## IPFW Student Organization Handbook
### 2016-2017

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INTRODUCTION

This handbook is designed to provide IPFW student organizations and advisors with easy access to policies and procedures related to all areas of organizational activity overseen by Student Life & Leadership and other university offices. Student organizations exist for a variety of reasons and come in a variety of forms. Some provide members with a chance to gain experience in a particular field of interest; some provide an outlet for fun and recreation; others provide volunteer opportunities for students. Some organizations have only a few members, others have hundreds. Regardless of their size or purpose, Student Life & Leadership is here to help student organizations achieve their goals.

Specifically, this handbook provides information that helps organizational members:

- Learn about and use campus facilities and other resources
- Plan, market, implement and assess on-campus and off-campus organization events and programs.
- Be fiscally and financially responsible as it pertains to student organization accounts
- Advocate for their student organization and member interests
- Exhibit self-reliant behaviors and the ability to function interdependently with others
- Design and implement programs to enhance social, cultural, intellectual, recreational, service, and campus governance involvement
- Develop leadership abilities
- Develop ethical decision making skills
- Comprehend university policies and procedures and their relationship to individual and group interest and activities within student organizations

In order to facilitate communication and assist organizations in meeting the purposes for which they exist, student leaders are urged to familiarize themselves not only with this handbook, but also with the operations of the IPFW Bursar’s office, Dean of Students, Special Events Office, Business Office for Student Affairs and the Indiana Purdue Student Government Association (IPSGA). Questions regarding university policies should initially be directed to Student Life & Leadership.

Members of recognized student organizations are responsible for adhering to the policies and procedures contained within this handbook. Officers and members are expected to read and understand the contents and recognize that their organizations will be held strictly accountable for operating within the parameters and policies described herein. The information provided in the subsequent sections serves as a resource to help student leaders organize and plan. The information is intended to be a summary; it is NOT a comprehensive listing of all the rules and regulations pertaining to student organizations. Student Life & Leadership reserves the right to change any procedure or policy listed without prior notice.
CHAPTER 1: STUDENT LIFE & LEADERSHIP STATEMENTS

Our official statements on this handbook, the Student Life & Leadership mission, IPFW’s civility and diversity statements, definition of Hazing and IPFW’s statement on integrity.

Student Life & Leadership Mission Statement
The Student Life & Leadership office is dedicated to the enhancement and advancement of IPFW students by providing co-curricular opportunities which compliment academic pursuits and learning beyond the classroom. The Student Life & Leadership staff seeks to provide an atmosphere in which students not only learn, but are challenged, supported, and heard, through diverse programming, dynamic leadership development, and impactful engagement opportunities.

IPFW Statement on Civility
Indiana University–Purdue University Fort Wayne is committed to the goals and ethics of academic investigation and education. The foundation of academic pursuit is the process of free inquiry, in which individuals may openly explore and express ideas. Free inquiry requires an environment that encourages open investigation, as well as the educational growth and positive social development of individuals. Therefore, it is important to state explicitly the ethics that define our academic community. Prominent among the values that define the academic community is civility, which includes mutual respect, fairness, and politeness. Membership in any community requires a concern for the common good for all who belong to that community. Each individual may possess different ideas, as well as different ways of communicating those ideas, particularly in a community as varied and diverse as a university. Because of these differences, respect and civility are integral to maintaining the quality of the academic environment and free inquiry. Respect and civility should therefore be afforded to all individuals regardless of race, ethnicity, gender, age, sexual orientation, disability, religion, family status, socioeconomic level, educational background, veteran status, or position at the university.

Because it is not possible to establish a set of rules or guidelines that will address every issue of civility, all members of the academic community are called upon to promote and value this ethic of common respect and civility. Ultimately, such a community-wide concern will assure the continuation of a free and open exchange of ideas.

Senate Document SD 07-5
(Substitute Resolution)

IPFW Statement on Diversity
Indiana University-Purdue University Fort Wayne is committed to creating an environment that enhances learning by recognizing the inherent worth of all individuals at the university. Diversity stimulates creativity, promotes the exchange of ideas, and enriches campus life. The term diversity encompasses differences of culture, background and experience among individuals and groups. Such differences include, but are not necessarily limited to, differences of race, ethnicity, color, gender, sexual orientation, class, age, and disabilities, as well as political and religious affiliation, and socioeconomic status.
**IPFW Statement on Integrity**

We as a university community are committed to integrity and ethical conduct. We foster an environment that nurtures and supports the complementary concepts of freedom and responsibility. Paramount to our commitment is continued validation and support of the highest ethical standards of equity, fairness, and confidentiality. We respect differences and embrace diversity. We are committed to equitable treatment and mutual respect for all members of the IPFW community.

We respect both individual rights and the public interest. We encourage a learning environment in which open and free pursuit of knowledge takes place and the individuals share their personal convictions without imposing them on others. Additionally, we embrace the ideal of freedom of expression for faculty, staff, and students in their academic work and as citizens of the university. The professional contributions of all individuals involved are fully and accurately acknowledged.

It is the responsibility of the entire IPFW community to honor the principles of ethics and academic integrity. Students and faculty have the right to expect their work to be assessed on its academic merit. All members of the IPFW community are expected to espouse academic honesty and every individual is responsible for upholding this expectation. Ethical and honest behavior is required in all actions that support IPFW’s academic mission.

IPFW takes seriously its responsibility to the citizens of Indiana. All faculty, students, and staff of the university will be responsible stewards of the public trust.

Working with our community partners, we share knowledge and resources for reciprocal benefit and advancement. IPFW faculty and staff pledge to uphold the highest ethical standards while providing an education of the highest academic quality.

**IPFW Definition of Hazing**

Hazing, defined as any conduct that subjects another person, whether physically, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.  

*Excerpted from the IPFW Code of Student Rights and Responsibilities, and Conduct. Part II, Section B, 12.*
CHAPTER 2: FIRST STEPS
What you need to know to start and maintain a student organization on campus

ESTABLISHING AND MAINTAINING A STUDENT ORGANIZATION
Student organizations are an integral part of IPFW's total educational program, contributing significantly to students' intellectual growth and social competence. Participation in student organizations provides students with experiences that lead to significant personal development as well as a sense of belonging to the university.

Chartering and recognition
All groups on campus need to be both chartered by Indiana University-Purdue Student Government Association (IPSGA) and recognized by Student Life & Leadership in order to take advantage of campus services and resources.

Constitution/Chartering
First, submit a constitution to the Vice President of Legislation via the Student Senate Chartering Request Form located on the Student Life & Leadership Organization Resources (www.ipfw.edu/stulife) page as well as the Student Government Documents and Forms (www.ipfw.edu/student-government) help you with this process, use the constitution template on the website. This template will ensure your constitution adheres to the 18 guidelines for writing a constitution and will include all the information that Student Senate needs to see for approval. Once Student Senate approves the constitution, your group will need to be recognized by Student Life & Leadership.

Constitutions, like the organization can change as the organization evolves and moves forward. Constitutional amendments are an expected part of the Student Organization process and they should be reviewed every few years to ensure all items, duties, rules, etc. are up to date. Change is to be expected. Any amendments to the Student Organization's constitution MUST be submitted to the IPSGA Student Senate for review and approval. SLL recommends that student organizations revisit their constitution every 3 years to ensure that they fit to the most up to date charge of the organization.

Recognition
Organizations will become inactive in Community unless this form is completed. Forms may be turned in after June 1 for the upcoming school year. Each year, this form is due within one week of officer trainings and no later than October 1st. If any officers change positions during the year, this form must be completed and turned in again.

1. Choose an Advisor
   This person can be any full-time member of the IPFW faculty or staff who is willing to commit to your group. The advisor is responsible for a number of aspects of the organization including event assessment, planning, and contract negotiation. Choose an advisor wisely. Some are more involved than others, but all advisors need to complete and submit an Advisor's Responsibility form and fulfill the requirements outlined in the Advisor Responsibility section of this handbook.

2. Submit a Report Form to Student Life & Leadership
   This form includes the organization’s purpose, goals, officer and advisor information. The Report Form is to be completed and turned in directly after officer elections so that officers are able to access funds from the Bursar and take advantage of other organization privileges.
3. **Attend Officer Training**
   All officers must attend training each academic year. Training is designed to familiarize officers with the most up-to-date information needed to properly operate an IPFW student organization. The officers include President, Vice President, Treasurer, and Secretary.

**Student Organization Categories**
During the chartering process and yearly recognition, student organizations are asked to self-select categories that best fit the organization. Student Life & Leadership reserves the right to change an organization’s category to a best fit need.

- **Club Sports** – The club sport program offers a unique blend of team and individual sports. Club sports can be organized for competition, while others are more instructional in nature. Teams may compete against other clubs, schools, colleges, or universities.
- **Departmental Organizations** – Departmental groups provide an opportunity to develop a better understanding of their discipline in an informal setting. Members are given the chance to apply what they have learned in the classroom to real life experiences.
- **Honorary Organizations** – IPFW have two types of honorary societies: recognized student organizations and university organizations. Both are affiliated with national organizations established to recognize and reward academic excellence.
- **Religious Organization** – The examination and nurturing of religious beliefs, values, and morality in a spirit of fellowship are the common bonds among the campus religious organizations.
- **Social Fraternities and Sororities** – Social fraternities and sororities provide opportunities for leadership, community service, philanthropy, and brotherhood and sisterhood.
- **Special Interest Organizations** – The broad spectrum of unique interests represented in this category of groups enhances student involvement in campus life. Active members of many of these organizations develop social skills that they often continue to perfect as lifelong leisure pursuits.

