

Table of Contents

Introduction	1
The Role of the Student Life Office and the Office of Campus Activities	2
Student Organization Basics	2
The Role of Your Advisor	3
Recognition and Registration Procedure	3
Recognition vs. Registration	
Re-registration and Transition	
Finances and Funding	4
Requesting Funds from SGA	
Depositing Organizational Funds	
Spending Organizational Funds	
Funding Guidelines and Policies	
Account Management	
Planning Programs and Events	10
Registering Events	
Event Planning	
Event Management	
Post Event	
Risk Management and Liability	16
Centre College Hazing Statement	
Liability	
Important Contact Information	17
Student Life Staff	
Student Government Association	
Student Organization Contacts	
Additional Resources	19
Important Dates in 2105-2016	
SGA Forms	
Credits	
Advisor Expectations Worksheet	
Example of Petty Cash Form	

Introduction

Dear Student Leader,

This handbook has been created with the hope that it will give you the tools you need to be a knowledgeable and confident leader for your student organization. You will find a variety of information in here covering everything from event planning tips to membership retention to SGA funding procedures. Please take the time to read through this document and reference it as needed throughout your tenure as an officer.

As a student leader, you know that Centre students are highly involved outside of the classroom. Our students may be committed to athletics, Greek life, SGA, Residence Life, and any number of other groups on campus. Co-curricular involvement gives students a way to volunteer, participate, lead, and hone skills that will be important to take with them to the workforce.

In particular, the role you have accepted as a student organization leader will prepare you for life after Centre. Between holding meetings, organizing events, and working in teams, being an officer offers a chance to make a mark on the Centre community and develop leadership skills to serve you in the future. Take advantage of this opportunity and make the most of it!

Remember, also, that you have a team of people here to help you. The Office of Campus Activities is at your service, so please do not hesitate to reach out to us. We love to hear from you!

Have a stellar year!

Sincerely,
Your friends in the Office of Campus Activities

Kendrick Durham
Director of Campus Activities
kendrick.durham@centre.edu | x5743

Elizabeth Frank
Student Life Coordinator
elizabeth.frank@centre.edu | x5532

Jenny Connor
Student Life Coordinator
jennifer.connor@centre.edu | x6026



The Role of the Student Life Office and the Office of Campus Activities

The Student Life Office (SLO) oversees student activities outside of the classroom. Most events that are planned for the campus community are vetted in some way by the SLO. These events span a variety of activities including movie screenings, cultural festivals, concerts, and service plunges. In the role of student organization leader, you will interact most with the Office of Campus Activities, and specifically with the Director of Campus Activities, Kendrick Durham. The Office of Campus Activities is responsible for providing structure to student organizations and ensuring successful re-registration, transition of executive board officers, and event planning. Because the Director of Campus Activities will work with the advisor of each student organization, he will provide continuity among groups and will work with you to make sure your group feels well-equipped to see out its mission.

Student Organization Basics

Definition of a Student Organization

A student organization at Centre College is a group of students who have come together because of a common interest or goal, who meet the registration requirements laid out in the Student Handbook, and who have been properly recognized and registered. Registered student organizations are afforded certain benefits in order to operate effectively.

Requirements

- Every student organization must have a constitution on file. The constitution lays out the group's mission, as well as how it will operate meetings, hold elections, etc. Any constitutional changes should be sent to Kendrick Durham to keep on file.
- Each organization must have an advisor who is Centre faculty or staff. The advisor must be on campus during the academic term (not on sabbatical or abroad).
- The incoming president and treasurer must attend the Transition Workshop once they are elected. This workshop takes place in April and provides vital information for running a student organization in the coming academic year. Failure to have all parties in attendance at this workshop will disqualify your organization from receiving an allocation from SGA and render your organization inactive for the upcoming year.
 - Special Note: The president and treasurer attending the workshop can only count their attendance for one organization. For example, if a student is a treasurer of one club and a president of another, she will need to find a proxy to count for her attendance for one of the two clubs. Proxies must be an incoming officer in the organization.

Responsibilities

- Uphold the values and image of the College
- Respond appropriately to communication from the Office of Campus Activities and the advisor
- Adhere to all deadlines, especially regarding re-registration and transitioning
- Work to enhance the co-curricular campus experience for fellow students

Privileges

Any recognized student organization in good standing is allowed to:

- Use the name "Centre College" in advertisements/publications
- Request, receive, and use SGA funding

- Reserve rooms on campus for meetings and activities
- Advertise on campus
- Have a group page on Centrenet
- Attend the annual Activities Expo in September

The Role of Your Advisor

What is an advisor?

