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INTRODUCTION

Student organizations and co-curricular activities provide leadership development opportunities and other beneficial experiences for college students. The purpose of the Student Organization Handbook is to aid student leaders as well as faculty/staff advisors in successfully leading student organizations. It will also help familiarize you with rules and policies related to recognized student organizations. If you have any questions or concerns relating to your student organization, the Student Life Center will provide answers or direct you to the appropriate office for assistance.

Requirements to Register a Student Organization

Saginaw Valley State University refrains from attempting to control or sway the personal opinions or beliefs of students or their organizations. Registration of groups does not indicate that the University supports or adheres to the view held or positions taken by such groups. SVSU will not be held liable for actions taken against an organization because of its registration with the University.

Three criteria are necessary to register a student organization at SVSU.

- At least three enrolled SVSU students (undergraduate or graduate status) must agree to be members of the organization.
- The students must identify a faculty or staff member who is willing to serve as the organization's advisor.
- The students must submit a signed and dated Agreement for Registered Student Organizations, a written constitution, a student membership list with at least 3 student identification numbers, and the name of the faculty/staff advisor to Student Life.

Registrations must be renewed each year in the fall semester (i.e., if your first time registering is in the winter semester, you'll need to register again in the fall). If at any time information about your group changes (such as its name or status of officers and advisor) you should notify Student Life immediately in writing.

Compliance with University policies and regulations

Student organizations are required to comply with University policies and regulations. Failure to comply may result in loss of privileges, revocation of registration, or other administrative action for the group and penalties for individual members through the Code of Student Conduct. Additional information on University disciplinary procedures may be obtained in the Saginaw Valley State University Code of Student Conduct.

PRIVILEGES AND BENEFITS OF REGISTERED STUDENT ORGANIZATIONS

Through the Student Life Center, Saginaw Valley State University provides certain privileges to registered student organizations in good standing. Contact Student Life to learn more about the following opportunities for your organization:

- Eligibility to host events, programs, and fundraising activities on campus
- Free or significantly discounted use of University facilities
- Invitation to student and organizational recognition events
- Opportunities to attend leadership development programs

- Permission to post publicity materials on University bulletin boards and in designated areas
- Access to use the Student Life Center Student Organization room

OTHER UNIVERSITY SERVICES

The following University departments offer services to registered student organizations:

- The **Controller’s Office** will set up a **free agency account** for depositing organizational funds and processing purchases.
- The **SVSU Graphics Center** will provide **printing services** to your student organization on a fee basis. The Graphics Center is located in the Administrative Services Building. Orders submitted to the Graphics Center must be “ready to copy.” Complete information on services and cost is available through the Graphics Center at 964-4278.
- The **SVSU Purchasing Office** will help student organizations **issue competitive bid requests** when they are buying goods or services as long as the organization has an SVSU agency account. By using the bid request process, the student organization will ensure that they are getting the **best price possible** in the local marketplace. The Purchasing Office phone number is 964-4101.
- The **SVSU Motor Pool will rent vehicles** to student organizations for trips away from campus for a per-mile fee. Vehicles must be requested with the proper form prior to the date of need. The student organization must have a University agency account set up so that Motor Pool mileage can be charged accordingly. Motor Pool requests are available in University Facilities Service Building (964-4080). Attendance of the student organization’s advisor is necessary for vehicle reservation. If the advisor is not attending the trip, then special approval from the Assistant Vice President for Student Services and Enrollment Management is required.
- **Student Life** will provide **free on campus file/storage space** for registered student organizations on a first-come first-served basis as space allows.
- **Information Technology Services** will set up **free organizational website** space for registered student organizations. Simply request this service by picking up an On-Campus Event form in Student Life.
- **Evening Services** will set up a **free voicemail account** for any registered student organization with an On-Campus Event form from Student Life.
- **Student Life** provides a **free organization mailbox** for all registered student organizations. These mailboxes are where groups will receive information on upcoming events and opportunities. Registered organizations may also use the Student Center as a mailing address for the United States Postal Service. The address is:

Your Organization’s Name
 Student Center
 7400 Bay Road
 University Center, MI 48710

- **Student Association** allocates funding for on-campus events, programming and conference attendance. The Student Association phone number is 989.964.4232.

