provide answers to questions about organizational responsibilities, advertising and publicity, membership, fundraising, event planning, and the services offered to organizations by both the Office of Student Life & Leadership (SLL) and the Student Organization Resource Center (SORC). If you find something that is unclear or not addressed, please let us know. The Office of Student Life & Leadership is committed to serving as a “human” resource for you and your organization. We strive to remove as many barriers as possible to make your experience as an advisor to a student organization a positive one, for both you and the organization.

Additionally, many student organization resources and processes can be found online at http://www.ipfw.edu/offices/student-life/resources/. Please check this website for information regarding organization registration and links for student organization forms and policies.

About Office of Student Life & Leadership

Mission Statement: The Office of Student Life & Leadership is dedicated to the enhancement and advancement of IPFW students by providing co-curricular opportunities which compliment academic pursuits and learning beyond the classroom. The Office of Student Life & Leadership staff seek to provide an atmosphere where students not only learn, but are challenged, supported and heard. With this mission, the Student Life & Leadership office promotes the personal and professional development of IPFW students, the leaders of today and tomorrow.

Contact the Office of Student Life & Leadership

Indiana University - Purdue University Fort Wayne
Office of Student Life & Leadership, Walb Union 210
2101 E. Coliseum Blvd.
Fort Wayne, IN 46805
260-481-6609

Hours: 8 a.m. - 5 p.m. ~ Monday through Friday
Function and Eligibility of Advisors

What is an Advisor?
A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members.

Why be an Advisor?
Advising a student organization can be a very rewarding experience. Working with students outside of the classroom allows faculty and staff the ability to share information and resources and encourage development in the student. This close interaction with students allows advisors the opportunity to promote skills such as leadership development, ethics, teamwork, appreciation of diversity, and self-discovery that are invaluable to students when they leave IPFW.

Who can be an Advisor?
An advisor can be any full-time member of the IPFW faculty or staff who is willing to commit to advising a student organization. The advisor is responsible for a number of aspects of the organization including event assessment, planning, and contract negotiation. All advisors need to submit an Advisor’s Responsibility Form (found online at http://www.ipfw.edu/offices/student-life/resources/org-forms.html under the Recognition tab) and fulfill the requirements outlined in the Advisor Responsibility section of this handbook.

Attributes of a Good Advisor

**Aware:** Knows what is happening with the group at all times – problems, dates of functions, etc.

**Dedicated:** Always willing to assist the organization when necessary. Enjoys being associated with the group and is very involved.

**Visible:** Attends meetings, social functions and other special activities of the group when possible.

**Informed:** Familiar with the rules, policies and regulations of the University and the bylaws and constitution of the organization. Is prepared to render assistance with their interpretation.

**Supportive:** Provides encouragement and praise to group members.

**Open-minded:** Willing to consider new ideas and approaches although they may not totally agree with them.

**Respected:** Earned through being trustworthy and honest and demonstrating a genuine interest in the welfare of the group.
Roles and Responsibilities of Advisors

IPFW recognizes that co-curricular activities are vital to academic excellence and personal development. To promote the success of student organizations, the university requires each organization to have an advisor to be selected from the full-time faculty or staff at IPFW.

Each year student organization advisors are required to sign an Advisor’s Responsibility Form outlining their role within the student organization. In addition, each student organization advisor is has access to a Student Organization Advisor’s Handbook which more fully outlines their roles and responsibilities.

1. **Be there.** College student are adults; every meeting does not need your attendance. Still your frequent presence is important at executive board or officers’ meetings and monthly or general meetings. Set up frequent meetings with the president to plan agenda for executive and general meetings. It demonstrates your interest and provides continuity.

2. **Help plan.** Successful activities take planning. Encourage foresight. Help the group think through its event plans. Pay attention to other University activities and dates and help the group be realistic. The SLL staff can help in planning.

3. **Know University Policies:**
   - General responsibilities
   - Procedures for forming and maintaining a student organization
   - Requirements for holding office
   - Room reservations
   - Contracts
   - Publicity
   - Finances
   - Hazing
   - Violations of rules

4. **Use Community.** Every student organization event is required to be entered and approved in Community. The student organization officer/member in charge of the event should enter the event in Community at least two weeks in advance to the event. Student organizations can schedule events up to 3 months in advance of the event date. Advisors should not be scheduling events in Community for the student organization as this is not teaching students how to be responsible. If you are a departmental student organization advisor, please do not schedule space for the student organization through your department.

5. **Know about money.** Check requests require at least two out of three of the following signatures: the President, Treasurer, or Advisor of a student organization. Encourage a treasurer’s report in each executive board meeting. Student organizations are required to use their Bursar account for all financial transactions. Expect a copy of notice from SLL if the student organization's Bursar account is in deficit. No outside bank accounts are permitted.
6. **Keep the Office of Student Life and Leadership (SLL) informed** with:
   - An up-to-date Report Form with names, phone numbers, and addresses (a form should be completed within 1 week after your election)
   - Any changes in officers
   - Problems the group is having
   - Awards or honors received by individuals or the group

7. **Give praise.** Students can get useful positive feedback from you. Don’t hesitate to tell them they’ve done well. Your opinion means a lot.

### I. Responsibilities to the Student Organization

1. **The advisor should assist the group in developing realistic goals, strategic planning, and training for the academic year.** This will contribute to the education and personal development of the students involved. The advisor must take an active role, rendering advice and counsel as circumstances dictate.

2. **The advisor should be aware of all plans and activities of the group and inform the group of institutional policies that may affect these plans.** The advisor should see that the group and its officers know where policies are listed, what the policies are, why they exist, and the channels to be followed for changes, revisions, or exceptions to policies. Advisors should also participate in the planning/review of each activity.

3. **The advisor should be available to organization officers/members and regularly meet with the organization.** Being visible is one key aspect of being an advisor. When members feel like they can talk to their advisor about issues within the organization or other things that are bothering them an organization will be better off.

4. **The advisor should discourage dominance of the group by any one individual and should encourage less involved students to take initiative.** Eager leaders often provide strong leadership more often than necessary. This can lead to resentment by some or pressure others into silencing themselves. The advisor can help provide a balance by pointing out such concerns in a one-on-one setting with the students or the organization leadership.

5. **The advisor may need to refer students to counseling.** Invariably, during interaction with the group’s members, the advisor will encounter students with personal problems. The counseling role might require individual consultation on a personal level or referral to the student counseling service.

6. **The advisor should provide continuity within the group and should be familiar with the group’s history and constitution.** Membership turnover in student organizations is high and often the only link with the immediate past is the advisor. The advisor can steer group members clear of mistakes and help them avoid the proverbial reinventing of the wheel. Serving as the group’s memory and continuity link, the advisor can help new officers build on history and develop long term plans for the future of the organization.
7. **The advisor should offer ideas for projects and events.** The advisor will perform his/her greatest service by providing opportunities for the students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-directed social, educational, recreational, cultural, and spiritual activities. He or she should not dominate the program planning process. However, advisors should ensure that the group understands a program’s complexity and has discussed the necessary steps that need to take place in order for the program to be successful. The advisor should remember that it is the task of the active members to operate the organization. Removing this responsibility from the members would deprive them of an important educational experience.

8. **The advisor should assist the group in evaluation.** This includes evaluating individual programs as well as doing a complete evaluation at the end of the academic year. The advisor must be willing to give constructive criticism when necessary and offer words of praise for work well done.

9. **The advisor should maintain continuity and tradition of organization as members graduate.** This includes knowing the history, and being passionate about teaching the new members what the organizations means.

### II. Responsibilities to Individuals in the Group

1. **The advisor should help the students find balance between their academics and their co-curricular activities.** Student leaders often have the tendency to burn the candle at both ends and may overextend themselves. The advisor has a unique opportunity to remind students of their academic obligations and personal needs.

2. **The advisor should encourage each individual to participate in and plan group events.** Some students fade into the background if not effectively encouraged. Being a member of a student group can provide students with valuable interpersonal and/or leadership skills, but these will not develop if the student is not involved.

3. **The advisor should encourage students to accept responsibility for specific roles within the group.** The advisor should help them realize the importance of these roles. From officer positions to committee members, each student should feel invested in and accountable for their specific role.

### III. Responsibilities to the University - IPFW

1. **The advisor must complete sponsored training activities.** Although some advisors have been an advisor before, it’s important that advisors attend all training sessions created for them. New things happen in the SLL and SORC and we want to keep advisors as up to date as possible.

2. **The advisor should work with the group, but not direct its activities.** Although the advisor’s role is not regulatory or disciplinary, the advisor has a responsibility to both the
institution and the organization to keep their best interests in mind. At times, the advisor may need to remind the organization of institutional policies so that violations do not occur. The advisor may also work with the organization’s officers to establish and maintain internal group standards and regulations for conduct.

3. **Occasionally, an advisor can help an organization during an emergency.** Although this type of intervention is rarely necessary, the advisor’s good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis. Assisting the group’s president as a spokesperson or serving as the main contact for the University can help in these cases.
Roles and Responsibilities of Officers

Effective communication is key to a properly functioning organization. It is supremely important that all officers are on the same page with each other and that the group is on the same page as the officers. The connection between officers, advisors, and Student Life & Leadership is integral to success. As such, the Student Life & Leadership staff is available to assist with all aspects regarding student organization officers, members, and advisors.

Additionally, passing on information from year-to-year is a key component to an effective organization. Discuss group operations with previous group members and leaders to gain valuable insight on what works well, what did not work, etc. to prevent duplicating efforts from the previous year.

Each officer is a member of the executive cabinet of the business and in doing so, has a very strong position in the success or failure of the organization. Officers should not take their responsibilities or duties lightly. If an officer is on disciplinary probation, they may not serve as a student organization officer.

All officers are required to complete annual training through the Student Life & Leadership Office.