By definition, a student group advisor at Centre College is a full time faculty or staff member who serves in a resource and support role to the membership of a registered student organization. While the role of a student organization advisor will vary from one organization to another or even from year to year as student leaders transition, there are common threads that run through all advising roles. The advisor and executive board should openly discuss the expectations of the advisor position at the beginning of the year. Some advisors have a high level of involvement, while others have less.

Policy Interpreter/College Liaison

Your advisor can help you answer questions about college policy on a particular matter. They should be familiar with the Student Handbook and any local/state/federal laws. Any questions about college policy can also be directed to the Director of Campus Activities. When in doubt, ask!

Advisor Expectations Checklist

Sometimes student organization leaders and advisors have different ideas and expectations of what role the advisor plays in a student organization. To help sort this out and prevent any confusion in the middle of the year, student leaders are encouraged to conduct a beginning-of-the-year meeting with the advisor to establish roles in the organization and goals for the year. The worksheet found in the appendix contains expectations which can be negotiated between student officers and the advisor. This form is designed to help both parties arrive at a clear and mutually agreed upon view of each other's roles within the student organization.

Recognition and Registration Procedures

Registration vs. Recognition

Student groups that desire to be officially registered at Centre College must submit an *Application for Student Organization Registration* to the Director of Campus Activities. This application for initially starting an organization is only submitted once for consideration. At a minimum, organizations will be asked to provide:

1. Completed application with the name and signature of an advisor, who is a current faculty/staff member
2. A list of current officers and members
3. A statement of purpose and/or constitution

Once this application has been submitted, the Office of Campus Activities may grant an organization *registered* status. To be *recognized*, the group must be approved by the Student Government Association (see Article V, Section 2.D.1 of the Student Government Association Constitution). A group must be both *registered and recognized* in order to receive funding from SGA and the organization privileges listed in the previous section.

Re-registration and Transition

Every student group must complete *re-registration* with the Office of Campus Activities annually every spring. In this re-registration, organizations will be asked to provide:

1. The contact information for the incoming president, treasurer, and a third officer
2. The advisor's name and contact information

This information is used to update the contact list maintained by Campus Activities.

After re-registering, the incoming president and treasurer are required to attend the Transition Workshop. Both incoming officers can only be representing one organization. If this is not the case, a proxy, in the form of another incoming officer, should be obtained and the Director of Campus Activities notified.

Action will be taken if a student organization fails to re-register and/or attend the Transition Workshop in the spring. The organization will be considered inactive for the upcoming year and they will not be eligible to apply for SGA funding during the Allocation. In order to resume good standing, the group will be required to re-register and/or attend the make-up workshop in the fall (September). After the make-up Transition Workshop in September, any club not in good standing will become inactive for the remainder of the academic year.

Finances and Funding

Few areas of organizational work are as important as how you manage your finances. The College and the Student Government Association entrust organizations that have accounts with the College with managing them responsibly. This responsibility includes requesting appropriate amounts of money from SGA and spending whatever funds are received for the purposes announced in the request. This financial management also involves not overspending the group's money, whether allocated by SGA or raised by your organization. The following information will provide you sound financial practices to help you achieve effective financial management. Unless otherwise directed, references to the Finance Office always mean Boles 205 – Mrs. Judy Cummins.

Requesting Funds from the Student Government Association

Any organization that has gained Registration and Recognition status as outlined previously can apply for funds from SGA. For more information, visit http://sga.centre.edu/?page_id=1389 to view a PowerPoint on SGA Finances. Further questions can be directed to J.P. Deering, SGA Secretary of Finance, or Kendrick Durham.

Types of Funding

- *Conditional funding* is funding that can only be used for a specific purpose. Everything in the Allocation and Special Funding Requests is considered conditional funding.
- *General funding* is funding that can be used for any purpose that the organization deems necessary. It is meant to give student organizations some flexibility in planning events, meetings, etc. The only way to receive general funding is through the Allocation, where up to 10% of the total amount of allocated funds can be given as general funding.