STUDENT HANDBOOK

The Student Handbook contains various policies and procedures that may apply to the operation of your student organization. The following **excerpts** may be of particular relevance to student organizations. Student Life encourages you to refer the Student Handbook to familiarize yourself with all applicable policies and procedures or contact us if you have any questions about University policies and procedures.

Policy Concerning the Use of Alcohol and Other Drugs

All members of the University community are responsible for their behavior within the context of Michigan law and University regulations. Saginaw Valley State University prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances and/or alcohol in compliance with the Drug-Free Workplace Act of 1988, Subtitle D, Section 5152 and the Drug Free Schools and Communities Act Amendments of 1989, PL No 101-226.

Alcohol Policy Regulations (see the Student Handbook for a complete list of regulations)

- All provisions of state law pertaining to possession and use of alcohol, furnishing of alcoholic beverages to minors, and falsification of identification for the purchase of alcoholic beverages will be enforced.
- Furnishing alcohol to an obviously or visibly intoxicated person, regardless of age, is prohibited.
- Kegs of any size or any common source of alcoholic beverage are not permitted on campus without University approval.
- Alcoholic beverages are not permitted at athletic events, concerts, or any other event open to the campus community or general public, without prior authorization.
- Student organization funds will not be used for the purchase of alcoholic beverages.
- It is expected that students will exercise good judgment and appropriately report observed violations in progress. Failure to take appropriate action may be interpreted as collusion and will be referred to the Student Conduct office accordingly.

Alcoholic Beverage Policy for Approved University Functions

Applications and guidelines are available from University Conference and Events Center (989.964.4348). All provisions of the SVSU Policy Concerning the Use of Alcohol and Other Drugs are in effect for approved functions.

- Consumption of alcohol is permitted by those 21 years of age or older on campus during an approved University function.
- Organizations that receive a special liquor license, may serve alcohol.
- Alcohol must be served by University Campus Dining personnel. Activity participants are not permitted to supply their own beverages.
- Advertising in University publications or publicized notice on or off campus of the availability of alcoholic beverages at any event sponsored by a University group or individual is prohibited.

Off-Campus Activities

The University accepts no responsibility for the use or distribution of alcoholic beverages at off-campus social functions sponsored by University-related organizations or individuals. All persons planning or attending such an off-campus activity should be aware of the alcoholic

beverages laws that apply to the situation. Each person participating in the activity assumes responsibility for his or her own actions. Violations of pertinent alcoholic beverage laws may result in disciplinary action by both the University and civil authorities.

Code of Student Conduct Regulations

The following Code of Student Conduct regulations may be particularly relevant to student organizations. Again, Student Life encourages student organizations to familiarize themselves with all Code of Student Conduct regulations.

Fires (regulation 1.6.11): *No student shall set a fire or create an open flame, such as candle burning, anywhere on University property without prior written authorization from University Police, except in approved grills in designated picnic areas.*

The rituals and traditions of many student organizations often include the use of candles. It is important to remember that the fires regulation in the Student Code does apply to burning candles. If your organization is interested in hosting a bonfire, please read the bonfire procedure in this handbook.

Hazing (regulation 1.6.17): *Hazing in any form is prohibited.*

It is important to remember that hazing can occur in any organization. Hazing is defined as any action or situation created, whether on or off campus, to produce mental or physical discomfort, servitude, harassment, anguish, embarrassment and/or ridicule. This includes paddling, creation of excessive physical or psychological fatigue, shocking, wearing any apparel which is conspicuous and/or not in good taste, stunts, buffoonery, morally degrading or humiliating games or any other activity which is not consistent with fraternal law, state law and/or the policies of Saginaw Valley State University. All instances of hazing should be reported immediately to a professional Student Life staff member. Hazing incidents will be adjudicated through the University's Student Conduct Program.

Student Organizations (regulation 1.9): *All organizations that sponsor activities in violation of laws or regulations are subject to discipline under the Student Code. In addition, all members and nonmembers who participate in this activity may be disciplined individually.*

While the University does not formally approve student organization events held off-campus, it is important to remember that individuals and organizations may be disciplined through the Student Code if participants in an event or program violate laws or regulations.