President

In addition to duties outlined in the student organization individual constitution, presidents are responsible for the following:

- Serving as the primary liaison between the student organization and the Student Life & Leadership Office and other university entities.
- Operating the organization in compliance with the organization's constitution and university regulations.
- Informing organization members of university procedures.
- Informing the next organization President of the routines and guidelines for student organization operation prior to the next president’s assumption of duties.
- Completing and submitting a Report Form to the Student Life & Leadership office reflecting current officer information no later than the October 1st or February 1st deadline (depending on semester recognition).
- Ensuring that all additional requested forms are turned in to the Student Life & Leadership office in a timely manner.
- Compiling and submitting an active list of organization members to the Student Life & Leadership Office by December 1st or March 1st (depending on semester recognition).

Vice President

In addition to the duties outlined in the student organization’s individual constitution, the Vice President is responsible to perform all the duties of the President in his/her absence.
**Treasurer**

In addition to the duties outlined in the student organization's individual constitution, each Treasurer is responsible for the following:

- Maintaining a complete set of financial records for the organization, including membership fee status.
- Handling all organization finances through the university-assigned checking account in the Bursar’s office and using the Account Book Ledger and forms maintained in the Bursar's office for the organization.
- Preparing budgets, income and expense records for each organization event.
- Requesting tickets through the Student Life & Leadership Office for events requiring tickets.
- Submitting any contracts to the Business Manager of Student Affairs for review and signature. Students are never to sign contracts.
- Reviewing the financial records of the club with the advisor and the president on a regular basis.

**Secretary**

In addition to the duties outlined in the student organization's individual constitution, each Secretary is responsible for the following:

- Compile the minutes for all student organization meetings.
- Maintain a record of the minutes that can be either uploaded into Community or kept in an electronic file that can be passed onto the next organization Secretary.
Advisor Expectations

The organization-advisor relationship is not a one-way street, with the advisor doing all of the giving and the organization doing all of the taking. The organization has some definite responsibilities to its advisor. Here are some tips to guide you in your advisory capacity:

1. Establish a clear understanding between yourself and the organization as to the advisor's role and function. Set up a time to discuss this at length. Talk about the purpose of the group and its needs. Determine what you as the advisor have to offer, and then agree on the nature of the relationship. Review the relationship periodically and encourage the organization to let you know how you may advise the group better.

2. It is the responsibility of the organization to communicate its needs to the advisor. Advisors should be willing to get involved with the organization, but they should not "butt in."

3. Establish lines of communication. Find the best way to keep the flow of information moving smoothly between yourself and group members. Check your schedule for times you can meet with the organization. Tell the organization what information you, as an advisor, would like to receive on a regular basis (e.g. meeting notices, minutes, event announcements, etc.) and check to see it is sent.

4. As the advisor, you often have other responsibilities like a family, job, and financial concerns that don't always permit giving undivided attention to the organization. Organizations can extend an invitation, but shouldn't be offended if the advisor must say "no thanks."

5. The advisor should let the organization know what type of talents he/she can offer. Recognize that as the advisor you are a resource person with a wealth of expertise. Offer opinions, advice, and creative ideas.

6. An advisor is an integral part of the organization, but not a member. The advisor's job is to coach and guide the organization in its function, not to perform tasks for the group.
Advising Tips

Getting and keeping groups productive!

Every student organization will differ and may require a different approach by the advisor. The following information can serve as a starting point.

1. Know and understand the students with whom you are working. Different groups require different approaches.
2. Have the goals or objectives of the group firmly in mind. Know the purposes of the group and what needs to be accomplished to meet the goals.
3. Know what the students expect of you as an advisor.
4. Let the group and individual members know what you expect of them.
5. Express a sincere interest in the group and its mission. Stress the importance of each individual's contribution to the whole.
6. Express a sincere interest in each individual in the group. Encourage each member to be responsible.
7. Encourage your officers to attend the MastoDon Tracks and Officers' Forum meetings.
8. Assist the group in determining the needs of the persons the group is serving.
9. Assist the group in setting realistic, attainable goals. Ensure success in the first project undertaken, then increase responsibility.
10. Assist the group in developing a system by which they can evaluate their progress. Balance task orientation with social needs of the members.
11. Assist each member in meeting his/her needs while helping the group achieve its goals. Know why people become involved. Learn strengths and emphasize them. Help each person grow and learn through their involvement by providing opportunities.
12. Assist the members in understanding the group dynamics and human interactions. Recognize that at times the process is more important than the content.
13. Realize the importance of the peer group and its effect on each member's participation or lack thereof. Acknowledge and communicate that each individual's efforts are needed and appreciated.
14. Do not allow yourself to be placed in the position of the chairperson.
15. Develop a style which balances active and passive group membership.
16. Be aware of the various roles you will have:
   - consultant
   - information source
   - clarifier
   - counselor
   - facilitator
   - educator
17. Be aware of the institutional power structure—both formal and informal. Discuss institutional developments and policies with members.
18. Provide continuity for the group from semester to semester.
19. Challenge the group to grow and develop. Encourage independent thinking and decision-making.
20. Be creative and innovative. Maintain a sense of humor!
Advising Club Sports

Responsibilities for advisors of club sports are different from other types of student organizations. This section is designated to provide understanding about what is involved in advising a club sport as well as to provide awareness about club sports programs at IPFW.

A Different Ball Game

Club sports programs are run by the SLL and are for the primary purpose of engaging in extramural or intercollegiate competition.

IPFW sponsors 3 different club sports programs. Though the club receives facility usage, the faculty advisor is a key to a successful program.

Responsibilities of Club Sports Advisors

Being an advisor for a club sport is not a job to be taken lightly. There is a major time commitment in advising a club sport, especially if this also involves coaching in the squad.

Before consenting to advise a club, one should find out how much time the group will need. Some sports are active only at certain times of the year, while others go year ‘round.

The faculty/staff advisor is the liaison to the University. He/she is responsible for making sure all club sport regulations are followed. Some important regulations:

- An advisor should be aware that the finances of the club are under jurisdiction of the University.
- No club sport member is eligible to participate in a club sports-related activity unless he/she has signed release on file with the SLL office. Releases are good for the current academic year though summer session.
- Water sports requires that students pass a swimming test. Members must pass the swim test each academic year.
- Every club sport is required to have a constitution approved by the Indiana Purdue Student Government Association (IPSGA).
- There are numerous rules about scheduling home and away contests and advisors should consult the Club Sports Handbook about these important regulations.
- The University’s General Liability Policy provides insurance for club sports that are recognized as student organizations and the activity involved is one which has been approved by SLL. It is also suggested that club sport members have a medical insurance policy in effect during any club-related activity.

Advisors should have a copy of the Club Sports Handbook available in the Student Life & Leadership Office and online.
Risk Management

Advisors have a duty to protect all students in the student organization and their guests from known or reasonable foreseeable dangers. If you are in doubt in any given situation, please ASK. Always put important information or decisions in writing.

Advisors have a duty to explain the law and or campus regulations to students. It is important that advisors point out the risks the student and/or organization may encounter if the individual or group chooses to violate a law or campus regulation.

Advisors of a student organization are included in the liability coverage provided by the University for student organization activities. **For events involving greater risk, your presence will be required at these events.** Events which include alcohol and activities such as bonfires are examples of such type of activity. In addition, the student organization may be required to submit proof of additional comprehensive liability coverage before an event will be authorized. Consult with the SLL staff when planning an event involving risk.

Hazing Policy

Hazing, defined by the IPFW Code of Student Rights, Responsibilities, and Conduct as: “Any conduct that subjects another person, whether physically, emotionally, or psychologically, to do anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.” **Hazing is prohibited.** Even if your group has conducted membership activities as traditions, it does not mean they are of value. They could even demean members or prospective members. When you wonder about the value of an activity, changes are great something may be wrong. Consult with SLL to craft a method of modifying these activities. **Excerpted from the IPFW Code of Student Rights, Responsibilities, and Conduct. Part II, Section B, 12.**

Non-Discrimination Policy

IPFW prohibits discrimination against any member of the university community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. The university will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Purdue University’s Equal Opportunity, Equal Access and Affirmative action policy which provides specific contractual rights and remedies. Additionally, IPFW promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and veterans through its affirmative action program.
Events Involving Alcohol

Student organizations are permitted to hose events which involve the consumption of alcohol. Should a student organization wish to hose an event of this nature, they will need to fulfill the requirements as outlined in the Alcohol Service packet (found at: http://www.ipfw.edu/offices/student-life/resources/org-forms.html) and receive University approval at several levels before any promotion is to take place. It is important to know as the University advisor that you become the person responsible for the event and that you are required to be involved in the decision-making of the event. The Alcohol Service packet is also available in the SLL office, and you may want to familiarize yourself with its regulations.

Campus Safety

Being aware of campus safety concerns can make you a valuable resource to the students you advise. The IPFW Police Department publishes a report reflecting monthly statistics of the IPFW community. This publication is widely circulated throughout campus and is available upon request. Helping students in your group interpret statistics and understand faculty perceptions that are held in general public are ways you can help them be aware of safety concerns.

Another important way you can help is to make students aware of college campuses, like IPFW, are not isolated communities. Robberies, rapes, assaults, and vandalism do happen. While students may feel that they are not in the “real world” while attending college, they are indeed in a world where crime does take place.

Urge your students to use common sense. While it may be “easier” to walk home alone than to call the escort service, students should realize the possible ramifications of their actions.

Some students think that it is “IPFW’s responsibility” to provide a safe campus. This is true in a sense, but students should take personal responsibility.

Students should also be aware of the world around them. Things as simple as landscaping can poses safety threats. Walking in well-lighted areas and staying away from areas where bushes are is a method that makes sense.

By helping students become conscious about safety issues, you can help them become more accountable for their own safety while here at IPFW and also later on in the “real world”. As an advisor and authority figure to students, you can make a difference in their “safety scene”.