**Privileges of Recognized Student Organizations**
When a student organization becomes recognized at IPFW, it shall be afforded to the following privileges:

1. Use of university facilities subject to the established rules governing such use.
2. Use of university name in official titles.
   - This does not include the university marks or signatures. For approval to use these marks, please contact IPFW Marketing Communications.
3. Use of the Bursar to deposit and withdraw money through a university account.
4. Status as a non-profit organization and the use of the IPFW tax-exempt number when making purchases.
5. Printing of tickets at no cost to the organization for sponsored events.
6. Utilization of the various university services such as equipment reservations, Printing Services and use of university vehicles.
7. Use of university bulletin boards and other promotional procedures consistent with the IPFW Posting Policy.
8. Use of the intra-campus mail service within established guidelines.
9. Right to petition Student Senate for funding requests within established guidelines.
10. Right to petition the Travel committee for travel funding requests.
11. Use of an IPFW network ID which offers IPFW email and computer log-in.
12. Use of the Student Organization Resource Center (SORC) in Walb 214.
Responsibilities of Recognized Student Organizations

Student organizations that are recognized by IPFW are charged with the following responsibilities:

1. To conduct its affairs within the framework of university policies, local, state and national laws, and provisions stated within the constitution of the organization.
2. To operate according to democratic processes.
3. To conduct its fiscal affairs in accordance with proper standards of good business management as outlined in the policies and procedures for student organization treasurers and maintain a positive account balance at all times.
4. To notify and keep the advisor(s) informed of all activities, meetings, and events of the organization.
5. To comply with the IPFW Posting Policy.
6. To ANNUALLY meet the student organization recognition requirements.
7. To submit any constitutional and/or by-law modifications to the IPSGA Student Senate for review and approval.
8. To realize that by virtue of the recognition status granted to the organization by the university, its membership, both individually and collectively, will be viewed by the community as a representative of the institution.
9. To operate and/or conduct all activities in a conscientious manner consistent with recognized standards in order to protect the health and safety of the general public, all individuals in activities, and all university property.
10. To utilize university facilities, grounds and equipment properly at all times in order to avoid damage and/or unnecessary abuse.
11. To replace, repair, or compensate for all university facilities, grounds, or equipment that is lost, stolen or unnecessarily damaged in the course of an event or activity that the organization conducts.
12. To comply with the request of an appearance before the Assistant Vice Chancellor for Student Life & Leadership, Activities Coordinator, the IPSGA Student Senate, or other university officials/offices.
13. To submit event planning and scheduling forms in a timely manner for all official organization activities taking place either on or off campus.

Loss of Student Organization Recognition

Student Life & Leadership is authorized to revoke university recognition of student organizations. Officers of the organization will be informed, in writing, of the decision. Any appeal of a campus decision to discontinue or refuse recognition of a student group shall be made through the Dean of Students Office.

A loss of recognition may occur for the following reasons:

1. Not attending the mandatory all officers training sessions.
2. Failure to complete necessary recognition paperwork by the October 1st deadline.
3. Evidence of failure to comply with university, local, state or national regulations.
4. Inactivity for two consecutive academic semesters.
5. Being in financial deficit and unable to repay.
6. Failure to comply with regulations while on organization probation.

Please note that the above list is not exhaustive. The loss of university recognition will last for a minimum period of one academic year, upon which time the student organization may take steps the following semester to seek re-recognition by the university.
Sanctions for Student Organization

Student Organizations are required to comply with standards, rules, and regulations set forth by the University. Should Student Organizations fail to comply, sanctions and sanction points are in place to keep them at the highest of performance level. When a sanction violation occurs, those notified will include the Assistant Vice Chancellor for Student Life & Leadership, Business Office for Student Affairs Student Organization President and Treasurer, and Student Organization Advisor will be contacted via email.

Student Organizations that receive four (4) sanction points will be placed on Student Organization Probation. This probation lasts for an entire academic semester. During the semester directly following while on probation, the organization cannot receive more than two (2) sanction points. If the student organization fails to meet the standards during the semester they are on probation, the organization will lose their charter for not less than one (1) academic year. The officers of the student organization at the time of charter loss will not be allowed to hold office for one (1) academic year also.

This is not an exhaustive list and sanctions can be added/removed at any time by the Student Life & Leadership Office and Dean of Students with consultation from the Business Office for Student Affairs. Notification will be sent of any sanctions changes.

Four (4) point sanctions
1. Allowing for student organization Bursar account to go into deficit.

Two (2) point sanctions
1. All officers failing to attend mandatory Officer Training by stated October 1 deadline.
2. Failure to turn in required recognition paperwork by October 1 deadline.
3. Allowing ineligible player(s) to participate in Club Sports.

One (1) point sanctions
1. Failure to respond to audit inquiries from the Business Office for Student Affairs in a timely manner.
2. Failure to submit required organization current member list by December 1 deadline.
3. Submitting Event Planning and Scheduling Forms less than two weeks before event, travel, fund-raising, competition, etc. with the exception of meeting room requests.
4. Failure to follow Special Event policies in regards to access time, room bookings, using space and moving furniture without a reservation.
5. Failure to provide all information needed to receive office approval of event, travel, fund-raiser, etc. to Student Life & Leadership Office.
6. Having an event without prior approval and knowledge to Student Life & Leadership Office.

Loss of Student Organization Charter
The Dean of Students Office has the ability to disband student organizations and revoke a student organization charter. The student organization’s disbanding may be based on a series of relatively minor violations, or a single substantial violation (e.g. nuclear event). Additionally, organization charters expire after 5 consecutive academic years of inactive status.
CHAPTER 3: PRIMARY ROLES AND RESPONSIBILITIES
What we expect from our officers and advisors

ALL OFFICERS
Effective communication is key to a properly functioning organization. It is supremely important that all officers are on the same page with each other and that the group is on the same page as the officers. The connection between officers, advisors, and Student Life & Leadership is integral to success. As such, the Student Life & Leadership staff is available to assist with all aspects regarding student organization officers, members, and advisors.

Additionally, passing on information from year-to-year is a key component to an effective organization. Discuss group operations with previous group members and leaders to gain valuable insight on what works well, what did not work, etc. to prevent duplicating efforts from the previous year. We encourage all student organizations to utilize the tools within the Community software to maintain documents and records.

It is important to view your student organization as a small business. Each officer is a member of the executive cabinet of the business and in doing so, has a very strong position in the success or failure of the organization. Officers should not take their responsibilities or duties lightly.

Presidents
In addition to duties outlined in the student organization individual constitution, presidents are responsible for the following:

- Serving as the primary liaison between the student organization and the Student Life & Leadership Office and other university entities.
- Operating the organization in compliance with the organization’s constitution and university regulations.
- Informing organization members of university procedures.
- Informing the next organization President of the routines and guidelines for student organization operation prior to the next president’s assumption of duties.
- Completing and submitting a Report Form to the Student Life & Leadership office reflecting current officer information no later than the October 1st deadline.
- Ensuring that all additional requested forms are turned in to the Student Life & Leadership office in a timely manner.
- Adding all active organization members to the Community software at www.ipfw.edu/my-community by December 1st.

Vice Presidents
In addition to the duties outlined in the student organization’s individual constitution, the Vice President is responsible to perform all the duties of the President in his/her absence.
Treasurers
In addition to duties outlined in the student organization’s individual constitution, each Treasurer is responsible for the following:

- Attending Treasurer’s training provided by the Business Manager for Student Affairs and Student Activities.
- Maintaining a complete set of financial records for the organization, including membership fee status.
- Handling all organization finances through the university-assigned checking account in the Bursar’s office and using the Account Book Ledger and forms maintained in the Bursar’s office for the organization.
- Preparing budgets, income and expense records for each organization event.
- Requesting tickets through the Student Life & Leadership Office for events requiring tickets.
- Preparing or assisting the President, advisor, Student Life & Leadership Office, and Business Manager with contracts required for various organization events.
- Reviewing the financial records of the club with the advisor and the president on a regular basis.

Please see the appendix for an example of the most commonly used treasurer forms.

Advisors
IPFW recognizes that co-curricular activities are vital to academic excellence and personal development. To promote the success of student organizations, the university requires each organization to have an advisor to be selected from the full-time faculty or staff at IPFW.

Each year student organization advisors are required to sign an Advisor’s Responsibility Form outlining their role within the student organization. In addition, each student organization advisor is provided a Student Organization Advisor’s Handbook which more fully outlines their roles and responsibilities.
CHAPTER 4: STUDENT ORGANIZATION BUSINESS OPERATIONS

Student Life & Leadership and the Business Office for Student Affairs have a close partnership and work together on most aspects of student organization business.

Student Organization Business Office

The Business Office for Student Affairs exists for the purpose of assisting clubs with managing their finances. The Business Manager is located in Kettler G54 and may be reached at (260) 481-0723. This office works very closely with the Bursar’s office and Student Life & Leadership and is a valuable resource in all questions/concerns regarding monetary transactions.