HOSTING ON-CAMPUS EVENTS AND PROGRAMS

The following guidelines have been adopted to ensure that student organization events and programs held on the Saginaw Valley State University campus are safe, secure and successful. Only SVSU student organizations registered with the Student Life Center will be granted permission to reserve facilities and/or sponsor on-campus events and programs. Student organizations sponsoring events must follow proper procedures and abide by SVSU, local and state ordinances.

Contracts, Liability, and Risk Management

Student organizations, their advisors, officers, members, staff or activity participants are not covered by University or State of Michigan insurance policies or self-insurance plans. Students participating in student organizations should be certain that they have adequate insurance coverage should injury, damage or theft occur during a student organization sponsored event. Your organization may want to consider having participants sign liability waivers prior to an event. Sample language for the waivers is available in Student Life.

Student organizations may not hold themselves out as being a part of, controlled by, or acting on behalf of the University. Student organizations shall take affirmative steps in all of their business and dealings with third parties (including, for example, performers, service providers, etc.), to explain the organization's relationship to the University. As one of such steps, Student organizations shall include the following statement in letters, contracts, publications, and other such written materials: *"Although this organization has members who are SVSU students, the organization is independent of the corporation which is the University and which is not responsible for the organization's contracts, acts, or omissions."*

Student organizations must obtain approval for events or activities occurring on SVSU property from Student Life prior to making any contractual arrangements or releasing any publicity which commits the use of University facilities. The University may require proof of insurance from the student organization and/or any third party involved in an on-campus event or program as well as indemnity/hold harmless language in all contracts.

The On-Campus Event Form – a.k.a. the Blue form

Student Organizations must complete an On-Campus Event form for **all** events or programs held on campus. The Student Life Center is the only office that issues On-Campus Event forms. When you pick up your form, a staff member will ask some basic questions about your event/program and indicate on the form which University offices will need to be contacted by your organization to schedule the event. On-Campus Event forms should be completed a minimum of two (2) weeks prior to the date of the event (30 days for dances, parties and large social events). Student organizations that choose not to provide complete and accurate information may jeopardize the privilege of sponsoring on-campus events.

Student Center rooms with routine set-ups are available for student organization use at no charge. The Student Center rooms are the Unity Room, Multipurpose Room, Rotunda (space outside of the SVSU Bookstore), wedge lounges, and the arcade/cage. Non-routine set-ups (e.g., staging, over 50 tables or 300 chairs, pipe-and-drape, etc.) may result in charges for required labor.

Other University facilities, (e.g., classrooms, conference rooms, Rhea Miller Recital Hall, Performing Arts Theatre, Ryder Center, Founders Hall, outdoor venues, etc.) are available for reservation by student organizations, but may require set-up or usage fees. You will be notified at the time of booking if your organization will incur set-up or usage fees associated with your event or program. Activities taking place in or near University Housing facilities must be approved by the Resident Director of the facility in question through the blue form process.

Organization Responsibilities when Hosting Events and Programs

Sponsoring student organization members are responsible for:

- Being available for entertainers and delivery personnel at contracted times and locations
- Securing entrances and exits to the facility during the event
- Monitoring restroom facilities and room(s) of event for safety (spills, fire hazards, etc.)
- Identifying and confronting those participants exhibiting improper behavior
- Circulating through the facility, adjacent corridors and parking lots to check for potential issues
- Removing decorations, bagging refuse and cleaning furniture surfaces.
- Reporting property damages immediately to the University Police department and the Student Life Center.
- Ensuring that the event ends before the stated building closing time, except with permission from the building supervisor and from the Assistant Vice President of Student Service and Enrollment Management.

Student organizations hosting social events may be required to pay for University Police or private security officers to assist in securing and monitoring the facilities, corridors and parking lots associated with the event. The number of officers needed at each event will be determined at the sole discretion of the University Police department. Events that may require security officers include but are not limited to:

- Social events that are open to persons other than SVSU students, faculty and staff
- Social events that require an admission fee or donation
- Social events at which more than 150 people will be in attendance.

Publicity and Posting Policy

Student organization events and programs will not be advertised to the general public via radio, television, newspapers, flyers, et cetera. Social events will not be advertised to middle or high school students. An exception may be obtained from the Student Life Center in collaboration with the University Communications office especially if the event is co-sponsored with a University department. Student Life reserves the right to remove posted material not in compliance with posting guidelines.