General Allocation Request

Every year the Allocation is conducted by the Finance Committee of SGA to distribute funding given to SGA by the College. All Allocation requests must meet the requirements found in the Finance

Committee bylaws in order to receive funding. The Finance Committee considers Allocation requests in the order that they are submitted during the submission window.

On the Allocation form, each expected expenditure for the upcoming year must be listed with a description and anticipated amount. These anticipated expenditures are conditionally funded, meaning the money allocated to the item/event must only be spent on that item/event. Expenditures should be listed in order of their importance to the organization. The items should be as specific as possible, with a description of any items you may need and where they will be purchased, the purpose behind the event or expenditure, and the expected completion date for the event or expenditure. The advisor, president, and treasurer must all sign the form.

It is important for student organizations to be detailed, organized, and realistic when filling out the form. Unfortunately, organizations will not get everything they ask for. A good policy to keep in mind when filling out the form is if there are not enough details right now, wait. A special funding request can be submitted starting in September and the organization is more likely to receive funding for a request that is detailed and well-planned.

Through the Allocation Request, an organization is also allowed to request up to 10% of their total conditional funding for general funding. This general funding can be spent on anything, within the guidelines specified by the College.

When completing the General Allocation Request form, it is important to think ahead in terms of events, equipment, conferences, etc. for the next year. However, we recognize that it is sometimes difficult to plan that far in advance. Here are some tips for both advisors and students for budgeting:

- Be reasonable. SGA funds over 50 student organizations and cannot meet the demands of everyone.
- Be specific. Include, where possible, mileage, websites for purchase, exact prices, and companies being used. The more information SGA has, the more likely they are to approve funding.
- Be aware of the Finance Committee's by-laws. It will save you and the committee time and energy if you know what will automatically not be approved.
- Shop around to find the best vendor, convo speaker, etc. SGA wants their money to be used for events that enhance the campus experience.
- Be aware of deadlines and turn in funding requests as early as possible. Funds cannot be retroactively given.
- Work with other student organizations to combine funds for larger, more elaborate events.

Special Funding Request

Special funding requests are for specific funding needs that arise after the Allocation has passed. These requests are also considered conditional funding. All requests should be submitted to the Finance Secretary one week before a General Session date. He will present it to the Finance Committee before it goes for a vote at a General Session. When submitting a special funding request, do not wait until the last minute! The general body meets once every other week, and funds cannot be given retroactively for an event. Again, be as detailed as possible when requesting funds.

Reallocation Requests

Reallocation requests can be submitted to change the purpose of conditional funding that has already been granted to the organization. An example is taking \$50 allocated for a convo speaker and transferring it to apply to transportation to a museum. Reallocation requests must also be submitted if the organization is changing the date of an event. Like special funding requests, reallocation requests

should be submitted to the Finance Secretary for consideration by the Finance Committee. These requests do not go through the SGA General Body.

Loss of Funding from Student Government Association

Organizations that do not follow the guidelines and procedures outlined by SGA may lose their funding. Failure to re-register, attend the Transition Workshop, or pass the Audit can result in your organization's account being frozen.

Depositing Organizational Funds

SGA funds will be placed in your account automatically. Allocations requested and awarded in the spring will be available during the first week of classes in the Fall Term, and those awarded through special funding requests will be available within one week of approval during the General Session.

Whenever your organization has funds to deposit, either from dues, fundraising or other means, you should take your deposit to the Cashier's Window in Boles Hall. Give the cashier your organization's account number and indicate the source of the funds so that they can be categorized properly.

Spending Organizational Funds

Student organization leaders can spend the organization's money in the following ways:

- Request for Payment/Reimbursement/Petty Cash
- Check Requests
- Processing Invoices
- Cash Advances
- Online and other Special Orders

For Purchases Under \$50 – Request for Payment/Reimbursement/Petty Cash

For purchases totaling less than \$50, most organization money will be spent using the College's Request for Payment/Petty Cash form, found under the Forms tab in Centrenet. This can be done in one of the following ways:

Reimbursement of a purchase:

Submit your receipt for the purchase, attached to a completed Request for Payment/Petty Cash, to the Finance Office. You will actually collect money at the Cashier's Window on the first floor of Boles Hall. If the amount of reimbursement is over \$50, you will need to submit a check request form. (**This is the preferred method**)

Prepayment of a purchase:

Submit the completed Request for Payment/Petty Cash to the Finance Office for approval. If you know the exact cost, request the actual amount. If you have an estimated cost, request enough money to cover the estimate. Any funds remaining after your purchase should then be returned to the Finance Office, along with a copy of the receipt and initial Request for Payment/Petty Cash, for crediting back to your account.

