



McKendree University

REGISTERED STUDENT ORGANIZATION HANDBOOK

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McKendree University Mission Statement

The mission of McKendree is to provide a high quality educational experience to outstanding students. We guide our students in the pursuit of academic excellence which will prepare them for leadership roles in our society. To achieve this end we encourage broader vision, enriched purpose, engagement with community, commitment to responsible citizenship, openness to new ideas and dedication to lifelong learning. In keeping with our history and traditions, we provide our students with a rigorous, broadly based liberal arts curricula joined with specialization in a specific discipline.

We cherish our historical relationship with the United Methodist Church and its tradition of Judeo-Christian ideals. Therefore, we encourage an atmosphere of open dialogue, free inquiry, and mutual respect, conducted among students from diverse backgrounds.

Purposes

To offer undergraduate, graduate, and professional programs to develop our students' knowledge, analytical abilities, research capabilities, creativity, and sense of identity.

To help our students develop an appreciation and understanding of human diversity by providing knowledge of and opportunity for experience with multiple ethnicities, cultures, and societies.

To create an intellectual and technological environment supportive of innovative and effective teaching, research, assessment and communication, excellent writing and oral skills, and decision making.

To attract and maintain an excellent faculty and staff committed to teaching, to research, and to service to McKendree and the greater community while also attracting and retaining an outstanding student body.

To create a culture of campus life that includes experiences beyond the classroom that allow for the development of the whole person.

Approved by McKendree College Board of Trustees
November 4, 2006

The Office of Student Affairs

The Office of Student Affairs is here to serve you through a variety of departments and programs all intended to help you succeed academically while promoting a positive self- image. Students are encouraged to fully participate in the life of the University. It is our purpose to help create an environment that enhances the quality of your educational experience. Student Affairs will assist you with your need to acquire residential living, sort out your career interests, provide an attractive campus social life, furnish good recreational facilities, direct you toward effective academic support services, offer supportive health and counseling personnel, and in many other ways work toward making your years at McKendree rich and fulfilling.

Below, you will find extensive information about the various departments, programs, and services that help frame student life at McKendree University. You are also encouraged to explore our online home at www.mckendree.edu/StudentLife/studentaffairs.aspx. If you have further questions, please contact us by email or stop by our offices. Student Affairs will always be available to help with your needs and questions.

Administrative Assistant 6854
Julia Hagan

Campus Activities 6856
Craig Robertson, Director
Oversees McKendree Registered Student Organizations
Oversees the Campus Activities Board
Oversees New Student Orientation
Approves promotional materials for non-Greek student organizations

Campus Ministry..... 6962
Rev. Tim Harrison, Chaplain and Director of Church Relations
Weekly Chapel services in Bothwell Chapel

Career Services..... 6806
Jennifer Pickerell, Director
Jill Smucker, Assistant Director, ext. 6805
Focuses on the education of college students regarding internships, full and part-time employment opportunities
Programs include career fairs, etiquette and professional dinner, mock interviews, employment workshops
Alumni assistance is also available

Greek Life 6548
Erin Lynam, Director
Oversees the Greek organizations and Inter-Greek Council on campus
Facilitates collaborative relationships and communication between students, campus, the community and governing bodies.

Health and Counseling Services..... 6503
Beth Ann Allan, Director
Amy Champion-Stahlman, Counselor, ext. 6416
Assessment and treatment of common illnesses, injuries and medical problems
Free comprehensive counseling services for students

Recreation @ McK..... 6420
Kim Smallheer, Director of Campus Recreation Services
Offers team, individual, and special event activities
Other tournaments include billiards, darts, softball, volleyball, basketball, and ping pong

Multicultural Affairs/ International Student Affairs..... 6938

Brent Reeves, Director

Administers activities and events focusing on celebrating diversity

Provides support to students of color and international students

Advocacy, support and advising

SEVIS assistance and information, passport, visa, and employment permission information

Office of Student Affairs..... 6854

Dr. Joni Bastian, Vice President for Student Affairs, Dean of Students

Residence Life..... 6855

Mitch Nasser, Director

Programming staff consisting of Resident Directors, Resident Assistants and Community Coordinators

Assists in creating an active and vibrant campus

Erin Lynam, Assistant Director, ext. 6548

Initial Judicial Officer and manger of the Early Alert program

Leadership and Student Development 6562

Sarah Klucker, J.D., Director of Leadership and Student Development

Liaison for the Study Abroad Program

Advocacy, support and advising

Emerging Leaders and Advanced Leadership Programs

Student Success and Retention 6572

Jennifer Miller, Director of Student Success and Retention

Our Goal

The Office of Student Affairs, Student Government Association (SGA) and Office of Campus Activities enhance the college experience and create a diverse campus community by supporting over 75 student organizations. We focus on helping student leaders achieve their goals by encouraging them to explore and develop their interests and passions through experiential learning outside the classroom. The offices provide information about student organizations to assist students in forming new organizations, and provide resources to student organizations.

This handbook serves as a resource for students trying to start a new Registered Student Organization and for those that have already been established. The RSO Handbook provides information on general policies, funding, event planning and commonly used forms.

It is our goal to provide a resource that will assist you in making your Registered Student Organization grow.

How to Form a Registered Student Organization

All Registered Student Organizations must be registered with the Office of Student Affairs and the Office of Campus Activities to be recognized by the University, apply for funding from the Student Government Association, appear in University publications, and to reserve space in a campus facility. Each organization is required to submit a constitution (by-laws are optional, though strongly recommended) and keep it up to date. Students interested in starting a new organization, or have questions about registering their organizations may ask for assistance from the Office of Student Affairs or the Office of Campus Activities.

Establishing a new student organization is an exciting process. The Office of Student Affairs encourages students to begin new groups on campus and acts as a resource to assist you in the process. New student organizations may be started at any time. The entire process can take a bit of time because of the steps involved. Approval for new organizations is required from the Office of Student Affairs. It pays to be prepared and to keep in contact with the Office of Campus Activities and the Office of Student Affairs regarding your organization's status.

Once your initial information has been submitted and it receives approval from the Office of Campus Activities and the Office of Student Affairs, your organization is granted certain privileges. Therefore, you can start actively recruiting new members, publicizing your organization, and reserving University facilities.

Here are some tips for creating a new registered student organization.

- Talk to your friends and classmates about your idea for a new group. This is a great way to recruit new members and get feedback on your idea.
- Meet with the Office of Campus Activities to discuss your idea and goals for the group.
- Talk to your professors and staff members on campus. They can provide insight and one of them might want to serve as the on-campus advisor. If you have problems finding an advisor, the Office of Student Affairs can assist you with the process.
- Promote your first meeting with flyers and a table in a visible location. These are excellent ways to raise awareness about your group and invite others to join. The McKendree Review can assist by writing an article about new organizations.

Steps to Create A New Registered Student Organization

Step One:

The first step to form a RSO at McKendree is to complete an "Intent to Organize" form. This form can be found in this packet, the RSO Handbook, or on the Student Organization Resource Page online. There must be at least seven (7) interested McKendree students in order to begin this process.

- This number would be representative of 4 Executive Officers (i.e. President, Vice President, Treasurer, and Secretary) and a general membership of 3 persons.
- All members and officers of any registered student organization must be a full-time enrolled student at McKendree University during the fall and spring semesters.

- All members are expected to maintain satisfactory academic progress as designated by the University or as stated within the constitution and bylaws of the respective organization.
- If a member does not enroll for the fall or spring semester, that individual cannot participate in the registered student organization during that time.
- If an officer does not enroll in the fall or spring semester, the individual may not hold the office and a replacement must be selected.
- All changes in officers must be reported to the Office of Campus Activities, located in Lower Deneen (The Lair).

Completion of this form will grant pending status to groups awaiting formal recognition. This will give the organization the following privileges:

- The right to reserve university facilities for the purpose of holding initial organizational meetings.
- The right to publicize group meetings.
- The right to invite membership.

Step Two:

- Create a written constitution and bylaws for the organization. This must follow the current constitution template (*Found in this packet and also in the Registered Student Organization Handbook*).
 - Each organization must have a constitution which includes a Name, Purpose, a nondiscrimination clause, and other elements shown in the template. The organization's constitution at McKendree University may have similar content to a charter from a national organization, but must be prepared using the template existing at the time the organization seeks to be recognized.
- Obtain one or more McKendree Faculty or staff member(s) as your advisor(s).
 - Each registered student organization must have an on-campus advisor. The McKendree University criteria for advisors are as follows:
 - Full or part-time faculty or staff status.
 - An office on the main campus
 - The advisor shall have the following responsibilities (including but not exclusive of the following):
 - Download a copy of the McKendree University Advisor's Handbook as a reference. It can be obtained by going to the Student Organization Resources Page online. An additional reference, the ACPA Advisor's Handbook may also be downloaded from the site.
 - Sign Event Registration Forms and Van Registration Forms.
 - Sign all check and funding request forms. These forms will require your signature AND the signature of the Vice President for Student Affairs or the Assistant Vice President for Student Affairs.
 - Ensure that the organization abides by all University policies and be available to counsel and advise the student organization.
 - Any changes in advisor information, including the addition or removal of an advisor, must be submitted to the **Office of Campus Activities, located in Lower Deneen (The Lair)**.
- Complete the Registered Student Organization Checklist.
- Become familiar with the Registered Student Organization Handbook
- Submit the constitution, bylaws, and all other required materials to the Office of Campus Activities.

Step Three:

- The Office of Campus Activities reviews the request and constitution for compliance with local, state, and federal laws and university policy.
- If the constitution is approved a printed and electronic copy of the constitution should be submitted to the Office of Campus Activities.

- If changes are necessary, the Office of Campus Activities will request that revisions be made to the recognition request. If changes are not necessary and the request meets specifications, formal recognition shall be granted.

Step Four:

- Preliminary registration period: Once you have acquired all necessary signatures, completed all of your paperwork, and received preliminary approval from the Office of Campus Activities, you will be held in a no more than 2-month preliminary period.

Recognition and Benefits

Official campus recognition is an honor and recognized organizations assume responsibilities and privileges. This is an organizational status and must be maintained. To be listed as 'Active' status for the upcoming year, each RSO must re-register and complete online officer orientation between April 15 and September 15. RSOs that miss the September 15 deadline will be required to wait until registration re-opens in January. These steps must be completed by all Registered Student Organization in order to be registered or renewed with the Office of Student Affairs and McKendree University. Benefits of registering include:

- Use of University facilities, equipment and services (within McKendree University policy guidelines) for purposes relative to organization goals. (some restrictions apply)
 - Only registered organizations may use campus facilities free of charge. However, if damage is done to the facilities the organization will be charged for the damages.
- Permission to conduct fundraising that will benefit members.
- Right to request funds from the Student Government Association or to access previously allocated funds.
- Right to participate in all University events.
- Use of the University name, mailing address and mailroom.
- Use of the University tax-exempt status.
- Establishment of a budget account with the business office for financial transactions.
- Use of desk or storage space in the lower Pearsons area.
- Use of electronic storage space for your organization
- Ability to maintain an organizational web site
- Recognition from McKendree University, which allows participation in events such as the Involvement Fair, Bearcat Week, Homecoming, and Spring Fling.
- Permission to hold events, meetings and other activities on the McKendree University campus.
- Listings in campus publications.
- The use of on-campus printing and duplication services
- The use of campus vehicles (pending proper training and authorization through Public Safety)
- The right to assemble
- Participation in training and workshops geared towards strengthening your student organization

To continue privileges of a recognized student organization, the organization must abide by established University policies and regulations. By seeking official recognition, the membership of the student organization acknowledges that the organization will be operated in a fiscally responsible manner and that the University is not responsible for any financial obligation made by a student organization.

Responsibilities of Registered Student Organizations

Organization Registration

The purpose of the student organization registration is to keep accurate records of active student organizations. When a new group is formed, a registration form must be turned in to the Office of Campus Activities. Then, each subsequent year, an organization must only complete a renewal registration form and update their officers. RSO renewal information can be submitted online via the Student Organization Resource web page.

The privileges listed for student organizations will be immediately suspended for any groups not registered.

Other Responsibilities:

- Complete and submit the Registered Student Organization Renewal Form before Mid-August.
- Continue to meet all requirements for initial recognition.
- It is helpful to review your constitution on an annual basis. If you are making updates to your constitution, please be sure to notify the Office of Campus Activities.
- Have representatives attend the required Organization Orientation.
- Maintain a membership of at least 7 members and have a current faculty or staff advisor.
- Register all events sponsored by the student organization. This can be accomplished by using the Event Registration form found on the Student Organization Resources page online.
- Accept responsibility for a member's behavior when:
 - She/he is acting as a member of the organization, with or without sanction
 - An event is held, officially or unofficially, in the name of the organization
- Receive approval from the Office of Campus Activities and/or other specified offices for
 - Promotional items
 - Fundraising efforts
 - Solicitation
 - Events and Postings
- Abide by all campus policies and procedures
- Maintain registration throughout the year by keeping officer, advisor, and membership lists current. Submit an updated Active Roster when necessary.
- **CHECK AND MANAGE YOUR MCKENDREE EMAIL ACCOUNT REGULARLY**
- Maintain your McKendree University issued website. It is a representation of your group and of the University. Please make sure that information is current and up to date.
- Avoid any activity, speech, or expression that may be deemed as:
 - Creating a clear danger of inciting violence or unlawful behavior
 - Advocating the physical harm, coercion, intimidation or invasion of the personal rights of any individual
 - Violating University policies on harassment
 - Advocating the willful damage, destruction or seizure of University property
 - Interfering with classes of University activities
- It should be understood that the requirements to become a registered student organization or to maintain recognition are not limited to those listed above.

Failure to comply with the conditions listed may result in the following:

- Discipline, suspension or revocation of the organization's charter
- Immediate cancellation of room use privileges
- Removal of officer from office and loss of official University recognition
 - *(ie. If an organization does not register with the Office of Campus Activities for the period of one academic year)*
- Removal of website link and access
- Loss of Student Government Association (SGA) or McKendree University allocated funding. This may include loss of privilege to solicit funds from SGA.
- Additional sanctions as deemed appropriate by the Office of Student Affairs or the Office of Campus Activities.

Organizations that lose recognition status for any reason must meet any terms established by the University for reinstatement and then must reapply for recognition status if they want to resume function.

RSO Renewal and Update Processes

- At the beginning of each academic school year, each Registered Student Organization must complete the online renewal form, located on the Student Organization Resources page. **This is required to maintain recognition and to continue to receive the benefits of recognition.**
- After the election of officers, or if there is a change of officers, each group must send an updated list of officers and members to the Office of Campus Activities by completing the RSO Update form, located on the Student Organization Resources page.
- Contact information for the on-campus faculty/staff advisors, including phone number, department and email address should also be included. If any changes occur in the group's constitution, the group must send the new constitution to the Office of Campus Activities and have it reapproved.

Revocation of an Organization's Recognition

Any on campus organization may be subject to having their constitution revoked if a grievance violation of University policy or a violation of stated purpose is filed with the Office of Student Affairs. A committee will then review the complaint and then make a recommendation to the Vice President of Student Affairs.

RSO Officer Training Sessions and RSO Forum Meetings

The Office of Campus Activities facilitates several RSO training sessions that are offered at the beginning of the fall and spring semesters. The office also encourages participation in several off campus leadership conferences each year. Each Registered Student Organization is required to send at least two representatives to one of the sessions.

Monthly forum meetings are held to generate discussion on topics pertaining to Registered Student Organizations. These sessions update an RSO's leadership on:

- Changes in policies and guidelines
- Resources and other support materials
- Traditional events and RSO involvement
- Requirements and timeline for RSO Renewal
- Section review of the RSO Handbook

Groups that fail to attend a session or to meet the requirements of renewal may lose recognition status.

Web Space, Email Accounts, and Snail Mail

Recognized student organizations are eligible to receive accounts that can be used for file storage, web site publishing, and receiving email. If your group is interested in an organization account, your Advisor should contact the Information Technology Department (IT) with the following information:

- Organization's official name;
- Desired organization account ID
- For web space, please contact the Web Content Manager, located in the University Communications Office with the name of the organization's web manager.

Organization accounts are similar to regular McKendree accounts; however, organization accounts must be renewed annually. This will enable Information Technology and University Communications to keep track of current organization maintainers and to update their information once the organization contact is no longer affiliated with McKendree University. Groups will be notified before their organization account is about to expire and given the option to renew the account. If the organization account is not renewed, it will be suspended, archived, and deleted from the system.

Registered Student Organization Mail

All recognized student organizations are eligible to receive on and off campus mail in the Printing/Mail Services Office, located in Eisenmayer Hall. Updates from Campus Activities, departments within the Office of Student Affairs, and other student organizations may be distributed. Also, any packages that your organization receives will be left in the Printing/Mail Services Office and package pick-up slips for these will be placed into your organization's mailbox.