For some activities, student organizations will be asked to have participants complete Hold Harmless Agreements. While these agreements certainly do not protect against harm, they do assure the University and the student organizations, that participants are fully informed of risks that could be a part of the activity.
Establishing/Maintaining Organization

Student organizations are an integral part of IPFW’s total educational program, contributing significantly to students’ intellectual growth and social competence. Participation in student organizations provides students with experiences that lead to significant personal development as well as a sense of belonging to the university.

Chartering and recognition

All groups on campus need to be both chartered by Indiana University-Purdue Student Government Association (IPSGA) and recognized by Student Life & Leadership in order to take advantage of campus services and resources.

Constitution/Chartering

First, submit a constitution to the Vice President of Legislation via the Student Senate Chartering Request Form located on the Student Life & Leadership Organization Resources (www.ipfw.edu/offices/student-life/new-organization.html) page as well as the Student Government Documents and Forms (www.ipfw.edu/stugov) page. To help you with this process, use the constitution template on the website. This template will ensure your constitution adheres to the 18 guidelines for writing a constitution and will include all the information that Student Senate needs to see for approval. Once Student Senate approves the constitution, your group will need to be recognized by Student Life & Leadership.

Constitutions, like the organization, can change as the organization evolves and moves forward. Constitutional amendments are an expected part of the Student Organization process and they should be reviewed every other year to ensure all items, duties, rules, etc. are up to date. Change is to be expected. Any amendments to the Student Organization’s constitution MUST be submitted to the IPSGA Student Senate for review and approval.

Recognition

All student organizations must achieve recognition no later than October 1st or February 1st (depending on the semester of recognition) annually by following the three steps below. All forms are available on the Forms and Policies page under “Organization Resources” at ipfw.edu/stulife.

1. Choose an Advisor. This person can be any full-time member of the IPFW faculty or staff who is willing to commit to your group. The advisor is responsible for a number of aspects of the organization including event assessment, planning, and contract negotiation. Choose an advisor wisely. Some are more involved than others, but all advisors need to complete and submit an Advisor’s Responsibility form and fulfill the requirements outlined in the Advisor Responsibility section of this handbook.

2. Submit a Report Form to Student Life & Leadership. This form includes the organization’s purpose, goals, officer and advisor information. The Report Form is to be completed and turned in directly after officer elections so that officers are able to access funds from the Bursar and take advantage of other organization privileges.
3. **Attend Officer Training.** All **officers** must attend training each academic year. Training is designed to familiarize officers with the most up-to-date information needed to properly operate an IPFW student organization. Officer training must be completed by either October 1st or February 1st (depending on the semester of recognition).

### Student Organization Categories

During the chartering process and yearly recognition, student organizations are asked to self-select categories that best fit the organization. Student Life & Leadership reserves the right to change an organization’s category to a best fit need.

- **Club Sports** – The club sport program offers a unique blend of team and individual sports. Club sports can be organized for competition, while others are more instructional in nature. Teams may compete against other clubs, schools, colleges, or universities.
- **Departmental Organizations** – Departmental groups provide an opportunity to develop a better understanding of their discipline in an informal setting. Members are given the chance to apply what they have learned in the classroom to real life experiences.
- **Honorary Organizations** – IPFW have two types of honorary societies: recognized student organizations and university organizations. Both are affiliated with national organizations established to recognize and reward academic excellence.
- **Religious Organization** – The examination and nurturing of religious beliefs, values, and morality in a spirit of fellowship are the common bonds among the campus religious organizations.
- **Social Greek** – Social fraternities and sororities provide opportunities for leadership, community service, philanthropy, and brotherhood and sisterhood.
- **Special Interest Organizations** – The broad spectrum of unique interests represented in this category of groups enhances student involvement in campus life. Active members of many of these organizations develop social skills that they often continue to perfect as lifelong leisure pursuits.

### Privileges of Recognized Student Organizations

When a student organization becomes recognized at IPFW, it shall be afforded to the following privileges:

1. Use of university facilities subject to the established rules governing such use.
2. Use of university name in official titles. This does not include the university marks or signatures. For approval to use these marks, please contact IPFW University Relations and Communications.
3. Use of the Bursar to deposit and withdraw money through a university account.
4. Status as a non-profit organization and the use of the IPFW tax-exempt number when making purchases.
5. Printing of tickets at no cost to the organization for sponsored events.
6. Utilization of the various university services such as equipment reservations, Printing Services and use of university vehicles.

7. Use of university bulletin boards and other promotional procedures consistent with the IPFW Posting Policy.

8. Use of the intra-campus mail service within established guidelines.

9. Right to petition Student Senate for funding requests within established guidelines.

10. Right to petition the Travel committee for travel funding requests.

11. Use of an IPFW network ID which offers a IPFW email and computer log-in.

12. Use of the Student Organization Resource Center (SORC) in Walb 214.

Responsibilities of Recognized Student Organizations

Student organizations that are recognized by IPFW are charged with the following responsibilities:

1. To conduct its affairs within the framework of university policies, local, state and national laws, and provisions stated within the constitution of the organization.

2. To operate according to democratic processes.

3. To conduct its fiscal affairs in accordance with proper standards of good business management as outlined in the policies and procedures for student organization treasurers and maintain a positive account balance at all times.

4. To notify and keep the advisor(s) informed of all activities, meetings, and events of the organization.

5. To comply with the IPFW Posting Policy.

6. To ANNUALLY meet the student organization recognition requirements.

7. To submit any constitutional and/or by-law modifications to the IPSGA Student Senate for review and approval.

8. To realize that by virtue of the recognition status granted to the organization by the university, its membership, both individually and collectively, will be viewed by the community as a representative of the institution.

9. To operate and/or conduct all activities in a conscientious manner consistent with recognized standards in order to protect the health and safety of the general public, all individuals in activities, and all university property.

10. To utilize university facilities, grounds and equipment properly at all times in order to avoid damage and/or unnecessary abuse.

11. To replace, repair, or compensate for all university facilities, grounds, or equipment that is lost, stolen or unnecessarily damaged in the course of an event or activity that the organization conducts.

12. To comply with the request of an appearance before the Assistant Vice Chancellor for Student Life and Leadership, Activities Coordinator, the IPSGA Student Senate, or other university officials/offices.

13. To submit event planning and scheduling forms in a timely manner for all official organization activities taking place either on or off campus.
Loss of Student Organization Recognition

Student Life & Leadership is authorized to revoke university recognition of student organizations. Officers of the organization will be informed, in writing, of the decision. Any appeal of a campus decision to discontinue or refuse recognition of a student group shall be made through the Dean of Students Office.

A loss of recognition may occur for the following reasons:

1. Any officers not attending the mandatory training sessions.
2. Failure to complete necessary recognition paperwork by the October 1st or February 1st.
3. Evidence of failure to comply with university, local, state or national regulations.
4. Inactivity for two consecutive academic semesters.
5. Being in financial deficit and unable to repay.
6. Failure to comply with regulations while on organization probation.

Please note that the above list is not exhaustive. The loss of university recognition will last for a minimum period of one semester, upon which time the student organization may take steps the following semester to seek re-recognition by the university.

Sanctions for Student Organization

Student Organizations are required to comply with standards, rules, and regulations set forth by the University. Should Student Organizations fail to comply, sanctions and sanction points are in place to keep them at the highest of performance level. When a sanction violation occurs, those notified will include the Assistant Vice Chancellor for Student Life & Leadership, Student Organization President and Treasurer, and Student Organization Advisor will be contacted via email.

Student Organizations that receive four (4) of sanctions will be placed on Student Organization Probation. This probation lasts for an entire academic semester. During the semester directly following while on probation, the organization cannot receive more than two (2) sanction points. If the student organization fails to meet the standards during the semester they are on probation, the organization will lose their charter for not less than one (1) academic year. The officers of the student organization at the time of charter loss will not be allowed to hold office for one (1) academic year also.

This is not an exhaustive list and sanctions can be added/removed at any time by the Student Life & Leadership Office, Business Office for Student Affairs and Enrollment Management, and Dean of Students.

Four (4) point sanctions

1. Allowing for student organization Bursar account to go into deficit.
Two (2) point sanctions

1. Any officers failing to attend annual officer training.
2. Failure to turn in required recognition paperwork by October 1 or February 1 deadline.
3. Allowing ineligible player(s) to participate in Club Sports.

One (1) point sanctions

1. Failure to respond to audit inquiries from the Business Office for Student Affairs and Enrollment Management in a timely manner.
2. Failure to submit required organization current member list by December 1 deadline.
3. Submitting events in Community less than two weeks before event, travel, fund-raising, competition, etc. with the exception of meeting room requests.
4. Failure to follow Special Event policies in regards to access time, room bookings, using space and moving furniture without a reservation.

Loss of Student Organization Charter

The Dean of Students Office has the ability to disband student organizations and revoke a student organization charter. The student organization’s disbanding may be based on a series of relatively minor violations, or a single substantial violation (e.g. nuclear event). Additionally, organization charters expire after 3 consecutive academic years of inactive status.
Organization Business Operations

Student Life & Leadership and the Business Office for Student Affairs & Student Activities have a close partnership and work together on most aspects of student organization business.

**Student Organization Business Office:** The Business Office for Student Affairs exists for the purpose of assisting clubs with managing their finances. The Business Manager is located in Kettler G54 and may be reached at (260) 481-0723. This office works very closely with the Bursar’s office and Student Life & Leadership and is a valuable resource in all questions/concerns regarding monetary transactions.

**General Financial Procedures**

Each student organization will be required to maintain a complete set of financial records comprised of the following:

1. Current signatures on a Report Form issued through the Student Life & Leadership Office.
2. Loose leaf notebook containing account balance, list of all income and expense transactions, detail code list and deposit slips.
   a. These records and forms are provided by and located in the Bursar’s office. Requests to use binders should be made at the cashier windows by an officer, with a valid picture ID.