General Financial Procedures

Each student organization will be required to maintain a complete set of financial records comprised of the following:

1. Current signature on a Report Form issued through the Student Life & Leadership Office.
2. Loose leaf notebook containing account balance, list of all income and expense transactions, detail code list and deposit slips.
   a. These records and forms are provided by and located in the Bursar’s office. Requests to use binders should be made at the cashier windows by an officer, with a valid picture ID.

All finances must be handled through the university-assigned checking account maintained in the Bursar’s office. No outside, non-university checking accounts are permitted. All income and expenditures must be transacted solely through the student organization university checking account.

Procedures for Deposits

All income received by the organization should be deposited promptly at the Bursar’s office for credit to the organization account to avoid the possibility of misappropriation. No expenses are to be paid out of the cash receipts.

Student organization deposit forms are completed in triplicate by the treasurer of the organization. If you have a deposit to make and the Bursar’s office is not open, you may put the deposit in the night deposit box, provided you have a deposit slip to complete and attach.

Please be sure that the deposit slip clearly contains the proper name of your organization so that your group gets the proper credit. You must still go to the Bursar’s office when they are open to record the deposit in the organization’s book. Never send deposits in the campus mail. Never deposit funds in any other account even if you intend to later put it in the Bursar’s office account.

Deposits are recounted and the deposit slips are initialed by the Bursar’s cashier. The white copy is held by the Bursar’s cashier, the yellow copy is retained in the student activities file by the Bursar’s office, and the pink copy is given to the treasurer of the organization its records. Deposits are entered by the student organization treasurer on the balance sheet of the organization account, showing the date, description, detail code, amount and balance.

A detail code must accompany every income and expense entry made on your balance sheet. There is a column provided on the balance sheet where this code is to be entered. Be sure to use an income number for income only and an expense number for expenses only. A list of these detail code numbers is included in your binder. If you have any questions regarding this procedure, please contact the Bursar’s office or the
Business Manager for Student Affairs. A note to remember when making deposits – The Bursar Office will not accept deposits of change under $1.00.

**Procedures for Checks**

All disbursements must be made by check, regardless of the nature of the expense. The Request for Check from Student Organization Funds form is available at the Bursar and with the Business Manager for Student Affairs. A bill, statement, or receipt must be presented for each check written. If a bill, statement, or receipt is not provided by the vendor, contact the Business Manager.

No check will be honored without a receipt. All bills must be itemized and no tax will be paid by an organization (with the exception for catered food and beverage service, if included in the bill or receipt by the vendor as such.)

A Request for Check from Student Organization Funds form MUST be signed by two (2) of the following: organization president, organization treasurer and/or university advisor. Check requests turned in Tuesday/Wednesday/Thursday checks can be picked up on Friday after 1:30 pm. If a check requests is turned in Friday – Monday checks can be picked up on Tuesday after 1:30 pm. Should the check be picked up in the Bursar Office, it is imperative that the check be delivered to the recipient as soon as possible. It is unacceptable to pick up the check and then not deliver it to its intended recipient.

The date, payee, check number, detail code, amount of expense, and new balance are entered on the balance sheet. The check is signed by the Bursar. A designated officer or the payee may pick up the check with a picture ID. The check stub and Request for Check from Student Organization Funds form, with the receipts attached, is retained in the student organizations' file by the Bursar’s office.

All forms; including deposit forms and check requests must be entirely filled out before attempting to turn into the Bursar Office.

**Monthly and Annual Financial Reports**

A financial report is published monthly by the Bursar’s office, showing balances of each student organization fund. A copy of this report is sent to the Activities Coordinator. Student organization Treasurers and advisors need to review this report on a regular basis to insure that any discrepancies can be corrected in a timely fashion.

All financial records of student organizations must be complete, up-to-date, and in good order at all times. It is the responsibility of the Student Organization to keep up to date financial records. The Bursar Office will not take requests from Student Organizations to give out the account balance on a whim. A final audit will be performed at the end of each fiscal year in order to verify figures for the annual report. During that time frame, transactions will not be allowed to take place (generally the first two weeks in July). Organizations will be advised when this will take place. A copy of the annual financial report is provided for each organization and retained in their designated folder in the Bursar’s office.

Monthly, organization accounts may be unavailable for activity due to balancing, etc. This could be for a time period of up to 5 days but is not set in stone.

**Contractual Agreements**

A written contract or agreement is mandatory for the purchase of services or commodities such as printing, engraving, entertainment, rentals etc. The contract must be signed by the Business Manager for Student Affairs. This process may take up to 2 weeks to complete.
Student organizations need to complete a Memorandum of Agreement as soon as the artist is contacted. The Memorandum of Agreement will need to be reviewed by the organization president and advisor and be returned to Student Life & Leadership. Student Life & Leadership will forward the Memorandum of Agreement to the Business Manager for signature.

All other purchases, not involving contract or agreements, will be approved when the Request for Check from Student Organization Funds form is presented to the Bursar’s office. Expenditures or commitments made without proper authorization or for improper items become the personal responsibility of the person involved.

**Tax Exempt Status/Sales Tax Collectable**

As a recognized student organization, you are exempt from paying Indiana State Sales Tax. Please contact the Business Manager for Student Affairs for the tax exempt certificate/number, or find it under the Finances tab on our Forms and Policies page. This exemption does NOT apply, however, to prepared food and beverage; everyone must pay tax on prepared food and beverage.

Sales of tangible personal property by student organizations are subject to Indiana State Sales Tax. It is the responsibility of the student organization to collect from the purchaser either this tax or an exemption certificate. Sales tax does not have to be collected if the student organization conducts sales of 30 days or less in the calendar year.

Sometimes your organization will be asked for the tax id number. This generally happens when fund-raising. IPFW’s Tax ID # is 35-6002041.

**Internal Billing**

Several IPFW Departments offer services to student organizations which require internal billing (e.g. Printing Services, Transportation, etc.) Please contact the Business Office for Student Affairs. For your account number to use for this purpose. The funds will then be automatically withdrawn from your account.
CHAPTER 5: SERVICES FOR STUDENT ORGANIZATIONS
The many ways we are here for you

The SORC (Student Organization Resource Center)
Walb 214, 260-481-6609 or 260-481-6637, 8 a.m. to 5 p.m. Monday-Friday (except campus holidays)

The SORC is open to all student organization members with access to computers, a telephone and fax, free printing and colored paper, and other necessary tools for organization needs. In addition, the SORC provides reference materials and supplies so that you can get your group up and running. There are also supplies to advertise for up-coming programs, recruit members, or educate fellow students. All necessary forms are located on the Forms and Policies page under Organization Resources at www.ipfw.edu/stulife. We also have a microwave and refrigerator for your convenience.

Please sign in and out of the SORC denoting what student organization you are a member of each time you use the space. While the resources are free, we ask that students do not take items/supplies out of the SORC so that they are available to everyone at all times. The SORC reserves the right to revise any requisitions due to the availability of requested supplies.

Locker Space
Student organizations are welcome to reserve lockers on the second floor of Walb Student Union each year. Applications are accepted on a rolling basis but all reservations expire at the end of the spring semester. Lockers must be cleaned out and the key returned by the date determined by Student Life & Leadership. Lockers are awarded based on need and availability.

Student Organization E-mail
Student organizations can request an IPFW e-mail account which may be accessed via myIPFW. If you do not know your username/password or would like to request an email, please contact the Activities Coordinator.
CHAPTER 6: EVENT MANAGEMENT
Event Planning, advertising, and tips

EVENT PLANNING
Cultural, educational, or social events need careful planning to be successful. Student Life & Leadership is available as a resource for your event planning needs and can assist you with cost estimates and proper budget preparation. We are also responsible for securing space on campus (classrooms, special events venues, outdoor locations, and Student Housing) for student organization meetings and event reservations. Once your event has been signed off by SLL, it will be considered an official university event and will be expected to adhere to university policies and procedures.

Keep in mind that as the campus grows, space becomes a more and more contested commodity, don’t be surprised if your first choice of space, date, or time frame is unavailable; be proactive and think of multiple possibilities ahead of time to make the reservation process as quick as possible. Also, depending on the type of activity there may be multiple forms and signatures required for event approval and space reservation, this is not to discourage groups from hosting unique activities, but to ensure all parties are protected to the fullest extent by the university (i.e. university insurance coverage during travel, financial protection from outside organizations, etc.)

RESERVING SPACE ON CAMPUS
Student organizations are required to fill out an Event Planning form for activities and events held on campus. The Event Planning form is used to reserve space on campus, collect event and financial information, and to record information for yearly awards. Reserving space can take up to two weeks to complete. Space reservations received less than two weeks prior to an event will be scheduled based on space, time, and staff availability. Keep in mind that this may not be enough time to reserve the space you want because various outside organizations, departments, and student groups all use space on campus. It is important to remember that the more your organization can plan ahead, the easier it can be to find a space to fit your needs. The intention of this procedure is not to limit spontaneous meetings, but to best coordinate, maximize, and support space use on campus.

Reservations for space can be made through the Community software located at www.ipfw.edu/my-community and are on a first-come first-served basis. We are unable to accept reservations in person or on paper.