How to Address Mail for Student Organizations:

ON CAMPUS:

Name of Organization
Contact Person

OFF CAMPUS:

Name of Organization
Contact Person
McKendree University
701 College Road
Lebanon, IL 62254

Registered Student Organization Classifications

Registered student clubs and organizations are divided into six groups:

Academic Fraternities and Honor Societies

These organizations recognize a particular level of achievement in any one field, and membership is generally determined by grade point average. Membership in an honor society is an indication of a high level of student achievement.

Departmental Organizations

These organizations are usually affiliated with academic departments on campus or have a parent organization in the community. They are always centered on a particular course of study.

Religious/Faith Based Organizations

These organizations are religious based and offer fellowship with students with similar interests. Some of them are non-denominational while others have an emphasis on a particular denomination.

Service Organization

Service organizations provide volunteers for on campus and off campus community service related projects.

Social Greek Organizations

Greek letter fraternities and sororities provide opportunities for socialization, community service and special bonds with other students.

Special Interest Groups

Offer a variety of opportunities for students to interact with other students, faculty and staff who have similar interests and needs. Organizations like these usually cater to one specific aspect of campus life.

McKendree University Student Organizations

ACADEMIC FRATERNITIES AND HONOR SOCIETIES		
Alpha Psi Omega – National Honorary Theater Fraternity Advisor – Michelle Magnussen	Alpha Kappa Delta – International Sociology Honor Society Advisor – Dr. Melissa Barfield	Iota Tau Alpha – Athletic Training Honor Society Advisor – Dr. Dawn Hankins
Kappa Delta Pi – Education Honor Society Advisor – Dr. Timothy Richards, Dr. Bethany Hill-Anderson	Kappa Kappa Psi – National Honorary Band Fraternity Advisor - David Boggs	Lambda Pi Eta – Speech Honor Society Advisor – Dr. Betsey Gordon
Nursing Honor Society Advisor -	Phi Alpha Theta – History Honor Society Advisor – Dr. Irwin Halfond	Phi Eta Sigma – First Year Student Honor Society Advisor –
Phi Kappa Phi – Honor Society Advisor – Dr. Alan Alewine	Pi Gamma Mu – Social Sciences Honor Society Advisor – Dr. JL Kemp	Pi Kappa Delta – Debate Honor Society Advisor - Joe Blasdel
Pi Sigma Alpha – Political Science Honor Society Advisor – Dr. Ann Collins	Psi Chi – Psychology Honor Society Advisor – Dr. Murella Bosse, Dr. Linda Hoffman	Sigma Beta Delta – Business Honor Society Advisor – Dr. Peter Will
Sigma Tau Delta – English Honor Society Advisor – Dr. Martha Patterson	Sigma Zeta – Science Honor Society Advisor – Dr. Robb Van Putte	
DEPARTMENTAL STUDENT ORGANIZATIONS		
Accounting Club Advisor – Dr. Terese Kasson	Art Club Advisor – Amy MacLennan	Association for Computing Machinery Advisor - Nathan White
Biology Club Advisor – Dr. Michelle Schutzenhofer	Campus Activities Board (F) Advisor - Craig Robertson	Chamber Choir (formerly Cantori) Advisor – Nancy Ypma
Choir Advisor - Dr. Nancy Ypma	Color Guard/Winter Guard Advisor -	Collegiate Chapter of MENC - Advisor – David Boggs
Concert Band, Jazz Ensemble, Marching Bearcat Band, Wind Ensemble Advisor - Dave Boggs	Dance Team (F) Advisor – Katie Czerwonka	Debate Team (F) Advisor - Joe Blasdel
History Society Advisor - Dr. Irwin Halfond	Recreation @ McK (F) Director - Kim Smallheer	Literary Interest Society Advisor - Dr. Nichole DeWall
MathCats Advisor - Dr. Heather Dye	McKendree Cheerleading (F) Advisor – Bianca Timmerman	McKendree Council for Exceptional Children Advisor - Dr. Barbara Thomas
McKendreean – Yearbook Advisor - Michele Erschen	McKendree Review-Student Newspaper (F) Advisor - Gabe Shapiro	Mentoring Program Advisor - Dr. Lyn Huxford
Model United Nations Advisor - Dr. Brian Frederking	Montage-Magazine Advisor - Dr. Jenny Mueller	New Student Orientation (F) Advisor - Craig Robertson
Percussion Organization of Students Advisor –	Philosophy Club Advisor –	Phi Beta Lambda – Business Service Club Advisor - Dr. Rick Bonsall
Pre-Professional Students in Health Care Advisor - Dr. Robb VanPutte	Psychology Club Advisor - Dr. Tami Eggleston	Residence Hall Association Advisor –
Sociology Club Advisor - Dr. Stephen Hagan	Spanish Club Advisor - Dr. Aurelie Capron	Student Class Gift Advisor – Vincent Piazza
Student Ambassadors Advisor - Josie Blasdel	Student Government Association (F) Advisor – Sarah Klucker, Craig Robertson, Katie McFarlin	Student Illinois Education Association - Education Club Advisor - Dr. Darryn Diuguid, Dr. Brenda Doll

RELIGIOUS/FAITH-BASED ORGANIZATIONS		
Campus Ministries (F) Advisor - Rev. Tim Harrison	Fellowship of Christian Athletes (FCA) Advisor - Rev. Tim Harrison	Interfaith Group Advisor – Rev. Tim Harrison
Newman Catholic Ministries Advisor -	Pluralist Community Advisor – Bethany Hill-Anderson	
SERVICE ORGANIZATIONS		
Alpha Phi Omega Advisors - Craig Robertson, Dr. Peter Will, Mitch Nasser, Dr. Lyn Huxford	McCAT (Center for Public Service) (F) Advisor - Dr. Lyn Huxford	Rotoract Advisor – Martha Eggers
SOCIAL GREEK ORGANIZATIONS		
Alpha Delta Gamma - Fraternity Advisor – Dr. Adam Tournier	Inter Greek Council Advisor – Erin Lynam	Kappa Lambda Iota (CLIO) - Sorority Advisor – Karee Orellana
Kappa Sigma Tau - Sorority Advisor – Sarah Klucker, Craig Robertson	Sigma Sigma Sigma - Sorority Advisor – Josie Blasdel, Julie Tonsig-Meyer	
SPECIAL INTEREST GROUPS		
American Red Cross Club Advisor – Evelyn Bean	Bad Movie Club - PENDING Advisor – Dr. Kevin Zanelotti	Black Student Organization (BSO) Advisor - Brent Reeves
Black Men of McKendree (BMcK) Advisor - Brent Reeves	Frisbee Club Advisor – Jim Feher	Film Club Advisor – Michelle Magnussen
First Generation Student Success - PENDING Advisor – Lisa Brennan	Games Club Advisor – Dr. Stephen Hagan	Green Team Advisor - Jim Feher, Duane Olson
International Student Organization Advisor – Brent Reeves	J.A.P.A.N. (formerly ACME) Advisor -	McKendree Anime Club Advisor - Dr. Kevin Zanelotti
McKendree Chess Club Advisor - Dr. Jean Sampson	McKendree Fitness Club Advisor - Kim Smallheer	McKendree Young Feminists Group Advisor – Dr. Shelly Lemons, Dr. Brenda Boudreau
McK Radio (F) Advisor – Peter Palermo	Public Affairs Forum Advisor - Dr. Brian Frederking	Spectrum Alliance Advisor - Dr. Alan Alewine, Dr. Neil Quisenberry, Dr. Darryn Diuguid
Students for a Democratic Society PENDING Advisor – Dr. Kevin Zanelotti	Team Bogey Advisor - Craig Robertson	Wonders of Wellness Advisor - Dr. Karan Onstott

Funding Sources for Student Organizations

The McKendree University Student Government Association is the representative voice of the student body. Student Government Association serves three primary roles: to distribute funds to registered student organizations, to sponsor campus events and initiatives, and to promote communication between the students, faculty, and administration.

Please familiarize yourself with following details regarding budget request procedures before you complete your application:

- SGA budget funds come from a special budget designed to assist need- based projects that provide an educational and developmental opportunity to McKendree University students.
- This fund is a sub-budget delegated each year out of the Student Activities Fee and is available to any Registered Student Organization (RSO). There is a limited amount of money available, so not all requests will be granted and not all requests will be fully funded.
- Due to its nature, it is important that the projects be of maximum benefit to the student body. It is also expected that the applicant RSO have had made an effort to fundraise prior to the application; RSO's failing to do so, can be denied funding. It is not recommended that organizations apply for funding multiple times in a semester.
- Budget Requests must be turned in by Friday at noon to be considered for the following Monday's meeting. Packets may be submitted electronically to the SGA Treasurer, or may be dropped off in the SGA mailbox. The SGA mailbox is located in Clark Hall, Room 107. The SGA Treasurer will review applications. The RSO representative will be contacted by the SGA Treasurer to set up your meeting.
- A RSO representative will have five minutes to present the request to SGA. You should be able to answer questions regarding your request. The Meetings are held on Monday nights at 9 pm in Piper Academic Center. Barring extenuating circumstances, you will not be allowed to schedule an alternate meeting time. SGA reserves the right to investigate the funding request further or delegate the request to the Office of Student Affairs.
- The RSO representative will then be contacted by the SGA Treasurer regarding the monetary award. Award may be picked up from the Business Office in 2-3 business days of notification. **Registered Student Organizations must have an account with the Business Office to receive funding.**
- After the allocated funds have been spent, it is the responsibility of the student organization to submit all receipts, invoices, and proofs of purchases to the SGA Treasurer or SGA office. If justification of expenditures is not provided, the student group puts itself at risk of fining, revoking of recognized status, freezing of assets, and will be responsible for replacing the funds spent. Additionally, the student group will be unable to apply for future funding.

Student Government Association Budget Process

***Taken from the Student Government Association Constitution and Bylaws**

Finance Committee

- a. The Finance Committee shall hold meetings twice a month and as needed to oversee expenditures and changes to the Association's budget and financial procedures.
- b. The Finance Committee shall propose budget allocations to the Senate at the beginning of each year to ensure set funding for specific areas and uses in expenditures.
- c. The Finance Committee shall be responsible for weekly and final semester reports to the Senate and student body.
- d. The Finance Committee shall have the right to make decisions through voting, however, the Treasurer shall not be given a vote and shall preside over the body as the executive officer on the committee.

Article VIII-Finances

Section I. Finance Appropriations Procedures

- A. The SGA budget shall be created from student activity fees paid by all undergraduate students. This budget is reserved to fulfill the purpose of SGA and support Registered Student Organizations.
- B. RSO's shall have the opportunity to apply to SGA for financial assistance from this budget to pay for university sanctioned activities and events which fall within the guidelines and regulations of SGA appropriations.

- C. RSO's shall submit budget requests to the Finance Committee who shall discuss and review the requests in accordance to the bylaws of appropriations and make recommendations to the Senate once a month.
- D. After the Finance Committee has reviewed a budget request and presented recommendations to the Senate, the Senate shall distribute funds through a simple majority vote.

Section 2. Financial Transparency

- A. SGA shall make the financial budget and all appropriations made public to the campus at all times.

Bylaws of appropriations

Section 1. SGA will only consider appropriations for Registered Student Organizations seeking funds for any event, activity, or pursuit that is:

- A. Competitive in nature, such as a convention or a conference.
- B. Educational, which may include but is not limited to guest speakers, informational campaigns, and field trips.
- C. Beneficial to the campus or community at-large, which may include service learning, service trips, or volunteerism.
- D. Beneficial to student engagement on campus and leadership development.

Section 2. SGA will not consider any appropriations for the following costs:

- A. Advertising and promotional items, including t-shirts.
- B. Any event that is not approved by the Office of Student Affairs.
- C. Any event involving the selling or buying of alcohol or illegal substances.
- D. Decorations, prizes, awards, gifts, or gift certificates.
- E. Any sort of reimbursement, salaries, or wages.
- F. Food or drink.
- G. Dues or fees for national bodies.
- H. Any activities that support a political party or candidate.
- I. Postage or shipping costs.
- J. Any items that do not stay within the requesting organization or are repurposed for uses not approved by SGA.
- K. Any expenses that violate university policies or local, state, or federal law

Section 3. SGA Finance Committee reserves the right to prioritize funding proposals from Student Organizations based on the following criteria:

- A. The RSO demonstrates an attempt to fundraise, receive funding from other sources, and recognizes SGA appropriations as a final resource.
- B. The RSO does not have a history of frequent, or regular funding allocation requests.
- C. The uses of the funds have potential to affect a large number of students and/or have a great degree of impact on students, the campus, or the community.
- D. The event or activity fulfills a unique need on the campus or demonstrates use of creativity and has the potential to change the dynamic of the campus culture, promote community organization, development, social action, or student leadership.
- E. The funding request is completed in detail, with an itemized budget, timeline, and demonstrates professionalism and preparedness on behalf of the requesting RSO.
- F. The RSO demonstrates financial need.

Section 4. Appropriations for lodging and travel

- A. SGA appropriates funding for housing accommodations at a ratio of four students per room.
- B. SGA may only appropriate funding to cover 75% of housing costs.
- C. SGA may only appropriate funding for travel costs if an RSO is only traveling within a 50 mile radius.
- D. If traveling between 50 and 300 mile radius, SGA may cover up to 50% of travel costs.
- E. If traveling beyond a 300 mile radius, SGA may cover up to 75% of travel costs.

Section 5. Start-up Fund allocations, contingencies, and violations

A. Start-up Funds

- a. RSO's that have been chartered and approved of can apply for Start-up funds from SGA for the purposes of fundraising as a way to bolster their visibility, involvement, and opportunities in the campus community.
- b. Any RSO who receives Start-up funds is expected to report to SGA within two months after their event on the success of their fundraiser(s) and to allocate monies equal to the sum of the original Start-up Funds allocated by SGA, refusal to do so may warrant SGA to place restrictions on the organization for up to as many as two academic years.

B. Contingencies of Financial Appropriations

- a. For any event or purchase created from SGA allocations, RSO's must explicitly print on all publicity materials, including t-shirts, fliers, or pamphlets: "Sponsored by SGA" or "Some costs provided from SGA."
- b. SGA reserves the right to propose that an RSO co-sponsor an event with SGA or another organization if such a decision can reduce costs or seems beneficial to the campus community.
- c. SGA must receive a 50% vote to approve all contingencies placed on RSO's and may not exercise arbitrary contingencies or impose or action onto an organization that has the potential to incur additional costs or is outside of the purposes of the RSO.

C. Violations of SGA Financial Allocations

- a. If an RSO fails to provide receipts or sufficient proof of the uses of SGA appropriated funds, SGA reserves the right to place restrictions on future financial requests.
- b. The Office of Student Affairs reserves the right to revoke RSO status to any RSO which routinely or severely violates the uses of SGA appropriations.

Student Organization Fund Raiser/Solicitation Policy

Fundraising provides opportunities for organizations to finance or subsidize activities not funded by the Student Government Association (SGA). Monies raised in these activities are put in a restricted account in the McKendree University account system. Unlike the funds allocated by SGA, the monies raised from fundraisers will be deposited in a special account that carries over from year to year. Approval for minor fundraisers is provided by the Office of Campus Activities. To schedule a fundraising event, please see the section on fund raising in the manual.

Process

1. Download the Fund Raiser Proposal from the [Student Organization Resources](#) page on the McKendree University website or pick it up from the Campus Activities Office, located in The Lair.
2. **Schedule a brief (10-15 minute) review meeting with the Director of Campus Activities at 618-537-6856. The completed Proposal Form must be turned in at least two (2) weeks prior to the start of the activity. In addition, if your event will be held on campus other than in a classroom, the Event Registration Form must be completed to officially reserve space. Classrooms must also be reserved for use. Both forms can be found on the [Student Organization Resources](#) page on the McKendree University website.**
3. To complete approval for your on campus fundraising event, you must have the following:
 - a. Confirmation of your reserved space from the University Operations Department
 - b. A copy of the approved Fund Raiser Proposal Form with necessary signatures. A Fund Raiser Permit will be issued when your request is approved.
4. Once your event is over, the permit must be returned to the Campus Activities Office.

Policy

1. Only McKendree University registered student organizations and approved clubs are allowed to engage in fundraising activities.