All finances must be handled through the university-assigned checking account maintained in the Bursar’s office. **No outside, non-university checking accounts are permitted.** All income and expenditures must be transacted solely through the student organization university checking account.

**Procedures for Deposits**

All income received by the organization should be deposited promptly at the Bursar’s office for credit to the organization account to avoid the possibility of misappropriation. No expenses are to be paid out of the cash receipts.

Student organization deposit forms are completed in triplicate by the treasurer of the organization. If you have a deposit to make and the Bursar’s office is not open, you may put the deposit in the night deposit box, provided you have a deposit slip to complete and attach.

Please be sure that the deposit slip clearly contains the proper name of your organization so that your group gets the proper credit. You must still go to the Bursar’s office when they are open to record the deposit in the organization’s book. Never send deposits in the campus mail. **Never deposit funds in any other account even if you intend to later put it in the Bursar’s office account.**
Deposits are recounted and the deposit slips are initialed by the Bursar’s cashier. The white copy is held by the Bursar’s cashier, the yellow copy is retained in the student activities file by the Bursar’s office, and the pink copy is given to the treasurer of the organization its records. Deposits are entered by the student organization treasurer on the balance sheet of the organization account, showing the date, description, detail code, amount and balance.

A detail code must accompany every income and expense entry made on your balance sheet. There is a column provided on the balance sheet where this code is to be entered. Be sure to use an income number for income only and an expense number for expenses only. A list of these detail code numbers is included in your binder. If you have any questions regarding this procedure, please contact the Bursar’s office or the Business Manager for Student Affairs and Student Activities.

A note to remember when making deposits – The Bursar Office will not accept deposits with more than $1.00 in change. You will need to go to a bank and have them change the coin to paper money.

**Procedures for Checks**

All disbursements must be made by check, regardless of the nature of the expense. The Request for Check from Student Organization Funds form is available at the Bursar and with the Business Manager for Student Affairs. A bill, statement, or receipt must be presented for each check written. If a bill, statement, or receipt is not provided by the vendor, contact the Business Manager.

No check will be honored without a receipt. All bills must be itemized and no tax will be paid by an organization (with the exception for catered food and beverage service, if included in the bill or receipt by the vendor as such.)

A Request for Check from Student Organization Funds form MUST be signed by two (2) of the following: organization president, organization treasurer and/or university advisor. Checks are issued by the Bursar’s Office on Tuesdays and Fridays and will be available after 1:00 p.m. provided the form is completely filled out. Checks may be picked up until Friday of the week it is requested. After that Friday, the checks will be transferred to the Student Life & Leadership Office where they will be mailed out to the recipients.

Should the check be picked up in the Bursar Office, it is imperative that the check be delivered to the recipient as soon as possible. It is unacceptable to pick up the check and then not deliver it to its intended recipient.

The date, payee, check number, detail code, amount of expense, and new balance are entered on the balance sheet. The check is signed by the Bursar. A designated officer or the payee may pick up the check with a picture ID. The check stub and Request for Check from Student Organization Funds form, with the receipts attached, is retained in the student organizations’ file by the Bursar’s office.

All forms; including deposit forms and check requests must be entirely filled out before attempting to turn into the Bursar Office.
Monthly and Annual Financial Reports

A financial report is published monthly by the Bursar’s office, showing balances of each student organization fund. A copy of this report is sent to the Activities Coordinator. Student organization Treasurers and advisors need to review this report on a regular basis to insure that any discrepancies can be corrected in a timely fashion.

All financial records of student organizations must be complete, up-to-date, and in good order at all times. It is the responsibility of the Student Organization to keep up to date financial records. The Bursar Office will not take requests from Student Organizations to give out the account balance on a whim. A final audit will be performed at the end of each fiscal year in order to verify figures for the annual report. During that time frame, transactions will not be allowed to take place (generally the first two weeks in July). Organizations will be advised when this will take place. A copy of the annual financial report is provided for each organization and retained in their designated folder in the Bursar’s office.

Contractual Agreements

A written contract or agreement is mandatory for the purchase of services or commodities such as printing, engraving, entertainment, rentals, etc. The contract must be signed by the Business Manager for Student Affairs. This process may take up to 2 weeks to complete. Students should NEVER sign a contract on behalf of a student organization.

Student organizations need to complete a Memorandum of Agreement as soon as the artist is contacted. The Memorandum of Agreement will need to be reviewed by the organization president and advisor and be returned to Student Life & Leadership. Student Life & Leadership will forward the Memorandum of Agreement to the Business Manager for signature.

All other purchases, not involving contract or agreements, will be approved when the Request for Check from Student Organization Funds form is presented to the Bursar’s office. Expenditures or commitments made without proper authorization or for improper items become the personal responsibility of the person involved.

Tax Exempt Status/Sales Tax Collectable

As a recognized student organization, you are exempt from paying Indiana State Sales Tax. Please contact the Activites Coordinator for the tax exempt certificate/number, or find it under the Finances tab on our Forms and Policies page. This exemption does NOT apply, however, to prepared food and beverage; everyone must pay tax on prepared food and beverage.

Sales of tangible personal property by student organizations are subject to Indiana State Sales Tax. It is the responsibility of the student organization to collect from the purchaser either this tax or an exemption certificate. Sales tax does not have to be collected if the student organization conducts sales of 30 days or less in the calendar year.
Internal Billing

Several IPFW Departments offer services to student organizations which require internal billing (e.g. Printing Services, Transportation, etc.) Please contact the Business Office for Student Affairs for your account number to use for this purpose. The funds will then be automatically withdrawn from your account.
Services for Student Organizations

The many ways we are here for you.

Student Organization Resource Center (SORC)

Student Organization Resource Center (SORC): Walb 214, 260-481-6609 or 260-481-6637, 8 a.m. to 5 p.m. Monday-Friday (except campus holidays).

The SORC is open to all student organization members with access to computers, a telephone and fax, free printing and colored paper, and other necessary tools for organization needs. In addition, the SORC provides reference materials and supplies so that you can get your group up and running. There are also supplies to advertise for up-coming programs, recruit members, or educate fellow students. All necessary forms are located on the Forms and Policies page under Organization Resources at www.ipfw.edu/stulife. We also have a microwave and refrigerator for your convenience.

While the resources are free, we ask that students do not take items/supplies out of the SORC so that they are available to everyone at all times. The SORC reserves the right to revise any requisitions due to the availability of requested supplies.

Locker Space

Student organizations are welcome to reserve lockers on the second floor of Walb Student Union each year. Applications are accepted on a rolling basis but all reservations expire at the end of the spring semester. Lockers must be cleaned out and the key returned by the date determined by Student Life & Leadership. Lockers are awarded based on need and availability.

Student Organization E-mail

Student organizations can request an IPFW e-mail account which may be accessed via myIPFW. If you do not know your username/password or would like to request an email, please contact the Activities Coordinator.
Event Planning and Management

Event Planning, advertising, and tips!

Event Planning

Cultural, educational, or social events need careful planning to be successful. Student Life & Leadership is available as a resource for your event planning needs and can assist you with cost estimates and proper budget preparation. We are also responsible for securing space on campus (classrooms, special events venues, outdoor locations, and Student Housing) for student organization meetings and event reservations. Once your event has been approved, it will be considered an official university event and will be expected to adhere to university policies and procedures.

Keep in mind that as the campus grows, space becomes a more and more contested commodity, don’t be surprised if your first choice of space, date, or time frame is unavailable; be proactive and think of multiple possibilities ahead of time to make the reservation process as quick as possible. Also, depending on the type of activity there may be multiple forms and signatures required for event approval and space reservation, this is not to discourage groups from hosting unique activities, but to ensure all parties are protected to the fullest extent by the university (i.e. university insurance coverage during travel, financial protection from outside organizations, etc.)

Reserving Space on Campus

Student organizations are required to fill submit an event request in Community for all meetings, activities, and events held on or off campus. The information submitted in Community is used to reserve space on campus, collect event and financial information, and to record information for yearly awards. It is recommended to submit requests in Community at least two weeks in advance. Keep in mind that this may not be enough time to reserve the space you want because various outside organizations, departments, and student groups all use space on campus. It is important to remember that the more your organization can plan ahead, the easier it can be to find a space to fit your needs.

When it comes to reserving space on campus for organization needs, the only individuals that are allowed to reserve space are the President, Vice President, Treasurer, Secretary, or Advisor. If the request is not completed correctly or more information is needed, the person submitting the request will be contacted via email by the Student Life and Leadership office. This can cause your event to be put on hold until the change in submission has taken place. If that person does not respond to the email, the event may be rejected.

There are three departments who schedule spaces on campus. Each department has their own restrictions and scheduling priorities as to how early space can be scheduled.
- Special Events scheduled spaces – 3 months in advance
- Housing scheduled spaces – 3 months in advance
- Registrar scheduled spaces – 3 months in advance

Remember, all organization reservations start with Student Life & Leadership. The scheduling departments will not put anything into the system unless the reservation comes from the Student Life & Leadership Office. You will slow down the scheduling process by trying to go straight to the scheduling department.

Events are allowed to take place from 7:00am until 11:00pm on a daily basis. These are the normal campus building hours. Should you want a reservation extending beyond those times, contact the Activities Coordinator.

Special Events Room Reservations

1. Check out the Walb Union Calendar online at www.ipfw.edu/special-events to check for room availability. (Failure to do this will likely result in unnecessary delays!)

2. Student organizations are not permitted to submit requests via the Special Events website. Doing so will cause your request to be immediately rejected and you will be directed to submit your request in Community. Advisors should not use their department to submit requests for student organizations.

Walb Union Event Set-up

1. Student organizations are REQUIRED to contact their Special Events Coordinator as soon as the event has been approved to arrange room set up. Failure to do so will result in a standard room set-up.

2. If you decide to adjust the time frame of your reservation, you must let Student Life & Leadership and Special Events know immediately, as it affects staffing for set up and tear down of events.

