Penn State Berks Student Organization Handbook

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Resources

Penn State Berks wants your organization to be successful! We also want club policies and procedures – and there are a lot of them – to be clear and easy to follow. This manual contains answers to most of the questions you will have about running a great student organization. If you need any assistance, please do not hesitate to make an appointment with the Assistant Director of Campus Life. This person is the primary liaison for all club and organization matters.

**Angela M. Cuva**

**Assistant Director of Student Affairs, Campus Life**

Email for an appointment: amc5300@psu.edu

Call for an appointment: 610-396-6367

Office location: Perkins Student Center 19

**Online Resources**

All student organization forms are located at: <http://bk.psu.edu/StudentLife/ClubsAndOrganizations/clubs.htm>

Here’s how you can navigate to this handy page:

1. Go to the Berks homepage and hover over the tab for “Student Life”
2. You will see a link for “Clubs and Organizations” – click it!
3. On the Clubs and Organizations page, the forms you need are on the right!
4. Save this page to your favorites.

So you want to start an organization...…

Starting an organization is easy, but you’ll need to complete the following steps before your group can be officially recognized by the Student Government Association (SGA). SGA is the student governing body which oversees most student-run groups. Through SGA, your student organization can request funding to help achieve your group’s mission on campus.

1. Compile a roster of your organization members – you’ll need at least eight current students.
2. Obtain an advisor. Penn State Berks faculty and staff members can serve as advisors. Your advisor will need to fill out the advisor approval form located on the club website.
3. Write a constitution. The Office of Campus Life can provide you with samples from other clubs. A constitution should define the mission and purpose of your club. It should also provide guidelines for membership and election procedures for club officers.
4. Register your club online (on the club web page.) You’ll need to input your club officers and advisor information.
5. Once you have completed steps 1-4, set up an appointment to meet with a representative from The Office of Campus Life.

Club Policies

1. Abide by all federal, state, and local laws, as well as University regulations.

2. Do NOT discriminate on basis of age, ancestry, color, disability or handicap, national origin, race, religious creed, gender, sexual orientation or veteran status.

3. Have only currently employed faculty and staff or currently registered students as members.

4. Do NOT conflict with the educational functions and policies of the University.

5. Do NOT duplicate or closely match the mission of an already established organization on campus.

6. Do NOT participate in hazing activities.

7. MEMBERSHIP: Student organizations must maintain a minimum of eight members, including the executive board/officers.

8. REGISTER: Student organizations must register to be an active club every year by visiting <https://berks.psu.edu/clubs-and-organizations>

9. ADVISOR: Student organizations must have an advisor who is a full-time employee of Penn State Berks. CO-ADVISORS: Student organizations are permitted to have additional advisors to serve in the role as co-advisors. A co-advisor may or may not be a Penn State Berks employee. If they are NOT an employee, the non-employee co-advisor is required to complete and submit the Non-Employee Co-Advisor Approval Form to Campus Life. PSC 19. The non-employee co-advisor must receive written notice of approval from the Campus life Office before he/she may assume any responsibilities/duties pertaining to the student organization. Advisors and co-advisors also must complete Clery Act Training and Reporting Child Abuse Training annually. More information about these trainings can be obtained in the Office of Campus Life (PSC 19).

10. CONSTITUTION: Student organizations must develop and maintain a constitution. Once recognized, constitutions must be updated every three years and resubmitted to Campus Life. Constitutions are on file in Campus Life should you need the most recent copy to make updates.

11. TRAINING: Student organization presidents are required to attend Officers’ Training once per academic year. Club Sport Presidents are required to attend Officers’ Training and Club Sport training, as well as meet regularly with Kristin Hawley, Coordinator of Athletic Programs.

12. Club Sports must also abide by all policies as outlined in the Club Sport Handbook.

Student Government Association Policies for Clubs

1. **Attendance at SGA Meetings**

Send a representative to all required SGA trainings and meetings. SGA generally meets every Wednesday during the common hour in Luerssen 20. Clubs are also welcome to establish a “proxy” representative who can fill in for the usual club representative on certain occasions. Clubs must declare who this proxy is at the beginning of each year/semester.

a. A representative may not represent more than one club at a time.

b. The SGA representative may miss only three (3) meetings per semester before club recognition will be called to question and club funding may be frozen.

