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Dear B-W Student Organization Leader:

The Office of Student Activities hopes everyone can see themselves getting involved on campus. With over 100 clubs and organizations, we are sure there is something for everyone at Baldwin-Wallace College. We are glad that you are taking, or have taken, the necessary steps to find, or start, a club or organization that fits your interests.

Whether you are a new student just beginning to find out what interests you, a veteran student leader, or a faculty/staff member who is advising a student group, this handbook provides you with important information to help you have a successful year.

Please take the time to read and utilize this handbook throughout the year. Items covered include:

- The rights and responsibilities of student organizations
- The process for starting a new organization
- Suggestions to help your group function more effectively
- Information regarding the role of the advisor
- Resources that are available to your organization
- Policies and guidelines for student organizations

The Office of Student Activities is available to answer any questions or assist in dealing with issues that may arise. Feel free to stop by the Student Life Center on the second floor of the College Union or call x2356.

I look forward to working with you and helping your organization have a great year!

Sincerely,

Jaime 😊

Jaime Yager
Director of Student Activities



The Responsibilities of Clubs and Organizations

Student Organizations are for enrolled B-W undergraduate students (unless otherwise specified)

All Clubs and Organizations must:

- Adhere to national, state, local and College policies, procedures and laws
- Be approved by both faculty and Student Government
- Be responsible for all activities and/or damage at any event sponsored by or involving the organization
- Be responsible for all information included in the *Student Organization and Advisor Handbook*
- Have a mission in-line with B-W's mission statement (see appendix)
- Have a President and Treasurer (or an equivalent)
- Have an advisor who is a faculty or staff member at B-W who has reviewed and signed an *Advisor Contract* (see appendix for contract)
- Have at least three (3) degree seeking and enrolled B-W undergraduate students
- Have one member, preferably the President, attend a Getting Started meeting hosted by the Office of Student Activities each year
- Have at least one member, preferably the Treasurer, attend the Treasurer's Workshop hosted by the Student Body Treasurer each year
- Maintain a copy of the organization's current charter on file with the Office of Student Activities
- Not discriminate against membership of individuals based upon race, creed, age, disability, national origin, gender or sexual orientation unless specified in the governing document of the organization and approved through B-W faculty
- Notify the Office of Student Activities of officer changes online at <http://www.bw.edu/stulife/clubs/newofficer/>
- Provide the Office of Student Activities with summer contact information by April 30th at <http://www.bw.edu/stulife/clubs/summercontactinfo/>
- Register online by October 15th at <http://www.bw.edu/stulife/activities/soah/registration/>

The Rights of Recognized Clubs and Organizations

A recognized Baldwin-Wallace College Student Organization is entitled to:

- Apply for a budget and/or apply for money on an event-by-event basis from Student Government or designated College departments
- Be included on published lists of Student Organizations
- Have a mailbox in the Student Life Center
- Maintain a B-W e-mail address, web page and/or Blackboard portal page
- Participate in the Involvement Fair sponsored by the Office of Student Activities
- Post advertisements and information in campus buildings regarding the organization's programs, events and meetings
- Post messages on the Campus Bulletin e-mail system maintained through IT
- Reserve facilities in the College Union and other locations on campus
- Take advantage of services and programs developed for student organizations by the Student Activities and Dean of Students Offices and Student Government
- Use the Baldwin-Wallace College name to identify the group's affiliation
- Use the B-W logo
- Utilize the Student Life Center resources

Withdrawal of Recognition

The process of withdrawing a group's official recognition begins when it has ceased to function as evidenced by any of the following:

- A notice of dissolution from an officer and/or advisor
- Failure to comply with the Office of Student Activities' written request to amend the organization's charter within two (2) months time
- Failure to have a member representative attend a Getting Started Meeting
- Failure to hold any meetings and/or activities over a 12 month period
- Failure to participate in the Charter Review Process
- Failure to register the organization by October 15
- Either the Vice President of Student Affairs or the Director of Student Activities may withdraw a group's official recognition whenever the above conditions occur or the rules and policies of the College are violated

Prior to withdrawal of recognition, the group will be warned, given the opportunity to take corrective steps, and be allowed to speak on their behalf with the Director of Student Activities.

The Registration Process

ALL student organizations must register with the Office of Student Activities, whether or not they are funded by Student Government

- It is the responsibility of the leadership of the organization to complete a registration form by **October 15** each academic year to keep the Office of Student Activities' files updated
- An organization can now register online at <http://www.bw.edu/stulife/activities/soah/registration/>
- *Student Organization Registration Forms* are used to maintain mailboxes in the Student Life Center, publish information in the Student Handbook, provide interested students with contact information, and various other items. Without a registration form, organizations will miss out on these important opportunities!
- If an organization does not complete a *Student Organization Registration* form, the organization may lose the rights of a Baldwin-Wallace College Student Organization and may no longer be considered a recognized organization (see page 3)

NEW

- It is the responsibility of the leadership of the organization to notify the Office of Student Activities whenever there are officer changes. This can be done online at <http://www.bw.edu/stulife/clubs/newofficer/>
- It is the responsibility of the leadership of the organization to provide the Office of Student Activities with summer contact information by **APRIL 30th** each year. This is necessary to notify the organization of information regarding the Weekend of Welcome Involvement Fair and to contact the organization between April 30th and October 15th (when the registration form is due). Summer contact information should be provided online at <http://www.bw.edu/stulife/clubs/summercontactinfo/>.

The Role of the Advisor

Purpose of Advisors

- An advisor approves most paperwork regarding finances and college services
- Every organization must have an advisor who is a member of the Baldwin-Wallace College faculty or staff (adjunct faculty and part-time staff are welcomed as well)
- Goals and ideas for the group should be discussed with the advisor
- The advisor serves in a voluntary capacity to the student organization and provides guidance, direction, advice, and continuity to both the members and officers of the organization
- The advisor should be informed of what the organization is doing and invited to attend meetings and organization activities

Advisor Expectations

It is important that advisors understand the expectations involved before making a commitment to the organization that they plan on advising. Those expectations include:

- Approve financial paperwork (especially necessary for Student Government funded groups)
- Assist with officer transition and new officer training where appropriate and able
- Assist the organization's Treasurer in monitoring and adhering to the budget
- Attend general and executive board meetings as often as possible
- Be familiar with national structure and services (if relevant)
- Explain and clarify College policies and procedures that apply to the organization
- Maintain an awareness of the activities and programs sponsored by the organization
- Maintain contact with the Office of Student Activities
- Meet with leaders and officers to discuss upcoming meetings and programs, long range plans, goals and problem solving as frequently as possible
- Talk with the organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior

Organizations Responsibilities to the Advisor

- Acknowledge the advisor's time and energy are donated, and express appreciation
- Allow the advisor speaking privileges although he/she is not allowed a vote
- Be aware that the success or failure of the organization and its events rest on the members of the organization itself, not the advisor
- Consult him/her before any changes in the structure of the group, or in the policies of the organization, are made and before major projects are undertaken
- Consult him/her in the planning of projects and events
- Discuss concerns and issues with the advisor
- Officers and leadership must notify the advisor of all meetings and events
- Work with the advisor to develop clear expectations of responsibilities of advisor and members

Advisors must complete an Advisor Contract each academic year (see appendix for contract or online at http://www.bw.edu/stulife/activities/soah/advisor_contract.pdf)

Advisor Meetings

The Office of Student Activities will host Advisor Meetings during the Fall Semester to review the role of the advisor, answer any questions and provide new information for the upcoming academic year. While these meetings are not mandatory they are highly encouraged as important information will be discussed. As with all volunteer positions, there are responsibilities that advisors of B-W student organizations need to be aware of.