3. Stay within the confirmed time frame of each reservation; events that extend beyond the confirmed time frame are subject to fees.

Classroom Reservations

Student organizations may reserve classrooms for general meetings and events. Students must indicate specifically which room they are requesting on their Event Planning and Scheduling form. The Registrar’s office determines the availability of classrooms as academic use takes top priority in scheduling.

Other Venue Reservations

Groups are also welcome to reserve other space on campus including various outdoor locations and the Rhinehart Music Center to hold events. Keep in mind that several spaces on campus are subject to university fees for use. Recognized Student Organizations, however, are offered a significant discount. Those spaces where a fee are charged include the
International Ballroom, Gates Gym, Gates Fieldhouse, Rhinehart Music Center, and Alumni Center. Visit IPFW’s Special Events page for more specific information on the venues.

**Table Reservations**

Student organizations may reserve tables on campus for promotions or fundraisers by submitting a request via Community. Six tables are located in the Kettler Hall basement. Additional areas to set up tables must be requested and approved by Student Life & Leadership.

**Reservation Confirmations**

When a student organization officer submits an event request via Community, it will automatically be sent to Student Life & Leadership for processing. The student will get a confirmation of their submission and will be expected to submit additional paperwork, if necessary. Once your request has been processed the student will receive a confirmation message verifying the event is approved. If additional information is needed, the student will be contacted. Please advise the student submitting requests to check their email often to avoid delays.

Please keep in mind the process of reserving space may take up to 2 weeks. If you have not heard from Student Life & Leadership after that point, feel free to let us know that you are still waiting for a confirmation.

**Cancellation Policies & Fees**

Student organizations are subject to the fees associated with room cancellations according to the university Cancellation Policy for Walb Union, Student Services Complex, Gates Center, Rhinehart Music Center, Neff 101, LA 159, LA 35A, and SB168 reservations. All cancellations MUST be submitted in writing (email) to Student Life & Leadership and Special Events at least three days before the canceled event.

**Audio Visual Technology Requests**

Student organizations planning to have audio visual equipment for an event will need to request equipment through the Special Events website at www.ipfw.edu/special-events. Requests need to be submitted as soon as your event has been scheduled to ensure that the equipment is available for your event.
Additional Event Forms

Depending on the event, you may need to submit additional paperwork; below are explanations of the most common. These forms are different than those which may be needed for travel.

Waiver, Release, and Hold Harmless Agreement

If a student organization is traveling or hosting an event that may involve risk by the university, all participants in the activity/event will need to sign a Waiver, Release, and Hold Harmless Agreement. This form allows for the University to be waived of damages that may be sustained to an individual while participating in the approved activity.

Event Co-Sponsorship; On-campus Organizations

Student organizations are encouraged to collaborate and host events in conjunction with one another; this is a great way to reach a wider audience, share financial burden, and network. The primary hosting organization is responsible for filling out an Event Planning and Scheduling form and an Event Co-Sponsorship Form so credit is given to all groups involved.

Event Co-Sponsorship; Off-campus Organizations

Student organizations are encouraged to host events with off-campus organizations and student organizations must fill out an Event Co-sponsorship form to apply for a waiver of rental fees for the co-sponsored event.

IPFW has established a set of guidelines regarding the use of university facilities for event purposes. In short, there must be a logical connection between the IPFW sponsor and the outside organization and the IPFW sponsor must have significant participation in the activity or event. This includes, being onsite the entire time the co-sponsored group is on campus for their event and being the sole point of contact on event day between the university and the co-sponsored group. Please submit the Event Co-Sponsorship form at least two weeks in advance.
Advertising Events

*Student organizations are encouraged to inform the student body of their programs, services and needs. All advertisement on campus must abide by official IPFW policies.*

**Indoor Banners**

Student organizations may request to use the Walb Union stairwell to place a banner advertising a “Special Event.” The banner is allowed to hang for a two week maximum and must be removed at the end of reservation. Reservations will be made on a first come first serve basis and student organizations may only reserve one banner location at a time. All banners are to be secured by rope or masking tape.

**Display Case**

The display case just outside of Walb Union 222 is available to student organizations in one month intervals. To reserve a display case, contact the Activities Coordinator.

**Events Calendars**

Approved events will be posted by Student Life & Leadership to the official IPFW Events Calendar should the Student Organization want that their event posted. Items that will not be posted on the Events Calendar are Information Tabling. Organizations are also welcome to use the *Communicator’s* calendar to publicize events. Submit requests at: www.ipfwcommunicator.org.

**Facebook**

Feel free to post events and other club information on the Student Life & Leadership Facebook page! If you send the Activities Coordinator a jpeg image of your flyer, they will put it on the Student Life & Leadership page but also will send it to the IPFW Facebook page as well. These flyers need to be sent a minimum of 1 week in advance so that they can be scheduled to post.

**Television System**

Please contact Student Life & Leadership if you would like your organization’s event to be displayed via PowerPoint on the televisions scattered throughout campus.

**Toilet Times**

Located in many of the restrooms across campus, this is a great way to advertise your event to the campus population. Requests can be submitted to the Student Body Vice President of Programming by contacting stuvpsp@ipfw.edu.
Flyer Posting

Before posting any flyers, completely read through the IPFW Chancellor’s Posting Policy which can be found on the Student Life & Leadership website.

All flyers/posters are required to contain the sponsoring student organization/campus department name and the date which the flyer is put up. All flyers are also required to have a D.O.P (date of post) written clearly on the flyer as well. Flyers cannot be posted on glass. Flyers posted on bulletin boards and tack strips may stay up for two weeks from their original date of posting.

One flyer per event is permitted on approved posting locations. In addition, there is a maximum posting limitation of 50 flyers/postings per event on bulletin boards. Any flyer/poster larger than 11X17 must receive prior approval of the Director of Student Life & Leadership.

Posting Flyers on vehicles in the parking lots is strictly prohibited.

We expect all organization members to use common courtesy when posting flyers. In addition to the limitations outlined in the Posting Policy, organizations are not permitted to:

- Take down or move flyers for groups/events they are not a part of
- Damage or vandalize any flyers
- Post flyers directly or partially over any flyers that are already posted
- Post flyers on free-standing tables in study locations (i.e. Library Walkway, Stomping Grounds, etc.)

If a flyer does not belong to you or your organization, do not touch it. Student Life & Leadership is responsible for taking down outdated or improper postings, and does so on a weekly basis to ensure as much open posting space as possible for student organizations. Should you see a posting that has been vandalized, please report it to the Student Life & Leadership Office to be taken care of.

Remember that Student Organizations are not the only groups posting. On campus departments also post on a frequent basis.

Personal postings have specific places in which they can be posted. Personal postings will be removed if they are improperly posted. See the Chancellors Posting Policy for specific requirements.

Sidewalk Chalking

Student organizations may sidewalk chalk on campus by filling out a sidewalk chalking request available on the Forms and Policies page. Please do not chalk within 20ft of building entryways.
When sidewalk chalking, spraying your post with hairspray or another adhesive is not allowed.

**Student Housing Posting**

Student Housing allows student organizations to advertise their events using their television channel by submitting a Power Point slide with the event’s essential information included (your organization’s name and contact info, website, the name and description of the event, date, time, and location). Make sure there are no typos; Student Housing will not edit slide information. Contact the Housing Assistant Director to have the power point put on the channel.

Another option is to bring flyers/posters (maximum of 65) to Cole Commons for the RA’s to post throughout the resident’s halls; please remember that only RA’s are allowed to post flyers.

**Press Release**

Keep in mind that you will need to sell your story, make sure the producer/publisher knows why your event is newsworthy. View the University Relations and Communications press release guidelines to help with the process.

Contact the:

- **Communicator** if your group wants to feature paid advertisement or a news release in the student newspaper.
- **Director of Public Relations** for contact with off campus media outlets. 260-481-4106.

**Printing Services**

Printing Services offers a variety of printing and copying services like color copies, high-volume copies, and transparencies. Located in the Northwest corner of campus next to the Shipping & Receiving Warehouse, Printing Services can print posters, flyers, banners, and brochures at very competitive prices. Printing Services also offers graphic design services for student organizations. Call 481-6801 or e-mail printsrv@ipfw.edu to discuss your graphic design needs and pricing.

Student organizations may also print off 50 black and white flyers on colored paper per event for free in the Student Organization Resource Center (The SORC, Walb 214).
Event Planning Timeline

Throughout the time leading up to the event, continually evaluate whether things are getting done, so that troubles can be spotted and handled before it becomes serious. Be ready to readjust the plan as needed. It is also recommended that with you should put together an emergency checklist together so that all bases are covered for your event.

Based on many years of previous experiences, Student Life & Leadership has a suggested timeframe to follow - allowing three months advanced planning time.

Three Months before the Event

- See Student Life & Leadership staff or the Walb Event Coordinators to determine feasibility of the event and discuss a program plan.
- Check the Walb Calendar for room availability, before completing an Event Planning and Scheduling form and remember it takes us up to 2 weeks to reserve your space.
- Fill out an Event Planning and Scheduling form.
- Confirm availability of artist, lecturer or performer. Work with your student organization advisor to determine contractual requirements. Remember that any contract must go through the Student Affairs and Enrollment Management Business Manager. DO NOT sign a contract on your own.
- Develop an advertising and marketing plan.
- Explore funding sources (IPSGA Funding Request, Club Fundraising).

Two Months before the Event

- Confirm room reservations.
- Make sure all paperwork is completed and turned into the Student Life & Leadership Office.
- Review all contracts and prepare for signature by the Student Affairs and Enrollment Management Business Manager

One Month before the Event

- Fill out ticket request form and ask Student Affairs and Enrollment Management Business Manager with any questions.
- Establish all set-up arrangements with Special Events as necessary, including Audio Visual needs.
- Be sure everyone necessary has signed off on all forms and contracts.
- If your event is open to the public, fill out the News Release form and send it to University Relations to distribute to the media.
- Advertise

Three Weeks before the Event
Determine need for additional publicity/promotion and implement, if required.