**2. Community Service**

As a group, each organization must complete a minimum of 24 hours of community service each semester. Community service is covered more extensively under the next sub-heading of this manual.

**Community Service Requirement for Clubs**

**All student organizations must complete a minimum of 24 hours of community service each semester.** This does not mean that each member of the club complete 24 hours; rather, the club as a unit must collectively complete 24 hours. For example, the club may complete 24 hours of service if eight club members each complete 3 hours. The hours of service submitted can only count for one club per opportunity.

**Furthermore, SGA recognizes community service in regards to this requirement as service that takes place off-campus and in the community.** For example, setting up boxes for goods collections, or asking for canned goods as admission fees to an event will not count toward this community service requirement, unless clubs take those collected goods and go into the community to distribute them.

1. All service events MUST be pre-approved by the Office of Campus Life at LEAST 1 week prior to the event. Your request will be approved or denied via e-mail to the submitter
2. At least two members from the club must complete the service project together. In the spirit of this being a “club requirement” solo projects will not be approved or credited after the fact.
3. To register your service event, complete the “Student Organization Community Service Request Form.” Wait to receive approval from a professional staff member in the Office of Campus Life. If you do not hear back within five business days, please follow-up by calling 610-396-6076.
4. Once you obtain approval, take the “Community Service Hours Verification Form” to your volunteer site. Get a signature from the organization’s representative and return the completed form to the Office of Campus Life in PSC 19 within five business days.
5. Types of Service suggestions can be found on the SGA webpage under “Community Service”. If you are choosing a site from this list – you do NOT need to submit a request form. Service requires you to benefit the community. Types of service that does NOT count includes:
   * 1. Running in a 5k for Juvenile Diabetes
     2. Fundraising for your student organization

\* Failure to complete one or both steps of this registration and verification process may mean that the hours from the event may not count for your organization.

**Consequences for not completing the service requirement**:

Failure to complete the 24 hours of community service by the last SGA meeting of the semester will result in a freezing of SGA funds and possible suspension the organization’s recognition.

To get funding reinstated, the organization must complete the 24 hours of community service from the previous semester. Additional consequences may occur. Leniency on this requirement will be decided on a case by case basis and is under the discretion of the Assistant Director of Campus Life.

If an organization fails to complete the service requirement for two consecutive semesters, they will not be eligible to receive any SGA funding in the third semester.

If you have questions about community service opportunities, please contact:

**The Office of Campus Life**

PSC 19

610-396-6076

Club Funding

In most cases, there are two types of funding that your club will be working with. The first type is SGA Allocated Funding. These are funds that your club will request from SGA at the beginning of each semester. The request process is described in the paragraphs below, however, your club’s SGA representative will also receive information about this process at SGA meetings.

The second type of funding is fundraised money. Clubs have the option of conducting fundraisers. Fundraised money can be used for different types of purchases and it is kept in a separate account from your club’s SGA Allocated Funding.

The following paragraphs explain more about proper usage of club funding.

**Fundraised Money**

**What can I do with fundraised money?**

NOTE: Fundraised money, unlike SGA allocated money, remains in the organization’s account from year to year and is NOT returned to SGA at the end of the fiscal year.

1. Fundraised money can be used to purchase tickets, keepsake items for leaders, banquets, club apparel (ex. jackets, shirts, etc. - items that each member will keep), club dinners, club travel, etc.

***Restrictions for fundraised money:***

1. No funding may be used to make donations to political campaigns or political action committees.

2. No funding may be used to sponsor events where alcohol may be present and/or served (ex. bars, night clubs, tailgates, etc.)

3. No funding can be used to issue cash prizes for any reason.

4. No funding can be used to purchase Visa, American Express, Discover, etc. gift cards. Gift cards must be business-specific (ex. Applebee’s, WaWa, Walmart, Target, Olive Garden, iTunes, etc.)

5. The cost of each giveaway item must be under $100.

**Student Government Association Allocated Funding**

General Notes

Recognized Student Organizations have the opportunity to submit a budget request to the Student

Government Association and apply for SGA-Allocated funding. The SGA has the discretion and approval to allocate funding to officially Recognized Student Organizations of Penn State Berks. This money consists of funds provided by the University from three primary sources: University General Funds, Student Activity Fee, and revenue from parking tickets and the Game Room.