Student Organization Review Process

Once every four (4) years, each organization is required to go through a review. The Office of Student Activities will notify student organizations during the fall semester if they are scheduled to be reviewed during that academic year.

The purpose of a review is to ensure that groups are following their stated mission and are abiding by their charter. Should an organization not complete the review process, the group may lose College recognition.

A review process consists of:

- Submission of an updated and accurate charter
- Meet with the Charter Review Committee to review charter and mission
- Make appropriate changes

After finalizing the process, organizations receive a letter that outlines and summarizes the review.

Student Organization in Inactive Status

Inactive status is defined as a group that has not turned in registration forms two consecutive semesters. If an organization becomes inactive, the group's charter remains approved for four (4) years. After four years of inactive status a group must go through the establishment process to become a recognized organization.

**** NEW****

Fundraising

All student organizations are allowed, and encouraged, to fundraise for supplemental funds. However, fundraisers are not allowed to be held at off-campus venues where alcohol is the, or one of the focuses of the event. Absolutely NO fundraisers are to be held which include "all you can drink," in reference to alcoholic beverages. If you have questions about a fundraiser, ask the Director of Student Activities or the Director of Student Life and Involvement BEFORE committing to the fundraiser.

Establishment Process for New Organizations

It is highly recommended, but not required, for students interested in starting a new organization to meet with the Director of Student Activities to review the establishment process.

To establish a new organization, students must complete the following process:

1. Obtain and correctly fill out a *Student Organization Establishment Application* (see appendix for sample form) to begin the process of establishment. These forms can be found in the Student Life Center on the second floor of the College Union.
2. The Director of Student Activities will place the applying organization into one of nine (9) categories (Academic/Honoraries, Cultural/Diversity, Faith-Based, Fine Arts, Media, Recreational/Leisure, Service/Education/Wellness, Social, Support/Exclusionary). Placement is based on: the category definitions and the group's mission statement, openness and/or restriction of membership/leadership, and event participation. Each group must follow specific policy and procedures for the assigned group category.
3. The Director of Student Activities will reply in writing to the *Student Organization Establishment Application*, outlining the forming group's area of activity and temporary conditions of operation.
4. Cross-copies of the *Student Organization Establishment Application* and the response letter will be sent to the Dean of Students, Student Government advisor, Director of Student Activities, Student Senate President and the Student Body President or a designee thereof), and the forming organizations advisor.
5. **The forming organization has one year to submit a charter and have it passed and approved by the Charter Review Committee, Student Senate and Faculty.**
6. The forming organization submits a proposed charter to the Director of Student Activities, *via e-mail*, who passes copies to the Charter Review Committee for its recommendations.
7. The Charter Review Committee will review the charter and submit suggestions to the Director of Student Activities within a designated time frame.
8. The organization will make any corrections/changes based up on the suggestions from the Charter Review Committee and submit, via e-mail, the revised charter to the Director of Student Activities.
9. The Director of Student Activities will submit the final charter to the Student Senate and Faculty for approval.
10. Approval of both the Faculty and Senate are required for an organization to be recognized at Baldwin-Wallace College.
11. If both Faculty and Senate pass the proposed charter, the organization may submit an annual budget request to Senate or designated College department.
12. If the Faculty and/or Senate do not approve the charter within one year, the organization may not submit an annual budget request and is not considered a recognized student organization.

Student Organization Categories and Category Policies

Academic/Honoraries

Definition: The group's mission is to enhance B-W's academic experience. The group's events and activities are primarily academic/major-based programs.

Policies and Procedures:

- Social events are permitted as long as they are linked to the group's mission statement
- The advisor for the group is a faculty member who teaches in the identified discipline
- The organization's mission statement must be directly related to the related discipline and B-W's academic experience

Cultural/Diversity

Definition: The group's mission is to support diversity and cultural education. The group's events and activities are primarily celebrations of the specified culture including fine arts, food, literature, traditions, history, etc., of a culture (e.g. through service, education, speakers, music, and other activities).

Policies and Procedures:

- The group shall have an advisor with a background in and/or is knowledgeable about the specified culture/group

Fine Arts

Definition: The group's mission is to promote the further exploration of art through music, visual art, theatre, literature, or other such common means.

Policies and Procedures:

- The group shall have an advisor with a background in and/or is knowledgeable about the field of fine arts, specifically in that which the group is specializing
- The organization's mission statement must be directly related to fine arts.

Faith-based

Definition: A registered student faith-based group is a group whose activity will be defined as religious based on the following criteria:

- If the purpose of their activity is worship, devotion, prayer or study of religious literature (e.g. Bible/Koran); or
- If membership in or affiliation with a group generally recognized as a religious sect is a criterion for participation; or
- If the activity is viewed by the group as religious or spiritual

Policies and Procedures:

Interview with Religious Life Advisory Committee (RLAC)

- Student(s) who filed a form for establishment is interviewed by the Religious Life Advisory Committee
- The RLAC has the power to either *approve* or *reject* the application
- If approved, the group continues through the establishment process
- If rejected, the students have the right to appeal

Faith-based con't:

Approved by RLAC

- Letter from RLAC will be sent to the Director for Student Activities confirming approval or rejection of application
- If the group is associated with an outside organization, approval is contingent upon the following:
 - Non-B-W advisor completes registration form (available at the Chapel Office or the Student Life Center) and files it with the Chaplain's and Student Activities Offices
 - Outside organization sends letter to the Chaplain's Office confirming identity and role of non-B-W advisor and willingness to follow "Guidelines for Religious Group," which will be provided during the interview process
 - Approval process continues, following normal process for other B-W student groups

Process After Official Recognition is Granted:

- Student representatives from the group must participate in the Religious Life Council
- Advisors (both B-W and non-B-W) must participate in regular advisors meetings
- New non-B-W advisors must complete registration form

If Organization is Rejected by RLAC:

- A letter of appeal can be sent to the Director of Student Activities
- A meeting of organization leadership, advisor, Director of Student Activities, the Chaplain and a RLAC representative will be arranged where both sides will state their reasoning for why they should or should not be an organization at B-W.
- The Chaplain and the Director of Student Activities will then confer if they cannot reach a unanimous decision then the Vice President for Student Affairs will hear both sides and make the final decision

Media

Definition: The group's mission is to distribute information to the B-W community. The group's events and activities are primarily based in transmitting the information related to the B-W campus community.

Policies and Procedures:

- The group's leadership must maintain updated manuals
- The group must follow regulations of their governing board (FCC, Publications Manuals, or other) and the B-W Publications Board

Recreation/Leisure

Definition: The group seeks participation in some form of physical activity outside of the intramural and varsity offerings.