All postings must be approved by the Student Life Center. The following guidelines will be followed for all publicity and postings.

- Postings will be approved for a maximum of two (2) weeks. The final day of the two (2) weeks will be stamped on the poster (exceptions: bus schedules, year-long calendars).
- Postings are not permitted on walls, doors, floors, ceilings or windows.
- Posting is limited to one (1) posting per bulletin board.
- Postings must not exceed 11" x 17" in size.
- Postings should be neat, accurate, contain full information, and be in good taste. The material must clearly identify the sponsor, representative or group responsible for the notice.
- Postings must be removed immediately by the sponsoring organization after the event or program date or the allotted two (2) week posting time, whichever comes first.

- The Resident Director of each University Housing facility must approve any publicity displayed in public areas or distributed door-to-door in that facility. Campaign activity must be approved by each Resident Director on a case-by-case basis. You can obtain this approval by completing the On-Campus Event form from Student Life.
- Sidewalk chalk or any other form of “graffiti” on any outdoor or indoor space on the SVSU campus is strictly prohibited.
- Advertisements and solicitations by off-campus entities will not be approved by the Student Life Center.

Banners and Window Painting

Student organizations may post large banners on windows or paint windows in two campus locations: the North side of Brown Concourse and designated windows in the Student Center. Paper and markers are available for sale in the Student Center. Student organizations wishing to paint windows are responsible for purchasing any necessary materials and cleaning the window after the event. If the window is not thoroughly cleaned in a timely manner, the student organization will be billed for the labor cost to clean the window.

This privilege is made available for the purpose of advertising student organization or university-sponsored events or service only. Window space will be allotted on a first come - first served basis. The banners must be hung by **silk tape** only. Any tape residue must be cleaned from the windows when the posting is removed. Banners must be neat and legible and may not exceed 6 feet in length or width. Each banner must be stamped by the Student Life Center prior to posting.

Ceiling Signs

The privilege of hanging ceiling signs is available to student organizations, offices, academic departments and other groups registered with SVSU on a first come - first served basis. This privilege is made available for the purpose of advertising University services and events. Ceiling signs are limited to the following locations: Brown Concourse from Wickes Hall to Evening Services, Zahnow 1st floor hallway, Zahnow 2nd floor hallway from Library to Copy Center, Curtiss Hall 1st floor hallway in front of Housing and Residential Life office. All ceiling signs must be approved by the Student Life Center and must have the “approved posting” stamp prior to being posted.

Campus Publications

To have your event listed in a campus publication contact each publisher at least three weeks in advance of the event. Also, consider publication dates and how they coincide with the date of your project or event. SVSU campus publications and phone numbers are listed here.

- *Valley Vanguard* student newspaper 964-4248
- *CastNET* campus television announcements 964-4170
- *Interior* faculty and staff newsletter 964-4039
- *Student News* website 964-4170

Display Cases

Display cases are available in Brown Hall for use by student organizations. Student Organizations may reserve a display case by contacting the Student Life Center. Displays must

be in good taste and promote the student organization or a specific event sponsored by the student organization.

The Media: Radio, Television, Newspapers

Contacts with the media are handled exclusively by the Office of University Communications. Please notify this office if you would like your project or event covered or publicized by local media personnel. University Communications is located in Wickes 389, 964-4039.

Violation of the Posting Policy

Student Life reserves the right to deny approval of any notices and to remove materials as deemed necessary. Student organizations, individuals, departments and offices found to be in violation of this policy may have their notices removed and/or lose their posting privileges. Posting is available for the purpose of advertising services and events only. Disciplinary action through the Code of Student Conduct may be pursued if an organization or individual violates any part of the posting policy.

Fundraising Events and Projects

Only student organizations registered with Student Life will be granted permission to conduct projects for the purpose of producing revenue. All student organization fundraising projects must be in compliance with the rules, regulations and/or policies of SVSU, local authorities and the State of Michigan.

For the purpose of this policy, all activities involving the collection of money by registered student organizations are defined as fundraising projects. Fundraising projects include the selling of the goods, services, advertising, printed materials, tickets, prize give-a-way tickets, rental of table space, etc. The solicitation of voluntary contributions and charging admission to an on-campus event are defined as fundraising projects. Dances and parties with admission charges must comply with this policy as well as the dances and parties regulations in this handbook.