Rules Associated with SGA Allocated-Money

Your student organization funds are allocated with the intent they will assist your organization in

achieving its constitutional purpose. You can utilize funding for supplies, travel expenses, communications, publications, entertainment or equipment purchases. Items that are strictly prohibited or limited include the following:

a. Clothing such as t-shirts

b. Food (exceptions must be approved by SGA at least 10 days prior.

c. Excessive director’s or coach’s fees. Please consult Campus Life with any questions

d. Appropriations to any partisan political activity or for the support of the political campaigns of any candidate for political office (no exceptions for fund raising money).

e. Appropriations to a legislative lobby or to a registered student organization whose primary purpose is to influence legislation (no exceptions for fund raising money).

f. Grants-in-aid, scholarships, salaries or stipends.

g. Donations or charitable contributions of money or products (fund raising money exempt).

h. Philanthropic activities whose primary purpose is fundraising.

i. Retroactive events (those held prior to submitting the request for funding or events where funding has been committed before being notified of approval.

j. National association memberships on a per person basis. Group memberships (i.e. the Berks Chapter of XYZ Organization International) are allowed.

k. Membership dues for fraternities or sororities.

l. Hiring of legal services or providing bail-bond funds.

m. Honoraria for Penn State Faculty or Staff speaking about his/her area of expertise.

n. Expenditures which do not fall explicitly within AREAS TO BE FUNDED, unless approved by the Vice President for Student Affairs or his/her designee.

o. Any activity or organization which discriminates on the basis of age, ancestry, color, disability, or handicap, national origin, race, religious creed, sex, sexual orientation, or citizen.

p. Personal, non-contractual gain of any student, faculty member, staff member, or citizen.

q. Purchase of, or reimbursement for the purchase of, alcoholic beverages or illegal substances.

r. Any activity whose primary purpose is to engage in the willing act of attempting to convert another person to accept the religious beliefs or faith of any individual or group, or whose primary purpose is to engage in religious celebration or ceremony or other worship service, except when such activity is for educational purposes.

s. Supplies or equipment normally falling within the province of any University department or division.

t. Excessive prizes

u. Gift cards

v. Allocated funds cannot be used to purchase materials that will be sold as a fundraiser (i.e. t-shirts)

**Student Government Association Allocated Funding, Continued**

Other Restrictions:

Below are some of the restrictions on meal expenses, travel, lodging, and entrance fees. Additionally,

there may be restrictions on items your organization may purchase and how those items will be documented and stored.

NOTE: The University is exempt from most taxes and will not normally make reimbursements for any tax on receipts. When making purchases, please be sure to contact Campus Life prior to making your purchase(s) to obtain documentation of such tax exemption.

Meals

In order for your organization’s meal(s) to be eligible for coverage by club funds the following conditions MUST be met.

a. Groups: Your organization advisor or a faculty/staff proxy must be present for a group meal.

b. Your organization must submit a roster of everyone who attended the meal.

c. Individual meal costs may not exceed the per diem meal allowances for Reading established by the University. Please consult with your advisor and Campus Life if you think it may be costlier.

a. Per diem allowances vary by meal and location; please consult with Campus Life prior to your meal for accurate information.

d. The organization must provide a list of all attendees at each meal.

e. The organization must provide an itemized receipt.

Transportation

In order for transportation costs to be eligible for coverage by club funds, the following conditions MUST be met.

Club funds will only reimburse cars for mileage, not gas, at the current University rate, provided conditions are met. Current mileage reimbursement rate is $0.58/mile travelled. This rate may change.

a. The group must submit the **Travel Roster and Itinerary Form** before departing.

b. The faculty/staff advisor should determine if a University vehicle is available for travel. University vehicles require a faculty/staff driver, but have a smaller impact on your organization’s budget.

c. Mileage will only be reimbursed at a rate of one vehicle for up to four travelers, two vehicles for up to eight travelers, three vehicles for up to 12 travelers, etc.

d. Mileage requests will be verified.