Policies and Procedures:

- All group sports must submit facility reservation requests
- Each group member must complete and sign a student athletic contract, an emergency medical authorization form and an insurance waiver should they not have school insurance
- Group financial transactions and purchases must be approved by a person within the administrative structure or a program staff person

Recreation/Leisure con't:

- Groups must have an action plan for safety on file. Such an action plan must include inspection of facilities and equipment for safety, the development of safety awareness for members as well as the control of unsafe conduct, the education of proper physical conditioning, as well as procedures for managing emergencies and filling out accident report forms.
- Groups must have an approved advisor or coach and elected officers
- Group members must have insurance coverage and a medical examination. If they do not have group or personal coverage, the member must sign a consent statement releasing B-W from responsibility for personal injury sustained while participating in the group's functions
- Groups must maintain a formal document, for example, a charter or guidelines, on file with the Office of Student Activities and with the Recreational Sports and Services Office
- Group schedules and activities must receive administrative approval
- Group travel must be approved. Properly insured vehicles must be used for travel, and approved supervision must accompany the group
- Medical or athletic training supervision may be provided at group events. However, the Baldwin-Wallace College athletic training department is considered to be in the academic and athletic departments only. Trainers will not be provided. However, paid first responders may be available if recruited and scheduled.
- Members must be degree-seeking students in good standing to represent Baldwin-Wallace College

Service/Educational/Wellness

Definition: The group's mission is to provide a service or education to the Baldwin-Wallace College and/or the surrounding community.

Policies and Procedures:

- The group shall have an advisor who has an interest in, and expertise about, the subject matter related to the group's mission

Social

Definition: The group's mission is to provide campus events and activities that promote social interaction among students. The group's events and activities are primarily entertainment-based programs.

Policies and Procedures:

- Communicate program information to B-W Safety and Security especially when allowing people outside of the B-W community to attend
- Events sponsored by social groups must adhere to the College alcohol policies
- The group must attend any Risk Management programs offered by the Office of Student Activities

Support/Exclusionary

Definition: The group's mission is to support or provide activities for an identified and defined group of people. The group's events and activities are primarily for people identified as members of the defined group. These groups may discriminate against one or more protected groups and are not eligible for Student Government funds but still remain recognized Baldwin-Wallace College organizations.

Support/Exclusionary con't:

Policies and Procedures:

- Fraternities and Sororities: Only inter/national organizations recognized by the Baldwin-Wallace College Panhellenic Association, Interfraternity Council or Greek Council and the Office of Greek Life will be considered
- The group must provide a letter of explanation as to why the group and/or leadership positions do not abide by the non-discriminatory policy

Student Organization Charter

Each recognized organization must have a charter on file with the Office of Student Activities, Student Government and the Faculty.

A charter is a formal document to guide and govern your organization. A well-written charter is flexible so that if the group changes details of how it operates, a new charter does not have to be written, yet it should be specific enough so that the values and mission of the organization remains in tack year after year.

Example of a Charter Outline:

Article I: Name

The name of this organization shall be _____

Article II: Mission

The mission of the organization shall be _____

Article III: Statement of Relationship

This organization is a local affiliate of _____ (name of national organization).

(Is your group affiliated with an off-campus organization such as a church, national honorary or Greek organization? If so, explain the relationship)

- If your organization has a relationship to/affiliation with an off-campus organization/group, please attach a copy of their by-laws/charter/constitution
- If your organization is NOT affiliated with an off-campus organization this article may be omitted from your charter

Article IV: Membership

Section I: This section should state the qualifications for a person to become a member

(Please remember that only *undergraduate* B-W students may be a voting member in an organization)

Section II: This section should state the procedure for becoming a member and how a person remains a member in good standing.

Example of a Charter Outline con't:

Article V: Officers

Section I: This section should explain the titles and duties of each office

Section II: This section should explain the qualifications for becoming an officer

Section III: This section should explain the length of each term of office

Section IV: This section should explain how people are nominated and elected/selected to each office

- Include when nominations and elections will take place
- How officers are elected/selected
- Procedures if there is a tie during an election

Section VI: This section should explain why and how an officer may be removed from office

Section VII: This section should explain how a vacancy will be filled

Article VI: Meetings

Section I: This section should describe how often the organization will meet

Section II: This section should describe how members will be informed of meeting times and dates

Section III: This section should describe how the group will make a decision

- If the group is voting – describe how a vote will be won (e.g. “a majority vote of those in attendance at the meeting at which the vote is being taken is needed for the issue to pass”)

Section IV: This section should include any special procedures used to run meetings

Article VII: Advisor

This article should state that the organization will have a member of the B-W faculty/staff serve as their advisor. Feel free to include specific roles you want your advisor to fulfill.

Article VIII: Funding

This article should state how the organization will be funded (e.g. by B-W Student Government, by collection of dues, etc.)

Article IX: Amendments and Ratification

Section I: This section should state how a member may bring forth suggestions for an amendment or ratification

Section II: This section should state how the organization will approve amendments or ratification

Section III: This section should state that following a change to the charter the organization will submit the changed/new charter to the Director of Student Activities to be approved by Student Government and the Faculty

Services for Organizations

Student Life Center

The Student Life Center is located on the second floor of the College Union. In addition to the Student Activities, Orientation, Greek Life, Multicultural Student Services, Community Outreach and Explorations/Study Aboard Offices, you will find numerous helpful services and staff members. The Student Life Center is open during class sessions from 8:30am-5pm Monday-Friday.

Some of the resources the Student Life Center offers include:

- Access to copy machines (copy code is needed) – Color paper is only available during business hours, M-F 8:30am-5pm
- Banner Paper
- Catalogs to order supplies/novelty items for your organization
- Die Cutter – to cut out letters and various shapes
- 4 computers equipped with a printer and scanner
- Informal meeting space (please sign up at the front desk to reserve your meeting time)
- Information on Graduate programs in Higher Education Administration
- Markers
- Organization mailboxes
- Paint Markers
- Resources available to check-out include
 - Educational videos
 - Team building/ice breaker ideas
 - Alcohol, drug and related issues information
 - Greek expectation resource notebooks
 - Health and wellness information
- TV and VCR/DVD player for use in the SLC

Scheduling Rooms on Campus

The Strosacker College Union

- Call the Scheduling Office at 826-2354 to schedule any room in the College Union.
- Groups are expected to notify the scheduling secretary if their event is cancelled. Failure to do so may result in losing future scheduling opportunities in the Union.
- The College Union program fund may help cover some expenses for student organizations utilizing the College Union as a programming location. Contact the Director of the College Union for more information.
- The College Union provides its own set-up and sound service through its custodial staff. Arrange the set-up needed with the Scheduling Office. Make Food Service arrangements directly through the Food Service supervisors at x2412.
- The Scheduling Office reserves, generally, on a first-come first-served basis.
- Your organization MUST be registered with the Office of Student Activities to be able to reserve a room.

Scheduling Rooms on Campus con't:

Rooms in the Strosacker College Union able to be scheduled include:

I. Ballroom (Union Cafeteria)

- a.* The Ballroom can seat over 750 people for a major speaker. It can hold approximately 500 people for an all-campus party. It's one of the largest places on campus used for programming.
- b.* Because the Ballroom is the main cafeteria and serves dinner until 6pm, programs in the Ballroom may not begin until 8pm. Any change in this policy would need special permission of the Director of the College Union
- c.* If you want to hold a program in the Ballroom but don't expect a huge crowd, the Ballroom can be divided by a curtain into two sections, referred to as Ballroom A and Ballroom B. Ballroom A can seat 300; Ballroom B can seat 150.

II. Sandstone Conference Center

- a.* The Sandstone Conference Center is located on the lower level of the College Union adjacent to the Cybercafé.
- b.* The area contains three rooms: Sandstone #1 and #2, which are seminar/meeting rooms with capacities of 38 each and Sandstone #3 a multi-purpose room with row seating for 225 and 144 at tables. Sandstone #3 is also wired for teleconferencing.