2. All fundraiser proposals must be on file with the Office of Campus Activities **two (2) weeks** prior to activity. Examples of acceptable fund raisers include, but are not limited to bake sales, merchandise sales, and other non-taxable items.
3. All fundraising activities (both on and off campus) must be approved by the Director of Campus Activities. **In addition, Event Registration Forms must be completed to officially reserve space on campus.**
4. Permission will not be granted for the sale of products or services that conflict with University policies. For example, RSO fund raising activities may not involve the sale of alcoholic beverages or tobacco products.
5. On-campus fundraising events may only be held on two consecutive dates at a time and are limited to a maximum of 3 hours. Fundraising events extending beyond the established time period require approval.
6. All registered student organizations are required to have a lockable collection box or bank bag on site to store collected funds. These items are available from the Campus Activities Office.
7. Fundraising events involving the sale of products with the McKendree name, logo, or mascot must be approved by the Office of University Communications and Marketing **BEFORE** printing or production.
8. No group can solicit funds from individuals or businesses without approval from the Office of Campus Activities. If necessary, additional approval may be required from the Department of Advancement, Alumni, and Parent Relations. Any request of this type may delay the processing of your Fund Raiser Proposal.
9. Gifts made directly to organizations are NOT eligible for a tax deductible receipt.
10. **Prize Receipts:** When a prize to be awarded for an event or fundraiser is purchased through the use of funds from your McKendree account or if a member of the organization will be reimbursed by funds from your McKendree account for the purchase of prizes, the recipient of the prize(s) and representatives of the organization (member administering the prize and the group's advisor) must sign a prize receipt. Prize receipts should be done in triplicate - One copy should remain with the recipient, one should remain with the sponsoring group for their records, and a third must be returned to the Office of Administration and Finance within 3 business days of the event.
11. The Registered Student Organization must be prepared to demonstrate that all proposed sales activities comply with local and state sales tax rules and regulations. Student leaders responsible for the fund raising activity are required to consult the University Comptroller (537-6981) before making their application with the Office of Campus Activities. If a license is required for the fund raising activity, the RSO is solely responsible for securing the license in compliance with applicable law. McKendree University complies with the Illinois Raffle Act and Illinois Gambling Statutes.
<http://www.gambling-law-us.com/Charitable-Gaming/Illinois/Raffle-Act.htm>

NOTE:

*Completing the Fundraiser form does not reserve a room or space for your fund raiser. You must still complete the Event Registration Form, which is located on the Student Organization Resources page online. Your registration for the space must be approved by University Operations. An Event Registration Form is required to use tables in the Piper Academic Center hallway. A maximum of 2 groups will be allowed to use the area at a time.

Fiscal Responsibility and Accounting

Finances

Each organization is responsible for its own finances. **Officers are considered responsible for the payment of debts incurred during their term.**

All organizations must complete all transactions through their McKendree issued account unless otherwise approved. The treasurer may be asked to make a full account of the organization's finances at any time. Financial records may be audited by the University at any time. If any financial difficulties arise during the school year, they should be brought to the immediate attention of the Office of Student Affairs.

Money Matters

Managing your organization's finances can be a trying experience, but preparation and organization can put you on the path to success. Healthy finances will ensure a strong future for your organization by allowing you to recruit members, plan activities, and develop your organization's vision. This section will provide some basic tools you can utilize to maintain fiscal responsibility and ensure that your organization remains in good financial standing with SGA, Student Activities, and the entire student body.

Developing a Budget

The best first step on the path to fiscal responsibility is to develop and maintain a detailed organization budget. It is best to have all members of your executive board work together to develop your budget; this will limit the possibility of missing revenue sources or possible expenditures. It is also good to refer to copies of your past budgets when developing a current or projected budget for your student organization.

When developing your budget, remember to be realistic and conservative. A well-organized budget has two parts: income and expenses. Income could include fundraising revenue, departmental contributions, and any other planned revenue sources. When projecting your income, list all sources and add up all contributions, then subtract 10% of the gross income just in case everything doesn't come through.

Expenses include any money you plan to spend throughout the course of the year. You should project expenses for all events; big and small. Remember to include expenses for national membership dues (if applicable), supplies, promotional materials, travel, and conferences.

Once you have developed thorough lists of income and expenses, subtract your total expenses from your total income. That difference is the amount of money you need to raise through additional fundraising or requests for monies allocated by SGA.

Managing Your Budget

Once your organization has finalized a budget, refer to it often and update it as needed.

Your organization will stay on track toward reaching its goals if it maintains a budget that accurately reflects income and expenses. It is fiscally responsible to make every attempt to stay within your set budget. Fiscal responsibility will aid your organization's future financial planning. It is highly recommended that a point person, preferably your authorized signer, keep track of all expenditures, deposits, and other income in an excel spreadsheet.

While most organizations use a treasurer or other financial officer to manage financial matters, it is important that more than one person understands the financial operations of the organization. Make sure organization members, especially program planners who spend money understand the organization's financial operations for events and initiatives. A lack of understanding could lead to disregard for paying bills and controlling expenditures. If more members understand revenue potential and expenditure constraints, they will be more willing to work within them.

It's normal for your budget to change and shift throughout the year. If you find that your organization would like to make a purchase or plan an activity that was not budgeted for in the beginning of the year, then your budget will have to be rearranged to compensate for the unexpected cost or your group will have to find another source of income to cover it. Likewise, if a purchase turns out to be significantly more expensive than predicted, you will have to adjust to cover this cost (another expense will have to be cut or additional income will need to be added).

Organization Accounts

Every organization with even the most basic income or expenses is required to open a university account with the Office of Administration and Finance, located in Wildy Hall. All organizations that receive SGA monies must access those funds through an on-campus account. Your McKendree University-issued accounts offer the following benefits:

- Tax-exempt status for purchase pre-arranged with Student Activities
- Ease of purchasing goods and services from campus vendors (Computer Store, Catering, Bookstore, Printing and Mailing, etc.)
- Historical record-keeping of purchases and deposits
- Security of funds

To open an account, a request must be made by the President of the RSO and the Advisor to the Office of Administration and Finance, located in Wildy Hall.

Accounts are designated by account numbers. Every student organization is assigned a unique account number. The Office of Campus Activities and or Office of Administration and Finance may run an activity report, or account statement. Those reports show all financial transactions that took place during the previous month along with totals for the fiscal year to date (remember: the fiscal year runs from July to June, not January to December). Transactions are grouped by object codes: these designate types of expenses (postage, food, printing, etc.) or income (donation, ticket income, special allocation, etc.). Activity reports can be distributed to student organizations via email if requested.

Account Access and Authorized Signers

While every member of your organization should have an understanding of your group's finances, access to your account is restricted to one or two individuals and your Advisor, who should be trained to authorize all transactions that are processed in the Office of Administration and Finance. These authorized signers are required to verify all transactions with their signature prior to submission for payment. This includes all reimbursements, check requests, on-campus purchases, and journal entry transfers. **Certain requests may require the signature of the Vice President for Student Affairs or appropriate department head.** If a request is received in the Office of Administration and Finance that is not signed by one of your organization's authorized signers, that request will be held until proper authorization is received.

This policy will ensure that all transactions are being authorized by individuals who have a thorough understanding of your organization's budget and who are trained on the various policies and procedures that govern the University's financial system. In order to register as your organization's authorized signer, an individual must attend training sessions offered by the Office of Campus Activities at the start of each semester: Accounting and Budgets training. The authorized signer's signature will be placed on file and used to verify that all transaction requests have been authorized by the proper individuals.

Off-Campus Accounts

To protect the interests of student organizations and the university, **no recognized student organization is permitted to hold an off-campus bank account.** Special permissions may be granted to organizations that are campus chapters of nationally-recognized organizations with 501(c)(3) status; in those cases, the off-campus account must be in the name of the national organization; however this permission must be granted by the Office of Student Affairs and Office of Administration and Finance. No organization can open a bank account under McKendree University's name.

Accessing Your Funds

All funds deposited with the university must be handled in accordance with university policy. There are multiple ways to access these funds; however the type of transaction required is usually dictated by the ultimate destination of the funds. For example, there is one procedure for paying an individual by check for goods and services they provide to your organization and another procedure for transferring funds electronically to another department or organization on campus. Details of how to make payments and deposits follow. The Office of Administration and Finance does not have account check books and cannot give organizations cash from their accounts.

Making Purchases

Transfer of Funds

When utilizing a campus service (Dining Services, Print Shop/Mailroom, etc), a simple transfer of funds can be made out of organization accounts. The Office of Administration and Finance receives internal billing invoices and approves payment, in consultation with the student organization, from appropriate accounts.

Direct Billing

Certain off-campus vendors or merchants have the ability to bill your McKendree University Club or Organization when purchases are made. These bills come directly to the Office of Administration and Finance and will be billed directly to the student organization responsible for making the purchase. Names of organizations must be clearly indicated on the bill so that payment is made from the correct account.

Purchase Orders

If your group is making a purchase for over \$250, a purchase order is required PRIOR to ordering any items or services. A purchase order number can be requested from the Office of Administration and Finance by the organization's advisor. As a courtesy, this must be done at least 48 hours in advance of the purchase. Purchase order forms must be completed with the name of the company, account number and goods ordered.

All requisitions must be signed by the advisor of the Organization, or if needed, director of the department or the department chair. If the requisition is over \$500.00 it must be signed by the Vice President of that department or the Provost. These steps must be followed in order to receive a purchase order number. Goods and Services over \$250.00 are not authorized without a purchase order number. Let the Administration and Finance office know if they are expected to place the order. When the invoice is billed to you, please verify that the goods have been received and send the invoice to accounts payable.

When purchases are contemplated and the cost of the goods or services is:

- Under \$500 - Only one telephone bid need be obtained, unless the item is highly competitive.
- \$500 up to \$2,999 - Three telephone bids must be obtained. Information concerning the bids will be included on the requisition.
- Over \$3,000 - Three written bids are required. The bid request will be signed by the Vice President over the area involved.

Exception to above will only be in bona fide emergencies and will require approval of the Vice President for Administration and Finance.

Check Request for Goods and Services

Every check written from your account will have McKendree University's name on it, so student organizations must satisfy the purchasing guidelines and policies set forth by the university's purchasing department before making off-campus purchases. Several criteria must be met before such a purchase can be made. First, you must establish that your preferred vendor is in the University financial system. A vendor is defined as any business entity or individual that provides goods or services to your organization for a fee. Check with the Office of Administration and Finance to verify if the vendor you want to use is in the database. If the vendor is not listed, they will work with you to have the company or individual added. If you wish to pay an individual who is

already employed by McKendree University, you must arrange payment with the Accounts Coordinator in Student Activities.

Once it is determined that the vendor you would like to use has been entered into the database, submit a Check Request form, which can be found on the Club and Organization Resources website.

This form should be used for all payment requests that result in a check being issued from your University account to pay for goods or services received from an off-campus vendor or individual. It can also be used to make pre-payment arrangements for purchases that may need a purchase order (PO). This form should be filled out in its entirety, including all information about the vendor; the purchase details, the timeline for payment, and be accompanied by supporting documentation such as a bill, invoice, quote, contract, or agreement. Please note that checks are currently cut on Monday, Wednesday, and Friday.

If this form is submitted with a quote in order to have a PO created for goods and services that will be received at a later date, be certain to deliver the final invoice, referencing the PO, to the Office of Administration and Finance in order to have the final check cut and sent to the vendor.

Contracts and Agreements

It is important to note that a contract or an agreement is almost always required when you need to pay a business or individual for services. A service can be described as anything that does not involve the purchase of tangible goods. This can include, but is not limited to, lectures, musical performances, tech support, set up and tear down of equipment, food preparation and service, design work, or website support. Please be certain to work with the Office of Administration and Finance well before you enter into any sort of agreement with a vendor for any type of service performed on or off campus. Any service that is provided on campus or as part of any official McKendree University sponsored event must have an agreement that is signed and executed by an authorized university official. As students are not able to sign and execute agreements or contracts as representatives of the university, it is imperative that you communicate with Office of Administration and Finance to receive proper guidance on the development and authorized execution of any agreement. Student organizations may act as the **SPONSOR** of an event, but are not considered the **PURCHASER**, and are **NOT** authorized to make such agreements independently. The Director of Administration and Finance is authorized to represent the University and will facilitate contractual agreements on behalf of student organizations.

Services provided off campus as part of a non-university sponsored event can have agreements that are signed by individual students; however you should still work with the Office of Administration and Finance to ensure that you are looking out for the best interest of your organization as represented in any written contract.

The contracts process is lengthy, so any contracts to be signed by a university official must be advanced to the Office of Administration and Finance at least 2 weeks in advance of your purchase.

Reimbursements

If a member of your organization spends his/her own money to purchase goods for your group, he/she can submit a request to be reimbursed for that expense. Reimbursement requests must be supported by a valid proof of purchase. Acceptable proofs of purchase include: a register receipt, a credit card receipt, a credit card billing statement showing payment transactions, an account statement from the checking or credit card account that was used for the purchase, or a canceled check. Reimbursements are processed much more efficiently when the proof of purchase is well-supported.

Receipts and other supporting documents should be attached to a Check Request form and turned in to the Office of Administration and Finance. Please fill out the form in its entirety and make sure you provide a detailed description of the purchase including all pertinent information. Reimbursements may be processed within the same week they are submitted.

Gifts Cards, Prizes, and Awards

If your organization uses the RSO's account to pay for or reimburse a member for any sort of prize or gift to any individual who participates in a contest or drawing, it is strongly encouraged that a prize receipt be filled out by

the recipient to ensure the University is compliant with IRS tax laws. If requested by the Office of Administration and Finance, these forms must be submitted with the corresponding receipt, invoice, or purchase request. Please see the above section on Fundraising for clarification.

Deposits

To deposit cash or checks to your organization's account, funds must be taken to the Business Office, located in Wildy Hall. Communicate the amount and account for which the funds will be applied. Be sure to obtain a deposit receipt (this is important for tracking your deposits and budgeting).

Cash Handling Procedures

It is imperative that organizations maintain proper cash handling procedures. Any time an organization receives income from fundraisers, sales, dues, or other organization activities, all money should be taken to the Business Office for deposit. Under no circumstances should organizations maintain a significant amount of money in an unsecured location or in the possession of any member.

Advisor Information

Guidelines for Advisors:

The student organization advisor assumes guidance and informational roles in relating to the student organization by:

1. Having a working knowledge of the University's policies as they relate to student organizations.
2. Keeping students informed of University policies and procedures and helping/guiding the group to insure proper adherence.
3. Having a concern for the ongoing function of the student organization. This can be actualized by attending executive board and student organizational meetings.
4. Being informed of all meetings and programs sponsored by the organization.
5. Having concern about the development of leadership skills of the members; particularly the officers, and by promoting and supporting group interactions and decision making.
6. Serve as a resource in recognizing, addressing and assisting in resolving problems and issues confronting the group. The key word is resource not source.
7. Being present at functions sponsored by your student organization. (Advisors are highly encouraged to be in attendance at specific events, or must find another faculty or staff member to attend in their absence.)
8. Helping the group achieve its goals by sharing expertise, insight, ideas and making recommendations when appropriate.
9. Interpreting University policies in order to keep the organization's and the institution's best interests in mind.
10. Recommending suspension of privileges if the advisor believes that the organization is planning to, or has violated state and/or University policies.
11. The voluntary association between an advisor and an organization should continue as long as both parties believe the relationship is productive and mutually satisfying.

Campus Policies, Procedures, and Risk Management

All Registered Student Organizations are bound by the information in the McKendree University Student Handbook, which can be found at: www.mckendree.edu. Particular attention should be paid to the Campus Regulations and Judicial Procedures Document. A registered student organization can be found in violation of those policies just as an individual student can. Questions about discipline cases should be addressed to the **Office of Student Affairs, Clark Hall, Room 107, (618) 537-6854**.

Definition of a Registered Student Organization (RSO)

A student has the right to form, join, and participate in groups or organizations that promote the common interests of students. Student organizations are groups whose regular membership is comprised of students enrolled at McKendree University, as well as faculty and staff.

Student organizations are considered affiliated with, but not official units of McKendree University. As a condition for establishment of the affiliation relationship, the named student organization agrees to abide by all University regulations. Organizations establish their affiliation with the campus through the Office of Campus Activities and must renew that affiliation each year.

McKendree University Registered Student Organization Non-Discrimination Policy

Registered Student Organizations must abide by the Non-Discrimination Policy and are encouraged to include the Statement of Non-Discrimination in their constitution.

In compliance with Title IX of the Education Act Amendment of 1972, Title VII of the 1964 Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and other federal, state and local equal opportunity laws, and in accordance with our values, McKendree University will not discriminate on the basis of race, gender, disability, age, national origin, religion, sexual orientation, or gender expression in any phase of its admissions, financial aid, educational, athletic or other programs or activities, or in any phase of its employment practices.

Students and employees who believe they may have been discriminated against may contact the Title IX Coordinator, Ms. Shirley Rentz, Director of Human Resources, by e-mail at sarentz@mckendree.edu or by phone at (618) 537-6533. The Human Resources Office is located on 501 Stanton Street, Lebanon, Illinois. Students may contact the Title IX Deputy Coordinator, Dr. Joni Bastian, Vice President for Student Affairs, by e-mail at jjbastian@mckendree.edu or by phone at (618) 537-6854. The Office of Student Affairs is located in 108 Clark Hall, 701 College Road, Lebanon, Illinois. The Title IX Coordinators shall provide for the adequate, reliable, and impartial investigation of all complaints.

