

Student Involvement

Student Involvement

General Information

The Student Involvement Office provides advising and administrative support for student organizations on campus. The staff works closely with campus student groups to sponsor a variety of campus programs, provide leadership training, offer resource assistance, develop programming procedures, and provide advising to the ASCI Executive Council, Senate, Program Council, Greek Council, Intramural and Outdoor Program. The Student Involvement office, located on the main floor of the McCain Center, has mailboxes for each registered student organization as well as program information and office supplies.

Contracts

All agreements between a student organization and an outside individual or company must be made in writing via a contract.

Students are not legal signatories of the college, and may not sign contracts or agreements, or enter into any verbal agreements on behalf of their organization.

The Chief Financial Officer, via the Dean of Student Affairs and/or Student Involvement Director, signs all contracts on behalf of student organizations.

Fiscal Policies and Spending Guidelines

- To be eligible for a student fee allocation, an organization must have membership open to all students and be officially recognized by the college.
- Student organizations receiving student fee funds must conduct all of their financial transactions through their account in the Business Office.
- Student fee funds, as defined under "Frequently-Asked Questions" is for the general use of the entire student body and may not be used for:
 - direct donations to charities;
 - direct benefit of political candidates or lobbyist groups;
 - supporting the candidacy of individual students/slates seeking student government office;
 - publications that do not conform to the The College of Idaho Advertising Policy (see Advertising Policy);
 - the purchase of alcohol; or
 - any illegal activity.
- Student Fee funds, if not used during the year in which they are received, will become the possession of the Associated Students of The College of Idaho (ASCI) and transferred into its account.
- Money received through fund raisers, raffles, and donations is not bound by the same spending guidelines as student fee money. However, spending is subject to approval by the Student Involvement Director.
- The treasurer and president of an organization are the only students who may sign paperwork authorizing financial transactions on behalf of the organization. Checks, purchase orders, cash advances and other Business Office materials may only be picked up by an executive officer of the organization or an officially designated member.
- The Student Involvement Director must sign all expenditure requests.
- Expenditure requests exceeding \$500 must also be signed by the organization's advisor.
- Cash advances, with permission from the Student Involvement Director, may be obtained from the Business Office for up to \$50.
- Back-up documentation, e.g. invoices and receipts, is required for all expenditure requests and reimbursements.
- The ASCI treasurer will, at least once per year, audit all student organizations that receive a direct allocation from student funds.

Vehicle Reservations and Rental Procedures

In order for anyone to drive a college vehicle, or rent a vehicle through the college, they must attend a Vehicle Safety Class and pass a Driving Test in addition to having their driver's license cleared through Campus Safety. This means that everyone must plan ahead to allow enough time to complete these necessary steps before using a college vehicle. In order for student organizations to use a college vehicle, the following must be done:

1. Contact Campus Safety at least two weeks prior to the event in order to verify the driving history of the students, make sure that they have attended the Vehicle Safety Class and passed their Driving Tests.
2. Fill out an Event Registration Form.
3. The Director of Student Involvement will evaluate the needs of the organization and decide if it is appropriate for the group to drive themselves or whether the group should use commercial transportation (bus or airline).
4. Once the drivers have been cleared to drive by Campus Safety and the Director of Student Involvement, the student organization needs to reserve the vehicle by contacting Physical Plant and providing them with the names of the people who will be driving the vehicle(s).
5. If the drivers are cleared, Physical Plant will contact the Director of Student Involvement for final authorization.
6. College vehicles are reserved on a first-come first-served basis. If college vehicles are unavailable, Physical Plant will arrange for vehicles to be rented (drivers of rented vehicles must be 21 years of age and authorization must be obtained from the Director of Student Involvement).
7. Upon receiving the keys to any campus vehicle, a list of students to be transported in the vehicle must be left with the Physical Plant, Campus Safety and the Student Involvement office.

Advertising Policy

A student organization may not publicize any program in any way before the program has been officially approved and confirmed through the Student Involvement Office. Recognized student organizations may post flyers in campus buildings on designated bulletin boards. To post in residence halls, permission must be granted by an appropriate

staff member.

There are five public display boards located on a campus—kiosks are located near Simplot Dining Hall, Terteling Library and Covell Hall, and two bulletin boards are located on the bottom floor of the McCain Student Center. These locations are the only places where public notices and posters may be placed.

Posters must be in good taste and can neither discriminate on the basis of race, religion, gender, sexual orientation, color, national origin, age, disability or marital status, nor promote inappropriate behavior. Alcohol may only be advertised on posters or any other form of advertisement for officially recognized college events when approved by the Dean of Students or designee. Posters that violate these guidelines will be removed at the organization's expense. Chalk may be used, but must be limited to college sidewalks. For more information, contact the Student Involvement Office.

Recommended information to be prominently displayed on all forms of publicity:

- The full name of the organization and "The College of Idaho", "C of I", or "The College of Idaho";
- The title and nature of the program
- Date, time, and place of the program
- Admission criteria, such as ticket price, college ID required, etc.
- Rain dates and refund policy, if applicable
- Number to contact to request special services/accommodations when possible.