Fees

Club funding may not be used to pay entrance fees (buy at ticket) unless directly related to the purpose of the organization and as part of an official club event.

a. The organization must make an effort to find lodging at a reasonable rate.

b. Sharing rooms is expected.

c. Rooms, regardless of number of attendees, should be booked based upon gender.

d. Any incidental charges such as room service, movies, internet and phone charges are the personal responsibility of the individual attendee(s).

**Overspending**

Clubs are responsible for staying within their budgets. Spending over the allocated amount of money may result in clubs losing access to future funding.

Purchasing

Clubs and Organizations who wish to purchase supplies or items for the group have different options to do so. There are three ways to purchase items. The first is to pay up front then to get reimbursed. The second option is to use a Purchasing Card and the third option is to make a purchase online. Below are the processes for each. Gift cards are allowed for purchasing but can only be for amounts under $100.00 and business specific (no VISA, MASTERCARD, DISCOVER, AMERICAN EXPRESS). Gift Card purchases MUST be approved 3-5 days prior by the Finance Office.

**Check Requests and Reimbursements**

Requesting Checks

1. Student organizations may request a check from their SGA-allocated Funds and/or Fundraising Money

a. Complete the check request form **a minimum of three weeks** prior to the date the check is required. Campus Life may not be able to accommodate late requests.

b. If the check will be made payable to an individual (rather than a company), the Check/Reimbursement Form must be accompanied by a completed Visitor Information Sheet.

c. To request a check, you will need to submit a completed Check/Reimbursement Request Form and an official Purchase Order or Invoice.

**Reimbursements**

1. Student organizations may request a check from their SGA-allocated Funds and/or Fundraising Money

a. The items purchased must be allowable expenses (refer to pages 4-5)

b. Take the Tax Exempt form with you so that you are not charged state sales tax

c. **Make sure to get an itemized receipt** (each item with its individual cost listed)

d. Bring your itemized receipt to Sandy McEwen in Campus Life, PSC 19, on the next business day.

e. If you are requesting a reimbursement for a group meal or food supplies purchased at a grocery store, you will also need to complete and submit the Group Meal Form.

f. If you are requesting a reimbursement for mileage, you will also need to complete and submit the Mileage Reimbursement Form.

g. If the check will be made payable to an individual (rather than a company), the Check/Reimbursement Form must be accompanied by a completed Visitor Information Sheet.

h. Allow a minimum of two weeks for processing the reimbursement. You will be contacted when your reimbursement check is ready for pickup.

**Online Purchases**

1. All online purchases will be conducted with Angie Cuva in the Office of Campus Life. At no point should clubs or organizations EVER make purchases online. You will NOT get reimbursed. Please allow 3-4 weeks for these purchases.
   1. Fill out the Online Purchasing Form which can be found on the Clubs and Organizations webpage.
   2. You will then e-mail the form to Angie Cuva ([amc5300@psu.edu](mailto:amc5300@psu.edu)); following a meeting will be arranged in which you will need to bring the form after its been signed. Note on the form when the product being purchased is needed.
   3. During the meeting, we will then make the purchase.
   4. The items will come to the Office of Campus Life; you MUST pick up the items on the same day. You will receive an e-mail upon arrival.

**Borrowing the P-Card**

1. Please complete the P-Card Lending Form found on the Clubs and Organizations webpage.
   1. Make sure that you note the Who, What, When, Where, Why on the form. It is important you provide as much detail as possible.
2. Bring the form to Angie Cuva in the Office of Campus Life. There, we will reserve when you can take the P-Card out. You may not be able to take it out the same day depending on the needs.
   1. You will only be permitted to use the card for a max of 2-3 hours.
3. Bring the ITEMIZED receipt to the Office of Campus Life. The same club member who took the card will need to sign the receipt.
   1. **WE ARE TAX EXEMPT.** The receipt MUST reflect that there is no tax. If there is tax shown, you will be asked to return the items and re-purchase so that there is no tax.

Requesting SGA-Allocated Funding

The SGA Budget Request Form

1. How to complete

a. Complete the form, paying special attention to all details. Itemize any desired expenses into the funding categories defined on the form.

b. Submit the form to the SGA Financial Manager in the Student Government Association office, 9D Perkins Student Center. Save a copy for your club’s records.