Hazing Policy

Hazing by members of McKendree University Registered Student organizations is strictly forbidden. Hazing activities are defined as "any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule." Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts or buffoonery, morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, the regulations and policies of McKendree University, or applicable state law.

Registered Student Organizations are required to complete the Illinois Hazing Law Acknowledgement section of the RSO Handbook each year, which can be found in Appendix E of this manual.

Responsibility at Group Functions

Any McKendree University student and/or guests responsible for disorderly conduct at any function sponsored by the University or by any University organization is required to leave the function immediately.

Responsibility for the enforcement of these regulations rests with the advisor, officers or appointed representative(s) of the organization sponsoring the function and the Public Safety Officer(s) at the function.

What is Risk Management?

Risk Management:

- Is the process of identifying and evaluating the risks associated with activities and operations of an organization; developing a means to control, reduce, or eliminate those risks.
- Is any possibility about a future event or experience that threatens your organization's ability to accomplish its purpose, host an event, maintain status as a RSO, maintain a healthy and safe environment for you and others, or avoid legal or financial sanctions.
- Is identifying the many unexpected factors that can occur, causing harm those involved, properties, and even the reputation of your RSO, and proactively preparing to respond to such incidents.

Risk management should be an integral part of the event planning process.

Each student has the responsibility to be fully acquainted with and comply with the McKendree University Student Rights, Campus Regulations and Judicial Procedures Document.

The [event planning form](#) and [risk management resources](#) represent guidelines in which the University provides advice and assistance as practicable. The organization accepts the responsibility for its operation, conduct, and contributions to the University community.

The [event planning form](#) is designed to assist RSOs to identify possible risks; ie. Physical, Reputational, Emotional, Financial, and Facility, in an attempt to promote a safe and successful event. However, the ultimate responsibility for performance rests with the RSO and its members themselves.

- **Physical** – risk related to physical activities, travel, food illnesses, etc.
- **Reputation** – risk related to damaging the character or image of individuals, the organization, or institution.
- **Emotional** – risk related to the discomfort or damaging to an individual's personal feelings and well-being.
- **Financial** – risks that negatively affect the fiscal strength of the organization or related parties.
- **Facilities** – risks that inhibit the activity from taking place including weather, space, property damage, equipment, etc.

Plan for the unexpected as much as possible. Think about the worst case scenario and plan for those situations. Take time to consider the risks and develop a risk management plan. Be sure to follow established policy guidelines.

The event planning worksheet can be found in Appendix P of this document.

FILM VIEWING POLICY

Film/video licensing to screen movies

Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only. This means they can only be viewed in your private living spaces. For campus purposes, that means your residence hall room. (For home purposes, it means anywhere in your private residence). Same rules apply for movies/television shows that are video taped at home on VCRs or TIVO.

Therefore anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs \$300-\$600 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. [Swank Motion Pictures](#) is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability you may contact them at 1-800-876-5577.

Many of you may know that there is an exception to the public performance fees for college and universities. That exception is only in the case of face-to face classroom instruction by a faculty member. The faculty member may show the film/movie outside the normal class period (at night for example) however; it is only for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; in a residential college, library screening-rooms (and individual carrels) are usually also considered spaces designated for instruction. (Even in some cases a residence hall might qualify). In most cases library screening rooms, residence hall or student union lounges, cafeterias do not qualify. It is best to ask before screening a movie in these areas.

A faculty member cannot show it for his/her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. (Size may, however, influence the amount of the public performance fee). Likewise you still have to purchase the copyrights even if you are offering the movie/film to the audience for free. Because we are a non-profit educational institution we do qualify for the face-to-face teaching exemptions. However, that does not mean that because we are a not profit educational institution that all films/movies shown here are exempt. Only those with an instructor present with students enrolled in his/her class qualify. This principle holds true no matter how much educational or intellectual value is contained in the film.

Showing a film is a fun and easy event to organize. Nevertheless, you must always keep in the forefront that just because you purchased the film, rented or checked it out, you cannot turn that Video Tape/DVD into a program. Public performance rights must be purchased and secured before advertising any event related to movie/film viewing. Failure to adhere to these guidelines (even if done so innocently and inadvertently) can result in fines from \$750 to \$30,000 per showing. If admission is charged to the event and the organization/person receives some commercial or personal financial gain, fines can range upward to \$150,000 plus a year in jail.

If you have further questions, please contact the Office of Campus Activities.

Planning an On Campus Event

It is not uncommon for student organizations to sponsor events both on and off campus. Your events help add to the community at McKendree by providing a means to accompany in-class learning. The following is a step by step process to make your events happen through the event registration process.

1. **The most important step is to plan ahead!**
2. Formulate your idea for an event or activity.
3. Check out other happenings on campus to determine what date and time would be best to hold your event. Places to check are the main Campus Calendar at: www.mymck.mckendree.edu. To filter just Registered Student Organization events, click on Student Life in the Navigation Column.
4. Check with the Event Registration Coordinator to determine which facilities are open that would be appropriate to hold your event in. Here is a brief overview of some space on campus:
 - a. **Ames Dining Hall** – can hold up to 200 people, not accessible during normal meal hours
 - b. **Classrooms** – check with Academic Records Office to schedule their usage
 - c. **Pearsons Hall** (1828 Café) – holds up to 150 people
 - d. **Hettenhausen Fine Art Center** – capacity 500 people (check with the Director for usage)
 - e. **The Lair** – capacity 120 (check with the Director of Campus Activities for usage)
 - f. **Residence Halls** – most halls have a lounge that can be reserved for general use
 - i. **New Hall Fireplace Room** – a new addition to campus with a great view of the Quad.
 - g. **McKendree West Clubhouse** – building space, meeting room, and a pool!
 - h. **Bothwell Chapel** – can be reserved when not being used for other purposes
5. Other spaces available for reservation are open areas on campus including:
 - a. The Quad
 - b. Front Lawn
 - c. Sand Volleyball Court
 - d. Intramural Field
 - e. Statham Gymnasium at MPCC
 - f. Intramural Gym
 - g. Leemon Field

Make sure that you have a rain location secured if you are planning an event for outdoors!

6. Once you have your event date and location chosen you should register the event with the Event Registration Coordinator. This can be done by going online to the Student Organization Resources Page to complete the online Event Registration Form.
7. What events should be registered? If the answer to ANY of the following questions is YES, then you should register your event:
 - a. Are you publicizing your event to the entire campus?
 - b. Is it being held in a public space in a University facility?
 - c. Are you charging admission for the event or raising funds for your club or organization?
 - d. Do you have a 3rd party vendor coming to the event?
 - e. Are you transporting people off-campus for this event?
8. By registering the event, you are automatically qualifying your organization to take advantage of many publicity opportunities through the Office of Campus Activities. You are also able to pick up an event planning checklist (see Appendix L) to assist you in knowing what you need and who you need to contact to smoothly plan your event.
9. At an event meeting the following criteria, an advisor or other responsible University staff or faculty person is strongly encouraged to be present throughout the event:
 - a. If the event has an admission charge
 - b. If there is a 3rd party vendor who is being paid for its services
 - c. If the event is advertised to the general public (outside of McKendree University)
 - d. If the event is being held off campusThough it is not required that this staff person is the advisor, it is strongly recommended to insure continuity of knowledge regarding the event.

Promoting Your Event

If you want people to attend your event, meeting, or activity, you must make them aware of when it is going to happen. Here are some points to consider when publicizing your event.

- 1) Approval - All events, promotion, and publicity must be approved by the Director of Student Services. If approval is not obtained, much time, effort, and planning may be lost. Note: All posters and flyers must be stamped for approval in the Office of Student Affairs.
- 2) Timing - Put the material out soon enough for people to make plans to participate but not so early that they won't attend. A lot of this depends on the public you are trying to reach. If it is a specific group you want to target, you may do several mailings. If it is a large group in one community, you may do posters. The closer you get to an event; you may want to use several forms of publicity.
- 3) Appeal - The material should appeal to the people you want to attend the event. This depends on the theme, the event, and when the event will take place.
- 4) Location - You must put publicity materials in the traffic areas of the people you want to reach. You want them to hear what is going on and see what your organization is doing.
- 5) Type - The following is a list of various publicity material you can use to advertise your event. Publicity can be either very expensive or you can make it creative without spending a bundle of money.
Banners Posters Flyers Balloons Newsletters Brochures Table Tents
Sign-up Sheets Chalking Mailouts
- 6) Information - Be sure to include all the information in the publicity that the person needs to know. Who - what - when - how much - where, are the vital questions that must be answered for the public. Be sure to give your organization credit for sponsoring the event on your publicity.
- 7) Coordination - Delegate publicity duties to everyone on the committee. It is everyone's responsibility to let people know about an event.
- 8) Budget - Check your budget. It is important to invest money into the area of publicity, so don't forget this in planning for an event.
- 9) Evaluate - How did everything go? Write down every type of publicity you used, and then think about some of the other ideas you could have applied.

Publicity Policies

The following policies govern how events can be publicized on campus:

Posting information on campus

- All posters, announcements, advertisements, etc. placed in public areas on campus must be approved by the **Director of Campus Activities, located in Lower Deneen (The Lair)**.
- The Director approves materials for all off-campus vendors, including community service announcements.

Signs, Posters, etc.

- Signs may not be attached to painted surfaces.
- Signs may not be placed on glass anywhere on campus.
- Signs may not be attached to traffic signs, buildings or other permanent structures without approval. Individuals and groups are encouraged to demonstrate good judgment and avoid offensive or lewd comments or drawings on all publicity material. Any materials found objectionable may be rejected for posting by the approving authorities.
- Signs posted without approval will be removed and the individual group responsible for posting the signs may be restricted from further use of bulletin boards on campus.
- Free-standing signs may be used in the Quad area in the middle of campus as long as they:
 - **Do not block sidewalks**
 - **Aren't near shrubbery or easily damaged plants**
 - **Do not pose a safety problem**
 - **Conform to sizes specified**
- The signs must be approved by the Director of Student Services (just like posters and flyers) and removed within five days or after completion of event.

Political advertising (by off-campus candidates) is not allowed on campus. Signs will be monitored. All signs without approval or left past their designated limit will be removed. The approving department will monitor this process.

NOTE: SIGNS ARE DEFINED AS ANY PRINTED, PAINTED OR DRAWN MATERIAL, REGARDLESS OF SIZE.

Banners

Banners made by your organization or obtained through outside sponsors, etc. cannot remain on campus for more than two consecutive weeks. Banners must be removed within 48 hours after the event.

Sidewalk chalk

Sidewalk chalk can only be used on walking areas that are concrete. Sidewalk chalk cannot be used within 10 feet of an entrance to a building. Sidewalk chalk is not to be used on any surface not on the ground, including, but not limited to, trash cans, ashtrays, trees, benches. Do not crowd other messages. Your messages could be damaged when others are removed. Include the Date of the event in all of your messages. You are responsible for removing your messages when they expire. A spray bottle with mild detergent and a scrub brush will be available in the Campus Activities office. Questions about the banner and sidewalk chalk policies should be directed to the Director of Campus Activities, located in Lower Deneen (The Lair), (618) 537-6856.

Campus Activities eSource, McKendree Review Newspaper, and other publications

The Campus Activities eSource is a weekly electronic publication that showcases events sponsored by Registered Student Organizations and the Office of Campus Activities. The eSource is distributed weekly via the campus email system to faculty, staff, undergraduate, and graduate students. Information that the organization would like in the Campus Activities e-Source must be submitted to the Campus Activities Office by 4pm on Tuesdays. To access the Event Registration Form, visit the Registered Student Organization Resources Page. Completing the form also give you the opportunity to have your event posted on the Student Life calendar.

Information to be posted in the McKendree Review must be submitted in compliance with their posted deadlines via email at: mckreview@mckendree.edu. Information about press worthy events open to the general public should be sent to the Director of Media Relations in the University Communications Office.

Off Campus Events and Conference Guidelines

Every student attending an off-campus activity or conference on behalf of a student organization is acting as a representative of McKendree University. To that end, courtesy and respect for others must be demonstrated at all times. Mature, professional conduct is expected of every student. It is highly encouraged that the student organization advisor or designee attends the conference to provide guidance and support to the student delegates. Please observe the following guidelines for students traveling on behalf of the University or attending an off-campus University sponsored event.

1. Register the event with the Office of Student Affairs and the Provost's Office by completing the Student Travel Form and waiver. This form can be found on the Student Organization Resources Page.
2. Students must provide a list of participants, contact information, and departure and arrival times to the Office of Student Affairs at least 1 week **PRIOR** to departing campus.
3. An informational meeting must be held prior to departure from campus to insure that each participant is well informed of the arrangements and itinerary of the trip.
4. Students are responsible for their behavior and will be held accountable while traveling on behalf of the University.
5. Student Government Association, The Office of Student Affairs, and McKendree University do not condone or tolerate underage consumption of alcohol at University sponsored/supported or affiliated functions. Students of McKendree University are expected to abide by the laws of the state that they are in at all times.
6. Respect should be shown at all times for others and all non-personal property.

If an advisor or student leader feels that any student has not adhered to these guidelines and has behaved in a manner that is unprofessional, illegal or irresponsible, that student could face sanctioning as pertained to the University regulations document upon return to campus.

VEHICLE POLICY

DRIVER CERTIFICATION PROGRAM

Drivers of University-owned, rented or leased vehicles must register with the Operations Coordinator and complete the driver certification process. This is a one-time training/certification program, and drivers who have not completed the certification will not be allowed to operate a University-owned, rented, or leased vehicle.

The certification process consists of:

- (1) Providing a copy of your valid driver's license;
- (2) Completing a DMV (Department of Motor Vehicles) check annually; and
- (3) Accomplishing an internet-based, interactive, safe driving course. This course takes approximately 1 hour and 15 minutes and the Operations Coordinator can provide information about how the course can be accessed.

Individuals intending to drive University vehicles are responsible for scheduling the certification.

VEHICLE POLICY

The University maintains a fleet of vehicles to support collegiate activities. Vehicles are not provided for personal use, or rented to off-campus agencies or persons. A minimum of four passengers is required for van usage. The Director of Operations for the University is the program administrator with the Operations Coordinator providing back-up. The requirements contained in this policy apply to both rented and university-owned vehicles.

Van trips are limited to an area within a 400 mile radius of the University.

McKendree University also maintains a fleet of work vehicles for the Physical Plant and Operations departments.

Students, faculty, and staff must be certified by the Operations Coordinator in order to drive University-owned or rented vehicles. Certification includes:

- (1) Must be 21 years of age.
- (2) Providing a copy of a current, valid driver's license.
- (3) A successful report from the State Department of Motor Vehicles annually.
- (4) Successful completion of an appropriate internet-based, interactive, safe driving course administered by the Operations Coordinator or a designated representative.

Trips within a 200 mile radius require one certified driver. Trips between 200 and 400 miles require two certified drivers for each van used. This applies to both rented and university owned vehicles.

Files are maintained by the Operations department regarding student certifications. These certifications are active and in effect until a student graduates or otherwise severs connection with the University. However, a successful Department of Motor Vehicle check is required annually. Drivers may not operate a vehicle if prescription drugs are being used and warn of drowsiness or impaired performance. License revocation by the State of Illinois, or any other state, will render persons ineligible to drive University vehicles.

Van availability may be checked by calling the Operations Coordinator at ext. 6958. If the Operations Coordinator is

not available, contact the Public Safety office. A fully completed van reservation form listing names of certified driver(s) must be forwarded to the Operations Coordinator at least 10 working days in advance of trip. If two or more requests are turned in for the same trip, each one must list the intended certified driver(s).

Vans are picked up at the physical plant building on Monroe Street and returned to the same location. If the physical plant is closed, vans are procured by calling the Public Safety Department at 6911 or 792-3500. A drop slot is located in the front door of the physical plant building for after-hours return of van keys and van forms (with mileage recorded).

User Responsibilities:

- (1) Seat belts must be worn by all occupants without exception.
- (2) The driver must maintain order among passengers so that he/she may devote full concentration to operating the vehicle.
- (3) The driver must ensure that trash is picked up and properly disposed of, and that any spills are cleaned up promptly to avoid setting of the stain.
- (4) All spills and any damage to the vans, interior or exterior must be reported upon return of the van.
- (5) All maintenance problems (engine knocking, brakes, steering, etc.) must be reported to the Director of Operations as soon as the van is returned to University.
- (6) Smoking or the use of any tobacco product is prohibited inside the vans and alcohol and non-prescription drug use are strictly forbidden.
- (7) The driver of the vehicle assumes responsibility for all fines resulting from traffic violations.