III. Grindstone Room

- a.* The Grindstone Room, located on the main floor, holds a maximum of 50 people in row seating. It is a perfect place for programs with a small audience or larger meetings. This room is one of the most used areas on campus; be sure to schedule it well in advance.
- b.* The wall separating the Grindstone Room from the lobby may be folded back for an overflow crowd. A sound system can project the speaker's voice into the lobby area. The custodians will need advance notice to set this feature up.

IV. Quarry Room

- a.* The Quarry Room is appropriate for a program too small for the Ballroom and too large for the Grindstone Room.
- b.* The Quarry Room is a carpeted meeting and program area located on the lower level of the Union across from the Bookstore.
- c.* The Quarry Room seats a maximum of 120. It is a more flexible programming area that is used for movies, large meetings and small lectures.

V. Other Meeting Areas

- a.* Meetings may also be scheduled on the second floor of the Union in the Student Life Center (SLC) by signing up with the SLC receptionist.
- b.* Call the Scheduling Office at x2354 to also schedule
 - i.* Multipurpose Rooms next to the Colony Room
 - ii.* The Colony Room
 - iii.* Any other space in the College Union

Scheduling Rooms on Campus con't:

Student Activities Center (SAC)

- Call the College Union office at x2351 for information. The SAC must be scheduled through the Union Director's Office, not the Scheduling Office.
- Scheduling forms and other information regarding the reservation of the SAC can be obtained in the Union Director's office on the second floor of the College Union. Call x2351 for more information.
- The complete SAC scheduling form must be submitted ONE WEEK in advance of the requested event.
- The SAC is the main programming facility on campus. Campus movies, parties, lectures, comedy and nightclub acts are regularly scheduled in this facility. It features state of the art sound equipment, CD and cassette players and dance lighting. In addition, it includes a Food Service grill area, an upstairs bar for organization programs with a F-Class permit (for selling beer) and a 10'x10' TV screen with VCR and video projector. Cable TV is also available.
- The SAC staff welcomes student programming ideas for this facility and funding is available to help make your program idea a reality. Contact the Director of the College Union for assistance.

John Patrick Theatre

- Arrange lighting and any technical requirements with the Technical Director. A student employee needs to be paid to work the lights, etc. This is arranged by the Technical Director.
- Be sure to ask how much the technical requirements will cost. They can be a real budget-buster if you are not prepared for the expense. The cost will be charged to the organization's account.
- Because of the rehearsal and performance commitments, JPT can be difficult to reserve for outside events. If your organization is planning a major speaker or performance and wants to use JPT, you need to inquire about the availability of the theatre as far in advance as possible.
- For a podium or stage set-up work with Building and Grounds. They will charge the organization's budget for their services. Any audio-visual equipment must be arranged through Media Services at x2151.
- Inquires regarding scheduling of JPT or any other facility in the Kleist Center for Art and Drama can be directed to the Theatre Department at x2239.
- The John Patrick Theatre (JPT) is located in the Kleist Center for Art and Drama. It is the home of most B-W stage presentations. The theatre seats 550 people in a formal theatre setting.
- The Kleist Center is the most formal and glamorous programming place on campus, it also requires the most forethought and attention to detail on the organization's part.

Kamm Auditorium

- Kamm Auditorium, Room 147, seats 48 people and is the best place on campus to schedule a program needing multi-media facilities.
- Kamm does not have its own custodial service. Any special set-up requirements need to be arranged with Buildings and Grounds.
- Reserve any audio-visual equipment through the Kamm Office or Media Services.
- To schedule Kamm Auditorium, call the Registrar's Office at x2128. If no class meets at your program's time, the Registrar's Office will schedule it.

Scheduling Rooms on Campus con't:

Surrarrer Auditorium & McKelvey Auditorium

- Audio-visual equipment for these auditoriums needs to be reserved through the Media Services Department at x2151.
- These auditoriums are located on North Campus. Surrarrer Auditorium is in the Life & Earth Science Building and McKelvey Auditorium is in Wilker. Each auditorium seats 175-200 people and is used for showing films or other programs.
- To schedule Surrarrer or McKelvey Auditorium, call the Registrar's Office at x2128. If no class meets at that particular time the Registrar's Office will schedule the room.

Gamble Auditorium

- Audio-visual equipment for these auditoriums needs to be reserved through the Media Services Department at x2151.
- This auditorium holds approximately 600 and is located in Kulas. It can be used for theatre-type events, films, or other programs.
- To schedule Gamble Auditorium contact the Conservatory at x8078.

B-W Motor Pool Vans

The Motor Pool vans are under the trusteeship of the College and are covered by B-W's insurance plan. Motor Pool Vans are available for use for College sponsored activities.

COLLEGE OWNED VEHICLES ARE NOT AVAILABLE FOR PERSONAL USE.

Scheduling the Motor Pool Vans

- A van can be reserved by calling the Purchasing Department at x2444.
- All vans are picked-up from the Center Street parking lot.
- An Authorization Form must be filled out and signed by your advisor for approval. The form is available in the Purchasing Department (2nd floor of the Bonds Administration Building)
- Keys are to be picked up from the Purchasing Office on the day of scheduled usage and on Friday for weekend usage. Keys should be picked-up before 4:30pm Monday thru Friday for evening and weekend use. The vans cannot be picked-up before, nor returned later than, the times specified on the request form.
- Reservations should be made at least 24 hours in advance to assure availability of a van.

Returning the Motor Pool Vans

- All debris should be removed from the interior of the van upon return.
- All receipts for purchases of gasoline, oil and any required maintenance work necessary for safe operation of the vehicle during the trip should be placed in the key pouch.
- All vehicles are returned to the Center Street parking lot; to the designated parking area.
- Keys and Key Pouches are to be returned to the Purchasing Office by 4:30pm the same day or by noon the following business day.
- Report any interior/exterior damage or any problems that may have occurred with performance of the vehicle to the Purchasing Office staff.

B-W Motor Pool Vans con't:

Alcoholic Beverage Consumption

- All designated drivers are **prohibited** from consuming alcoholic beverages while in possession of a College vehicle.
- Drinking and possession of alcoholic beverages in College vehicles is **prohibited**.

Driving Rules for College Vehicles

- Alcoholic beverages and smoking are not allowed in any vehicle owned by, rented by, leased by, chartered by, in the custody of or under the control of the College at any time.
- All accidents are to be reported within 24 hours even if another vehicle is not involved or there are no apparent injuries or damages.
- All College employees/students who operate College-owned vehicles must comply with all policies, procedures, rules and instructions covering the use of College-owned vehicles.
- All drivers must possess a driver's license that is valid in the State of Ohio. An employee who has an accumulation of four or more points for moving violations is prohibited from operating College-owned vehicles until the accumulated point total is reduced to two points.
- All drivers of College-owned vans must complete the driver training program offered by the Purchasing Office.
- All traffic and parking laws are to be obeyed. All violation fines are the responsibility of the driver involved.
- College-owned vehicles may be used exclusively for official College business. Personal business or pleasure use is prohibited.
- College vehicles may not be rented or loaned to outside groups, individuals or organizations.
- It is the driver's responsibility to ensure the use of seat belts by all vehicle occupants.
- Only recognized organizations will be permitted to use the vans.
- Operators and passengers of College-owned vehicles are personally responsible for vehicles operated by them. Should damage result through misuse or gross negligence, the operator and/or passengers may be required to make restitution to the College.
- Passengers are limited to those persons who are properly authorized to participate in a College function with an employee/student traveling on official business. Where properly authorized, this includes the employee's/student's spouse, students or guests of the College whose presence as a passenger is directly related to the employee's /student's official business trip.