2. When to complete

a. The SGA Financial Manager will announce a deadline at the beginning of or prior to each semester.

3. How is it reviewed

a. A review panel consisting of student representatives will consider all requests of the SGA simultaneously.

b. Budget meetings will be scheduled in the order requests are received.

c. The club president or treasurer MUST attend the scheduled budget hearing.

d. The organization will be informed of the budget hearing time at least 48 hours in advance.

e. Additional budget hearings will be held as needed.

4. Notification of awards

Upon approval by the General Assembly,

a. The SGA Financial Manager will announce awards at a regular SGA meeting.

b. The SGA Financial Manager will e-mail the club representative with funding decisions within 24 hours after the budget hearing.

So, you want to have a fundraiser?

Organizations may also choose to fundraise for the purpose of hosting events, purchasing club

apparel, club travel, etc. All fundraisers must be registered a minimum of two weeks prior to the event and no advertisements may be posted before the fundraiser is approved.

**Process for conducting a fundraiser:**

1. Register your fundraiser by completing and submitting the “Student Organization Request Form” (online) two weeks prior to the start of your fundraiser. Be sure to include your facility requirements, such as table space, on this request. Include all dates and times applicable to your fundraiser. A representative from the Office of Campus Life will email the form’s submitter and will let them know if the fundraiser has been approved and if facility space has been reserved.

2. Deposits: Student organizations are required to deposit all fundraised monies at the Campus Life Office, PSC 19, within conclusion of the event. If the fundraiser is ongoing, defined as lasting longer than one day, a deposit must be made at the conclusion of each business day. If the fundraiser concludes over the weekend, a deposit must be made by 10:00 a.m. on the following Monday morning. If the fundraiser concludes after 5:00 pm on a business day, a deposit must be made by 10:00 am on the following business day.

\* Deposits should be made by an officer of the organization and should only be given to a Campus Life professional staff member.

NOTE: 100% of the monies must be deposited. This means that at no time may a student organization pay a vendor, artist, or company in CASH for expenses owed. An invoice should be submitted to Campus Life along with the deposit and Campus Life will issue a check to pay the vendor.

***Fundraisers that Require Special Approvals:***

1. Food (including snacks items)

2. Fundraisers involving children/minors

3. Raffles and any type of game where participants will pay money for a chance to win something

4. Candle sales are prohibited

5. Textbook sales are prohibited

**Tabling:**

Many student organizations request to use tables in the Perkins Student Center to conduct fundraisers. Please note the following guidelines for tables:

1. The maximum period of time a student group can utilize a table for each fundraiser is three days.
2. Tables can be requested on the Student Organization Request form – at the same time that the fundraiser is requested.

So, you want to host an event?

**Registering an Event**

Register your event two weeks in advance by completing and submitting the “Student Organization Request Form.” This form communicates all necessary information about your event including the facility you’d like to use.

Your event is not approved and may not be advertised until you receive e-mail notification from Campus Life that the event is approved.

NOTE: You may be notified that Police Services are required at your event. Consult the Determining Facilities, Health, Safety, and Security Requirements at Student Sponsored Events for further information.

Contracts: If your club wishes to bring a speaker, performer, photographer, or vender to campus, a contract will be needed. You must notify The Office of Campus Life of your program **no less than six weeks** prior to your event if this is the case.

Advertise: Once you receive notice from Campus Life that your event is approved, you may begin advertising. Advertisements such as flyers are stamped for approval in The Office of Campus Life. **Bring one copy of your flyer – before making additional copies - for approval.**

**Prohibited Events**

Penn State University maintains strict safety standards for events held on our campuses. It is important that your club registers events using the “Student Organization Request Form” so Campus Life may determine whether or not these programs are permissible on our campus. It is best to register events early or meet with Campus Life to discuss your ideas before you proceed with any planning. Campus Life reserves the right to deny any program based on concerns for student safety or other policy conflicts.

**Events that Require Special Procedures:**

1.Movie screenings

2.Animals

3.Minors on University property (parents or guardians must accompany minors on campus.)