Emergency Situations:

Vehicle Disabled:

In the event that the van becomes disabled or in any way not drivable, the driver should park in secure location, or take the van to nearest auto repair facility, and call Public Safety at 792-3500 to report and receive further instructions. The driver shall procure other means of transportation and keep receipts when renting any vehicle.

Accidents:

In the event of an accident, the following steps must be taken;

- (1) Determine injuries to passengers and seek medical assistance, if necessary, at once.
- (2) If another vehicle is involved, exchange insurance and license information (in glove compartment) with the other driver. **Do not comment on fault. Do not leave the scene of the accident until the proper local authorities have cleared you to do so.**
- (3) If van is not drivable, call Public Safety at (618) 792-3500 to inform University of situation and location of vehicle, and to receive further instructions.
- (4) Procure other means of transportation (rent van--keep receipt).
- (5) Driver should write down details of the accident as soon as possible, being as specific as possible, and submit the report to the Director of Operations of the University upon return. Our insurance company demands immediate reporting of the accident.

University departments will be charged a per mile mileage charge to cover gas, maintenance, depreciation, insurance, etc. These charges will change (increase) from time to time to reflect increases in these costs to the University. The University community will be notified by the Vice President for Administration and Finance when these increases occur. If a user needs to purchase gas/oil in the course of the trip, reimbursement will occur via departmental channels upon presentation of all receipts. Fluid levels should be checked each time the vehicle requires gasoline.

At all times, it is expected that the driver and passengers will ensure a positive image of McKendree University regarding rules of the road, and courtesy to other drivers.

Please Note: If a McKendree University student uses their personal vehicle for University events, they should be aware that their own auto insurance will need to respond to any vehicle accidents while in route. This also applies to injuries to their passengers.

Registered Student Organization Checklist

Each Registered Student Organization (RSO) that was active the previous year is required to renew registration with the Campus Activities Office and the Office of Student Affairs. To be listed as 'Active' status for the upcoming year, each RSO must re-register and complete online officer orientation between April 15 and September 15. RSOs that miss the September 15 deadline will be required to wait until registration re-opens in January. These steps must be completed by all Registered Student Organization in order to be registered or renewed with the Office of Student Affairs and McKendree University. Benefits of registering include: RSO campus accounts, room reservations, SGA funding eligibility, RSO email account, web page, and countless others. Keep this checklist with you to track all parts of the process.

Requirements:

- Must have a minimum of 7 members; 4 should be Executive Officers – President, Vice President, Treasurer, Secretary or leadership positions within the group
- Members should be full-time, undergrad students at McKendree University
- Have a McKendree University faculty or staff advisor
- All members are expected to maintain satisfactory academic progress as designated by the University (2.25 GPA) or as stated within the requirements, constitution, or bylaws of the respective organization.
- Officers must not be on academic or disciplinary probation

Registration

- Go to the RSO Resources page: <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php> to renew your RSO or to register a new Registered Student Organization.
- Update officer/member/organization information on the form.
- Constitution – If your RSO constitution has changed in the past year, is currently not on file with the Campus Activities Office, or it has been 3 years since you have submitted a copy, it must be emailed to croberts@mckendree.edu.
 - Guidelines for a constitution can be found on the RSO Resources page: <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>
- Complete this registration packet and return it to the Campus Activities Office (located in The Lair).
- Complete Online Officer Orientation
 - Review the materials on the RSO Resources page and the RSO Handbook: <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>.
 - Contact the Director of Campus Activities when you are ready to take the quiz (croberts@mckendree.edu)
 - Sign in to BlackBoard to take the quiz.
 - Have 2 Officers complete the Officer quiz and pass with a score of at least 80% each.
 - Officer Orientation is a mandatory component of your registration and both officers must complete the quiz by the September 15 deadline.
- Advisor Agreement
- Hazing Compliance Form
- Crisis Form
- Appropriate officers signed up for and attended the Officer Development Series (*These are offered each semester, Dates TBA*)
 - Financial Matters (Accounts/Budgeting/Tax Exemption)
 - Student Government Association (SGA) Funding and Requests/RSO General Fundraising Policy
 - Technology (Web Page Management and Social Media)
 - Event Planning and Risk Management

Intent to Organize Form

This form is for new groups interested in becoming Registered Student Organizations at McKendree University

This form is to be completed by your President, Chairperson, or Advisor in cooperation with your membership.

Process:

1. Completely fill out the form and turn it in to the Campus Activities Office. Please note – You will need to find a time to have your advisor sign your form.
2. Update your officer listing and member listings.

Today's Date:			
Student ID #:		Your First and Last	
Email:			
Phone:			

Registered Student Organization Category

<input type="checkbox"/> Academic or Honor Society	<input type="checkbox"/> Departmental RSO	<input type="checkbox"/> Religious/Faith-Based RSO
<input type="checkbox"/> Service Organization	<input type="checkbox"/> Social Greek Organization	<input type="checkbox"/> Special Interest Group

RSO Name :		Abbreviation (If	
President or Primary Contact			
Contact Number:		Email:	
Advisor Name:		Advisor Contact Number:	
Cumulative GPA Required for Active		Annual Dues:	
When are new members		Officer	
Current Number of Members (<i>groups must have a minimum of</i>			
Is the RSO governed by a National		If yes, name:	

Purpose of the Organization

Requirements for Membership (*Briefly describe requirements to join the organization.*)

All registered student organization applications are subject to review and approval by the Campus Activities Office. For the application to be considered complete, **please include a current Officer Agreement, student membership roster, and a current copy of organization's constitution.** All information must be complete before approval will be granted.

Registered Student Organization Renewal/Update Form

This form is to be completed by your President, Chairperson, or Advisor in cooperation with your membership.

Please return this form to the Office of Campus Activities, located in Lower Deneen Center (The Lair)

Renewal Process:

3. Completely fill out the Renewal form and turn it in to the Campus Activities Office. Please note – You will need to find a time to have your advisor sign your form.
4. Update your officer listing and member listings.

Please complete all information:

Today's Date:		RSO Status (Renewal, or Update):	
Student ID #:		Your First and Last Name:	
Email:			
Phone:			

Registered Student Organization Category

<input type="checkbox"/> Academic or Honor Society	<input type="checkbox"/> Departmental RSO	<input type="checkbox"/> Religious/Faith-Based RSO
<input type="checkbox"/> Service Organization	<input type="checkbox"/> Social Greek Organization	<input type="checkbox"/> Special Interest Group

RSO Name :		Abbreviation (If	
Email:		Web	
Office		Meeting Location:	
Meeting		Meeting Time(s):	
Cumulative GPA Required for Active		Annual Dues:	
When are new members		Officer	
Current Number of Members (<i>groups must have a minimum</i>)			
Is the RSO governed by a National		If yes, name:	

Purpose of the Organization

Requirements for Membership (*Briefly describe requirements to join the organization.*)

All registered student organization applications are subject to review and approval by the Campus Activities Office. For the application to be considered complete, **please include a current Officer Agreement, student membership roster, and a current copy of organization's constitution.** All information must be complete before approval will be granted.

REGISTERED STUDENT ORGANIZATION OFFICER AGREEMENT AND ROSTER:

Please carefully read. By placing your signature below, you acknowledge that YOU and YOUR Registered Student Organization members:

1. Are aware of McKendree University regulations and policies regarding student organizations, the use of facilities at McKendree University, and will comply with these stated regulations and policies.
2. Agree to read and comply with the policies as set forth in the Registered Student Organization handbook published by the Campus Activities Office.
3. Agree our organization does not deny membership, voting rights and officer positions on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or gender expression **except** an organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972, such as fraternities and sororities, in regard to gender, for membership criteria.
4. Agree to update the Campus Activities Office/Student Affairs Office of any changes in student leadership or an advisor change.
5. Agree to notify Campus Activities Office/Student Affairs Office of any student organization travel and abide by the Student Travel Policy found here: <http://www.mckendree.edu/student-life/involvement/rso/index.php>, as well as the process explained in the Registered Student Organization handbook published by Campus Activities Office regarding student organization travel.
6. Agree to notify Campus Activities Office/Student Affairs Office of any events, on- or off-campus, sponsored by your student organization and follow-through with the necessary paperwork to hold such events as well as for assistance with policy and procedure agreements.

By signing below, you give permission to the Campus Activities Office and/or Office of Student Affairs to use your student ID number to check your GPA, hours, and disciplinary status for eligibility.

Officers

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

Name:		Phone		Position in RSO	
Email:		Student ID #		Class Level	
Signature:					

As a Registered Student Organization President/Leader, I have read and understand the responsibilities and requirements of Registered Student Organizations at McKendree University. I confirm that to the best of my knowledge, all information submitted on this form is accurate and correct for review by the Office of Campus Activities and the Office of Student Affairs. I understand that the failure to comply with any of the above may result in the revocation of our student organization’s privileges. I understand that our organization registration must be approved and confirmed by the Office of Campus Activities or the Office of Student Affairs to be considered an official Registered Student Organization at McKendree University.

President/Leader Signature _____

Date _____

Advisor Agreement Form

It is an honor to be asked by a student organization to serve as the faculty/staff advisor. Such a request implies respect, friendship and trust on the part of the students. The faculty/staff member should recognize that this responsibility carries with it additional demands on one's time. However, advising a student organization brings with it justifying returns, in that the advisor has the opportunity to work with students outside the formal classroom situation. The advisor plays an integral role in helping student leaders create a productive, safe, educational, and enjoyable environment within their organizations.

The relationship of the advisor to the group will vary not only with each organization, but also from time to time within the group. Areas with which the advisor will be concerned are (1) responsibility to the group (2) responsibility to the individual (3) responsibility to McKendree University.

1. Responsibility to the group

- A. There must be opportunities for the educational and personal development of students who participate as members of student organizations.
- B. The advisor should be well informed about all plans and activities of the group and assist leadership with the development of goals for the academic year. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers and contributes to the educational and personal development of the students involved.
- C. The advisor concerns him/herself with the maintenance of group process. At meetings or events the advisor observes how the students interact, encourages all members to communicate their opinions and ideas, and discourages domination of the group by any individual or group.
- D. The advisor is responsible for providing long-term continuity within the group, and should be familiar with its history, constitution, and other governing documents.
- E. The advisor should assist in orientation of new members and officers.
- F. The advisor is recommended to attend the events sponsored by the group and to assist in setting the tone of the occasion.
- G. The advisor acts as a facilitator when the group is problem solving and assists the group members in identifying the central cause of problem situations. The advisor attempts to structure the problem-solving environment so that as many alternatives as possible are considered.
- H. The advisor should assist the group in the filing of the RSO Registration Renewal Form, a requirement of the Office of Student Affairs and the Office of Campus Activities. This will renew the group's registration for each academic year.
- I. The advisor urges the student group to utilize campus resources such as the Office of Student Affairs and the Office of Campus Activities.
- J. The advisor encourages the group to recruit and openly accept new members from all segments of the campus community.

2. Responsibility to the Individual

- A. Group members may need guidance as they try to decide what degree they should participate in activities. The advisor should seek to assist the students in maintaining a balance between the academic and co-curricular aspects of student life.
- B. The advisor should encourage students to accept responsibility for specific parts of the program, helping them to recognize the importance of their role in relation to the group goals.
- C. The advisor gets to know the students belonging to the organization and builds a rapport with them so that communication can be open and honest.
- D. The advisor works with individual students to assist them in their personal growth and their development of leadership skills.

3. Responsibility to the University

- A. The advisor is a full-time faculty or staff member at McKendree University. The organization should be notified immediately if your employment status changes.
- B. The advisor assists the organization in keeping their financial records current and is aware of the expenditure of finances within the organization.
- C. The advisor should be aware of the organization's financial status. He/she should encourage maintaining efficient and legible financial records.
- D. The advisor answers policy-related questions and guides the group and its officers to follow established policies and protocols; explains the consequences for choosing to operate outside their parameters.
- E. The advisor read email updates from the Campus Activities Office regarding his/her role as an advisor.
- F. The advisor assists the organization with managing risk and liability, on- and off-campus.
- G. The advisor is aware of the policies and procedures in the McKendree Student Handbook, as well as the Registered Student Organization **AND** Advisor handbooks.

Advisor Agreement Form

By signing this commitment letter you have affirmed that you have read and understand the role of advisor, and you are willing to serve as an advisor to the student organization named below. You also attest to the accuracy of the information submitted in this application. If you have any questions, please contact the Campus Activities Office.

Name of Organization _____ Date _____
Primary Advisor Name (please print) _____ Title _____
Department _____ Office Bldg. & Room _____
Campus Phone _____ Other Phone _____

Primary Advisor Signature _____

Name of Organization _____ Date _____
Secondary Advisor Name (please print) _____ Title _____
Department _____ Office Bldg. & Room _____
Campus Phone _____ Other Phone _____

Secondary Advisor Signature _____

Name of Organization _____ Date _____
Additional Advisor Name (please print) _____ Title _____
Department _____ Office Bldg. & Room _____
Campus Phone _____ Other Phone _____

Additional Advisor Signature _____

Name of Organization _____ Date _____
Additional Advisor Name (please print) _____ Title _____
Department _____ Office Bldg. & Room _____
Campus Phone _____ Other Phone _____

Additional Advisor Signature _____

President/Leader Signature _____ Date _____

****Advisor: Please copy for your own records. Original must be returned with application. If you serve as an advisor for multiple organizations, a commitment letter is needed for each group.***

Illinois Hazing Law

Attached is a copy of the text of this law for you to copy and distribute to each member of your organization. The text defines "hazing", and describes the penalties for violating the law. The McKendree University hazing policy may be found in the Student Handbook.

§ 720 ILCS 120/0.01. Short title

Sec. 0.01. Short title. This Act may be cited as the **Hazing** Act.

§ 720 ILCS 120/5. Hazing

Sec. 5. **Hazing**. A person commits **hazing** who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person.

§ 720 ILCS 120/10. Sentence

Sec. 10. Sentence. **Hazing** is a Class A misdemeanor, except **hazing** that results in death or great bodily harm is a Class 4 felony.

Acknowledgment Form Regarding Illinois Hazing Law

Name of Organization

As President or designated chief officer of the student organization cited above, I certify that I have received a copy of the Illinois Hazing Law and that the organization understands and agrees to comply with the provisions of the Illinois Hazing Law.

President/Chief Officer's Name

Local Telephone Number

President/Chief Officer's Signature

Date

Hazing “Myths and Facts”

Myth #1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools, and other types of clubs, and/or organizations.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others—it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be OK.

Fact: Even if there’s no malicious “intent” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy, and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group. In Texas, the fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

Myth #6: It’s difficult to determine whether or not a certain activity is hazing—it’s such a gray area sometimes.

Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions.

Make the following inquiries of each activity to determine whether or not it is hazing.

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to family members, to a professor, or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes,” the activity is probably hazing.

Adapted from: StopHazing.org, Educating to Eliminate Hazing. Copyright StopHazing.org 1998-2005. www.stophazing.org

Alternatives to Hazing

Sometimes, organizations that haze new members are confused about how to change these practices. There are many creative ways to change from a hazing to a non-hazing organization. The following are some specific examples of ways to eliminate hazing and make membership a challenging but positive experience.

In many organizations, the very term “pledge” is often equated with hazing practices. Many national organizations have sought to eliminate this term in order to foster more positive attitudes toward the new members. Some substitute terms include “associate members” and “new members.”

When organizations are challenged to eliminate hazing practices, some members may be resistant to this change. In many cases, those who are most vocal against eliminating hazing are those who are bitter and angry about the hazing that they themselves endured and expect that others should be abused in order to gain “true” membership in the organization. You will also find that some of these individuals are likely to be bullies of the organization; people who enjoy a “power trip” at the expense of someone else.

Of course, if you try to eliminate hazing in your group, you will likely encounter many elaborate reasons for why this will be devastating for your organization. While there will be some staunch supporters of the status quo, there will be many who can be convinced of the negative effects and potential risks of hazing. Believers in the supposed “benefits” of hazing may be more likely to change their opinion if they can envision some alternatives.