Accident Procedures

In the event of an accident, following these guidelines will expedite proper notification to all parties, including insurance, may lessen potential legal liability and assure compliance with law.

1. Appropriate first aid should be rendered to all injured persons and "911" phoned to summon police and/or ambulance if necessary.
2. Answer all questions from police officers truthfully and directly, otherwise refrain from casual comments of any kind.
3. If no police officer is present (as many law enforcement agencies do not investigate non-injury accidents) exchange driver, vehicle and insurance information. Complete the *Accident Report Form* found in the glove compartment of the vehicle. If the form is not there, record the date, time and location of the accident and the description of the driver and passengers.

B-W Motor Pool Vans - Accident Procedures con't:

4. Advise the other party to contact the College Purchasing Office if further information is needed (440-826-2444).
5. For insurance purposes, all accidents should be reported within 24 hours to the Purchasing Office.
6. Failure to identify yourself or leave identifying information (if involved with an unattended vehicle) violates this policy and Ohio State law.

Contracts

- Contracts are legally binding and cannot be broken easily. Make sure every detail is agreed upon in advance.
- Even if you are only submitting an offer to a performer, have the Purchasing Office review and sign the offer.
- If you have any questions call the Office of Student Activities at x2356 before agreeing to a contract.
- **No student, faculty, staff or administrator may sign any contract.** This includes contracts for bands, any programming agency, transportation companies, or any off-campus purchases or services.
- Only the Director of Purchasing and the College Buyer are authorized to sign any contract financially committing Baldwin-Wallace College.
- Stop by the Office of Student Activities if you are ever in doubt about what to do with a contract and/or an offer.
- Student groups are responsible for arranging the details of the contract with the agency or company.
- The College is not bound to honor any contract unless it is signed by the Director of Purchasing or the College Buyer.
- When the contract is ready to be signed, bring it to the Director of Student Activities for approval before the Director of Purchasing or College Buyer will sign the contract.

Food Service

- Accounts will be billed directly and the charge will show up on your organization's printout from the Student Body Treasurer.
- Ask the Supervisor about prices when you make your Food Service requests.
- Call x2412 and speak with one of the Food Service supervisors to make arrangements for food service for any event or meeting
- Food Service needs at least two weeks notice on all orders. They are very helpful and will try to do anything you want, but they will need adequate advance notice.
- For events with food that will be held in the College Union you must use B-W's Food Service. Discuss your organization's needs with the Scheduling Office (x2354), on the second floor of the College Union, when reserving the room and make food choice arrangements with Food Services (x2412).
- For food service at another building, make arrangements to pick up the food, serve it, and return any food service equipment the next day. Your organization can request the food to be delivered by Food Service and you will have to pay for the delivery. The delivery charge will be billed directly to your organization's account.

Travel Arrangements

- After trip approval, contact the Office of Student Activities and they will help you arrange the details.
- All airline reservations must be made through travel agencies approved by the Purchasing Office. Speak with the Purchasing Office for a list of agencies that you can call. When you call them tell them you are B-W students and make the appropriate reservations.
- If additional money is needed for conferences, the Student Senate's approval is necessary. This approval is needed one month prior to the trip. Please plan accordingly.
- Monies for conferences should be budgeted in the organization's annual budget.
- Next, come to the Office of Student Activities and fill out a travel request form. The travel agency will issue the tickets and send them to the Purchasing Office at B-W. Purchasing will call to have an organization member pick up the tickets.
- The College reimburses on a per mile basis. **It cannot reimburse gas bills unless a receipt is presented. Either mileage or gas purchases can be reimbursed not both.**

When staying in a hotel, make the reservation yourself. Charges may be put on a B-W credit card through the department/office your advisor works in (please make the appropriate arrangements with your advisor). If your advisor does not have access to a B-W credit card, contact the Purchasing Department (x2444).

Information Technology Service Level Agreement for Student Organizations

This Service Level Agreement (SLA) is between B-W student organizations (under the leadership of the Student Government) and the Information Technology (IT) Department. This Agreement covers the purchase and support of computer hardware, software, and peripherals, as well as computer security and access issues, e-mail, and network file storage.

1. Hardware and Peripheral Purchases
 - a. Computers and peripherals obtained with student organization funds must be purchased through IT.
 - b. Student organization advisors should submit new hardware purchase requests to the Treasurer of the Student Government who will then forward written approval to IT for any student organization computer or peripheral purchase.
 - c. IT will work with the student organization to configure the system appropriately after the organization submits a request in writing (e-mail permissible) and includes a valid account number.
2. Hardware and Peripheral Support
 - a. Hardware and peripheral support will only be provided for equipment purchased through IT.
 - b. IT will diagnose and repair problems; the student organization will pay for parts.
3. Software Purchases
 - a. In order to obtain educational site licensing prices (discounts), all productivity software packages for College-owned student organization computers must be purchased through IT.
 - b. Student organizations must possess a valid license for each software package installed on their system, regardless of whether it was purchased by IT or by the organization.
 - c. IT will retain software media so it is available for re-load when necessary.
4. Software Support
 - a. For systems purchased through IT, operating system support including reloading of the operating system will be provided.
 - b. IT will provide assistance with productivity software for IT supported packages that are part of the standard load.
 - c. Only software purchased through IT or included on a purchased system will be re-loaded.
5. Computer Security, Computer Access, E-Mail, and Network Storage
 - a. IT will work with the student organization leader to configure system security.
 - b. Only one e-mail account per student organization is permitted.
 - c. All new requests for e-mail accounts, data storage on the network file system, and/or restriction of access to a computer(s) must be made by the President of the Student Senate or the student organization's faculty/staff advisor in writing and submitted to the Director of IT. Subsequent changes to a student organization's e-mail account, computer access, or shared files will be handled in the same manner.
 - d. Student organizations are encouraged to store data files in the "My Documents" folder which is the primary file system and most easily re-installed when necessary.
 - e. Student organizations are responsible for backing up all files on external media (CD, DVD, or USB drive) or on the network storage system (quota = 25MB per organization).

Financial Procedures

General Information

- All financial procedures must also adhere to the policies of the Student Government Financial Policy Handbook, a copy of this handbook may be requested from Student Government.
- All Student Government funded organizations' financial transactions (purchase orders, reimbursements, memberships, cash advances, etc.) **must be approved and signed by the organization's advisor, the Student Body Treasurer and the Student Government Advisor** prior to the organization making any financial commitment. The only variations to this are for purchases from on-campus sources (i.e. Food Service, Bookstore, Printing Services, Buildings & Grounds, Safety & Security, etc.)
- Each Student Government funded group is issued a Jacket Express Card to use at the Bookstore. If your group needs a card contact the Student Body Treasurer at x2308.
- *Failure to adhere to the policies outlined in this publication and other Student Activities and/or Student Government Financial Policies may result in the freezing or forfeiture of your organization's funds until a complete investigation is conducted.*
- For further information for Student Government funded organizations, refer to the Student Government Financial Policies Handbook.
- If you have any doubts regarding financial issues or if you have any questions, first call the Student Body Treasurer (x2308) or call the Chair of the Student Government Finance Committee (x2308).
- It is the responsibility of the treasurer of each student organization to keep accurate records of the group's finances and to be sure the group stays within its annual budget.
- Organizations may not use their funds, and will not receive approval, for the purchase of items for personal use.
- **The College will not reimburse for sales tax.** When purchasing items take a *Tax Exempt Form* which may be obtained from the Student Body Treasurer, the Purchasing Office or the Finance Office.
- The treasurer of each Student Government funded organization **MUST** attend a Treasurer's Workshop, hosted by the Student Body Treasurer, each fall for the organization's account to be activated. Failure to attend one of the workshops will result in the freezing of the groups account until they meet with the Student Body Treasurer.
- To purchase items through Printing Services and Food Services, the organization's account will be charged directly. See the appendix for the correct form to use.
- Work and plan at least two weeks in advance