The following guidelines have been established for the purpose of assisting student groups in raising funds.

- All fundraising events and projects must be registered with and approved by the Student Life Center. Student organizations may apply for approval of a fundraising event or program by completing an On-Campus Event Form (blue form) at least two (2) weeks prior to the event or project date. Please note that an On-Campus Event Form is required for fundraising activities even if the activity does not require the use of SVSU facilities. Examples of fundraising projects that may not require the use of SVSU facilities are raffles, phone order sales, ticket sales or the selling of merchandise from a portable box.
- The establishment of booths and/or tables for selling literature, publications, goods, services and tickets by student organizations is restricted to the locations listed below. Each student organization may be granted approval to use any of the following locations a maximum of once each month per location.
 - The hallway of Doan Center near the Student Center
 - Designated areas in Brown Concourse, and Zahnow Concourse
 - Designated areas of the Ryder Center
 - The area near the library entrance (first floor)

- Groening Commons in front of lounge G-5
- Designated areas in the Student Center
- No solicitation will be approved in Housing facilities except by organizations associated with Residential Life. Residential Life organizations must obtain approval by the Resident Director in each facility in addition to completing the Program Form.
- Door-to-door and office-to-office solicitation for the purpose of raising funds is strictly prohibited on campus; this includes all residential rooms, classrooms, and faculty/staff offices.
- All projects requiring the usage of campus building space must be kept clean and attractive. Student organizations conducting fundraising projects are responsible for cleaning up any litter resulting from the event. SVSU reserves the right to charge student organizations for additional cleaning services if necessary at the sole discretion of SVSU.
- Damage to University property must be reported immediately to the Student Life Center and/or University Police. The sponsoring student organization is responsible for monetary reimbursement for damage to University property. The University will designate the form and manner of repayment. Failure to comply will result in disciplinary action through the Student Conduct office.
- Student organizations may be required to pay a standard charge for University services and/or facilities required to facilitate the operation of the project.
- Student organizations sponsoring raffles, card tournaments, bingo games, or casino nights (also called millionaire parties by the State of Michigan) that require an entrance fee or the purchase of poker chips, bingo cards, etc. and feature cash winnings or prizes must abide by guidelines set forth by the State of Michigan. License applications are available through the Bureau of State Lottery (<http://www.michigan.gov/lottery>). Allow a minimum six weeks for processing. A copy of the license must be submitted with the On-Campus Event Form.
- Food sales are limited to baked goods only (e.g., breads, cookies, doughnuts, pies, cakes, candies, etc.).
 - All items must be individually wrapped in cellophane until the time of sale to reduce direct handling.
 - Items may not require any heating or refrigeration to be served.
 - Items may not be the same factory-packaged items found in vending machines on campus or any Dining Services facility.
 - No sales of soda or soft drinks are allowed, pre-packaged or otherwise.
- Some fundraising activities may require filing proof of insurance with the University. The amount and type of insurance will vary.
- The Student Life Center retains the right to grant or deny applications for fundraising projects. If an application is denied, the reason for denial will be provided in writing. Appeals should be addressed first to the Director of the Student Life Center. If the student organization does not receive a response that it deems suitable, then appeals should be addressed to the Vice President of Student Services and Enrollment Management, whose decision will be final.

Bonfires

The University supports and encourages all student activities that promote and enrich the campus environment, including bonfires. In order to sponsor bonfires on campus the proper procedures listed below must be followed.

A registered student organization may request permission to host a bonfire through Student Life by completing an On-Campus Event Form (“the blue form”) a minimum of 20 working days prior to the date of the event. By obtaining signatures on the On-Campus Event Form, the student organization will notify the following departments:

University Police

- Will contact Kochville Township Fire Department to obtain a burn permit.
- May cancel the event due to high winds or other safety concerns.
- The student organization’s faculty/staff advisor must provide a cell phone number to University Police at which he or she may be reached during the event.

Campus Facilities

- Will provide and stack the wood for the fire in the designated bonfire location (near the intramural fields) and clean up the site after the fire.
- Will provide a water type fire extinguisher which must be in the possession of the student organization’s advisor during the event.

Conference & Events Center

- Ensure that there is no campus event previously scheduled for the same date whose attendees will compete for parking.