**Two Weeks before the Event**

- Submit check request for performer, staff, hospitality, etc. to the IPFW Bursar’s office.
- Double check all of the above.

**The Week before the Event**

- Confirm all arrangements for event set-up, audio/video equipment, speakers/performers, including transportation, hospitality and hotel.
- Confirm that all volunteers know what they should be doing.
- Make a checklist of last-minute details to be taken care of (supplies, decorations, etc.).

**One Day before Event**

- Confirm all arrangements: setup, clean-up, food service, last minute publicity, technical services, security, schedules, staff duties, payment for artist -- Everything!
- Contact everyone involved (including volunteers, the performer, and the technical crew) and make sure they know when to be where. Confirm all arrangements with critical people once is not enough.

**Day of the Event**

- Arrive at least 1-1/2 hours before event begins or the beginning room access time.
- Make sure setup is going on schedule and equipment is working properly.
- Make sure you have necessary payment for performers. Obtain receipts.
- Make sure one of your organization members or your advisor is in charge at all times during the event.

**Post Event**

- Ensure that all cleanup has been completed.
- Deposit any money into your student organization account within 24 hours of the event. If the event is being held in the evening, drop off deposit in the Bursar Night Drop Box, located in Kettler Hall.
- Thank everyone involved. Write letters or notes to anyone who made a contribution to the event, including your advisor, donors and workers.
- Conduct post-event evaluation; communicate suggestions to future planners and sponsors.
- Pay all bills promptly.
- If the event is canceled or rescheduled, the sponsor must notify all affected parties immediately. Failure to do so may result in incurred charges for facilities and/or service.
Funding and Fundraising

All the nitty-gritty details.

Fundraising Guidelines

Student organizations are responsible for raising funds to support their meetings, activities and events. Merchandise may also be sold on campus; however, the student organization must sell the items at a table and may not solicit IPFW students/campus departments directly. Student organizations must receive approval prior to the event date for fundraising on campus. A Fundraising Packet is available on the Forms and Policies page at www.ipfw.edu/stulife under “Organization Resources”.

Continuing Studies Event Planning and Funding

Student Organizations who want the option of being able to take online and credit card payments as a part of events can run their events through the Continuing Studies Department. The following are the guidelines to be able to use this service:

- Students Organizations will contact the Assistant Director for Personal and Professional Development in Continuing Studies at 260-481-6790 after they have determined that the organization wants to work with Continuing Studies.
- Student Organizations MUST contact Continuing Studies a minimum of 30 days prior to the event date to setup “an event.”
- Student Organizations will provide the following information to Continuing Studies: date, information, cost (including overhead), description of event, minimum/maximum participant number, if there is a fee increase after a certain date and any other pertinent information for the event.
- There will be a $5.00 minimum overhead charged per registered participant. This cost could be increased depending on the needs of the organization.
- Student Organizations will bring any additional on-site registrations to Continuing Studies directly after the event to be added into the registration list. The following process and perks for using this service include:
  - Continuing Studies will set up a webpage dedicated to the event.
  - Continuing Studies will handle all registrations for the event, including online and onsite registrations prior to the event.
  - Continuing Studies can handle on-site registrations for an additional cost (per person).
  - Continuing Studies will provide a roster to the client of registered participants.
  - All money will be deposited into the Student Organization’s account or by check after the event, per account information provided.
  - Continuing Studies will accept registrations online, over the phone, in person, and by mail.
Fundraising for Charities

Student Organizations wanting to solicit funds (money and/or items) ON CAMPUS for charity must complete a Solicitation Letter and submit to Student Life & Leadership no later than 2 weeks before the requested event. This letter must contain detailed information of the event and the charity involved. Solicitation Letters also need to be approved by the Dean of Students and Business Manager for Student Affairs and Enrollment Management.

Fundraising Opportunities

There are many additional opportunities that student organizations can employ to gain funds. Appropriate fundraising approval paperwork will still need to be filed.

- Candy sale
- Car wash
- Charge dues
- Dine and donate nights at local restaurants
- Product sales (t-shirts, mugs, stickers, etc.)
- Selling items for holidays
- Talent shows

Indiana Campus Compact

The Service Engagement Grant program supports student, professional staff, or faculty projects that establish service engagement as a core component. Service Engagement Grant projects should support reciprocal partnerships between institutions of higher education and the community, strengthen student learning, increase the institutionalization of service-based engaged learning, and enhance the development of students, professional staff, and faculty. (www.indianacampuscompact.org/grants)

Outside Sponsorships

Student organizations are permitted to seek outside sponsorships for their club and should work with the Business Manager for Student Affairs on the necessary contract(s). Also, students must contact the University Development office in Kettler 140 or (260) 481-6963 prior to seeking outside funding sources. Finally, the university strongly discourages student organizations from entering into sponsorship arrangements with tobacco, alcohol, or gambling companies.

*Free will donations at events are considered donations to the University and in doing so, will need to be documented so that the donating parties will receive the appropriate documentation.*

*Donation of items are also considered development donations and should also be registered with the Development Office.*
**Student Government Funding**

Organizations may request funding from the Indiana-Purdue Student Government Association (IPSGA) for the following purposes:

- Events that are open to the entire student body
- Other purposes deemed appropriate by IPSGA Financial Guidelines and the IPFW Student Activity Fee Manual

IPSGA will NOT provide funding for the following purposes:

- A general operating budget for student organizations
- Travel (see Student Travel Funding Guidelines)

Points to remember:

- More detailed information about the funding process can be found by visiting the IPSGA Office in Walb Union 225, visiting the IPSGA website at www.ipfw.edu/stugov or contacting the Student Body Vice President of Finance via email at stuvpf@ipfw.edu.
- There is no guarantee of full or partial funding for every organization submitting a request. The Student Senate has discretion in choosing which requests to fund and which to not based on what will provide the maximum benefit to the student body.
- Funding requests must be submitted at least 21 days in advance from the event, departure, or when funds are needed. The IPSGA funding process takes several weeks, so plan well in advance.
- Funding has limited resources and once funding has been depleted, new funds will not be available until the following fiscal year which runs July 1-June 30.

**Student Travel Funding**

See attachment regarding funding proposals to be used for individual or student organization travel.

**Inactive Organization Funds**

In the event a student organization becomes inactive all money in the student organization’s Bursar account will revert to the Activities Reserve Fund after **three years** in an inactive status and the group will be deemed defunct. Should an organization reactivate (within three years of inactivity), those funds left in the organization account will be available to the student organization upon returning to recognized status.

**Ticket Rate Approval**

Student organizations are permitted free use of IPFW-issued tickets for select events. It is the responsibility of each organization to secure a Ticket Rate Approval for any event in conjunction with the university in which tickets are involved.
Fill out the Ticket Rate Approval form and submit it to Student Life & Leadership for approval and ticket production. If the tickets provided by the university are not suitable, the user may procure machine numbered tickets from a reliable vendor at the user’s cost, provided the following points are adhered to:

1. A separate series of numbers will be used to distinguish between different rates.
2. All tickets (including complimentary) will be sequentially numbered by machine. Hand numbered or hand stamped tickets are NOT acceptable; unnumbered tickets may not be used.
3. All tickets (including complimentary) must be audited by the Business Manager for Student Affair and Student Activities prior to and following distribution or sales.
4. A statement from the outside vendor indicating the beginning and ending number of tickets produced by the outside vendor must accompany the Ticket Rate Approval form. This is necessary in order that the Business Office knows that ALL tickets are produced by and outside vendor are submitted to the Business Manager for Student Affairs and Student Activities for audit.

An organization representative will be required to sign a statement of responsibility assuming accountability for the tickets being picked up. The person will be held responsible for the return of unsold tickets and/or cash totaling the tickets sold.

Student organizations should allow a minimum of five (5) business days for the approval and printing of tickets.

Immediately upon the completion of the event, all unsold tickets and money collected must be returned to the Business Manager for Student Affairs and Enrollment Management for audit. Receipts from tickets sold plus the value of all unsold tickets must be equal to the value of all tickets initially disbursed. A written explanation must be submitted if a discrepancy occurs in the audit.

**Proper Cash Handling**

Please be sure to exercise proper cash handling techniques at all times when collecting cash, checks, etc. on behalf of your organization. Please contact the Business Office if you have additional questions.

- A lockable cash box should be used to store money. Student Life & Leadership has a small stock available to borrow and the Business Office can assist in helping to locate one also.
- At least **TWO** people should count any money collected.
- The Bursar Office has a Night Drop Box available for “after hours” deposits. Be sure to label your deposit appropriately when using this option.

**Credit Cards, Outside Bank Accounts and Payment Machines**

Credit Cards and Credit Card Machines are not an acceptable form of payment for events. Purdue University has strict guidelines that Credit Card machines from an outside source cannot be used.
IPFW provides Student Organizations with an internal account that can be used for business needs. Student Organizations are NOT allowed to have a bank account outside of the University. Having an outside bank account is a violation of Student Life & Leadership policy.

Payment machines or websites that take an online payment (excluding Continuing Studies) are not allowed to be used for payment.
Student Organization Travel

Everything you need to know about getting around.

Many student organizations plan some travel as part of the organization's programs and activities, and are encouraged to do so. It is recommended to turn in forms in at least two weeks prior to your travel arrangements because all forms take a minimum of 10 business days to process.

To be clear, the purpose of the forms and approvals is not arbitrary. This process is to ensure that groups are protected under the university during travel. So despite the distance, just outside the city for a weekend retreat or a month-long international trip, there are liability issues that need to be taken seriously. If at least one driver is not approved in time, other arrangements will need to be made.

Also, please remember that organization travel is a university sponsored event and participants should conduct themselves in accordance with the Student Code of Conduct and other university policies. This includes staying together as a group (e.g. personal travel is not permitted while with the group).