Getting a Check Issued

General Information

**** If your organization is funded by Student Senate you MUST submit your check requests to the Student Body Treasurer AFTER your advisor has signed them. If you do not follow this policy the following could happen:

- Your check will be delayed
- You will be fined by Student Government
- Repeated incidents could result in a loss of funding for the following year
- All Finance Office processes are computerized, therefore it is absolutely impossible to go to the Finance Office and have a check written, no matter the emergency.
- Allow a total of 7-10 working days to process checks.
- As a tax-exempt institution Baldwin-Wallace College will NOT reimburse for any sales tax paid on an item. A *Tax Exempt Form* is available from the Student Body Treasurer, Purchasing Office or Finance Office. **NO ONE WILL BE REIMBURSED FOR TAX.**
- Checks are issued through the College Finance Office for a variety of organizations needs. These include:
 - Stipends
 - Travel advances/expenses
 - Hotel reservations
 - Registration fees and memberships
 - Speakers and entertainers
 - Subscriptions
 - Reimbursements over \$75
- Organizations need a check cut for one of the following transactions:
 - Payment
 - Reimbursement (over \$75)
 - Advance
- The Finance Office writes checks Monday thru Thursday. Friday is exclusively for payment of College invoices. Therefore, checks are not printed on Friday.

Payment

1. To request a check for payment, fill out a *Request for Purchase Order, Check or Cash Form*, staple the appropriate paperwork (invoice, order form, or registration form), complete the “Finance” section, and have your advisor sign in the area labeled “Special Instructions.”
2. A check requires a Federal ID Number or Social Security Number and complete address when paying for: Speakers, Entertainers, Stipends, and/or Honorariums. Without this information, a check will not be issued.
3. Place the completed form in the Student Body Treasurer’s Mailbox located outside the Student Government Offices in the lower level of the Student Union.
4. Request for checks are recorded and signed by the Student Body Treasurer and Student Government Advisor and then sent to the Finance Office.
5. When a check is cut, the Finance Office will either send the check through campus or US mail or contact the person identified on the *Request for Purchase Order, Check or Cash Form* to pick up the check.

Reimbursement (over \$75)

1. To request a check for reimbursement for more than \$75, fill out a *Request for Purchase Order, Check or Cash Form*, staple the appropriate paperwork (receipts) to the forms, complete the “Finance” section, and have your advisor sign in the area marked “Special Instructions.”
2. You will not be reimbursed without receipt(s).
3. Place completed form in the Student Body Treasurer’s Mailbox.
4. Request for checks are recorded and signed by the Student Body Treasurer and Student Government Advisor and then sent to the Finance Office.
5. When a check is cut, the Finance Office will either send the check through campus or US mail or contact the person identified on the *Request for Purchase Order, Check or Cash Form* to pick up the check.

Advance

1. To request a check for an advance **over \$75**, fill out a *Request for Purchase Order, Check or Cash Form*, complete the “Finance” section and have your advisor sign in the area marked “Special Instructions.”
2. Place completed form in the Student Body Treasurer’s Mailbox.
3. Request for checks are recorded and signed by the Student Body Treasurer and Student Government Advisor and then sent to the Finance Office.
4. When a check is cut, the Finance Office will either send the check through campus or US mail or contact the person identified on the *Request for Purchase Order, Check, or Cash Form* to pick up the check.
5. After the money is utilized, deposit remaining money at the Cashier’s Office into the organization’s account, complete the *Travel and Expense Form*, attach all receipts, yellow deposit slip (from the Cashier’s Office), and teal form with check stub to reconcile. The person whose name the advance was in must complete the *Travel and Expense Form*.
6. Place completed form in the Student Body Treasurer’s Mailbox
7. Information is recorded and signed by the Student Body Treasurer and Student Government Advisor and then sent to the Finance Office.
8. All advance paperwork must be returned within 10 days from the return date of the travels (for travel advances), or receipt of check (for misc. advances). Organizations that do not adhere to this policy may lose advance privileges.

Reimbursement (under \$75)

1. To request a check for payment, fill out a *Request for Purchase Order, Check or Cash Form*, staple the appropriate paperwork (receipts) to forms, complete the “Cashier” section and have your advisor sign in the area marked “Special Instructions.”
2. Place completed form in the Student Body Treasurer’s Mailbox.
3. The *Request for Cash* is recorded and signed by the Student Body Treasurer and the Student Government Advisor.
4. The white copy of the *Request for Purchase Order, Check or Cash Form* will be placed in the organization’s mailbox in the Student Life Center to be picked up.
5. Take the form to the Cashier’s Office in Bonds to receive cash.

To Purchase Something through the Purchasing Office

1. Call the Purchasing Office at x2444 to have them identify qualified sources of supply for the items needed. Mutually decide on the supplier to purchase from.
2. Ask for the cost of the purchase in advance from the Purchasing Office. The Purchasing Office will make sure the company will accept a B-W Purchase Order. P.O.'s legally commit the College to pay the bill.
3. Fill out the Purchasing section of the *Request for Purchase Order, Check or Cash Form*
4. Put the *Request for Purchase Order, Check or Cash Form* in the Student Body Treasurer's Mailbox. The Treasurer will co-sign the request with the Senate Advisor. The Treasurer will then take the white copy to the Purchasing Office for processing. The signed yellow copy will be put in the organization's mailbox in the Student Life Center.
5. Once your organization receives the item(s) purchased, send the completed yellow copy of the Request for Purchase Order, Check or Cash Form to the Accounts Payable Office. This verifies that the merchandise has been received and that it is okay to pay the invoice.
6. If for some reason the organization has the invoice, attach the invoice to the yellow copy and send them to Accounts Payable when the merchandise has been received.

Stipends

Some organizations are approved to pay stipends (i.e. The Grindstone, Exponent Campus Media). The procedure is as follows:

- Follow the same process outlined in the aforementioned "Payment" section, except, do NOT place an account number on the *Request for Purchase Order, Check, or Cash Form*.
- It is the responsibility of the organization President and Treasurer to make sure stipends are accurate and on time.
- No Student Government member or full-time undergraduate student in an organization using the funds received by Student Government may receive a stipend exceeding \$500 per semester.
- Semester stipends will not be paid until the 12th week of each semester.
- Stipends will be included in with the student's paycheck. Stipends will not be issued as a separate check.
- Students receiving a stipend must complete financial paperwork with the Student Employment Center (SEC) in the Bonds Administration Building.

Bank Accounts and Cash Deposits

- All student organizations that receive College funding through Student Government must have account numbers through the Finance Office.
- Any money collected from dues, admission charges, advertising, fundraisers, etc., must be deposited in the organization's B-W account.
- Deposits can be made by taking the money to the Cashier's Office in Bonds.
- No Student Government funded organization may open a bank account off-campus.

Petty Cash

- No Student Government-funded organization may keep a petty cash account without the prior permission from Student Government.