For Purchases Over \$50 – Check Request

For purchases totaling over \$50, many times organizations will spend money using the College's Request for Payment/Petty Cash form, according to the following categories:

Payment of a contracted expense:

Submit a completed Check Request to the Finance Office along with a copy of the contract. Checks are only cut on Fridays, so all requests must be made by Wednesday of the same week.

Reimbursement of a purchase:

Submit your receipt for the purchase, attached to a completed Check Request, to the Finance Office. Remember the Wednesday deadline for payment on Friday of the same week.

Processing Invoices

One of the easiest methods of spending your money is to request an invoice from the business or group whose services/products you are using. Invoices usually state INVOICE at the top of their official notice. An invoice is similar to a bill. In order to process such a payment, treasurers need to write on the INVOICE: "Approved for Payment", then date, sign, and write the appropriate account number on it. Submit it to the Finance Office for payment. Unless otherwise instructed, they will send the check for the invoice directly to the business.

If the college has never conducted business with an entity it will be a requirement to provide a federal W-9 form, completed and signed by the business or entity, along with the invoice. When in doubt you can always ask for a W-9 with the invoice to save having to go back and do so later.

As a special note, businesses sometimes send a STATEMENT OF ACCOUNT. These are not invoices, and should not be processed for payment. Contact the Finance Office if you have questions about any form you receive.

Cash Advances

Cash advances are basically large prepayments for purchases and can be obtained for anticipated expenses when exact amounts are not known. An example might be when you need to buy multiple items at several stores. You can get cash advances by filling out a Request for Payment/Petty Cash. The Request must be approved by the organization's advisor or the Director of Student Activities. The "Purpose of Payment" should say "Cash advance for (name of event)." You will receive a check made out to you or the person you designate on the Request. A cash advance must be paid to you by check rather than in currency. Save all your receipts and turn them in altogether, along with any remaining funds. If your expenses go over your Advance amount, you can then obtain what money you are owed using the appropriate Request form. Receipts and money should be returned within 5 working days of your return to campus

Online and other Special Orders

Sometimes, organizations need to order items, but they will not be sent until payment is received. While a Request for Payment/Petty Cash is the preferred method of paying for these purchases, sometimes the Student Life Office will be willing to purchase items initially using its credit card, and the cost will then be immediately be charged to the organization's account. Contact the Student Life Coordinator (Elizabeth Frank) or the Director of Campus Activities (Kendrick Durham) to request such assistance.

Funding Guidelines and Policies

SGA strives to support programs that provide diverse social, cultural, recreational, and educational opportunities for the students of Centre College. Funding shall be determined by the guidelines provided and allocated according to the total funding available.

SGA will not fund:

- Activities or substances that are in violation of the Kentucky, United States, or local law.
- Activities or substances that are in violation of Centre College policies according to the *Student Handbook*.

SGA will generally not fund:

- An organization's members traveling expenses that only benefit the members of the organization. This excludes traveling expenses that will directly benefit the whole student body, such as the expenses for a speaker, entertainment, etc.
- Apparel outside of what by-laws state.
- Trophies, plaques, prizes, or gifts for individual members.
- Profit-oriented organizations.
- Organizations that are exclusive in membership and plan activities exclusive of the student body.

Disclaimer: While the Finance Committee will make every attempt to follow the aforementioned guidelines, the committee reserves the right to recommend funding for exceptional activities, events, or groups whose request benefits the entire Centre College community.

Funds that are raised by organizations and deposited into their accounts at the College can be spent on any items desired by the group, as long as the purchases fall within local, State and Federal law, and fit within the guidelines for student conduct at the College which are delineated in the annual *Student Handbook*.

Other Important Funding Guidelines

- Entertainment Policy: The general policy of the College is not to reimburse students for personal entertainment or alcoholic beverages while on College business.
- Obtaining Funds: Any registered student organization can sponsor fundraising activities or charge admission for its events in order to supplement its own resources.