Adapted from: StopHazing.org, Educating to Eliminate Hazing. Copyright StopHazing.org 1998–2005. www.stophazing.org

Educating to Eliminate Hazing

- **Foster Unity:** Have the members of your organization work together on a community service project. Visit a ropes course to work on group cohesiveness, communication, and leadership skills. In organizations with houses, the group might work together on a room improvement project. Another option for fostering unity without hazing is for the members to work together to plan a social or athletic event with another organization.
- **Develop Problem Solving Abilities:** Have new members discuss organization weaknesses such as poor recruitment, apathy, and poor scholarship, and plan solutions that the organization might then adopt.
- **Develop Leadership Skills:** Encourage participation in campus activities outside of the organization. Encourage new members to get involved in organizational committees and/or leadership roles. Develop a peer mentor program within your organization for leadership roles. Invite university/community/business leaders into the organization to share their experiences.
- **Instill a Sense of Membership:** Plan special events when the entire organization gets together to attend a movie, play, or religious service. Plan a “membership circle” where students participate in a candlelight service in which each person has an opportunity to express what membership means to them.
- **Promote Scholarship:** Take advantage of your university academic and tutoring services. Designate study hours for members of your organization. Invite university or community experts to discuss test-taking skills, study methods, time management, etc.
- **Build Awareness of Organization’s History:** Invite an older member to talk about the organization’s early days, its founding, special traditions, and prominent former members.
- **Knowledge of the Greek System (for Greek Organizations):** Invite leaders of the Greek community and/or advisors to speak on Greek governance including their goals and expectations of the Greek system.
- **Aid Career Goals:** Use university resources for seminars on resume writing, job interview skills, and for information on various careers.
- **Involve All Members in the Community:** Get involved with campus and community service projects. Plan fund raisers for local charitable organizations.
- **Improve Relations with Other Organizations:** Encourage new members to plan social or service projects with other organizations; work together to plan joint social or service activities.

Crisis Management Form

RSO Address:

[Primary Address]
 c/o McKendree University
 701 College Road
 Lebanon, IL 62254

Primary Contact:

[Name], [Title]
 [Primary Contact #]

Part I:

Emergency Contact Information*:

Department/Title	Name of Contact	Campus Number	After Hours Contact Number
Fire/Police			911
Public Safety Office	Chief Ranadore Foggs	x6911 (from campus phones) Officer Cell Phone: 792-3500	Officer Cell Phone: 792-3500
Campus Advisor			
Chapter Advisor			
District Office			
National Office			
Greek Affairs Director	Erin Lynam	x6548	Contact Public Safety
Campus Activities	Craig Robertson	x6856	Contact Public Safety
Dean of Students	Dr. Joni Bastian	X6555	Contact Public Safety
Other:			

Part II: Please attach to the Crisis Management Plan a Phone Tree

- 1) In the event of an emergency, name the person who is in charge. If that person is unavailable then name who is next in charge of the situation. Include at least three possible people.
- 2) The phone tree includes names, titles, and contact information in order of who each person is in charge of calling.
- 3) Only official personnel listed above should be involved. Groups should not release statements to anyone other than personnel listed above.

Crisis Management *(adapted from St. Mary's University Crisis Plan)*

Crisis Management Intervention:

“A crisis is an unstable time or state of affairs in which a decisive change is impending – either one with the distinct possibility of a highly undesirable outcome or one which could potentially be positive.”

According to various researches, crisis has many forms. Possible crisis include: suicide, death, fire, injury, hazing, illness and many others. The common point in identifying crisis is anything that can cause operations or duties of a person, organization or institution to be suspended or altered because of any incident or process.

Crisis Strategy:

In developing a crisis strategy, it is important to know what type of crisis that might be experienced. No crisis is the same nor can a plan be developed to handle all situations. Therefore, after identifying each crisis it become important to further identify the type.

No two crises are exactly the same, therefore, they must all be considered unique to some extent. Crises that have similar characteristics might be groups together but they must be treated as unique. When a crisis has been proactively identified, it is then important to develop one's own steps to anticipate what the response will be once the incident happens. In order to help this case, it can be useful to identify different categories of crisis.

A crisis caused by natural events such as a tornado, hurricane or flood should be handled much differently than an induced crisis such as a riot, hazing or sexual offence. A category used in planning for crisis is classified as expectations of crisis. This category includes anticipated and unanticipated crisis. Each expectation can be either natural or induced in nature. By identifying how a particular crisis fits into the matrix, a plan for its solution that is specific and precise can be developed.

The Basic Six-Step Process to Crisis Management:

- **Step 1:** Be certain that a designated leader, often the RSO president, is recognized as the person to respond to the crisis on behalf of the chapter. In the absence of the president, a ranking officer should be identified.
- **Step 2:** If there is a major crisis, close the event. You cannot give instructions to your members if you are coming and going at will.
- **Step 3:** Your first phone call should be to the Public Safety Office or 911 for any assistance, ambulance, or fire. If your first option was 911 don't hesitate to notify the Public Safety Office immediately.
- **Step 4:** The second telephone call is to the appropriate university representative, the Resident Director on Duty through the Public Safety Office; the Resident Director on Duty will make the appropriate contacts.
- **Step 5:** Assemble your executives. Explain the situation to them. Ask them to cooperate in maintaining control over the situation. Discuss the situation with the Resident Director on Duty. It is important to instruct your members to make **NO STATEMENTS** to anyone other than university representatives; i.e., Advisor, Resident Director on Duty, Vice President for Student Affairs, Public Safety, etc.
- **Step 6:** In the event of a serious accident or illness, the Vice President for Student Affairs will notify parents and advise them of the situation. The same is true in the case of a student's death.

Possible Crisis Situations:

1. **Significant Property Damage:** a fire or other natural phenomena may cause damage to property.
2. **Death of a member of a student's immediate family:** the organization's reaction will likely be influenced by how the individual member himself acts. Flowers and a delegation to the funeral are certainly appropriate. The member will be shaken for some time following his or her loss. The organization must remain sensitive to this and assist in any way possible.
3. **Death of a Member:** the organization will likely be affected by the loss of one of its own. Resources on-campus should be utilized; i.e., McKendree Counseling Services, Campus Ministry, Vice President for Student Affairs, and others. Many national organizations provide a 1-800 number to contact to assist the organization in its loss.
4. **A member is arrested:** as much as possible, the organization should stand clear of any involvement. IN the case the arresting crime was committed at an organization-sponsored event; the steps 1-4 of the Basic Six Step Process to Crisis Management should be followed. Comments to the public or media should be made by a university representative; this after the organization present has had adequate consultation with a university advisor. In no case, should organization funds be used as bail money.
5. **A member is diagnosed with a life threatening illness:** should a member be diagnosed with an illness and it comes to the organization's attention, your organization advisor should be contacted immediately. The potential for alarm or mixed reactions is great; the organization may need some professional assistance. At all costs, the dignity of each

member, especially the member with the disease, must be preserved. The issue must remain private as long as the member deems appropriate.



RSO Fund Solicitation Policy and Process

Process

1. Download the Fund Raiser Proposal from the [Student Organization Resources](#) page on the McKendree University website or pick it up from the Campus Activities Office, located in The Lair.
2. **Schedule a brief (10-15 minute) review meeting with the Director of Campus Activities at 618-537-6856. The completed Proposal Form must be turned in at least two (2) weeks prior to the start of the activity. In addition, if your event will be held on campus other than in a classroom, the Event Registration Form must be completed to officially reserve space. Classrooms must also be reserved for use. Both forms can be found on the [Student Organization Resources](#) page on the McKendree University website.**
3. To complete approval for your on campus fundraising event, you must have the following:
 - a. Confirmation of your reserved space from the University Operations Department
 - b. A copy of the approved Fund Raiser Proposal Form with necessary signatures. A Fund Raiser Permit will be issued when your request is approved.
4. Once your event is over, the permit must be returned to the Campus Activities Office.

Policy

1. Only McKendree University registered student organizations and approved clubs are allowed to engage in fundraising activities.
2. All fundraiser proposals must be on file with the Office of Campus Activities **two (2) weeks** prior to activity. Examples of acceptable fund raisers include, but are not limited to bake sales, merchandise sales, and other non-taxable items.
3. All fundraising activities (both on and off campus) must be approved by the Director of Campus Activities. **In addition, Event Registration Forms must be completed to officially reserve space on campus.**
4. Permission will not be granted for the sale of products or services that conflict with University policies. For example, RSO fund raising activities may not involve the sale of alcoholic beverages or tobacco products.
5. On-campus fundraising events may only be held on two consecutive dates at a time and are limited to a maximum of 3 hours. Fundraising events extending beyond the established time period require approval.
6. All registered student organizations are required to have a lockable collection box or bank bag on site to store collected funds. These items are available from the Campus Activities Office.
7. Fundraising events involving the sale of products with the McKendree name, logo, or mascot must be approved by the Office of University Communications and Marketing **BEFORE** printing or production.
8. No group can solicit funds from individuals or businesses without approval from the Office of Campus Activities. If necessary, additional approval may be required from the Department of Advancement, Alumni, and Parent Relations. Any request of this type may delay the processing of your Fund Raiser Proposal.
9. Gifts made directly to organizations are NOT eligible for a tax deductible receipt.
10. Prize Receipts: When a prize is awarded for an event or fundraiser, the recipient and a representative of the organization must sign a prize receipt. Prize receipts should be done in triplicate - One copy should remain with the recipient, one should remain with the sponsoring group for their records, and a third must be returned to the Office of Administration and Finance within 3 business days of the event.
11. The Registered Student Organization must be prepared to demonstrate that all proposed sales activities comply with local and state sales tax rules and regulations. Student leaders responsible for the fund raising activity are required to consult the University Comptroller (537-6981) before making their application with the Office of Campus Activities. If a license is required for the fund raising activity, the RSO is solely responsible for securing the license in compliance with applicable law. McKendree University complies with the Illinois Raffle Act and Illinois Gambling Statutes: <http://www.gambling-law-us.com/Charitable-Gaming/Illinois/Raffle-Act.htm>

NOTE:

*Completing this form does not reserve a room or space for your fund raiser. You must still complete the Event Registration Form, which is located on the RSO Resources page. Your registration for the space must be approved by University Operations. An Event Registration Form is required to use tables in the Piper Academic Center hallway. A maximum of 2 groups will be allowed to use the area at a time.

For additional information, contact: Director of Campus Activities • croberts@mckendree.edu • 618-537-6856

The completed Proposal must be turned in at least two (2) weeks prior to the fundraising event. In addition, Event Registration Forms must be completed to officially reserve space on campus.

After completion of this form, please schedule an appointment for review by the Director of Campus Activities at ext. 6856.

This is an electronic document. Please type requested information on this document and print 2 copies - 1 for your records and 1 for your appointment. Make sure the Advisor and Organization President sign the form.

Name of Organization:

Advisor Name: Phone:

President Name: Phone:

President Email Address: President ID Number:

Description of Fund Raiser:

Purpose of Fund Raiser:

***Fund Raiser events are not allowed to run for more than two consecutive dates.**

Fund Raiser Date(s):				Fundraiser Time(s):			
From:		To:		From:		To:	
From:		To:		From:		To:	

Location of Fund Raiser:	Targeted Audience:

All Fund Raisers must be approved by the Office of Campus Activities. Signing this document indicates that:

- Your organization is currently a Registered Student Organization at McKendree University.
- You have read the Fund Solicitation Policy and Process document.

NOTE:

***Completing this form does not reserve a room or space for your fund raiser.** You must still complete the Event Registration Form, which is located at: https://www.mckendree.edu/student-life/involvement/rso/resources/event_registration.php. Your registration for the space must be approved by University Operations. An Event Registration Form is required to use tables in the Piper Academic Center hallway or other University space. A maximum of 2 approved groups will be allowed to use Piper Academic Center hallway at a time.

Organization Advisor Signature	Date	Organization President Signature	Date
--------------------------------	------	----------------------------------	------

For Office Use Only

Approved Rejected Referred (Reason) _____

Office of Campus Activities	Date	Dept. of Advancement (if necessary)	Date
-----------------------------	------	-------------------------------------	------

Campus Comptroller	Date
--------------------	------

FUND-RAISING IDEAS

Tip: Don't spend more than \$.30 to raise \$1.00.

School Pride Bears	5-K Runs
Game Face Tattoo	Plant Sales
Rummage Sales	? A Thons
Raffles	Chili Cook Off
College Care Packages	Dress Down Day
Picnic Basket Auctions	Battle of the Bands
Sports Clinics	Theme Party
Live Auctions	Piñata Contest
Book Fairs	Family BBQ
Car Washes	Three on Three Basketball
Silent Auctions	Beat the Goalie – Take a Shot
Haunted House	Boat Race – cardboard creations
Cookbook Sales	Balloon Pop for a Prize
Flower Sales	Charity Ball
Entertainment Books	Classic Car Show
Competitions	Dog/Pet Show or Parade
T Shirt Sales	Calendar Sales
Balloon Sales	Gift Wrapping Service
Button Sales	Turkey or Ham Raffle
Bumper Sticker Sales	Office Challenge
Singing Telegrams	
Guessing Games	
Tutoring	
Car Magnets	
Face Painting	
Fundraising Dinners at Restaurants	
Pie in the face	
Dunk Booths	

Strategic Fundraising Plan: Case Preparation

Mission Statement:

Philosophical expression of the needs that the foundation/organization is going to address. Why do we exist?

Goals:

General statements in which the organization will address the needs in the mission statement. What are we doing?

Objectives:

Specific statements, to be revised at least once a year, explaining how you are going to meet the goals as stated. Statements of objectives articulate your programs and are measurable. How are you going to achieve our goals?

Programs and Services:

Concrete descriptions of services currently provided by the foundation/organization.

Finances:

Budget description. Who holds the money, the fundraising proposal, and the tax exempt form? Method of deposit and withdrawal.

Governance:

Description of officer responsibilities, team member responsibilities and advisor roles.

Facilities and Mechanics of Delivery:

The physical setting you will work in, by project.

Organization, planning, and evaluation:

Description of the process by which you will evaluate and validate your organization as a whole as well as the specific programs.

History of Founding and Growth:

Brief description of the organization and its programs.

List major supporters:

Running an Effective Meeting

Planning

- What is the purpose of them meeting? Who will conduct the meeting? Who will prepare the agenda?
- Have members been informed about the meeting? Be sure members know about the meeting well in advance - providing a semester, or even a year long calendar at the first meeting will be helpful to everyone, don't forget to include time, day and location!
- Be sure all officers know what is going on. What are the expectations for each of them?
- Have the leaders discussed ways to make the meeting interesting and fun?
- Will you be ready to start and stop on time?

Physical Setting

- Think of the ambiance - the setting and mood of the room. What message do you want to send? Is this a regular business meeting? A work meeting? How will it be set up? (for example - classroom style or conference square)
- Did you reserve the room? Did you make arrangement for special equipment?
- Comfort of the room - is it well lit? Is there a head table? Can everyone see everything they need to see?
- Have arrangements been made to put the room back in order when you are done?
- Will the room be set up at least 15 minutes prior to the start of your meeting?

Agenda

- Trying to have a meeting without an agenda is like trying to cook without all the ingredients or driving through a foreign country without a roadmap! An agenda contains the order of items that will need to be covered during the meeting. The agenda is a "taste" of what members can expect during the meeting.
- Has the agenda been written and copied for all members?
- Is the agenda easy to read and follow?

The Meeting

An effective meeting is one in which everyone gets to express an opinion, all business is brought to a conclusion and all parties leave happy and invigorated!

The Beginning

You've prepared the room, arrived early and distributed the agendas. Be sure to...

- There is one person responsible for keeping the minutes and attendance?
- Begin on time. Set a time limit and make every effort to end on time. Don't be careless with other people's time (or your own!) **NO ONE LIKES TO WASTE TIME!**
- Get people excited for the meeting - show your enthusiasm! There is nothing worse than being at a meeting that even the leaders don't enjoy!
- Begin with a motivational poem, a reading of an interesting letter to the organization, or other "appetizer" that people can feel good about (if it is appropriate!).

The "Meat" of the Meeting

- Keep the meeting "individual" oriented - pay attention to all parts of the meeting and VALUE them!
- Have a plan to respectfully control "time wasters" - excessively long announcements or inappropriate discussion.
- Make it fun and enjoyable!
- The average person has an attention span of 23 minutes! The challenge? Get done what you need to get done in as little time as possible - but don't rush

Motivation

Yum! The best part of a meal can be the dessert! Include some feel good 'desserts' in your meetings...

- Recognize, recognize, recognize! Give rewards to members "just because!" Announce the names of members who have worked on recent projects or tasks - thank them! Be creative! Congratulate those who have done something great in the organization, on campus or elsewhere!
- Celebrate significant holidays!
- Be creative!
- Allow members a way to send messages to each other when appropriate.
- Be sure people know when the next meeting will be, collect any sign-up sheets, and then close the meeting.

The Minutes and Evaluation

Meeting Minutes

Taking minutes is a necessity of many organizational gatherings. Minutes are a record of what happened, what was decided and what actions will be taken as a result of the meeting. They should be written for every meeting and presented at the next meeting beforehand. The body of each topic should include the important points of the discussion and what action will be taken along with who will take the actions and when it will be done. One important note: someone who has never been to the meeting should be able to understand the minutes. Listed below are some general minute taking tips:

- The minutes should start with the name of the club, the date and location of where the meeting was held.
- Everyone who is at the meeting must be mentioned in attendance (Name, Position, Phone number)
- State who opened the meeting (usually the Chair or President), at what time, and any other details, such as the explanation for the absence of people.
- The minutes have to be approved by the convened group.
- Every executive member and chair of a subcommittee should have the opportunity to report on what they or their committee has been up to.
- Any topic of discussion which has been discussed before is done as part of Old Business.
- Any topic of discussion that has not been discussed before should be discussed under New Business.
- Under the adjournment section of the meetings should be who closed the meeting, at what time and the time and details of the next meeting.