4.Fireworks

5.Fire or flame devices

6.Fog or haze machines

7.Food of any type/ eating contests

8. Mailings

9. Product sampling or giveaways

10.Car Smash

11.Electric-powered carnival items (mechanical bull, rides, etc.)

14.Carnival events (inflatable items, novelties, rides, food, etc.)

15.Hypnotists

16.Massage (therapists, chairs, or similar items)

17.Body art (face paint, body paint, temporary tattoos, etc.)

18.Prizes

19.Dodgeball

20.Dunk tanks

21.International travel

24.Haircuts or other salon products/services

27.Speed dating or date auctions

28.Wrestling

29.Pie throwing

30.Casino night/poker tournament

32.Ropes course

33.Sports clinics held on University property

34. Balloon Releases

**Events: Special Considerations**

Auditorium Use

The Perkins Student Center Auditorium is available for use by registered student organizations. The following policies must be adhered to when using the auditorium:

* Request all events that will occur in this space no later than the end of the second week of any semester. The auditorium schedule is very tight and all requests for this space must be submitted by this deadline. Late requests cannot be accommodated.
* Your organization must be supervised while using the auditorium. Your group must hire a Campus Life tech staff member to supervise your time in the auditorium. In most cases, performance groups will have already hired a tech staff member to run audio for events taking place in this space.
* The auditorium must be locked once your use is complete. Your advisor may call Campus Police to lock the space or the tech staff member can lock the space using their key.
* Failure to use this space appropriately could result in fines to your student group or your student group could be banned from future use in the space.

Dances and Date Auctions

* There are special protocols for hosting dances and date auctions on campus. Most dances will require police presence. Date auctions require special form for all participants. The Office of Campus Life will meet with your student organization prior to any dances/date auctions to go over the protocols.

So, you want to travel?

**Step One: Register Your Travel with Campus Life**

Just like any other event, it is important that you register your travel with Campus Life as soon as you make plans for your trip. Use the “Student Organization Request Form” to do so.

A Recognized Student Organization engaging in official Student organization travel is required to complete and **submit the Travel Itinerary form** to Campus Life, PSC 19, a minimum of 24 hours prior to departure. This form requires that you provide the trip itinerary, transportation and overnight accommodation information, and a roster of all individuals attend­ing the trip. If a student organization sponsors travel for an event, they must be prepared to provide accessible transportation if it is needed.

Car Rental

1. University employee advisors are permitted to drive University vehicles. A photocopy of the driver’s valid driver’s license must be submitted to Campus Life, PSC 19, before the reservation will be made. If a

University employee wishes to drive the 15-passenger van, a copy of the successful completion of the Large Van Test must be submitted to Campus Life in PSC 19 before the reservation will be made.

2. Students are not permitted to drive University vehicles.

3. If a student organization member wishes to rent a vehicle from Enterprise for the purpose of official student organization travel (meaning the travel has been registered with and approved by Campus Life), the student should use the Penn State corporate account number. If a non-employee will be the driver, a University purchasing card may not be used for the purchase; in this case, the driver is responsible for paying for the rental and submitted a receipt to Campus Life along with the completed Check/Reimbursement Request Form for reimbursement IF the money to pay for the rental is coming from the student organization’s money. If a University employee who is acting in the role of the student organization advisor for the purpose of official student organization travel, Campus Life is able to make the reservation on a University purchasing card. This requires a minimum of one-week notice.

4. If a student organization member wishes to rent a vehicle from Enterprise, a copy of the student’s valid driver’s license must be submitted to Campus Life before the trip.

5. Students who are of 25 years of age or older may be permitted by Enterprise to rent a 15-passenger van.

INSURANCE

Recognized Student Organizations (RSO) have a separate liability insurance policy which extends to student organiza­tion members and approved/registered advisors. For auto liability exposures, the insurance carried on the vehicle (not the driver or the RSO) would be utilized first (this applies to students’ personal vehicles, an Enterprise rental, etc.). If the dam­age costs exceed the vehicle’s insurance coverage, then the RSO liability insurance policy would become available for up to $1M of coverage.

If a person who is not registered/approved to serve in the role as a student organization advisor or co-advisor drives stu­dent organization members to a function, that driver is not covered by the RSO liability insurance policy.