For meetings that take place on a regular basis, please submit those reservations on a MONTHLY scheduled basis. There can be a lot of confusion when trying to schedule out 6 months of events at a time.

When it comes to reserving space on campus for organization needs, the only individuals that are allowed to reserve space are the President, Vice President, Treasurer, Secretary, or Advisor. If an event has been submitted by anyone not on the Student Organization Report Form, it will be sent back to the party submitted for the aforementioned to submit. This can cause your event to be put on hold until the change in submission has taken place. Should you need an exception to the above individuals, you need to contact the Student Life & Leadership Office for consideration.
There are three departments who schedule spaces on campus. Each department has their own restrictions and scheduling priorities as to how early space can be scheduled.

Special Events scheduled spaces – 3 months in advance  
Housing scheduled spaces – 1 semester in advance  
Registrar scheduled spaces – 1 semester in advance

Remember, all organization reservations start with Student Life & Leadership. The scheduling departments will not put anything into the system unless the reservation comes from the Student Life & Leadership Office. You will slow down the scheduling process by trying to go straight to the scheduling department.

Events are allowed to take place from 7:00am until 11:00pm on a daily basis. These are the normal campus building hours. Should you want a reservation extending beyond those times, contact the Activities Coordinator.

**Special Events Room Reservations**

1. Check out the Walb Union Calendar online at [www.ipfw.edu/special-events](http://www.ipfw.edu/special-events) to check for room availability. (Failure to do this will likely result in unnecessary delays!)

2. Student Organizations are not permitted to use the Walb Scheduling form on the Special Events website. Doing so will delay the reservation process because the Walb scheduler will refer you to the Student Life & Leadership Event Planning Form located within Community software.

**Walb Union Event Set-up**

1. Student organizations are REQUIRED to contact their Special Events Coordinator as soon as the event has been approved to arrange room set up. Failure to do so will result in a standard room set-up.

2. If you decide to adjust the time frame of your reservation, you must let Student Life & Leadership and Special Events know immediately, as is affects staffing for set up and tear down of events.

3. Stay within the confirmed time frame of each reservation; events that extend beyond the confirmed time frame are subject to fees.

**Housing Reservations**

1. Housing allows for reservations in Clubhouse classrooms 127 and 128.

2. The classrooms have a maximum capacity of 25 when setup as a classroom.

**Classroom Reservations**

Student organizations may reserve classrooms for general meetings and events. Students must indicate specifically which room they are requesting on their Event Planning and Scheduling form. The Registrar’s office determines the availability of classrooms as academic use takes top priority in scheduling.
Other Venues
Groups are also welcome to reserve other space on campus including various outdoor locations and the Rhinehart Music Center to hold events. Keep in mind that several spaces on campus are subject to university fees for use. Recognized Student Organizations, however, are offered a significant discount. Those spaces where a fee are charged include the International Ballroom, Gates Gym, Gates Fieldhouse, and Rhinehart Music Center performance venues. Visit IPFW's Special Events page for more specific information on the venues.

Table Reservations
Student organizations may reserve tables on campus for promotions or fundraisers by filling out an Event Planning and Scheduling form. Four tables are located in the Kettler Hall basement. Additional areas to set up tables must be requested and approved by Student Life & Leadership.

Reservation Confirmations
When you submit an Event Planning Form, it will automatically be sent to Student Life & Leadership for processing. You will get a confirmation of your submission and will be expected to submit additional paperwork as indicated on your submission. Once your request has been processed we will e-mail you a confirmation message with the event details (time, dates, location, etc.). We will also contact you if we need additional paperwork or if changes need to be made.

Please keep in mind the process of reserving space may take up to 2 weeks. If you have not heard from Student Life & Leadership after that point, feel free to let us know that you are still waiting for a confirmation.

Cancellation Policies & Fees
Student organizations are subject to the fees associated with room cancellations according to the university Cancellation Policy for Walb Union, Student Services Complex, Gates Center, Rhinehart Music Center, Neff 101, LA 159, LA 35A, and SB168 reservations. All cancellations MUST be submitted in writing (email) to Student Life & Leadership and Special Events at least three days before the canceled event.

Audio Visual Technology Requests
Student organizations planning to have audio visual equipment for an event will need to request equipment through the Special Events website at www.ipfw.edu/special-events. Requests need to be submitted as soon as your event has been scheduled to ensure that the equipment is available for your event.

ADDITIONAL EVENT FORMS
Depending on the event, you may need to submit additional paperwork; below are explanations of the most common. These forms are different than those which may be needed for travel.

Waiver, Release, and Hold Harmless Agreement
If a student organization is traveling or hosting an event that is deemed high risk by the university, all participants in the activity/event will need to sign a Waiver, Release, and Hold Harmless Agreement. This form allows for the University to be waived of damages that may be sustained to an individual while participating in the approved activity.
Event Co-Sponsorship; On-campus Organizations
Student organizations are encouraged to collaborate and host events in conjunction with one another; this is a great way to reach a wider audience, share financial burden, and network. The primary hosting organization is responsible for filling out an Event Planning and Scheduling form and an Event Co-Sponsorship Form so credit is given to all groups involved.

Event Co-Sponsorship; Off-campus Organizations
Student organizations are encouraged to host events with off-campus organizations and student organizations must fill out an Event Co-sponsorship Proposal to apply for a waiver of rental fees for the co-sponsored event.

IPFW has established a set of guidelines regarding the use of university facilities for event purposes. In short, there must be a logical connection between the IPFW sponsor and the outside organization and the IPFW sponsor must have significant participation in the activity or event. This includes, being onsite the entire time the co-sponsored group is on campus for their event and being the sole point of contact on event day between the university and the co-sponsored group.

ADVERTISING EVENTS
Student organizations are encouraged to inform the student body of their programs, services and needs. All advertisement on campus must abide by official IPFW policies.

Indoor Banners
Student organizations may request to use the Walb Union stairwell to place a banner advertising a “Special Event.” The banner is allowed to hang for a two week maximum and must be removed at the end of reservation. Reservations will be made on a first come first serve basis and student organizations may only reserve one banner location at a time. All banners are to be secured by rope or masking tape.

Display Case
The display case just outside of Walb Union 222 is available to student organizations in one month intervals. To reserve a display case, contact the Activities Coordinator.

Events Calendars
Approved events will be posted by Student Life & Leadership to the official IPFW Events Calendar should the Student Organization want that their event posted. Items that will not be posted on the Events Calendar are Information Tables. Organizations are also welcome to use the Communicator’s calendar to publicize events. Submit requests at: www.ipfwcommunicator.org.

Facebook
Feel free to post events and other club information on the Student Life & Leadership Facebook page! If you send the Activities Coordinator a jpeg image of your flyer, they will put in the on Student Life & Leadership page but also will send it to the IPFW Facebook page as well. These flyers need to be sent a minimum of 1 week in advance so that they can be scheduled to post.
Toilet Times
Located in many of the restrooms across campus, this is a great way to advertise your event to the campus population. Requests can be submitted to the Student Body Vice President of Programming by contacting stuvpsp@ipfw.edu.

Table Tents
Located on many of the tables in food service areas, this is a great way to advertise your event to the campus population. Requests can be submitted to the Assistant Vice Chancellor for Student Life and Leadership by contacting pricek@ipfw.edu.

Digital Signage
Student Life and Leadership allows student organizations to advertise their events on televisions by submitting a Power Point slide with the event’s essential information included (your organization’s name and contact info, website, the name and description of the event, date, time, and location). Make sure there are no typos; SLL will not edit slide information. Contact the SLL office to have the power point put up.

Flyer Posting
Before posting any flyers, completely read through the IPFW Chancellor’s Posting Policy which can be found on the Student Life & Leadership website.

One flyer per event is permitted on approved posting locations. No posting is allowed on glass panels. There is a maximum posting limitation of 50 flyers/postings per event on bulletin boards. Any flyer/poster larger than 11X17 must receive prior approval of the Assistant Vice Chancellor of Student Life & Leadership.

All posting must have STARTING DATE - ENDING DATE of postings. For example: 1/1/16 - 1/13-16. Postings can stay up for two weeks. Also, please make sure you are not posting on glass or with tape. Incorrect postings will be given a warning for correction, if not corrected they will be removed.

Posting Flyers on vehicles in the parking lots is strictly prohibited.

We expect all organization members to use common courtesy when posting flyers. In addition to the limitations outlined in the Posting Policy, organizations are not permitted to:

- Take down or move flyers for groups/events they are not a part of
- Damage or vandalize any flyers
- Post flyers on any glass
- Post flyers directly or partially over any flyers that are already posted
- Post flyers on free-standing tables in study locations (i.e. Library Walkway, Stomping Grounds, etc.)

If a flyer does not belong to you or your organization, DO NOT TOUCH IT. Student Life & Leadership is responsible for taking down outdated or improper postings, and does so on a weekly basis to ensure as much open posting space as possible for student organizations. Should you see a posting that has been vandalized, please report it to the Student Life & Leadership Office to be taken care of.
Remember that Student Organizations are not the only groups posting. On campus departments also post on a frequent basis.

Personal postings have specific places in which they can be posted. Personal postings will be removed if they are improperly posted. See the Chancellors Posting Policy for specific requirements.