Meeting Evaluation

- Meeting evaluation can be just as important as the meeting itself. Evaluations provide the opportunity to reflect upon what occurred and what needs to happen next. Below are some questions to help process an evaluation of the meeting:
- Were all of the participants notified of this meeting in sufficient time to prepare for it?
- Did the participants understand why this meeting was being held (e.g. information sharing, planning, problem solving, decision-making, etc) and what specific outcomes were expected?
- Did the participants understand what was expected of them and what was expected of the other participants?
- Did the participants understand how the meeting was intended to flow (e.g. agenda, schedule, design, etc) and when it would terminate?
- Were the participants listening carefully to each other?
- Did the participants express themselves openly, honestly and directly?
- Were all agreements explicit and clear and were conflicts openly explored and constructively managed?
- Did the meeting generally proceed as intended (e.g. the agenda was followed, it started and ended on time) and achieve its intended purpose?
- Was the time at the meeting well spent?

Bright Ideas

- Make each meeting count - don't meet for the sake of meeting!
- Every group member must be involved in making meeting plans and committed to his/her responsibility in the group. He/she must know what this responsibility is and be encouraged to fulfill it.
- Set up your goals and objectives. Plan the year's programs in advance but maintain some flexibility for change.
- Look into the needs of members in your group and try to arrange a program or speaker at a meeting to meet these needs. Use campus resources!
- Enthusiasm is contagious - if you come prepared and enthusiastic as a chairperson the group will pick up on this - same goes for the flipside!
- Work with your advisor and use him/her as a resource person. Spend sometime with him/her before the more important meetings. Try to have the meeting when he/she can attend and always notify him/her of group gatherings.
- Use the "status quo" and what happened last year as a point of departure, not as a scared objective. Students have four years of experience at the end of their college career, not one year repeated four times!
- Sending a replacement to a committee meeting is not the same as having the member there him/herself and should be discouraged.
- Your meeting isn't effective if members do not want to come to the next one! Only settle for 100% attendance!!!
- Always thank your members for coming.

"Can-Do" Winning Attitudes

(Changing the way you view things)

We've never done it before...We can be the first!!!
It's too complicated...Let's look at it from a different angle.
It will never work...We'll give it a try.
We already tried it...We learned from the experience.
There's no way it'll work...We can make it work.
It's a waste of time...Think of the possibilities.
It's good enough...There is always room for improvement.
We're understaffed...We're a lean, mean machine!
It will never fly...We'll never know until we try.
It can't be done...It'll be a challenge.
No one communicates...Let's get talking.
It's too radical a change...Let's take a chance.
It's not my job...I'll be glad to take the responsibility.
I can't...I can!!!

Recruiting and Retaining Members

Whether your organization is a new one or has been active for years, you will always need to find new members. Ideally, you will want to see many new faces at your meetings every semester and to see these people become an active part of your organization. These new members are the “spark” that keeps the group alive and ensures its continuity and vitality in the coming years.

Recruiting new members can be difficult. Your current members may seem to be too busy to go out and find new members. At other times, it may seem that people just aren't interested in joining your organization. Finally, people who come to one meeting often will not return. This section offers some ideas for making your next membership drive a successful one.

Before beginning a recruitment drive, your organization should be able to answer two questions:

Who are we and what do we want?

1. Take an honest look at your group to see that it is well organized and functioning smoothly. No one wants to join a group that is disorganized.
2. Be sure you know the purpose of your organization and can tell others why you exist. Be clear about specific goals and objectives for the coming year. After all, if you don't know where you're going, who's going to want to go with you?
3. Make a list of the group's accomplishments for the past year. Be able to show prospective members that the organization is active and interesting. **BE PROACTIVE!**
4. List areas that may need improvement within your group. This will give you an idea of the type of member you will want to recruit who can help the group to improve. Also, be clear about how many members you can accommodate.
5. Be able to tell prospective members about the benefits of joining your organization (ex: make new friends, establish professional contacts). What convinced you to join? People will want to know what they can gain from membership.

How will we find new members?

As you begin your recruitment drive, keep in mind that attracting new members is a very difficult task. You will need a clear plan and the cooperation of all your members. You may also want someone to act as Membership Director.

1. The beginning of the semester seems to be an ideal time for recruitment. Potential members are not yet busy with schoolwork and will have more time to consider joining a group.
2. Post flyers and banners across campus, especially in high traffic areas like Piper Academic Center and Ames Dining Hall. Make sure to put flyers where freshmen will see them. If you are putting up signs on campus, please make sure they are approved by the Office of Student Affairs.
3. Place an ad in the McKendree Review. To do this, design the ad and take it to the McKendree Review Office, or email it to them at: mckreview@mckendree.edu. Be sure to say that everyone is welcome to attend.
4. Get coverage in the Review. Send a letter to the news staff before a meeting or activity telling them you would like a reporter to cover the event.
5. The above techniques will get the word out, but they can be ignored. The more personal you make your efforts, the better your results. You might want to try the following.
6. Word of mouth is the best type of advertising. Encourage current members to talk to others about the benefits of joining the group and to bring a friend to the next meeting.
7. If you are affiliated with an academic department, ask to make a presentation or announcement in classes.

8. A presentation in a residence hall meeting at the beginning of the year can give you access to many potential members. Check with the Resident Director of the building so that you will be placed on their agenda for the meeting in which you wish to give a presentation.
9. The Office of Campus Activities makes tables available to student groups at the Involvement Fair each year. Reserve a table and invite people to come to talk to you. Have flyers and other brochures available. While someone stays at the table, another member can walk through the crowds directing people to the table. Remember to smile!

Of course, you don't have to follow all of these suggestions, but it is important to examine your current recruitment efforts to see where they might be improved. Then, select from ideas listed above to create a more successful recruitment drive.

Retention of Members

What will we do to keep new members?

1. Once you have people interested in joining your group, bring them together for an opportunity to meet current members and other new members. The atmosphere should be relaxed and allow people to socialize and have fun.
2. Supply them with additional information about your group. This may include future projects, areas where help is needed, organizational structure, upcoming conferences, etc.
3. Have a ceremony to induct new members into the organization. This does not have to be a formal affair, but a "ritual" of some sort helps establish a bond with the group. Everyone has a need to belong to a "group".
4. Get new members involved in a project that makes use of their talents. This is the most critical time in your recruitment efforts. It is crucial that new members feel included and see that their contributions are important.
5. Despite your best efforts, some people will decide to not join your group. Allow them to leave gracefully with an invitation to consider joining something in the future.

Rules for Recognition

Whatever mix of recognition systems you utilize, remember the following rules:

1. ***Give it or else.*** If individuals do not get the recognition they want from you, they will get it from someone else and not necessarily for the behavior you wish to encourage.
2. ***Give it frequently.*** People want to be recognized. Give the recognition and praise frequently to enhance people's image of themselves as "winners."
3. ***Public forum, peer group.*** Recognition is most effective when given publicly and even more effective when it is bestowed in the presence of a peer group.
4. ***Time it properly.*** Recognition is enhanced by closeness to the behavior that is being praised. An award eight months after an accomplishment does not have the same impact as a simple "good job" at the immediate completion of a task.
5. ***Target the recognition method.*** Try to match the method of recognition to the individual. Example: A person who is volunteering to enhance their career might best feel recognized through a letter from the chairman of the agency to their employer, praising the accomplishments of the volunteer.
6. ***Be consistent and sincere.*** Do not recognize false achievement and do not recognize some people and not others for the same levels of achievement. If people believe that your recognition is arbitrary or unrelated to accomplishments they will not believe it even when it is given to the right people.

7. **Recognize achievement, but praise the person.** Recognition is most effective when it is given for a specific achievement (such as completing a project or program), but it is even more effective when the phrasing of the recognition is directed at the individual, not just the accomplishment: "I can always count on you to do a great job and get it done on time." Think of phrasing your praise in terms of "You have done a good job" and not "This is a good job."
~Essential Volunteer Management, Steve McCurley and Rich Lynch 1989~

Recognition All Year Round

Here are some examples of ways to recognize your members throughout the year...

Valentine's Day - "Thanks for sharing your work with our organization. Thanks for all the *heart* work you do throughout the year on behalf of our organization."

Fourth of July - "We salute you! Our organization appreciates all that you do for our community and our University. You are a *star* in our eyes! Happy 4th of July!!!"

Thanksgiving - "Thanks for giving throughout the year. It's time to say *thanks* for all you've given and done through the year. Happy Thanksgiving."

Holidays - "May the joy you receive this holiday season be equal to the pleasure you bring to others throughout the year. Happy Holidays."

Birthdays - "A special person was born today! We send wishes full of good cheer along with our thanks to a special person."

Everyday...

- Accommodate personal needs & problems.
- Be pleasant and smile.
- Keep individuals challenged with interesting assignments utilizing their talents.
- Take time to fully explain responsibilities.
- Hold feedback sessions and value a member's opinion.
- Enlist other members to help with training or planning a retreat.
- Provide resources and/or information for conferences and workshops.
- Utilize members as consultants.
- Praise members to others, especially those individuals who the members value.
- Create opportunities for members to work together and build relationships with others.
- Send a letter of appreciation.
- Provide munchies during meetings.
- Create a bulletin board that features pictures and accomplishments of specific members.
- Plan for a monthly member's night out event where members can just socialize with each other.

Fun, Pun Gift Ideas

1. **100 Grand Candy Bar** - You're worth a 100 Grand to our organization.
2. **A Round To It** - To inspire you so you can get the little things done in your job.
3. **A stick of gum** - Thanks for sticking with us and making such a difference.

4. **Bandage** - To guard you against negative people and ouchy comments.
5. **Book** - You're number one in our book.
6. **Book of Matches** - No one matches your contributions!!!
7. **Box of Raisins** - Thanks for raisin' us to a new level through your efforts.
8. **Box of Juice** - Your creative juices have really made a big difference.
9. **Cake or cupcakes** - You take the cake as an outstanding member.
10. **Candle** - No one can hold a candle to you!
11. **Cotton Swab** - Thanks for for cleaning your ears and listening well to those who are important to you.
12. **Electrical wire or a battery** - Thanks for energizing our organization.
13. **Fortune Cookie** - We are so fortunate to have you.
14. **Gift-wrap or a wrapped package** - Thanks for helping us wrap the project up.
15. **Heart** - Thanks for caring and giving more than you ever receive.
16. **Heart Sticker** - Thanks for your ability to reach out and touch.
17. **Ice Cream Scoop** - Here's the scoop - you're doing a wonderful job!
18. **Kite String** - You can soar to whatever heights you choose.
19. **Lollipop** - Thanks for your help in licking challenges.
20. **M&M's** - Thanks! You made a Marvelous & Moving difference in our program.
21. **Mint** - You're worth a mint!
22. **Paper Dollar Bill** - You're worth a lot to our program.
23. **Paperclip** - Thanks for holding our program/organization together.
24. **Pebble of Influence** - To remind you that you do make a positive difference.
25. **Penny (heads up)** - Good luck when nothing else will work or to be used for decision making.
26. **Post it Notes** - Thanks for sticking with us and making such a difference in the lives of young people.
27. **Rubberband** - Thanks for stretching your limits, your patience, your flexibility and your endurance.
28. **Safety Pin** - Thanks for holding things together when they would have otherwise fallen apart.
29. **Seeds** - Thanks for all the great ideas that you have planted to grow and bloom.
30. **Shoelace decorated with the organization logo** - Thanks for your ties to this organization.
31. **Smiley face** - Smile at people when they aren't so nice to you.
32. **Sunglasses** - Thanks for helping us see this project through to a successful end.
33. **Tape Measure or Ruler** - You measure up as a fantastic leader.
34. **Toothpick** - To prop open your eyes on the 7th night meeting this week.
35. **Tootsie Roll** - Thanks for keeping us on an upwards roll to success.
36. **Warm Fuzzy** - Represents all the people you have touched and all the people who have touched you.

EVENT REGISTRATION FORM

An electronic version of this form can be found on:

<https://www.mckendree.edu/student-life/involvement/rso/resources/index.php>

Search Your Submitted Forms Your Un-Submitted Forms FAQs

RSO Event Registration

Reserving space for events and submitting events to eSource/RSO Calendar is one of the benefits of being a Registered Student Organization. The Office of Campus Activities and/or University Operations reserve the right to edit and/or reject your submission. All events will be reviewed prior to approval. Please note that this form should be submitted at least 10 days prior to the event.

⚠ If you do not click "Continue" or "Save and submit later" within 2 hours (3:49 PM), your data will be lost. (fields marked with a * are required)

Important:
This form should not be used for Classroom Reservations. If your event is a fundraiser, it must be approved by the Office of Campus Activities before you may complete this form. INCORRECT SUBMISSIONS OF FORMS WILL RESULT IN DELAYS. PLEASE MAKE SURE THE CORRECT FORMS ARE COMPLETED.

For fundraisers, please use the Fundraiser Form:
[2012frform.docx](#)

[To Reserve a Classroom, Click This Link](#)

Is This a Fundraiser Event? **If so, is it approved by Campus Activities?**

Last Name* **First Name*** **Phone***

Email* **Student ID#**

Event Sponsor Name:* **Event Name:*** **Event Location***

Event Date:* **Event Time:*** **Event End Time:***

Event Description:*

Will event require
Operations set up?

If YES, describe set up in detail:

Food Services?

If YES, contact Food Services at x.6985. A minimum of 50 people are required for food service in Ames Dining Hall.

Est. # Attending:

Desired Cost/Person

Linens or Table Skirts

Needed?

Account Number

This information will be routed to the appropriate budget manager for approval.

Admission Charge?*

Student Cost

Non-Student Cost

How Are Proceeds Used?

Event Open to Public?*

Promotion:

Facebook
eSource
RSO Calendar
Other

If you selected eSource, please note that it is published each Wednesday. Materials must be submitted by 4pm the Monday prior.

Information:

Please list additional info. (Include Facebook event web addresses, etc.)

COPY/PRINT REQUEST FORM

Requests for copies/prints should have an account number when turned in at the Printshop/Mailroom.

An electronic version of this form can be found on:

<https://www.mckendree.edu/student-life/involvement/rso/resources/index.php>

McKendree University *Copy Instructions*

Do not write in this box
Date Completed _____
Time:
Hrs. _____ Min. _____

Name _____ # of Pages _____

Dept. _____ # of Copies _____ Date Submitted _____

Account # _____ Date & Time Needed _____

Assembly _____

Paper Specifications _____ No Requirement

_____ 8 1/2 x 11 White _____ Collate

_____ Other (Specify) _____ Staple _____ Hold for Pick-Up

_____ _____ 3 Hole Punch _____ Test-Security Required

_____ Fold _____ Other (Specify)

Comments or Special Instructions:

Appendix L: Event Checklist 1

Event Information:

Committee Name: _____ Title of Event: _____

Date of Event: _____ Time of Event: _____ Location: _____

Performer: _____ Performer Phone: _____

Agency: _____ Contact: _____

Phone: _____ Deposit Amount: _____ When Needed _____

Total Performer Price: _____ Date Contracted: _____

Task	Person Responsible	Date Completed
-------------	---------------------------	-----------------------

Contracts and Booking:

- | | | |
|---|-------|-------|
| <input type="checkbox"/> Contract Paperwork to Business Office | _____ | _____ |
| <input type="checkbox"/> Check Request Completed for Performer | _____ | _____ |
| <input type="checkbox"/> Check Request Given to Director/Advisor | _____ | _____ |
| <input type="checkbox"/> Contract Rider Provisions (Sound, Food, etc) | _____ | _____ |
| <input type="checkbox"/> Contract paperwork filed in binder | _____ | _____ |
| <input type="checkbox"/> Contract paperwork filed in binder | _____ | _____ |
| <input type="checkbox"/> Who is paying performer? | _____ | _____ |

Venue Checklist:

- Is Event Registration Form Complete? _____

Facility used: _____ Hours of Use: _____

Set Up: (Y)___ (N)___ Food: (Y)___ (N)___ Other Setup? _____

Persons Assisting with Setup: _____

- Sound system if contracted, with whom? _____ Ph# _____

Lodging and Transportation:

- Hotel _____ Phone: _____ Confirmation Number: _____

- Transportation Arrangements: _____

Public Relations (names of who is responsible):

- Posters _____ Flyers _____ McK Review _____

- Facebook _____ Email _____ Word of Mouth _____

Post Event:

- Event Evaluations filed in notebook _____

Notes: _____

EVENT EVALUATION FORM

Please print all information

Committee _____ Chairperson _____

Event Name: _____ Event Date: _____

Time: _____ Location _____

Number of Participants: _____

What is the purpose/goal of this event? _____

List the marketing strategies used to promote this event _____

Do you feel this event was successful? List the strengths. _____

If applicable, was the performer easy to work with? _____

Would you recommend again? _____

What changes need to be implemented to improve the quality of this event? List the event's weaknesses.