The student organization members and/or their faculty/staff advisor are responsible for the compliance with the following regulations.

- The advisor must contact University Police via cell phone when he or she arrives at the fire location and be present during the entire event.
- No accelerator (i.e., lighter fluid, gasoline, etc.) may be used to start the fire nor once the fire is started.
- The advisor and at least three organization members must monitor the area for safety at all times, if necessary calling for assistance from University Police.
- The advisor must identify and confront participants exhibiting improper behavior.
- The organization is responsible for extinguishing the fire at the end of the event.
- The advisor must notify University Police via cell phone at the end of the event and await the on-duty officer’s approval before departing the fire location.

Dances, Parties, and Large Social Events

If a student organization hosts a dance or party on the SVSU campus, the following procedures must be followed:

Approval Period

- Dance and party approval will be granted only if an On-Campus Event Form is completed 30 days prior to the event.

- Dances and parties are approved on a first come - first served basis. Only one dance or party will be approved on campus per weekend night.

Publicity

- All publicity materials must state: “Valid University or Picture I.D. Required. Non-SVSU students must have an SVSU Student host and be 18 or older to attend ”
- All publicity materials must be approved by the Student Life Center prior to use.

Event Management

- An SVSU professional staff member or employee of a private security company must be present to check the identification of all party or dance attendees before they are allowed to enter the venue.
- Each attendee must be a member of at least one of the following classes to be admitted:
 - SVSU students with SVSU student identification
 - Non-SVSU college/university students who are affiliated with the sponsoring organization and have valid college/university and picture identification
 - Guests of an SVSU student (one guest per student) with valid picture identification proving that they are 18 years old or older. The guest and host will be required to print their names in a guest log prior to admittance. SVSU students cannot sign in guests they do not know. SVSU hosts are responsible for the behavior of their guests.
- No new students or guests will be allowed into the party or dance after 12:30 a.m.
- All dances and parties will end promptly at 1:30 a.m.

Labor and Security Charges

- The student organization is responsible for the security of the event. Any “mess” or damage to property indoors or outdoors caused by patrons of the dance or party will be the responsibility of the sponsoring student organization.
- The student organization will pay for any labor and/or private security necessary for the event.
- The student organization is responsible for searching individual purses and bags prior to admission (by law, this cannot be performed by a uniformed officer). If security is deemed necessary for the event, searches may be conducted by a private security employee using a metal detecting wand.

Alcohol and Drugs

- Alcohol, illicit drugs or tobacco product use on the premises is strictly prohibited.
- The sponsoring student organization is responsible for ensuring that none of the dance attendees are using alcohol, drugs or any tobacco products during the dance.
- Attendees may use tobacco products as long as they are outside the building and not within 25 feet of any building entrance.

Policy Violations

Violations to these procedures will result in Student Code of Conduct charges for the student organization as an organization and/or the individual members of the organization.

OTHER GUIDELINES

Use of SVSU's Name and Logo

Use of the University's name in the identification of the organization and in the sponsorship of activities and events requires that you list your organization's name first, and the University's name second. For example: "The XYZ Club at Saginaw Valley State University." SVSU letterhead, stationery, memo paper, and envelopes are for office and departmental use only. University letterhead and stationery are not to be utilized by student organizations.

When identifying with the University through graphics such as printing the name or logo on apparel or publicity materials, consult with the Student Life Center prior to ordering or committing to purchase. Student organizations are obligated to follow licensing guidelines if they are planning to sell items with the SVSU name or logo to the general public. When planning to sell items with name or logo to the general public, samples of product designs must be approved by University Communications. Items with the University name or logos purchased by student organizations for sale or distribution exclusively to students are exempt from licensing requirements.

The University seal is reserved for official and Presidential use and should not be used on posters, apparel or giveaway trinkets. The licensing contact in University Communications will not supply artwork containing the seal to vendors without prior approval from the Assistant Vice President for Student Services and Enrollment Management.

Organization Funds and Finances

Student organizations at SVSU are encouraged to utilize the banking and accounting services provided with the establishment of a free on-campus agency account. Requests for agency accounts should be directed to the Controller's Office, 373 Wickes.