Travel Forms and Criteria

All Student Organization Travel must include several forms:

1. Submitting the travel information in Community
2. Student Organization Trip Form
3. Waiver, Release, and Hold Harmless Agreement
4. Emergency Contact Information for all individuals traveling (if traveling outside Indiana)
5. Trip Itinerary
6. Financial budget information for the trip (how it will be paid for)
7. Driver Authorization - RM01S and USA General Release Forms
   a. For local travel only - Driver Authorization Self-assessment
8. International Travel – RM23 Request for International Medical/Evacuation Insurance. $32/month per person
9. Request optional Trip Insurance

For reference, Purdue’s comprehensive “Use of Vehicle for University Business” policy can be found at the web address: www.purdue.edu/policies/pages/facilities_lands/i_2_1.shtml

Use of Vehicles for University Business

Statement of Policy

This policy applies to all Purdue University operations worldwide. Any vehicle driven while conducting university business or for any other university purpose must be operated in a safe and courteous manner and in compliance with all applicable laws and Purdue policies.
University vehicles are made available only for university business and only authorized drivers may operate university vehicles on university business or for any other university purpose are required to meet the same Minimum Driver Qualifications. Drivers who fail to adhere to this policy and its related procedures may be deemed not to qualify for Indemnification from the university, and may be subject to disciplinary action as deemed appropriate.

Motorcycles, scooters, mopeds, and similar vehicles may not be used to conduct university business or for any other University purpose.

**University Vehicles**

The university maintains a fleet of vehicles to be used in support of its academic mission and administrative services. Use of these vehicles is restricted to university business only and cannot be used for personal or social purposes.

Recognized student organizations may use the university vehicles, provided the purpose of the trip conforms to the above stated criteria. Required approvals for vehicle use include both the Student Life & Leadership Activities Coordinator and the Business Manager for Student Affairs. In the instances where vehicle use is granted, the organization advisor must be the driver, unless other arrangements are approved in advance (i.e. Driver Authorization). These arrangements can be made by indicating who will be driving on the Student Organization Trip form.

Student organizations are urged to explore other transportation sources as well. At times it may be cheaper to use an outside rental vehicle for trips of greater length. In such cases, the purchase of optional collision insurance is recommended.

**Procedures to Use a University Vehicle**

Student organizations should discuss their transportation needs with the Activities Coordinator well in advance of the trip. If the decision is made to use a university vehicle or university rented vehicle, regardless of travel, you MUST fill out a Student Organization Trip Form, take a self-assessment and fill out the RM01S and a USA General Release Form (a different form is needed if the student has a license from Washington, Georgia, or Pennsylvania). Once complete, these forms need to be turned into Student Life & Leadership so they can be faxed for approval.

After the trip forms are approved, Student Life & Leadership will make a request for university vehicles to Campus Safety on behalf of the student organization but all the information can be found at: http://new.ipfw.edu/offices/safety/transportation/. Student Life & Leadership must make this request.

The driver must pick-up the requested vehicle in person and sign a certification that they are in compliance with the Use of Vehicles for University Business Policy: The approved driver may pick-up the vehicle keys at the Campus Safety desk located in Walb Union Room 127. Upon return from the trip, the mileage expense will be calculated and the fund account will be charged. At the end of the next accounting period, the Business Manager for Student
Affairs will receive a budget statement reflecting the vehicle charges. The Comptroller will then coordinate payment from the student organization account to reimburse the fund account.

For detailed university vehicle information, visit the Campus Safety website.

**Personal Automobiles**

The personal automobile provides the greatest flexibility and is possibly the least expensive method of travel. Drivers must carry their own insurance to cover liability and drivers should have an emergency plan in case of breakdown or accident.

Alcohol and/or drugs must never be used when driving a vehicle. If you are involved in an accident, make sure any injured parties get immediate medical treatment and notify Student Life & Leadership as soon as possible of any emergencies or accidents.

**Insurance and Liability**

IPFW carries a liability policy covering the activities of student organizations under the direct management of the university and whose finances are under the supervision of the Bursars office.

The policy affords protection to university sponsored student organizations (including their officers and members) while acting within the scope of their duties. Excluded from coverage is any organization not under direct financial management of the university, any organization whose hazardous activities mandate the purchase of special liability insurance, and activities involving the ownership, maintenance, operation or use of any automobile or aircraft.

For some functions and activities, student organizations will be required to submit evidence of a liability insurance policy or obtain general special insurance for the event.

**Medical Insurance**

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

**Local Travel**

All drivers must be authorized to drive on university business. If, however, you are simply traveling locally (e.g. across town to pick up supplies for the group), then we only require a self-assessment. If you meet any of the “unacceptable” criteria in the below chart DO NOT DRIVE on behalf of your organization:

<table>
<thead>
<tr>
<th></th>
<th>ACCEPTABLE</th>
<th>UNACCEPTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving Violations</td>
<td>2 or fewer violations in the past 3 years.</td>
<td>3 or more violations in the past 3 years</td>
</tr>
</tbody>
</table>
### Emergency Plans

Always have a plan B; it’s good to have a plan C and D too. Because every trip is different, each trip needs a different back-up plan. There is nothing worse than the feeling you get when you realize your train left an hour early or the person you were planning on riding with decided not to go. Talk with your group, advisor, and the Activities Coordinator for ideas. Again, please be sure to have emergency plans in place in case travel arrangements unexpectedly change. (For example, carry a credit card for unanticipated expenses).

### Other Resources

Additional information in vehicle use can be found on Purdue’s Risk Management page at:
http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info/

Also, the complete policy for Use of Vehicles for University Business can be found at:
http://www.purdue.edu/policies/facilities-safety/iva1.html#procedure1

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<thead>
<tr>
<th>At-Fault Crashes</th>
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<th>2 or more crashes in the past 3 years</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>UNACCEPTABLE</td>
</tr>
<tr>
<td><strong>Major Offenses</strong></td>
<td></td>
<td>A single citation in the past 3 years for any of the following offenses:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- any alcohol or drug-related driving offenses</td>
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<td>- refusal to submit to a blood alcohol test</td>
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<td>- reckless driving</td>
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<td>- leaving the scene of an accident</td>
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<td></td>
<td></td>
<td>- any felony crime committed with a vehicle</td>
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</tbody>
</table>
Other Important Policies

Alcohol Use Policy

Student organizations who wish to host an event where alcohol will be served are required to pick-up and complete an Alcohol Service Packet from Student Life & Leadership. Events of this nature require several months of advanced planning and university authorizations BEFORE any room/venue reservations or publicity regarding this event are made.

Food Service/Catering

All food to be sold or served on campus must be catered or commercial foods. There are limitations on types of food sold which are currently under contract with the university. In addition, there are additional restrictions on the location and dates when food sales may take place on campus. Please stop by Student Life & Leadership if you have questions about food service and/or catering.

Student or university groups are allowed to serve food that is not commercially prepared or pre-cooked as long as it is not being sold or served to the general public (i.e. club meeting). As long as the group is purchasing, preparing, and serving the food solely for their group’s personal purposes at the event in question (and they are not serving or selling food to the public), then it is considered much like a departmental “carry-in”. Individuals within the group know the food is not guaranteed to be commercially prepared or pre-cooked, and therefore they are consuming it at their own risk. This rule applies even if the food is purchased with university funds.

In rare instances, it is possible for organizations to prepare and serve food to general public. To do so, approval is required by Purdue’s Risk Management. Food must be prepared in a certified kitchen according to the guidelines below.

Radiological & Environmental Management Temporary Food Service Requirements

Personnel:

1. Hairnets, headbands, caps or other effective hair restraints should be used by all individuals involved with food preparation and serving, or food handling. Beards should also be restrained. Hair carries millions of bacteria that could contaminate food.
2. Hands should be washed before starting food preparation and at any other time the hands are contaminated. For example, wash hands after restroom use, smoking, sneezing, coughing, and after any facial contact.
3. Clean clothes should be worn by all food handling employees.
4. Individuals with any of the following: infected cuts or sores, colds, diarrhea, boils, communicable disease, etc., should not prepare or serve foods.
Food Preparation:
1. Food items should be prepared in an approved food preparation area that can be inspected by a health agency. These include university residence hall kitchens, cooperatives, schools, churches, or commercial food preparation areas.
2. Potentially hazardous foods are prohibited; these include food items such as ham salads, cream pies, custards, meat pies, and meringues.
3. The menu and site location will be received by the department of Radiological & Environmental Management (REM) for approval.
4. Keep all food items in storage, preparation, and on display covered with a non-porous material such as plastic wrap, foil, waxed paper, or lids. Covering prevents airborne contamination such as hair, skin flakes, sneeze droplets, and dust from settling on the food items.
5. Proper facilities should be provided for maintaining foods at correct temperatures: for cold foods, 41 degrees or below; and for hot foods, 140 degrees or above.
6. Hot plates or ice tables may be used if they are properly constructed and maintained.

Storage:
All food items and/or food contact utensils such as single serve plates, cups or silverware should be store above the floor or ground, a minimum of six inches on shelves, skids, or dollies.

Miscellaneous:
1. Foods that are not consumed immediately should be covered with a non-porous material (plastics wrap or foil) and maintained at proper temperatures. Items that the patron must handle should be arranged so that contamination from mishandling does not occur.
2. Straws, coffee stirrers, toothpicks and condiments should be individually wrapped when placed on display unless served by a food service employee.
3. Locations for the temporary food service should have facilities to meet the following criteria: hand washing facilities, floors, ceilings, (tents for outside events), insect and rodent free, and clean surroundings.
4. Proper trash disposal should be provided.
5. Any other requirement deemed necessary by the REM to protect public health shall be initiated by the temporary food service.
6. Requirements are founds in the Indiana State Department of Health Regulation 410IAC 7-24.
7. If there are any questions, please call the Environmental Health and Safety Manager in SB G50, (260) 481-5744.