Creating a Healthy Organization

Recruitment

Before you try to recruit new members, your organization should address the following questions:

- Are all present members familiar with the organization, as well as the special attributes, people and experiences which the organization presently provides, so they can relate these issues to potential members? This information is necessary in order to stimulate the interest of potential members.
- If you are not satisfied with your answers to any of the questions above, you may find it helpful to consult with members of the Student Activities staff. The staff can assist you in improving the operation and image of your organization.
- Is this organization functioning properly? An influx of members will not solve organizational/internal problems. You may be able to attract new people, but you will not be able to keep them.
- What image does your organization project to those students who are potential members? If your image is poor, take steps to improve it before attempting to recruit.
- Who is your organization trying to recruit? You should make a special effort to attract those students whose interests and skills are similar to your organization's purpose and goals.

When you are ready to start your recruitment campaign, you might find useful some of the methods listed below:

- Ask each present member to bring one new member to the next meeting
- Ask students who always attend your events if they are interested in joining your organization
- Have an "open house" meeting for interested students
- If you need students with special talents, contact the faculty and ask for their advice regarding potential members
- Participate in the Involvement Fair during Weekend of Welcome
- Send out general notices/brochures/banners advertising your group and requesting students to join
- Set up recruiting tables in heavily traveled areas of the campus
- Talk to friends who you believe are interested in your group
- Talk to Resident Assistants (RAs) and Commuter Service Staff to get ideas of students who might be interested in joining your organization
- Work with *Exponent Campus Media*, which includes the student newspaper staff to include a feature story on your organization and its activities. Include the name of a contact person in the news release.

Retention

Once your organization's membership is where you want it, how do you keep the members active and involved? Members make your organization work, their value and contributions are vital to your very existence. Thus, it is important to create an atmosphere where members feel good about their involvement with your organization, and are willing to continue giving of themselves. As you work, reward members for their efforts – remember that rewards can take many forms...they don't need to cost money or consume hours of time.

Rewards simply let people know that you care about them and recognize and appreciate the things that they are doing for you and the organization.

Retention con't:

Some ideas on how to give recognition that lead to member retention include:

- Accept member individuality
- Be familiar with details of the organization's programs
- Be pleasant
- Create a newsletter and commend members
- Defend against hostile or negative staff
- Encourage participation in team planning
- Honor member preferences
- Make good plans
- Plan annual events
- Plan staff team-building retreats/events
- Post newsworthy information in *The Exponent* or on banners
- Praise members to their friends
- Provide opportunities to send members to conferences
- Recognize personal needs/problems
- Say "thanks"
- Send birthday cards
- Smile and greet people by name
- Start a "Member of the Month" program
- Surprise members with fun notes, cards, etc.
- Take time to fully explain things
- Take time to talk

Publicity

Good publicity is essential for a successful event!

- All publicity advertising your event should contain:
 - *Time and date of event
 - *Place
 - *Name of the Event
 - *Admission charge – even if it's free
 - *Sponsor's Name
 - *Special information particular to your event
- Colors and borders will allow posters to stand out on crowded bulletin boards
- Costumes, buttons, bookmarks, paper footprints leading to the event, T-shirts, sidewalk chalk, banners, radio/newspaper announcements, handouts, table tents, balloons with event information, candy with messages, door knob hangers, announce future events at current ones
- Make sure you obtain permission to hang posters on bulletin boards
- Part of an event's budget should be allocated for publicity. However, creative publicity doesn't need to be expensive, just creative. Remember that 500 copies are allotted per student. Make copies at Printing Services instead of printing them from a computer.
- Place posters in high traffic areas. Don't place too high; position posters at eye level
- Post your PR message in a student bulletin by e-mailing helpdesk@bw.edu
- Publicize your event enough in advance to give everyone a chance to hear about it and make their plans. 10 days to two weeks in advance is a good time span.
- Remember to remove outdated publicity from posted areas after the event
- Stuff the Student Life Center's Organization mailboxes
- When taping posters and flyers use masking tape – not scotch tape

Color in Publicity

- You may use any color paper **EXCEPT RED**. This color is reserved by the College administration to alert the campus community of an emergency situation.

Union Advertising Policy:

BANNERS:

1. Banners can extend no longer than 5 feet wide...anything longer will be removed. Free banner paper and markers are available in the Student Life Center on the 2nd floor of the Union.
2. When making banners, plastic sheeting available in the SLC must be placed under the banner paper so that the marker ink does not stain carpet or table tops.
3. The appropriate locations to hang banners in the Union are in the Dining Hall/Ballroom on the west wall cork rails and on the banner cable in the main lobby.
 - If a program scheduled for the Dining Hall/Ballroom requires that banners be taken down by the custodial staff, they will be stored at the Union Service Desk (Candy Counter). That also holds true for banners hung on the banner wire in the Main Lobby. Service Desk will hold for 2 days, then banners will be discarded.
 - In such cases, it will be the responsibility of students to rehang their banners if they want them to continue being displayed.

FLYERS/POSTERS:

1. Flyers and posters should be displayed on bulletin boards or cork rails.
2. No flyers or advertising pieces will be permitted to be taped to the floor.
3. Any banners/flyers/posters that fall to the floor will be discarded.
4. Only push pins, and thumb tacks should be used to hang flyers/posters.
5. Flyers/posters taped to glass windows will be removed and discarded.
6. No posters/flyers may be hung on the Union front porch pillars.
7. Persons should remove their flyers/posters after the completion of their event.
8. Where tape is used it must be masking tape.

TABLE TENT FLYERS:

1. Table Tent flyers for the Dining Hall and Snack Bar tables must be brought to the Union Director's Office on the 2nd floor of the Union for approval.
 - Table tent flyers must be 5" wide x 7 inches high or less so that they can fit in the plexiglass holders. No one will be permitted to lay flyers on the tables. They will be placed inside the plexiglass holders by Union staff members on Monday mornings.
 - Flyers will be displayed for one week and then removed by Union staff.
 - Table tent plexiglass holders will be removed when the tables in the Union Dining Hall must be moved for a ballroom set up. Union staff will place the holders back onto the tables after the set-up so that publicity can be seen for an entire week.
 - The holders are 6-sided. Only one side may be used by each organization for its flyer so that a maximum of six 6 different flyers can be displayed at once.

CHALKING:

1. Chalking of sidewalks is permissible in areas not under a roof so that rain water can wash away the writing.

CONTENT OF ADVERTISING:

1. The following guidelines apply to the content of advertising/publicity materials:
 - a) No profanity or obscenity.
 - b) Materials may not include text or pictures depicting the sexual exploitation of women or men...ie: Wet T- shirt contests.
 - c) Where alcoholic beverages are advertised there can be no use of text or pictures where alcohol is portrayed as the “main attraction”.
 - d) Where alcoholic beverages are advertised there can be no emphasis placed on the consumption of such beverages that would in any way foster “high risk” use (binge drinking) ie: Cheap discounts or volume specials.
 - e) Where alcoholic beverages are advertised, the aim of such publicity should be the encouragement of responsible drinking, and the treatment of alcohol as an adult beverage within the context of a social, entertaining context.

Residence Life Advertising Policy:

Only student organizations who are registered with the Office of Student Activities may post promotional campus material in the residence halls. Organizations are expected to organize posting by their own members*. Save time and money.....use the *Maximum* Distribution Counts below to determine reasonable quantities to post.