**Sidewalk Chalking**
Student organizations may sidewalk chalk on campus by filling out a sidewalk chalking request available on the Forms and Policies page. Please do not chalk within 20ft of building entryways.

When sidewalk chalk ing, spraying your post with hairspray or another adhesive is not allowed.

**Student Housing Posting**
Student Housing allows student organizations to advertise their events using their television channel by submitting a Power Point slide with the event’s essential information included (your organization’s name and contact info, website, the name and description of the event, date, time, and location). Make sure there are no typos; Student Housing will not edit slide information. Contact the Housing Assistant Director to have the power point put on the channel.

Another option is to bring flyers/posters (maximum of 65) to Housing Clubhouse for the RA’s to post throughout the resident’s halls; please remember that only RA’s are allowed to post flyers.

**Press Release**
Keep in mind that you will need to sell your story, make sure the producer/publisher knows why your event is newsworthy. View the University Relations and Communications press release guidelines to help with the process.

Contact the:
- **Communicator** if your group wants to feature paid advertisement or a news release in the student newspaper.
- **Chief Communications Officer** for contact with off campus media outlets. 260-481-4174

**Printing Services**
Printing Services offers a variety of printing and copying services like color copies, high-volume copies, and transparencies. Located in the Northwest corner of campus next to the Shipping & Receiving Warehouse, Printing Services can print posters, flyers, banners, and brochures at very competitive prices. Printing Services also offers graphic design services for student organizations. Call 481-6801 or e-mail printsrv@ipfw.edu to discuss your graphic design needs and pricing.

Student organizations may also print off 50 black and white flyers on colored paper **per event** for free in the Student Organization Resource Center (The SORC, Walb 214).
EVENT PLANNING TIMELINE
Throughout the time leading up to the event, continually evaluate whether things are getting done, so that troubles can be spotted and handled before it becomes serious. Be ready to readjust the plan as needed. It is also recommended that with you should put together an emergency checklist so that all bases are covered for your event.

Based on many years of previous experiences, Student Life & Leadership has a suggested timeframe to follow - allowing three months advanced planning time.

Three Months before the Event
- See Student Life & Leadership staff or the Walb Event Coordinators to determine feasibility of the event and discuss a program plan.
- Check the Walb Calendar for room availability, before completing an Event Planning and Scheduling form and remember it takes us up to 2 weeks to reserve your space.
- Fill out an Event Planning form via the Community software.
- Confirm availability of artist, lecturer or performer. Work with your student organization advisor to determine contractual requirements. Remember that any contract must go through the Student Affairs Business Manager. DO NOT sign a contract on your own.
- Develop an advertising and marketing plan.
- Explore funding sources (IPSGA Funding Request, Club Fundraising).

Two Months before the Event
- Confirm room reservations.
- Make sure all paperwork is completed and turned into the Student Life & Leadership Office.
- Review all contracts and prepare for signature by the Student Affairs Business Manager.

One Month before the Event
- Fill out ticket request form and ask Student Affairs Business Manager with any questions.
- Establish all set-up arrangements with Special Events as necessary, including Audio Visual needs.
- Be sure everyone necessary has signed off on all forms and contracts.
- If your event is open to the public, fill out the News Release form and send it to University Relations to distribute to the media.
- Advertise

Three Weeks before the Event
- Determine need for additional publicity/promotion and implement, if required.

Two Weeks before the Event
- Submit check request for performer, staff, hospitality, etc. to the IPFW Bursar’s office.
- Double check all of the above.
The Week before the Event.
- Confirm all arrangements for event set-up, audio/video equipment, speakers/performers, including transportation, hospitality and hotel.
- Confirm that all volunteers know what they should be doing.
- Make a checklist of last-minute details to be taken care of (supplies, decorations, etc.).

One Day before Event
- Confirm all arrangements: setup, clean-up, food service, last minute publicity, technical services, security, schedules, staff duties, payment for artist -- Everything!
- Contact everyone involved (including volunteers, the performer, and the technical crew) and make sure they know when to be where. Confirm all arrangements with critical people once is not enough.

Day of the Event
- Arrive at least 1-1/2 hours before event begins or the beginning room access time.
- Make sure setup is going on schedule and equipment is working properly.
- Make sure you have necessary payment for performers. Obtain receipts.
- Make sure one of your organization members or your advisor is in charge at all times during the event.

Post Event
- Ensure that all cleanup has been completed.
- Deposit any money into your student organization account within 24 hours of the event. If the event is being held in the evening, drop off deposit in the Bursar Night Drop Box, located in Kettler Hall.
- Thank everyone involved. Write letters or notes to anyone who made a contribution to the event, including your advisor, donors and workers.
- Conduct post-event evaluation; communicate suggestions to future planners and sponsors.
- Pay all bills promptly.
- If the event is canceled or rescheduled, the sponsor must notify all affected parties immediately. Failure to do so may result in incurred charges for facilities and/or service.
Chapter 7: FUNDING AND FUNDRAISING

All the nitty-gritty details

Fundraising Guidelines
Student organizations are responsible for raising funds to support their meetings, activities and events. Merchandise may also be sold on campus; however, the student organization must sell the items at a table and may not solicit IPFW students/campus departments directly. Student organizations must receive approval for fundraising on campus. A Fundraising Packet is available on the Forms and Policies page at www.ipfw.edu/stulife under “Organization Resources”.

Continuing Studies Event Planning and Funding
Student Organizations who want the option of being able to take online and credit card payments as a part of events can run their events through the Continuing Studies Department. The following are the guidelines to be able to use this service:
- Students Organizations will contact the Assistant Director for Training and Outreach in Continuing Studies at 260-481-6790 after they have determined that the organization wants to work with Continuing Studies.
- Student Organizations MUST contact Continuing Studies a minimum of 30 days prior to the event date to setup “an event.”
- Student Organizations will provide the following information to Continuing Studies: date, information, cost (including overhead), description of event, minimum/maximum participant number, if there is a fee increase after a certain date and any other pertinent information for the event.
- There will be a $5.00 minimum overhead charged per registered participant. This cost could be increased depending on the needs of the organization.
- Student Organizations will bring any additional on-site registrations to Continuing Studies directly after the event to be added into the registration list.

The following process and perks for using this service include:
- Continuing Studies will set up a webpage dedicated to the event.
- Continuing Studies will handle all registrations for the event, including online and onsite registrations prior to the event.
- Continuing Studies can handle on-site registrations for an additional cost (per person).
- Continuing Studies will provide a roster to the client of registered participants.
- All money will be deposited into the Student Organization’s account or by check after the event, per account information provided.
- Continuing Studies will accept registrations online, over the phone, in person, and by mail.

Fundraising for Charities
Student Organizations wanting to solicit funds (money and/or items) ON CAMPUS for charity must complete a Solicitation Letter and submit to Student Life & Leadership no later than 2 weeks before the requested event. This letter must contain detailed information of the event and the charity involved. Solicitation Letters also need to be approved by the Dean of Students and Business Manager for Student Affairs.
Fundraising Opportunities
There are many additional opportunities that student organizations can employ to gain funds. Appropriate fundraising approval paperwork will still need to be filed.

- Candy sale
- Car wash
- Charge dues
- Dine and donate nights at local restaurants
- Product sales (t-shirts, mugs, stickers, etc.)
- Selling items for holidays
- Talent shows

Indiana Campus Compact
The Service Engagement Grant program supports student, professional staff, or faculty projects that establish service engagement as a core component. Service Engagement Grant projects should support reciprocal partnerships between institutions of higher education and the community, strengthen student learning, increase the institutionalization of service-based engaged learning, and enhance the development of students, professional staff, and faculty. ([www.indianacampuscompact.org/grants](http://www.indianacampuscompact.org/grants))

Outside Sponsorships
Student organizations are permitted to seek outside sponsorships for their club and should work with the Business Manager for Student Affairs and Student Life & Leadership on the necessary contract(s). Also, students must contact the Office of Development in AD 101 or call 260-481-4151 prior to seeking outside funding sources. Finally, the university strongly discourages student organizations from entering into sponsorship arrangements with tobacco, alcohol, or gambling companies.

*Free will donations at events are considered donations to the University and in doing so, will need to be documented so that the donating parties will receive the appropriate documentation.*

*Donation of items are also considered development donations and should also be registered with the Development Office.*

Student Government Funding
Organizations may request funding from the Indiana-Purdue Student Government Association (IPSGA) for the following purposes:

- Events that are open to the entire student body
- Other purposes deemed appropriate by IPSGA Financial Guidelines and the IPFW Student Activity Fee Manual

IPSGA will NOT provide funding for the following purposes:

- A general operating budget for student organizations
- Travel (see Student Travel Funding Guidelines)

Points to remember:

- More detailed information about the funding process can be found by visiting the IPSGA Office in Walb Union 225, visiting the IPSGA website at [www.ipfw.edu/stugov](http://www.ipfw.edu/stugov) or contacting the Student Body Vice President of Finance via email at stuvpf@ipfw.edu.
• There is no guarantee of full or partial funding for every organization submitting a request. The Student Senate has discretion in choosing which requests to fund and which to not based on what will provide the maximum benefit to the student body.

• Funding requests must be submitted at least 21 days in advance from the event, departure, or when funds are needed. The IPSGA funding process takes several weeks, so plan well in advance.