SVSU faculty and staff who are advisors to student organizations have special responsibilities. An area which can cause situations of embarrassment to both the institution and the advisor involves inappropriate handling of monies. The University strongly recommends the establishment of an agency account in the University's financial system rather than a checking account at an off-campus bank. The Controller's Office should be contacted by the organization's advisor for account guidelines.

If a student organization chooses to open a checking account with an off-campus financial institution, the University advises having three persons authorized to sign checks with two of the three authorized persons' signatures required for the check to be valid. This facilitates authorized payments if one person is not available and provides better financial controls. As an additional internal control measure, checking accounts should be reconciled on a monthly basis. The University also strongly urges your student organization to not have a debit, credit or ATM card.

Also, the University advises that no wages should be paid from off-campus accounts. If a person is paid more than \$600 a year, the IRS requires the reporting and prompt remittance of any payroll taxes required to be withheld. If this is not done, the IRS may hold the advisor personally liable, including the assessment of interest and penalties. However, if an agency

account at SVSU is utilized, the University has practices in place to handle payroll-related requirements for the student organization.

It is important that if a student organization and a University department co-sponsor an activity they have a discussion with the Controller's Office involving the proper handling of financial transactions related to the activity.

If a student organization at SVSU is dissolved or inactive for two (2) calendar years, at the beginning of the third year, funds in that organization's accounts will be put into a special University account. Funds will then be utilized for leadership programs and services designed to benefit student organizations.

Purchasing T-Shirts and Novelties

The University has negotiated price with a local vendor for screen printed long-sleeve and short-sleeve 50/50 blend T-shirts. Because the University buys so many T-shirts, the price is significantly lower than you will be able to negotiate on your own. Minimum order quantity is 12.

To control cost, please attempt to keep the number of colors in each design at 4 or less. The absolute maximum number of colors that can be incorporated into one design by the University's selected vendor is 8, however this is very expensive and requires additional lead time to produce as one screen is made for each color in a design.

If screen artwork is submitted electronically, the following file formats are required for screen printing: Adobe Illustrator, Corel Draw or EPS (non-bitmap). Any other file formats will require the vendor to totally recreate the artwork.

Standard delivery lead time is 10 working days from date of artwork approval. Additional time is needed when the vendor is required to create the artwork.

Please be aware that many custom printed novelty items have long lead times (sometimes up to 12 weeks). Please plan and submit orders accordingly. Also, please be aware that any "SVSU" or "Cardinal" logo items must be purchased through licensed vendors. For pricing information on T-shirts and novelty items, please contact the Purchasing Department.

GUIDELINES FOR FACULTY AND STAFF ADVISORS

When an SVSU employee is serving as an advisor to a registered student organization at SVSU, it shall be understood that this is part of his or her employment. Advisors are important to student organizations not only because they are role models to students but also because their involvement in the organization itself provides learning experiences that are transferable to situations beyond college. In addition, an effective advisor helps the organizational experience to be pleasant and constructive. In order to help the advisor and the student organization understand the role of an effective advisor, Student Life offers the following list of responsibilities.

Student organization's responsibility to the advisor

- To notify the advisor of all meetings and events.
- To consult him/her in the planning of events and projects.
- To consult him/her before any changes in the structure of policies of the organization are made and before major projects are undertaken.
- To understand that although the advisor has no vote that he/she should have speaking privileges.
- To remember that the responsibility for the success or failure of the group project, rests ultimately with the group, not the advisor.
- To acknowledge the advisor's time and energy donated and express appreciation.
- To be clear and open with your expectations for your advisor's role.
- To evaluate the advisor and give appropriate feedback.

Advisor's Responsibility to the Organization and University

- To assist officers in understanding their duties, administering programs and plans, organizing projects and making appropriate transitions.
- To guide the organization in appropriate financial management practices (for more information on organization funds and finance, please reference that section of this handbook or contact Student Life).
- To see that continuity of the organization is preserved by the constitution, minutes, files and traditions.
- To encourage students to understand and apply democratic principles, including that of recognition of minority opinions and rights.
- To attend as many organization meetings and events as possible.
- To know campus policies and procedures and help the organization effectively operate within the University system.
- To be a sounding board and support for officers and individual members.
- To be a facilitator between officers and members to help settle disputes.
- To assist the group in accessing University services (i.e. obtaining an agency account, reserving facilities, etc.).
- To consult, when necessary, with Student Life staff members.

Revised: August 2005