Food Service at IPFW

Aramark Food Services

To order catering through Aramark, please contact the Catering Coordinator at 260-481-0440.

Branded foods not mentioned above are typically allowed to be sold by student organizations on campus.
Raffles and Games of Chance

All raffles and games of chance shall be held in accordance with the laws of the State of Indiana. All raffle procedures must be approved by the university Comptroller. In general, however, “games of chance” are prohibited; there must be a “game of skill” involved.

Prize Policy

Any student organization planning to offer a prize as a part of one of its programs must either have the prize in hand or a written pledge from a sponsor promising to make the prize available prior to publicity announcing/advertising the availability of that prize as a part of that event.

Gift Certificates and Gift Cards

It is generally not permitted to purchase gift certificates or gift cards from club funds. The exception to this rule is that the gift certificate or gift card are for a specific item i.e. Build a Bear, iTunes, etc. Please see the Activities Coordinator regarding questions. There are policies and tax implications forbidding this. It is preferable to purchase an item and give to the intended recipient.
Copyrights, Trademarks, and Licenses

Organizations interested in creating IPFW branded items for their Student Organizations (t-shirts, merchandise, marketing materials) MUST reference the IPFW Marketing Communications website to review the marketing standards and guidelines. It is suggested that any logos be sent to the Activities Coordinator to have reviewed.

Statement on Demonstrations

Any individual or group activity or conduct, apparently intended to call attention to the participants’ point of view on some issues, is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any subsection of Part II-A or B will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.


Volunteer Policy

Purdue University is committed to providing a safe environment for work, study and outreach and to upholding the reputation and integrity of the University. To that end, all Volunteers will be subject to background screening that will include, at minimum, a Sex and Violent Offender Registry Check. Any individuals listed on a registry that is part of the University’s Sex and Violent Offender Registry Check or who has been convicted of an offense for which he or she must register as a sex of violent offender may not serve as a volunteer. No department/unit may discriminate in selecting Volunteers based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. (www.purdue.edu)

If you are an organization that has outside/non-IPFW employed individuals as volunteers, a Volunteer Agreement and Registration Form must be completed with the Student Life & Leadership Office. If the potential Volunteer is listed on any of the above registry’s, Human Resources will be in contact with the individual and sponsoring organization.

Video Showcasing Guidelines

Under federal law, the holder of a copyrights for a movie has the exclusive right to control performances of that movie – including showings of a videotape or digital copy. An individual student, staff person, faculty member, or student organization that wants to show a film on campus must obtain permission for the showing from the copyright holder. The complete law on film copyrights is in the U.S. Copyright code, title 17, and may be found at www.copyright.gov/title17.

Below are the guidelines to keep in mind for public viewings on campus:
- Student organizations may show a movie to its members only without purchasing a public viewing license.
- If an organization wishes to show a movie to non-members (the public), they are required to purchase a public viewing license (if available) in order to do so.
- Some films come with an educational license that grants groups permission to show the film to educate the audience about particular topics. Documentation must be provided stating that there are no fees attached to the film before the event can be approved.
- To determine if a license is required for the film, refer to the list of vendors below to search for the film. This could take several days to several weeks to obtain, so plan accordingly. Fees for licenses can range from $300-$600 for a single day showing.

- Excerpt from www.Purdue.edu/odos

<table>
<thead>
<tr>
<th>Company</th>
<th>Type of Licensing</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion Pictures USA</td>
<td>Non-theatrical film licensing</td>
<td><a href="http://www.criterionpicusa.com">www.criterionpicusa.com</a></td>
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<tr>
<td>Films For The Humanities</td>
<td>Educational Videos/Multimedia</td>
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<td>First Run/Icarus Films</td>
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<td>Kino International</td>
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<td>Motion Picture Licensing Corp.</td>
<td>Umbrella Licensing</td>
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<td>Film, TV &amp; Theatrical Production</td>
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<td>Swank Motion Pictures</td>
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<tr>
<td>Zeitgeist Films (foreign)</td>
<td>Independent film licensing</td>
<td><a href="http://www.zeitgeistfilms.com">www.zeitgeistfilms.com</a></td>
</tr>
</tbody>
</table>

**Violation of Rules and Regulations**

Members of student organization are required to abide by the laws of the state of Indiana, the United States, or the community and the state or country in which the organization’s activities occur.

In addition to a violation of the above-mentioned laws, a violation of any university rules and regulations by any member of a student organization may subject that organization and/or its members to disciplinary action by the Office of the Dean of Students.

After official representatives of the student organization have been informed of the nature of the changes and have been given an opportunity to refute them, the Office of the Dean of Students may initiate action against the organization and/or its member.
MastoDON Tracks

Are you looking for another way to gain positive name for your Student Organization? The Student Office is piloting a new program called MastoDON Tracks. This incentive program will set your organization a part toward the path of highest excellence.

One Star:
Requirements
- Student Organization Report Form submitted to Student Life & Leadership Office by October 1
- Advisor Report Form submitted to Student Life & Leadership Office by October 1
- All officers attend annual recognition training
- Attend 4 Officers' Forum Meetings
- Attend 6 DonTracks workshops

The student organization must be in good standing with no sanction points issued during the academic year and/or violations of national, state, local, and university policies and laws.

Benefits
- Recognition at the annual Student Achievement Celebration
- Receive a Certificate of Achievement and recognition on Student Life & Leadership Website
- Receive 50 free color copies from Student Life & Leadership Office

Two Star:
Requirements
- Student Organization Report Form submitted to Student Life & Leadership Office by October 1
- Advisor Report Form submitted to Student Life & Leadership Office by October 1
- All officers attend recognition training
- Attend 5 Officers' Forum Meetings
- Attend 7 DonTracks workshops

At least 4 members of the same student organization must participate in The Big Event.

The student organization must be in good standing with no sanction points issued during the academic year and/or violations of national, state, local, and university policies and laws.

Benefits
- Recognition at the annual Student Achievement Celebration
- Receive a Certificate of Achievement and recognition on Student Life & Leadership Website
- Receive 75 free color copies from Student Life & Leadership Office

Three Star:
Requirements
- Student Organization Report Form submitted to Student Life & Leadership Office by October 1
- Advisor Report Form submitted to Student Life & Leadership Office by October 1
- All officers attend recognition training
- Attend 6 Officers' Forum Meetings
- Attend 8 DonTracks workshops

At least 4 members of the same student organization must participate in The Big Event.

At least 4 members of the same student organization must participate in a total of 16 hours of community service

The student organization must be in good standing with no sanction points issued during the academic year and/or violations of national, state, local, and university policies and laws.

Benefits
- Recognition at the annual Student Achievement Celebration
- Receive a Certificate of Achievement and recognition on Student Life & Leadership Website
- Receive 100 free color copies
- A free pizza party of up to 5 pizzas for one organizational meeting or event
- Ability to schedule meetings in Special Events venues for 6 months for the 2017-2018 academic school year. (current policy is 3 months for Special Events venues)
Forms

All forms are available on the Forms and Policies page under “Organization Resources” at https://ipfw.edu/offices/student-life/resources/org-forms.html and are listed here for reference.

Advertising
- Display Case Request
  Second Floor of Walb Student Union
- Electronic Message Board Request
  Near Helmke Library and Liberal Arts
- Banner Requests
  Walb stair case and Parking Garage 1
- Sidewalk Chalking Request
  Post messages on campus sidewalks

Event Management
- Community Service / Volunteer Report
  Validate your group’s service
- Co-Sponsorship Form
  Use to work with another student organization
- Co-Sponsorship Proposal
  Use to work with an off campus organization
- Event Planning and Scheduling Form
  Use to schedule ALL events, meetings, trips
- Past Activity Credit
  Use to receive credit for past events
- Waiver, Release, and Hold Harmless Agreement
  For events with travel, physical contact, or risks

Finance
- Account Book Ledger
  Track group expenses
- Fundraising Approval
  Submit if wanting to hold a fundraiser
- General Account Deposit
  Use to deposit money into Bursar account
- Memorandum of Agreement
  Necessary when paying for services
- Request of Check from Student Organization Funds
  Get money out of your Bursar account
- Solicitation Letter Template
  Use if fundraising for a charity
- Ticket Request and Rate Approval

Recognition
- Use admission tickets to special events

Recognition
- Advisor Responsibility
  Required for group advisors
- Constitution Template
  Template to use when drafting the document
- Guidelines for Student Organization Constitution Approval
  Make sure your constitution is legit
- Student Senate Constitution Request
  To change or submit a new
- Report Form
  Submit each year and when officers change

Services
- Conference Room Reservation
  Request a small conference room in Walb 214
- Locker Application
  Apply for locker space on Walb 2nd floor
- myIPFW Request
  Access IPFW email and webspace

Travel
- Driver Self-Assessment
  Make sure you can be an authorized driver
- RM01 - Request for Driver Authorization & General Disclosure
  Use to become an authorized, university driver
- RM23 – Request for International Medical/Evacuation Insurance
  Submit to make sure the university can reach you abroad
- Waiver, Release, and Hold Harmless
  Required for all travel by all participants
- Student Organization Trip Form
  Use to have your group’s trip approved
- Emergency Contact Form
Contact Information

Please feel free to stop by the office anytime you need anything. If for some reason we are not in the office please contact us using our information below.

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Thank You!

The Office of Student Life & Leadership appreciates your willingness to serve as a student organization advisor. We realize that this is a significant commitment that takes time and energy and hope that you realize that by working with students outside of the classroom, you significantly further student learning. Please do not hesitate to contact our office with any questions you may have regarding your role as a student organization advisor. The Office of Student Life & Leadership is located on the second floor of Walb Union in room 210, and we can be reached at 260-481-6609. Our website, https://www.ipfw.edu/student-life/, has a lot of great information as well which you may find useful throughout your tenure as an advisor to one of our student organizations.

We thank you for your commitment to students!
Office of Student Life & Leadership