• Funding has limited resources and once funding has been depleted, new funds will not be available until the following fiscal year which runs July 1-June 30.

Student Travel Funding
See attachment regarding funding proposals to be used for individual or student organization travel.

Inactive Organization Funds
In the event a student organization becomes inactive all money in the student organization’s Bursar account will revert to the Activities Reserve Fund after three years in an inactive status and the group will be deemed defunct. Should an organization reactivate (within three years of inactivity), those funds left in the organization account will be available to the student organization upon returning to recognized status.

Ticket Rate Approval
Student organizations are permitted free use of IPFW-issued tickets for select events. It is the responsibility of each organization to secure a Ticket Rate Approval for any event in conjunction with the university in which tickets are involved.

Fill out the Ticket Rate Approval form and submit it to Student Life & Leadership for approval and ticket production. If the tickets provided by the university are not suitable, the user may procure machine numbered tickets from a reliable vendor at the user’s cost, provided the following points are adhered to:

1. A separate series of numbers will be used to distinguish between different rates.
2. All tickets (including complimentary) will be sequentially numbered by machine. Hand numbered or hand stamped tickets are NOT acceptable; unnumbered tickets may not be used.
3. All tickets (including complimentary) must be audited by the Business Manager for Student Affairs prior to and following distribution or sales.
4. A statement from the outside vendor indicating the beginning and ending number of tickets produced by the outside vendor must accompany the Ticket Rate Approval form.

An organization representative will be required to sign a statement of responsibility assuming accountability for the tickets being picked up. The person will be held responsible for the return of unsold tickets and/or cash totaling the tickets sold.

Student organizations should allow a minimum of five (5) business days for the approval and printing of tickets.

Immediately upon the completion of the event, all unsold tickets and money collected must be returned to the Business Manager for Student Affairs for audit. Receipts from tickets sold plus the value of all unsold tickets must be equal to the value of all tickets initially disbursed. A written explanation must be submitted if a discrepancy occurs in the audit.
Proper Cash Handling
Please be sure to exercise proper cash handling techniques at all times when collecting cash, checks, etc. on behalf of your organization. Please contact the Business Office if you have additional questions.

- A lockable cash box should be used to store money. Student Life & Leadership has a small stock available to borrow and the Business Office can assist in helping to locate one also.
- At least **TWO** people should count any money collected.
- The Bursar Office has a Night Drop Box available for "after hours" deposits. Be sure to label your deposit appropriately when using this option.

Credit Cards, Outside Bank Accounts and Payment Machines
Credit Cards and Credit Card Machines are not an acceptable form of payment for events. Purdue University has strict guidelines that Credit Card machines from an outside source cannot be used.

IPFW provides Student Organizations with an internal account that can be used for business needs. Student Organizations are NOT allowed to have a bank account outside of the University. Having an outside bank account is a violation of Student Life & Leadership policy.

Payment machines or websites that take an online payment (excluding Continuing Studies) are not allowed to be used for payment.
Chapter 8: STUDENT ORGANIZATION TRAVEL

*Everything you need to know about getting around*

Many student organizations plan some travel as part of the organization's programs and activities, and are encouraged to do so. Turn in forms in ADVANCE of your travel arrangements because all forms take a minimum of 10 business days to process. Trips need to be approved more than two weeks before the trip.

To be clear, the purpose of the forms and approvals is not arbitrary. This process is to ensure that groups are protected under the university during travel. So despite the distance, just outside the city for a weekend retreat or a month-long international trip, there are liability issues that need to be taken seriously. If at least one driver is not approved in time, other arrangements will need to be made.

Also, please remember that organization travel is a university sponsored event and participants should conduct themselves in accordance with the Student Code of Conduct and other university policies. This includes staying together as a group (e.g. personal travel is not permitted while with the group).

**Travel Forms and Criteria**

All Student Organization Travel must include several forms:

1. Event Scheduling Form
2. Student Organization Trip Form
3. Waiver, Release, and Hold Harmless Agreement
4. Emergency Contact Information for all individuals traveling
5. Trip Itinerary
6. Financial budget information for the trip (how it will be paid for)
7. Driver Authorization - RM01S and USA General Release Forms
   a. For local travel only - Driver Authorization Self-assessment
   $32/month per person
9. Request optional Trip Insurance

For reference, Purdue’s comprehensive “Use of Vehicle for University Business” policy can be found at the web address: [www.purdue.edu/policies/pages/facilities_lands/i_2_1.shtml](http://www.purdue.edu/policies/pages/facilities_lands/i_2_1.shtml)

**Use of Vehicles for University Business**

*Statement of Policy*

This policy applies to all Purdue University operations worldwide. Any vehicle driven while conducting university business or for any other university purpose must be operated in a safe and courteous manner and in compliance with all applicable laws and Purdue policies.

University vehicles are made available only for university business and only authorized drivers may operate university vehicles on university business. Drivers who fail to adhere to this policy and its related procedures may be deemed not to qualify for Indemnification from the university, and may be subject to disciplinary action as deemed appropriate.

Motorcycles, scooters, mopeds, and similar vehicles may not be used to conduct university business or for any other University purpose.
University Vehicles
The university maintains a fleet of vehicles to be used in support of its academic mission and administrative services. Use of these vehicles is restricted to university business only and cannot be used for personal or social purposes.

Recognized student organizations may use the university vehicles, provided the purpose of the trip conforms to the above stated criteria. Required approvals for vehicle use include both the Student Life & Leadership Activities Coordinator and the Business Manager for Student Affairs. In the instances where vehicle use is granted, the organization advisor must be the driver, unless other arrangements are approved in advance (i.e. Driver Authorization). These arrangements can be made by indicating who will be driving on the Student Organization Trip form.

Student organizations are urged to explore other transportation sources as well. At times it may be cheaper to use an outside rental vehicle for trips of greater length. In such cases, the purchase of optional collision insurance is recommended.

Procedures to Use a University Vehicle
Student organizations should discuss their transportation needs with the Activities Coordinator well in advance of the trip. If the decision is made to use a university vehicle or university rented vehicle, regardless of travel, you MUST fill out a Student Organization Trip Form, take a self-assessment and fill out the RM01S and a USA General Release Form (a different form is needed if the student has a license from Washington, Georgia, or Pennsylvania). Once complete, these forms need to be turned into Student Life & Leadership so they can be faxed for approval.

After the trip forms are approved, Student Life & Leadership will make a request for university vehicles to Campus Safety on behalf of the student organization but all the information can be found at: http://new.ipfw.edu/offices/safety/transportation/. Student Life & Leadership must make this request.

The driver must pick-up the requested vehicle in person and sign a certification that they are in compliance with the Use of Vehicles for University Business Policy: The approved driver may pick-up the vehicle keys at the Campus Safety desk located in Walb Union Room 127. Upon return from the trip, the mileage expense will be calculated and the fund account will be charged. At the end of the next accounting period, the Business Manager for Student Affairs will receive a budget statement reflecting the vehicle charges. The Business Office will then coordinate payment from the student organization account to reimburse the fund account.

For detailed university vehicle information, visit the Campus Safety website.

Personal Automobiles
The personal automobile provides the greatest flexibility and is possibly the least expensive method of travel. Drivers must carry their own insurance to cover liability and drivers should have an emergency plan in case of breakdown or accident.

Alcohol and/or drugs must never be used when driving a vehicle. If you are involved in an accident, make sure any injured parties get immediate medical treatment and notify Student Life & Leadership as soon as possible of any emergencies or accidents.
Insurance and Liability
IPFW carries a liability policy covering the activities of student organizations under the direct management of the university and whose finances are under the supervision of the Bursars office.

The policy affords protection to university sponsored student organizations (including their officers and members) while acting within the scope of their duties. Excluded from coverage is any organization not under direct financial management of the university, any organization whose hazardous activities mandate the purchase of special liability insurance, and activities involving the ownership, maintenance, operation or use of any automobile or aircraft.

For some functions and activities, student organizations will be required to submit evidence of a liability insurance policy or obtain general special insurance for the event.

Medical Insurance
Individuals and student organization members involved in student organization activities are responsible for maintaining their own medical insurance coverage.

Local Travel
All drivers must be authorized to drive on university business. If, however, you are simply traveling locally (e.g. across town to pick up supplies for the group), then we only require a self-assessment. If you meet any of the “unacceptable” criteria in the below chart DO NOT DRIVE on behalf of your organization:

<table>
<thead>
<tr>
<th></th>
<th>ACCEPTABLE</th>
<th>UNACCEPTABLE</th>
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<tbody>
<tr>
<td>Moving Violations</td>
<td>2 or fewer violations in the past 3 years</td>
<td>3 or more violations in the past 3 years</td>
</tr>
<tr>
<td>At-Fault Crashes</td>
<td>1 or fewer crashes in the past 3 years</td>
<td>2 or more crashes in the past 3 years</td>
</tr>
<tr>
<td>Major Offenses</td>
<td>A single citation in the past 3 years for any of the following offenses:</td>
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<td>-any alcohol or drug-related driving offenses</td>
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<td>-refusal to submit to a blood alcohol test</td>
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<td>-reckless driving</td>
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<td>-leaving the scene of an accident</td>
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<td></td>
<td>-any felony crime committed with a vehicle</td>
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</tbody>
</table>
Emergency Plans
Always have a plan B; it’s good to have a plan C and D too. Because every trip is different, each trip needs a different back-up plan. There is nothing worse than the feeling you get when you realize your train left an hour early or the person you were planning on riding with decided not to go. Talk with your group, advisor, and the Activities Coordinator for ideas. Again, please be sure to have emergency plans in place in case travel arrangements unexpectedly change. (For example, carry a credit card for unanticipated expenses).