If the employee advisor who is acting within the scope of their job responsibilities drives student organization members in a University vehicle for the purposed of official student organization travel, the employee’s personal insurance would not be utilized.

Further details about the Recognized Student Organization Liability Insurance are detailed within the Policies and Rules for Student Organizations that can be accessed at <http://studentaffairs.psu.edu/organizationrules>

BUS RENTAL

Recognized Student Organizations must reserve a bus for transportation that is on the University’s Approved Charter Bus list. If you are unsure about whether or not the company you would like to use is on the list, please consult Campus Life in PSC 19.

**Contracts: Speakers and Entertainment ON CAMPUS**

A contract is required for any event in which a person or group of persons is performing, speaking, instruct­ing, or participating in an on-campus event in some way regardless of the agreed upon fee. This means that the performer may not be getting paid and still needs to sign a contract. NO CLUB MEMBER OR ADVISOR is permitted to sign an external contract (artist’s contract/any non-Penn State contract) OR issue a University contract. All contracts for student organization events must be issued by the Campus Life Office located in 19 Perkins Student Center. **Student organizations must begin the contract process with The Office of Campus Life at least six weeks before their event.**

**Contracts: Speakers and Entertainment OFF CAMPUS**

Student organizations hosting events off-campus are not required to utilize a Penn State contract and may instead use the external company’s agreement. Only officers from the student organization are permitted to sign external contracts. Signatories should be advised to carefully read the entirety of the agreement and fully understand and agree to the terms of the contract before signing. The student organization officer should also understand that they are binding themselves to the contract and all of its terms when signing. For questions or guidance, please consult with the Assistant Director of Campus Life in 19 Perkins Student Center. The Advisor should not sign a contract for a student organization-sponsored event.

**Contracts: Vendors and Fundraisers ON CAMPUS**

A vendor contract is required for any event or fundraiser in which an individual or company is invited to campus by a student organization or University department to distribute product samples, promote products or services, or sell/provide products/services on campus. Note: If food is involved in any way, the event MUST comply with AD-26 A vendor contract must be in place for all fundraisers in which the sponsoring student organization invites an external vendor to campus and will receive a percentage or flat rate payment for sponsoring the event. A vendor contract must be in place for all fundraisers in which the sponsoring student organization sells a product on be­half of a vendor in order to receive a percentage of sales, even if the external vendor is NOT invited to campus. **Student organizations must begin the contract process with The Office of Campus Life at least six weeks before their event.**

\*\*VENDORS ARE REQUIRED TO MEET THE UNIVERSITY’S INSURANCE REQUIREMENTS. Excep­tions may be granted on a case by case basis dependent upon risk assessment by the Division of Student Af­fairs and the Office and Risk Management. **All requests must be routed through University Park and therefore require a minimum of four-week lead time.**

**STANDING AGREEMENTS**

Penn State University has standing agreements with the following companies:

* Pepsi
* Nike
* MBNA America (credit cards) and PNC Bank
* Barnes & Noble

No student organization nor University Department may host fundraisers or vendors, or serve /sell products on Penn State property that compete with these standing agreements.

**Waivers and Liability**

If the event is occurring on University property, an external (contracted) company MAY NOT require participants to sign individual waivers to participate. However, the University reserves the right to require a University waiver to be signed in the event of a high-risk event, especially those open to the public.

If the event is occurring off-campus and the company is requiring individual students to sign waivers to participate, it is the decision of each student involved whether or not to sign the waiver. Student organizations should not sign a group waiver; each individual should sign on behalf of themselves. If one student decides to sign a group waiver on behalf of the entire participating group, then that student accepts liability to every person in the group.

**Role of the Advisor**

It is encouraged that advisors attend all student organization events – especially those that occur on campus. Advisors MUST attend any events or rehearsals scheduled for the BCC studio or auditorium.

Campus Life will be confirming your advisor’s presence at events in the auditorium and/or BCC studio.

What does the advisor do?

a. Be aware of who handles set-up for the event.

b. Know the clean-up crew.

c. Help monitor the door to track attendance, keep track of funds and contact appropriate staff in case of emergency.

So, you want to advertise...

Advertising

Student organizations are permitted to advertise their events and member recruitment initiatives in the following ways on campus: NOTE: Advertisements are limited to events and/or services that are open to all students.