List other clubs, organizations or departments that collaborated with this program? Were they a vital part to the program?

Event Evaluation Submitted By: _____

Date: _____

Appendix N: Purchase Order Form

McKENDREE UNIVERSITY

Phone 618-537-6802

701 College Road

Fax 618-537-6960

LEBANON, ILLINOIS 62254

PURCHASE ORDER NUMBER

McKendree University is an EEO/AA employer dedicated to enhancing the diversity of the college by actively seeking female and minority business contacts.

THE ABOVE PURCHASE ORDER NO. MUST APPEAR ON INVOICE, BILL OF LADING, PACKING LIST, AND ALL CORRESPONDENCE.

TODAY'S DATE	REQUESTED BY	Mck Contact - Phone #	SHIP VIA
VENDOR INFO	Name:		
	Attention:		
	Address:		
	City, ST:		
	Phone #:		
Fax #:			

PURCHASE ORDER AUTHORIZED BY:
Sally Mayhew, VP Admin & Finance

AS AN EDUCATIONAL INSTITUTION, MCKENDREE UNIVERSITY IS EXEMPT FROM ALL SALES TAXES.
TAX EXEMPT #E9985-3590-04

ITEM #	QUANTITY	ITEM #	Description	UNIT PRICE	AMOUNT
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00
9					\$0.00
10					\$0.00
11					\$0.00
12					\$0.00
13					\$0.00
14					\$0.00
15					\$0.00
16					\$0.00
17					\$0.00
18					\$0.00
TOTAL					\$0.00

Vendor Instructions: - *BILLS ARE PAID 20 DAYS FOLLOWING DATE OF INVOICE.*
 - *PLEASE ACKNOWLEDGE THIS ORDER IMMEDIATELY & NOTIFY US IF UNABLE TO FILL.*

McKendree University is an EEO/AA employer dedicated to enhancing the diversity of the University by actively seeking minority & female business contacts
 McKendree University - OFFICE USE ONLY

Please mark how the order is being placed	Department/Account Code	Approved By:
- Ordering ourselves	xx-x-xxxx-xxx-xxxx-x	
- Purchasing Dept to order		

Registered Student Organization Quick Start Guide

Registered Student Organization and Advisor Resources

Online: <http://www.mckendree.edu/StudentLife/rsresources.aspx>

McKendree Advisor's Handbook

Registered Student Organization Handbook

ACPA Advisor's Handbook:

- <http://www.myacpa.org/comm/student/documents/acpaadvisormanual.pdf>

Printed Books and Brochures for Check

Out in the CAB Office:

Student Leader Training Kits

Advising Student Groups and Organizations

Advisor's Journals

The Ultimate Icebreaker and Teambuilder Guide

Important Dates:

August	Deadline for RSOs to sign up for the Involvement Fair
August	NSO Move-In Day (<i>RSOs are highly encouraged to assist. This is an excellent opportunity to get your groups name out there before the Involvement Fair</i>)
August	Involvement Fair in the Quad
	Bearcat Week
August	Homecoming Nominations Due
September	RSO Forum – If you cannot be there, please send an officer in your place.
October	Deadline to Renew RSO Membership Information
October	Homecoming Games and Homecoming Week Begins
October	Homecoming Parade and Dance
October	RSO Forum – If you cannot be there, please send an officer in your place.
October	Organization Orientation
November	Fall Family Weekend
November	RSO Forum – If you cannot be there, please send an officer in your place.
November	Officer Transition Workshop
December	Finals Week
January	RSO Forum – If you cannot be there, please send an officer in your place.
January	(Tentative) Spring Involvement Fair (RSOs Only)
February	Update RSO Membership Information
February	RSO Forum – If you cannot be there, please send an officer in your place.
March	(Tentative) Organization Orientation
March	RSO Forum – If you cannot be there, please send an officer in your place.
April	RSO Forum – If you cannot be there, please send an officer in your place.
April	Spring Fling

***Please note that some events and dates may change depending on the academic calendar. Please check campus email for updates.**

General RSO Information

1. Registered Student Organizations must be registered with the Office of Student Affairs to be recognized by the University, apply for funding from the SGA, appear in University publications, and to reserve space in a campus facility.
2. All McKendree RSOs should have an account established in the Business Office where you can put money from fundraisers, etc. If you do not have an account established, please get one ASAP.
 - a. There are certain forms that must be used when conducting transactions. A number of these forms are located online at the RSO Resources page. Transaction forms (check requests, etc. require the signature of your advisor).
3. Events sponsored by your RSO must be registered with the University. Events can be registered through the Operations office with the Event Registration Form. Advertise your events online with the Campus Events Calendar.
4. All current and updated RSOs are able to create and maintain a web site for their organization within the McKendree University web site.
 - a. As a McKendree RSO, your web pages must be maintained within our framework. The University will not link to organization host sites outside the McKendree framework.
5. Advisors and Executive Board members should begin to communicate **BEFORE** the semester begins.
 - a. Review action plans for the semester/year
 - b. Become familiar with each other – reaffirm ties to the organization if needed
 - c. Begin search for additional or new advisors if needed
6. Use the Involvement Fair to build your membership. Know when RSO Renewal forms are due.
 - a. Send your new leaders to Organization Orientation.
 - b. We are also looking into some general Advisor sessions
7. Begin to identify a Homecoming Court Nominee within your group.
8. Keep a photo history of your events! If you have electronic copies, send photos to the Yearbook and the Alumni Office. Your RSO history is also McKendree history.

Available Services for RSOs

1. A Registered Student Organization in good standing has a number of benefits and privileges. Many of these can be found in the RSO Handbook.

Items for Usage

1. The Office of Campus Activities has purchased a number of items to assist our general students and members of RSOs. Some of these services may be available free or at nominal charge to RSOs in good standing who also have an account established with the business office:
 - a. Fax Send/Receive
 - b. Involvement Survey Information
 - c. Cash Box for events
 - d. Poster/Banner Making Supplies
 - e. Sno Cone Machine
 - f. Popcorn Machine
 - g. Charcoal Grill
 - h. Coffee Urns
 - i. Meeting Room Space
2. Policies and Forms for use can be found online.

RSO GOAL GUIDE

The following planning guide has been developed to assist your organization in establishing goals for the year. It includes both tasks and things to keep in mind. NOTE: This is not intended to be an inclusive calendar of events. Contact the Office of Campus Activities for specific dates of events.

AUGUST

- Update Organization Membership Profile**
 1. Due in September
 2. Must have the names and Student ID numbers of all participants
(Members who join after the update deadline can be added throughout the semester)
- Help With NSO Move-In** (*send names to croberts@mckendree.edu*)
- Register for Involvement Fair**
- Complete RSO Renewal (new officer and member lists, budget, national affiliation)
- Submit your organization's meeting and event times to the Campus Events Calendar and for publication in the eSource**

September	
<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Set goals for semester/year <input type="checkbox"/> Attend RSO Forum Meeting <input type="checkbox"/> Plan events for upcoming year <input type="checkbox"/> Update Website <input type="checkbox"/> Develop fundraisers <input type="checkbox"/> Hold a meeting between officers and advisor <input type="checkbox"/> Register for Officer Orientation <input type="checkbox"/> Complete Event Registration Forms for meetings and events <input type="checkbox"/> Clarify expectations of advisor <input type="checkbox"/> Invite advisor to attend meetings <input type="checkbox"/> Review bylaws and make needed changes <input type="checkbox"/> Discuss how to work with other campus services <input type="checkbox"/> Nominate and register Homecoming court candidates 	<p>THINGS TO KEEP IN MIND:</p> <ul style="list-style-type: none"> • Need to recruit new members (emphasize freshmen) • Need to orient new members • Officers are learning new roles • Need team development activities to acquaint members • Plan a retreat • Start developing a relationship with your advisor • Need to educate members and clarify the organization's purpose • Participate in university events • Prepare for Homecoming events
October	
<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Start following through on plans <input type="checkbox"/> Decide which fall university events to participate in <input type="checkbox"/> Attend RSO Forum Meeting <input type="checkbox"/> Continue to recruit members <input type="checkbox"/> Delegate responsibilities <input type="checkbox"/> Continue to communicate with advisor <input type="checkbox"/> Develop a budget <input type="checkbox"/> Attend a campus event together <input type="checkbox"/> Discuss leadership issues within your group 	<p>THINGS TO KEEP IN MIND:</p> <ul style="list-style-type: none"> • Keep members involved • Possible conflict between members • Need conflict resolution strategies • Members may be stressed about midterms • Some members may drop out because of limited time between school and work • Participate in university events such as Homecoming
November	
<p>Tasks:</p>	<p>THINGS TO KEEP IN MIND:</p>

<ul style="list-style-type: none"> <input type="checkbox"/> Plan holiday party or end of semester event <input type="checkbox"/> Further contact with advisor <input type="checkbox"/> Attend RSO Forum Meeting <input type="checkbox"/> Elect new officers if necessary <input type="checkbox"/> Begin planning for second semester <input type="checkbox"/> Evaluate accomplishments and goals <input type="checkbox"/> Work to become involved on planning committees for spring events 	<ul style="list-style-type: none"> • Stressful time of year, members will be busy • Members are ready for Thanksgiving break • Colder weather may affect attitudes • Graduating members means some transition issues • Continue relationship with advisor • May need to rejuvenate members • Attend Fall Family Weekend
---	--

December

<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue planning for spring semester <input type="checkbox"/> Make plans to keep members involved the next semester <input type="checkbox"/> Establish meeting time for second semester <input type="checkbox"/> Review semester accomplishments/goals <input type="checkbox"/> Evaluate successes/failures 	<p>THINGS TO KEEP IN MIND:</p> <ul style="list-style-type: none"> • Finals • Difficult to get much involvement and commitment from members • End-of-semester socials can pull the group together before break
--	---

January/February

<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend RSO Forum Meetings and Orientation <input type="checkbox"/> Recruit new members <input type="checkbox"/> Plan events for spring <input type="checkbox"/> Set new goals for semester <input type="checkbox"/> Re-establish contact with members <input type="checkbox"/> Meet with advisor <input type="checkbox"/> Organize budget or plan fund-raisers <input type="checkbox"/> Hold elections if necessary <input type="checkbox"/> Plan a second semester retreat 	<p>THINGS TO KEEP IN MIND:</p> <ul style="list-style-type: none"> • May lose members to academic commitments • Welcome and orient new members • Need to motivate members • Recruit transfer students and second semester freshmen • Participate in university events, such as Black History Month, etc
---	--

March

<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Start recruiting for new officers <input type="checkbox"/> Attend RSO Forum Meeting <input type="checkbox"/> Develop plans for new publications <input type="checkbox"/> Plan a group outing or activity for Spring Break <input type="checkbox"/> Plan and participate in multicultural programs <input type="checkbox"/> Develop and hold elections for next year 	<p>THINGS TO KEEP IN MIND:</p> <ul style="list-style-type: none"> • Midterms • Seniors may be preoccupied with graduation, the end of the school year, finding a job, etc. • Short month due to spring break • Participate in university events, such as Women's History Month
--	---

April

<p>Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold elections for next year <input type="checkbox"/> Attend RSO Forum Meeting <input type="checkbox"/> Transition paperwork, checkbook, etc. <input type="checkbox"/> COMPLETE RSO RENEWAL INFO! <input type="checkbox"/> Write an end of the year report <input type="checkbox"/> Organize files and prepare for transition <input type="checkbox"/> Establish summer contacts and address list – send copy to Campus Activities <input type="checkbox"/> Delegate responsibility for unfinished business <input type="checkbox"/> Meet with new officers for transition meeting <input type="checkbox"/> Transition and train officers for next year <input type="checkbox"/> Assign summer responsibilities if necessary 	<p>THINGS TO KEEP IN MIND:</p> <ul style="list-style-type: none"> • Academic pressure is mounting • Plan end of the year banquets • Closure with advisor • Recognize the advisor's work • Recognize graduating members • Plan good-bye activity for the group • Participate in university events, such as Spring Fling, Honors Day, Leadership and Service Awards
---	---

Appendix P:

Event Planning Form - 2

Event Information:

Organization Name: _____ Title of Event: _____

Date of Event: _____ Time of Event: _____ Location: _____

Back up Location: _____ Event Coordinator: _____

Event Coordinator Phone: _____ Event Coordinator Email: _____

Type of Event: Fundraiser All-Campus Event Community Event Workshop Social Program

Other: _____

Co-Sponsors: _____ Est. Attending: _____

Description of the Event: _____

Tasks	Completed By (Printed Name):	Date Completed
<u>Contracts and Booking:</u>		
<input type="checkbox"/> Contract Requested/Prepared In-house	_____	_____
<input type="checkbox"/> Contract Paperwork to Admin/Finance (Wildy)	_____	_____
<input type="checkbox"/> Contract Signed by Outside Vendor	<input type="checkbox"/> Contract Signed By Administration and Finance (Wildy)	
<input type="checkbox"/> Contract faxed or mailed to Outside Vendor	_____	_____
<input type="checkbox"/> Check Request Completed (2 copies)	_____	_____
<input type="checkbox"/> Check Request Reviewed by	_____	_____
<input type="checkbox"/> Copy of Contract/Invoice Made	<input type="checkbox"/> Check Request to Advisor for Signature	
<input type="checkbox"/> Check Request and Contract/Invoice to Administration and Finance (Wildy)		
<input type="checkbox"/> Copy of Completed Contract and Check Request filed in Binder	_____	_____
<input type="checkbox"/> Check Picked Up in Business Office	_____	_____

Rider Items, Lodging and Transportation:

Hotel Reservation Made _____

Hotel Name: _____ Phone: _____

Confirmation Number: _____ Performer/Agency Contacted with Info _____

Performer Driving? Ride Needed **By Whom?** _____

Contract Rider Provisions (Food, Water, Extras, etc) _____

What is needed? _____

Performer Meal

Is a meal required? _____ Where: _____ When _____

Staff Attending: _____

- Check Request Completed (2 copies) _____
- Amount: _____
- Check Request Reviewed by: _____
- Copy of Contract/Invoice Made Check Request to Student Affairs (Clark)
- Check Request and Contract/Invoice to Administration and Finance (Wildy)
- Check Picked Up in Business Office** _____
- Receipts Returned to Director _____

(OVER)

Advertising and Promotion:

- Photo and Bio Info from Performer eSource Campus Email Online Web Calendar Bogey Bus
- McKendree Review (weeks before – know deadlines) Facebook Group Facebook Statuses (Use Staff)
- Flyers (Cars/McK West – use staff to help) _____
- Flyers (Campus/McK West – use staff to help) _____

Venue Checklist:

- Event Registration Form Completed and in Binder _____
- Persons Assisting with Setup: _____

- Persons Assisting with Tear Down: _____

- Non-McKendree Set Up Needed? _____ If so, with whom?

 Phone Number: _____
- Non-McKendree Sound/Tech Needed? _____ If so, with whom?

 Phone Number: _____

Managing Risk Worksheet

Use the worksheet below to guide your documentation of the organization’s approach to managing risk as well as any areas you have specific questions about.

Remember to consider each of these different types of risks:

- **Physical** (i.e. food poisoning, injuries from physical activities, or travel related incidents)
- **Reputation** (i.e. negative publicity for your organization, McKendree University, your advisor, venue where you are holding your event)
- **Emotional** (i.e. a participant feeling alienated or negatively impacting member(s) of the McKendree community)
- **Financial** (i.e. negative impact on the fiscal stability of your organization or other organizations financially supporting your event)

Facilities (i.e. property damages, bad weather, lack of space, equipment, and resources needed to hold your event) List all aspects of your event, both risky and less risky ones.	Think thorough all the things that could go wrong, including worst-case scenarios.	Consider what your organization could do to manage the risk & bring it to a reasonable level.

Post Event Evaluations (Use and attach a separate piece of paper if needed):

1. Were the objectives/goals met for this event? Why or why not?
2. Did you have enough staff to execute the event?
3. What could have been done differently to make this event better?
4. Was there enough advertising/promo for this event? How could we make it better?
5. Did we execute the event in a professional manner?
6. Was there any conflict or any unforeseen problems with this event? What was it? How was it resolved? What could be done differently?
7. Did other groups collaborate on this event? Were they active participants? What could be done to improve collaboration?
8. How did this program help you and the staff grow? Was it a good program overall?