Other Resources
Additional information in vehicle use can be found on Purdue’s Risk Management page at: http://www.purdue.edu/business/risk_mgmt/Vehicle_Use_Info/

Also, the complete policy for Use of Vehicles for University Business can be found at: http://www.purdue.edu/policies/facilities-safety/iva1.html#procedure1
Chapter 9: OTHER IMPORTANT POLICIES

Alcohol Use Policy
Student organizations who wish to host an event where alcohol will be served are required to pick-up and complete an Alcohol Service Packet from Student Life & Leadership. Events of this nature require several months of advanced planning and university authorizations BEFORE any room/venue reservations or publicity regarding this event are made.

Food Service/Catering
All food to be sold or served on campus must be catered or commercial foods. There are limitations on types of food sold which are currently under contract with the university. In addition, there are additional restrictions on the location and dates when food sales may take place on campus. Please stop by Student Life & Leadership if you have questions about food service and/or catering.

Student or university groups are allowed to serve food that is not commercially prepared or pre-cooked as long as it is not being sold or served to the general public (i.e. club meeting). As long as the group is purchasing, preparing, and serving the food solely for their group’s personal purposes at the event in question (and they are not serving or selling food to the public), then it is considered much like a departmental “carry-in”. Individuals within the group know the food is not guaranteed to be commercially prepared or pre-cooked, and therefore they are consuming it at their own risk. This rule applies even if the food is purchased with university funds.

In rare instances, it is possible for organizations to prepare and serve food to general public. To do so, approval is required by Purdue’s Risk Management. Food must be prepared in a certified kitchen according to the guidelines below.

Radiological & Environmental Management Temporary Food Service Requirements

Personnel:
1. Hairnets, headbands, caps or other effective hair restraints should be used by all individuals involved with food preparation and serving, or food handling. Beards should also be restrained. Hair carries millions of bacteria that could contaminate food.
2. Hands should be washed before starting food preparation and at any other time the hands are contaminated. For example, wash hands after restroom use, smoking, sneezing, coughing, and after any facial contact.
3. Clean clothes should be worn by all food handling employees.
4. Individuals with any of the following: infected cuts or sores, colds, diarrhea, boils, communicable disease, etc., should not prepare or serve foods.

Food Preparation:
1. Food items should be prepared in an approved food preparation area that can be inspected by a health agency. These include university residence hall kitchens, cooperatives, schools, churches, or commercial food preparation areas.
2. Potentially hazardous foods are prohibited; these include food items such as ham salads, cream pies, custards, meat pies, and meringues.
3. The menu and site location will be received by the department of Radiological & Environmental Management (REM) for approval.
4. Keep all food items in storage, preparation, and on display covered with a non-porous material such as plastic wrap, foil, waxed paper, or lids. Covering prevents airborne contamination such as hair, skin flakes, sneeze droplets, and dust from settling on the food items.

5. Proper facilities should be provided for maintaining foods at correct temperatures: for cold foods, 41 degrees or below; and for hot foods, 140 degrees or above.

6. Hot plates or ice tables may be used if they are properly constructed and maintained.

Storage:
All food items and/or food contact utensils such as single serve plates, cups or silverware should be stored above the floor or ground, a minimum of six inches on shelves, skids, or dollies.

Miscellaneous:
1. Foods that are not consumed immediately should be covered with a non-porous material (plastics wrap or foil) and maintained at proper temperatures. Items that the patron must handle should be arranged so that contamination from mishandling does not occur.

2. Straws, coffee stirrers, toothpicks and condiments should be individually wrapped when placed on display unless served by a food service employee.

3. Locations for the temporary food service should have facilities to meet the following criteria: hand washing facilities, floors, ceilings, (tents for outside events), insect and rodent free, and clean surroundings.

4. Proper trash disposal should be provided.

5. Any other requirement deemed necessary by the REM to protect public health shall be initiated by the temporary food service.

6. Requirements are founds in the Indiana State Department of Health Regulation 410IAC 7-24.

7. If there are any questions, please call the Environmental Health and Safety Manager in SB G50, (260) 481-5744.

Food Service at IPFW

Aramark Food Services
To order catering through Aramark, please contact the Catering Coordinator at 260-481-0440.

Branded foods not mentioned above are typically allowed to be sold by student organizations on campus.

Raffles and Games of Chance
All raffles and games of chance shall be held in accordance with the laws of the State of Indiana. All raffle procedures must be approved by the university. In general, however, "games of chance" are prohibited; there must be a "game of skill" involved.
Prize Policy
Any student organization planning to offer a prize as a part of one of its programs must either have the prize in hand or a written pledge from a sponsor promising to make the prize available prior to publicity announcing/advertising the availability of that prize as a part of that event.

Gift Certificates and Gift Cards
It is generally not permitted to purchase gift certificates or gift cards from club funds. The exception to this rule is that the gift certificate or gift card are for a specific item i.e. Build a Bear, iTunes, etc. Please see the Activities Coordinator regarding questions. There are policies and tax implications forbidding this. It is preferable to purchase an item and give to the intended recipient.

Copyrights, Trademarks, and Licenses:
Organizations interested in creating IPFW branded items for their Student Organizations (t-shirts, merchandise, marketing materials) MUST reference the IPFW Marketing Communications website to review the marketing standards and guidelines. It is suggested that any logos be sent to the Activities Coordinator to have reviewed. See additional information at end of handbook.

Statement on Demonstrations
Any individual or group activity or conduct, apparently intended to call attention to the participants’ point of view on some issues, is not of itself misconduct. Demonstrations that do not involve conduct beyond the scope of constitutionally protected rights of free speech and assembly are, of course, permissible. However, conduct that is otherwise improper cannot be justified merely because it occurs in the context of a demonstration. Demonstrations that involve violations of any subsection of Part II-A or B will not be permitted. A student will be charged with misconduct for any individual misconduct committed by the student in the course of a demonstration.


Volunteer Policy.
Purdue University is committed to providing a safe environment for work, study and outreach and to upholding the reputation and integrity of the University. To that end, all Volunteers will be subject to background screening that will include, at minimum, a Sex and Violent Offender Registry Check. Any individuals listed on a registry that is part of the University’s Sex and Violent Offender Registry Check or who has been convicted of an offense for which he or she must register as a sex or violent offender may not serve as a volunteer. No department/unit may discriminate in selecting Volunteers based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. (www.purdue.edu)

If you are an organization that has outside/non-IPFW employed individuals as volunteers, a Volunteer Agreement and Registration Form must be completed with the Student Life & Leadership Office. If the potential Volunteer is listed on any of the above registry’s, Human Resources or will be in contact with the individual and sponsoring organization.
Video Showcasing Guidelines (movies, films, webinars, streaming)

Under federal law, the holder of a copyrights for a movie has the exclusive right to control performances of that movie – including showings of a videotape or digital copy. An individual student, staff person, faculty member, or student organization that wants to show a film on campus must obtain permission for the showing from the copyright holder. The complete law on film copyrights is in the U.S. Copyright code, title 17, and may be found at www.copyright.gov/title17.

Below are the guidelines to keep in mind for public viewings on campus:
- Student organizations may show a movie to its members only without purchasing a public viewing license.
- If an organization wishes to show a movie to non-members (the public), they are required to purchase a public viewing license (if available) in order to do so.
- Some films come with an educational license that grants groups permission to show the film to educate the audience about particular topics. Documentation must be provided stating that there are no fees attached to the film before the event can be approved.
- To determine if a license is required for the film, refer to the list of vendors below to search for the film. This could take several days to several weeks to obtain, so plan accordingly. Fees for licenses can range from $300-$600 for a single day showing.

Excerpt from www.Purdue.edu/odos

<table>
<thead>
<tr>
<th>Criterion Pictures USA</th>
<th>Non-theatrical film licensing</th>
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Violation of Rules and Regulations

Members of student organization are required to abide by the laws of the state of Indiana, the United States, or the community and the state or country in which the organization’s activities occur.

In addition to a violation of the above-mentioned laws, a violation of any university rules and regulations by any member of a student organization may subject that organization and/or its members to disciplinary action by the Office of the Dean of Students.

After official representatives of the student organization have been informed of the nature of the changes and have been given an opportunity to refute them, the Office of the Dean of Students may initiate action against the organization and/or its member.
Chapter 10: ADDITIONAL TRAINING OPPORTUNITIES

Student Life & Leadership will host additional training opportunities or for Student Organization leadership. These workshops will take place on a monthly basis and will be held in the Student Organization Resource Center (Walb 210). Each session will be offered two different times so you would not have to attend both, but are certainly welcome to. These workshops are an excellent place to learn how to become a better leader and connect with other student organization leaders.