1. Posters: Campus Life has a poster printer and can make you a large poster.

2. Lawn signs: must be staked, need prior approval from Campus Life and Maintenance

3. Window Paint: Student organizations can utilize the window spaces in Tully’s and the Thun Library for advertising events. To use window paint, the student organization must register their event via the online Student Organization Request Form, receive notice of approval for the event, and request use of the desired window space in Campus Life. NOTE: window paint may be painted on the windows a maximum of one week before the event and must be fully removed within 24 hours after the event. Failure to do so may result in a loss of window paint privilege.

4. Tabling: Student organizations may request to have a table in the lobbies of some campus buildings NOTE: Table reservations must be received by Campus Life a minimum of 72 hours in advance. Tables may be utilized for a maximum of three days for each different advertising initiative.

5. Television sides & Weekly Email: If you’d like to have your flyer included on the campus televisions and weekly email, send your advertisement in the form of a PowerPoint slide (16:9 ratio) to The Office of Campus Life. TV slides will be placed in the rotation two weeks prior to the event.

6. Banners: Student organizations are permitted to hang one banner at a time in the downstairs lobby of Perkins Student Center. You need to reserve this space and all banners must be approved in Campus Life, PSC 19, before posting. The student organization is responsible for removing the banner within 24 hours after the event. Banners cannot interfere with walkways or handrails in any way. Postings that pose a safety concern will be removed.

7. Flyers: flyers are defined as 8.5x11” paper advertisements. ALL FLYERS MUST BE APPROVED IN CAMPUS LIFE, PSC 19, BEFORE BEING POSTED. FLYERS CAN ONLY BE POSTED ON BULLETIN BOARDS ONCE APPROVED. At no time is a student organization permitted to post flyers or advertisements on bathroom doors, building doors, walls, windows, sidewalks, walkways, office doors, etc. Rule of thumb: If you want to post a flyer anywhere other than an approved bulletin board, consult Campus Life before posting.

8. Buttons: Campus Life has a button maker! If you’d like buttons made for your organization, please complete and submit the Button Order Form. Buttons cost $0.10 each. Student organizations are permitted to sign out the button maker from Campus Life for a four-hour period. The button maker cannot be taken out of Perkins Student Center nor can it be signed out overnight.

\*Student organizations are not permitted to post flyers in the residence halls. If you’d like your flyer posted in the residence halls, please deliver 20 copies to the Residence Life Desk located at 102 Ivy.13

**PROHIBITED ADVERTISING METHODS**

1. Sidewalk chalk

2. Canvassing: putting flyers under doors in the residence halls, handing out flyers to students as they walk by, etc.

3. Hanging posters/flyers/banners/etc. from or on ceilings, walls, doors, windows, bathroom stalls, etc.

4. Mass emails to anyone who has not voluntarily registered to be on the club’s mailing list

5. Only Resident Assistants (RAs) may post in the Residence Halls. To have flyers posted on bulletin boards in the Residence Halls, deliver 20 copies of your Campus Life stamped flyer to the Ivy Desk.

5. Any method that may result in permanent damage to University property

**All advertisements must include:**

1. Name of sponsoring organization

2. Name of event/fundraiser

3. Date

4. Time

5. Location

6. Cost, if applicable

7. How to sign up/ purchase tickets, if applicable

8. Where to sign up/ purchase tickets, if applicable

9. Contact person’s name and phone or email address

10. Disability statement – Here is a sample:

(Insert Name of Student Organization) welcomes persons with disabilities to campus events. If you need assistance or have questions about access, please contact (student organization’s name) at (email address of club representative).

ALL ADVERTISEMENTS MUST BE APPROVED IN CAMPUS LIFE, PSC 19, BEFORE POSTED. No advertisement may be posted earlier than three weeks prior to the event date. The student organization is responsible for removing advertisements, including flyers, within 24 hours after the event.

Violations of club policies, SGA policies, or campus regulations may result in disciplinary actions toward a student organization. Actions may include a warning, a hold on any allocated funds, and disbandment of the student organization. Actions taken are at the discretion of the Campus Life Office or the SGA with approval from the Campus Life Office.