*No member living in a particular hall? E-mail reslife@bw.edu with the following: name and id of student(s) who need temporary access, specific location(s), and *future* access date desired.



IMPORTANT DOs

- DO use 1” masking tape ONLY.
- DO post material on *interior wall* or designated bulletin board space ONLY



MORE IMPORTANT DO NOTs**

- DO NOT use scotch, duct or packing tape.
- DO NOT staple, pin or tack into any wooden/drywall surfaces.
- DO NOT post material on windows or doors, exterior and interior.**
- DO NOT post material over fire safety equipment.

**Damage to facilities will be billed to organization.

MAXIMUM DISTRIBUTION COUNTS

RESIDENCE	FLYERS	POSTERS
21 Beech	2	2
63 Beech	2	1
Bagley	4	2
Carmel	10	3
Constitution	16	4
Ernsthausen	16	8
Findley	14	6
Heritage	24	6
Klein	6	2
Kohler	6	2
Lang	8	4
North	10	5
Saylor	6	2
Apartments***	10	-
TOTALS	134	47

ALL posting material for campus apartments must be sent to the Office of Residence Life for posting by RA staff.

Programming Basics

In order to have the most organized and stress-free event possible, here is a sample of a program checklist you can use prior to the event. You will find helpful ideas and be able to add more of your own. By working through this list you will be able to keep things in better order and keep your group on-task.

Program Checklist

- Name of Event:
- Date and Time of Event:
- Location:
 - Where?
 - Reservation complete at least seven (7) days prior to the event
 - Know policies of using the facility/space
 - Facility set-up arranged
 - Meets target seating capacity
 - Equipment ordered and available
 - Lighting/staging/sound available
 - If after 9pm and outside, write a letter to the Mayor regarding a noise ordinance
 - To sell alcohol at an event complete and obtain a F- Class permit
- Budget:
 - Confirm that your organization has enough money prior to planning event
 - Co-sponsor events when possible/appropriate
- Food/Beverage:
 - Make arrangements with Food Service at least 10 days prior to the event
 - Complete request forms for food with Food Service
 - Obtain any specially requested food/beverage requirements for performers
 - Create “Free Food” ticket if needed
- Contract:
 - Meet with Purchasing Office to review contract
 - Signed by Barb Pavlinsky in Purchasing
 - Sent to agent
 - Hotel reserved
 - Arrival time and transportation for act arranged
 - Check cut (sent to Student Body Treasurer to be signed)
 - Met all needs/specifics in contract/rider
- Publicity:
 - Publicity includes Who, What, When, Where and other accurate information
 - Publicity is hung across campus at least seven (7) days prior to event
 - Request publicity materials from agent
 - Make sure that publicity meets contract/rider requirements
 - Is publicity creative and eye-catching?
 - Sign-up sheets should be available at least seven (7) days prior to event

Program Checklist con't:

The Event:

- Enough staff available as requested on contract/rider (add 2 additional people)
- Everyone is informed about locations and time to meet
- Check in hand for performer (do not give the check until AFTER the performance)
- Arrive at the facilities at least 30 minutes prior to the time your staff is arriving
- Identify locations for staffing and direct staff
- Gather staff for set-up and tear-down and assist performer
- Is there enough staff for tear-down?
- Prizes identified, purchased and at the event
- Evaluation forms given to participants and collected at the end of the event
- Last Minute Details:
 - Is the event confirmed?
 - Confirm facilities set-up
 - Is this checklist complete?
- After the Event:
 - Review participant evaluations
 - Write thank you notes
 - Return equipment
 - Recognize and reward staff members for their hard work

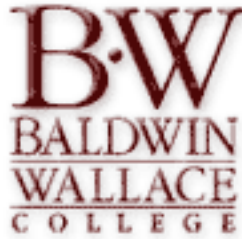
Liability and Insurance Issues

- College organizations/persons sponsoring such activities are protected under the College liability insurance only if the activity is officially (in writing) approved or authorized by the Purchasing Office.
- It should be noted that the liability insurance coverages do not provide medical expense coverage for students injured while participating or as spectators at such activities. The students are responsible for their own medical/hospital coverage.
- Non-College organizations or individuals using campus facilities on a long-term or on-going basis should be required to provide evidence of liability insurance covering their activity and use of premises. Such insurance should name Baldwin-Wallace College as an “additional insured.” Limits of coverage should be at least \$1,000,000 per occurrence.
- Organizations, groups or individuals requesting use of campus facilities for a short-term or single event should also be required to show evidence that they are properly insured (Certificate of Insurance). This is particularly important if the activity is potentially hazardous or dangerous to participants or spectators (i.e. Carnival-type rides, political rallies, karate demonstrations, etc.)
- The aforementioned should be the standard procedure; however it is recognized that all such invitees do not carry insurance coverage. This may be especially true in the use of guest speakers or performers for a limited or single appearance. If the performer does not have the required insurance, have them be in communication with the Purchasing Office to work out an agreement.

Appendices and Resources

Included on the following pages:

- B-W Mission Statement
- Important Campus Phone Numbers
- Advisor Contract
- Non-B-W Advisor Registration Form
- Student Organization Establishment Application Form
- Student Organization Registration Form
- Sample Request for Purchase Order, Check or Cash Form (P.O.)
- Sample Transfer of Funds Form (TOF)
- Sample Travel and Expense Form (T&E)



Baldwin-Wallace College Mission Statement

Baldwin-Wallace College is an academic community committed to the liberal arts and sciences as the foundation of lifelong learning.

The College fulfills this mission through a rigorous academic program that is characterized by excellence in teaching and learning within a challenging, supportive environment that enhances students' intellectual and spiritual growth.

Baldwin-Wallace assists students in their preparation to become contributing, compassionate citizens of an increasingly global society and encourages their pursuit of personal and professional excellence.

Campus Phone Numbers

All campus phone numbers are preceded by (440) 826-

Academic Advising	2188	Residence Life	2114
Academic Affairs	2251	Safety & Security (Emergency)	2000
ACES Programs	2157	Safety & Security (Non-Emergency)	2336
Accounts Payable	2213	Student Activities	2356
Admission	2222	Student Employment/Payroll	3177
Advancement	2323	Student Senate	2308
Alumni & Parent Relations	2104	Switchboard (on campus)	0
American Language Academy	8526	Switchboard (off campus)	826-2900
Athletics (Men's)	2184	Telephone Repairs	6990
Athletics (Women's)	2306	Theatre Box Office	2240
Black Cultural Center	2110	Union Service Desk	2359
Bookstore	2345	Upward Bound	2208
Bursar	2217	WBWC	2145
Career Services	2101	Writing Lab	2417
Cashier	2217		
CARE Office	2356		
Chapel	2175		
College Relations	2325		
Community Outreach	2403		
Commuter Services	2380		
Dean of Students	2111		
Disability Services	2188		
Explorations/Study Abroad	2231		
Finance Office	2212		
Financial Aid	2108		
Food Services, College Union	2412		
Graduate Studies, MAEd	2168		
Graduate Studies, MBA	2390		
Greek Life	2356		
Health & Counseling Services	2178		
ID Office	2410		
Information Technology	7000		
International Support Services	2134		
Intramural Sports	2067		
Learning Center	2147		
Library (Ritter)	2204		
Media Services	2151		
Multicultural Student Services	2356		
Newman Center	243-4955		
Parking Services	2333		
President	2424		
Printing Services	2230		
Purchasing	2444		
Recreation Center	2286		
Registration & Records	2126		