DonTracks Workshops
Dates TBD

“This costs? How will I pay for it?”
The A-Z of how to secure funding and fundraising opportunities

“Where do I put the balloons and streamers?”
How to plan an amazing event

“Facebook, Instagram, and Twitter! Oh My!”
Using social media to gain attention for your organization and events

“And for the first order of business”
How to plan an effective and thorough meeting

“There’s no I in team and Me can’t do it all”
Team-building and ice breakers for your organization

“I’m done, what’s next”
How to best showcase your leadership activities and background on your professional resume
**President’s Roundtable**

Student Life & Leadership and IPSGA realize that there are a lot of challenges that Student Organization leadership face during their leadership time. There are also great things that leadership learn and can pass on as well. So in keeping with that thought, Student Life & Leadership and IPSGA have partnered up to host the President’s Roundtable which will take place once a month. This is an opportunity for the Student Organization Presidents to come together for an hour once a month to discuss successes and challenges that they are facing. This will also be a great way to connect with other organization leadership and develop relationships that could lead to collaborations between Student Organizations.

**Fall Semester**

<table>
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**Spring Semester**

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<td>4/12/2017</td>
<td>12:00pm-1:00pm</td>
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**MastoDON Tracks Student Organization Leadership Program**

Are you looking for another way to gain positive name for your Student Organization? The Student Office is piloting a new program called MastoDON Tracks. This incentive program will set your organization a part toward the path of highest excellence.

**One Star:**

**Requirements**

- Student Organization Report Form submitted to Student Life & Leadership Office by October 1
- Advisor Report Form submitted to Student Life & Leadership Office by October 1
- All officers attend recognition training
- Attend 3 President Roundtables
- Attend 3 DonTracks workshops

**Benefits**

- Recognition at the annual Student Achievement Celebration
- Receive a Certificate of Achievement and recognition on Student Life & Leadership Website
- Receive 50 free color copies from Student Life & Leadership Office

**Two Star:**

**Requirements**

- Student Organization Report Form submitted to Student Life & Leadership Office by October 1
- Advisor Report Form submitted to Student Life & Leadership Office by October 1
- All officers attend recognition training
- Attend 4 President Roundtables
- Attend 4 DonTracks workshops
Benefits
- Recognition at the annual Student Achievement Celebration
- Receive a Certificate of Achievement and recognition on Student Life & Leadership Website
- Receive 75 free color copies from Student Life & Leadership Office

Three Star:
Requirements
- Student Organization Report Form submitted to Student Life & Leadership Office by October 1
- Advisor Report Form submitted to Student Life & Leadership Office by October 1
- All officers attend recognition training
- Attend 5 President Roundtables
- Attend 5 DonTracks workshops

Benefits
- Recognition at the annual Student Achievement Celebration
- Receive a Certificate of Achievement and recognition on Student Life & Leadership Website
- Receive 100 free color copies
- A free pizza party of up to 5 pizzas for one organizational meeting or event
- Ability to schedule meetings in Special Events venues for 6 months for the 2015-2016 academic school year. (current policy is 3 months for Special Events venues)
Appendix: FORMS

All forms are available on the Forms and Policies page under “Organization Resources” at ipfw.edu/stulife and are listed here for reference.

Advertising
- Display Case Request
  Second Floor of Walb Student Union
- Banner Requests
  Walb stair case and Parking Garage 1
- Sidewalk Chalking Request
  Post messages on campus sidewalks

Event Management
- Community Service / Volunteer Report
  Validate your group’s service
- Co-Sponsorship Form
  Use to work with another student organization
- Co-Sponsorship Proposal
  Use to work with an off campus organization
- Event Planning and Scheduling Form
  Use to schedule ALL events, meetings, trips
- Past Activity Credit
  Use to receive credit for past events
- Waiver, Release, and Hold Harmless Agreement
  For events with travel, physical contact, or risks

Recognition
- Advisor Responsibility
  Required for group advisors
- Constitution Template
  Template to use when drafting the document
- Guidelines for Student Organization Constitution Approval
  Make sure your constitution is legit
- Student Senate Constitution Request
  To change or submit a new
- Report Form
  Submit each year and when officers change

Services
- Conference Room Reservation
  Request a small conference room in Walb 214
- Locker Application
  Apply for locker space on Walb 2nd floor
- myIPFW Request
  Access IPFW email and webspace

Finance
- Account Book Ledger
  Track group expenses
- Fundraising Approval
  Submit if wanting to hold a fundraiser
- General Account Deposit
  Use to deposit money into Bursar account
- Memorandum of Agreement
  Necessary when paying for services
- Request of Check from Student Organization Funds
  Get money out of your Bursar account
- Solicitation Letter Template
  Use if fundraising for a charity
- Ticket Request and Rate Approval
  Use admission tickets to special events

Travel
- Driver Self-Assessment
- RM01 - Request for Driver Authorization & General Disclosure
  Use to become an authorized, university driver
- RM23 – Request for International Medical/Evacuation Insurance
- Waiver, Release, and Hold Harmless
  Required for all travel by all participants
- Student Organization Trip Form
  Use to have your group’s trip approved
- Emergency Contact Form

Club Sports
- Away Competition Form
- Club Sport Confirmation of Eligibility
- Club Sport Current Roster
- Coach Code of Conduct
- Club Sport Emergency Contact Information
- Home Competition Form
- Officiating Contract
- Memorandum of Agreement
- Waiver, Release, and Hold Harmless Agreement Club Sports
Commonly used treasurer forms:

<table>
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<tr>
<th>Date</th>
<th>Item Description</th>
<th>Check #</th>
<th>Detail Code</th>
<th>Deposit</th>
<th>Expenses</th>
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<tr>
<td>9/16/13</td>
<td>Supplies</td>
<td>C459</td>
<td></td>
<td>45.50</td>
<td></td>
<td>45.50</td>
</tr>
<tr>
<td>9/16/13</td>
<td>Equipment</td>
<td></td>
<td></td>
<td>5.50</td>
<td></td>
<td>5.50</td>
</tr>
</tbody>
</table>

Example

ACCOUNT BOOK
LEDGER

33
### Student Organization General Account

**Deposited With**

Bursar's Office

Indiana University - Purdue University at Fort Wayne

**FOR CREDIT OF**

Your Student Org Name Here

<table>
<thead>
<tr>
<th>NAME OF ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Checks, drafts etc are received and credited for the accommodation of the organization. The University assumes no responsibility for the collection and reserves the right to charge them back to the account if dishonored or lost in transit.

**PREPARED BY**

Your Name

**DATE**

Today

**FOR BURSAR**

TOTAL $55.75

<table>
<thead>
<tr>
<th>DETAIL CODE</th>
<th>SOURCE AND DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall Fundraiser from___ Sale</td>
<td>55.75</td>
</tr>
</tbody>
</table>

**TOTAL 55.75**

**DATE (BURSAR):**

**NO (BURSAR):**

FORM 1505

**BUSINESS OFFICE - STUDENT FINANCE**
REQUEST FOR CHECK FROM STUDENT ORGANIZATION FUNDS
Indiana University-Purdue University Fort Wayne

Check Request Number
3571

All original receipts or invoices related to this expenditure must be attached to this form and given to an organization funds officer in order to process payment or reimbursement. All information and signatures are necessary to approve disbursement.

PAY TO:
Vendor/Payer
(individual)
Name/Company Name

Street Number
(Prin)

City and State
(Prin)

Name of Event/Activity
Annual meeting

Date of Event/Activity

Please explain how this expenditure supports the event/activity?
Reimbursement for supplies purchased for annual meeting

This certification line only needs to be completed if an individual is requesting reimbursement.
I certify the above information is correct and the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization.

Signature of Individual Requesting Reimbursement

FOR TREASURER'S USE:

Name of Organization Account

Invoice/Customer Number

Description of Expenditure

Expense Code

Amount

| Supplies | See list | 45.50 |
| Binder   | in Binder |       |

Total Amount of Check: $45.50

We certify the above information is correct and the attached receipts or invoices represent legitimate expenses incurred solely for the benefit of the student organization and are approved for payment.

Approved – Treasurer’s Signature

Date

AND

Approved – President’s or Advisor’s Signature

Date

Phone Number

Approved Bursar/Business Office

Date

01/20/05

Please submit WHITE and YELLOW copy along with receipts or invoices to Bursar/Business Office for Processing.
Contact Information:

Please feel free to stop by the office anytime you need anything. If for some reason we are not in the office please contact us using our information below.

**Kasey Price, Ed.D.**
Assistant Vice Chancellor, Student Life and Leadership
phone – 260-481-6883
email - pricek@ipfw.edu

TBD
Coordinator for Student Organizations and Activities, Student Life
office phone – 260-481-6637
cell phone –
email –

**Alex Harvey**
Graduate Assistant, Intramurals
phone – 260-481-6283
email – harvac01@ipfw.edu

**Student Life & Leadership Office**
phone – 260-481-6609
fax number – 260-481-5714
Walb Union 210
Office Hours – M-F 8:00am-5:00pm

**Student Organization Resource Center**
Walb Union 214
Office Hours – M-F 8:00am-5:00pm

**Dave Reynolds**
Business Manager for Student Affairs
Kettler Hall G54
phone – 260-481-0723
email – reynoldd@ipfw.edu

**Indiana-Purdue Student Government Association (IPSGA)**
phone – 260-481-6586
Walb Union 225
Office Hours – M-F 9:00am-6:00pm