Account Management

Budgeting

Budgeting is important in planning the activities and programs of your organization. Your budget will include a projection of your annual income and expenses and will allow you to put dollar amounts to the priorities and goals of your organization. Your budget does not need to be a complicated document, but can simply involve a few lines for each area. Having such a spending plan will grant you the freedom to plan events within your budget parameters, and not worry about running out of money at the end of the year. Refer to the example below as a guide for what your budget might include and how you might want to format it. Use the projected line for what you hope to receive and spend, and then the actual line to track your real expenses. As long as your balance ends up at or above \$0.00, you've succeeded! Microsoft's Excel program, available on any campus computer, is a great tool for creating and tracking your budget.

	<u>Projected</u>	<u>Actual</u>
<u>Income</u>		
Dues (25 members x \$5)	\$125.00	
Donation	\$100.00	
Fundraisers	\$250.00	
SGA Allocation	<u>\$1,000.00</u>	
TOTAL INCOME	\$1,475.00	

Expenses

Expo	\$35.00
Fall Convo Speaker	\$300.00
Spring Convo Speaker	\$500.00
Meeting Snacks	\$100.00
Supplies	\$75.00
Copies	\$50.00
Conference Registration	<u>\$350.00</u>
TOTAL EXPENSES	\$1,425.00

BALANCE (Income - Expenses) \$50.00

Record Keeping

In order to insure you stay within your budget, you need to keep accurate records of your expenses. This will also be important for the audit process that SGA conducts annually. Some type of ledger document, like a checkbook register, will likely be necessary. Using Excel program can assist greatly in this area, as well. Keeping your own records will also allow you to check your transactions, as you have them recorded, against what the school has placed on your account, helping to insure accuracy and no mistaken charges occur. The following example may prove helpful in constructing such a document.

Date	Vendor/Store	Purchase Description	Person Responsible	Income Source	Amount	Balance
9/2/15		Opening Balance				\$247.75
9/12/15				SGA	\$1,000.00	\$1,247.75
9/15/15	Wal-Mart	Open House Snacks	Jack Sprat		\$42.25	\$1,205.50
9/25/15				Car-Wash	\$250.00	\$1,450.50
10/13/15	John Doe	Convo Speaker	Bob Smith		\$300.00	\$1,150.50

Reading Account Transaction Sheets

You may request a printout of the debits and credits and overall balance on your account from the Finance Office. On this printout you will find information about transactions made from your account in the previous academic year, or other timetable if you request a different length of time from the Finance Office.

The upper left corner of the transaction report will list your account number – the last 4 digits of the 90-3000-#### number for your group. Next to this number should be the name of your organization. On the first line of transactions, you should find the Balance Forward listed, which is the amount of money that was left in your account at the end of the previous academic year. This money rolls back to SGA in July, so you should not count it as part of your balance. On the following lines, transactions will be listed.

Each transaction takes up two lines. The first line contains the date for the transaction, journal and document numbers for bookkeeping by the Finance Office, and then a description of the transaction. For example, the line will read “Student Congress Alloc” for the money that is deposited into an account by Student Congress at the beginning of the year. On the second line of each transaction will be an ID number or vendor number, and then the name of the student/person/ company involved in the transaction. Next to this, in the far right margin, will be listed the actual amount of the transaction. Finally, in the bottom right corner you will find the balance for your account.

There are a few special notes to keep in mind when viewing your budget printout. Most importantly, remember that the balance at the bottom right corner of your report is listed as negative if you have a positive balance in your account and a positive figure if you have overspent your account. While this may seem confusing, it is an important accounting tool. Every transaction is listed in budget reports, but mistakes can happen. Please, keep accurate files and receipts to check against these transactions for accuracy. Finally, transactions are listed chronologically, in the order received in the Finance Office. Check through the entire report to find a particular transaction, as it is likely not to have been listed on the specific date of a purchase. You can always contact the Finance Office with questions about any particular transaction.

The Audit

The Audit takes place annually and serves to review the expenditures of each SGA funded organization. SGA checks to make sure no organization over-spent and to ensure conditional funding was spent appropriately. The Audit takes place during the spring semester.

Keep all receipts! Each club is responsible for turning in all purchase receipts to SGA during the Audit. Receipts should be itemized. Students should also get reimbursed from the Finance Office in a timely manner to help the organization’s treasurer keep tabs of the budget. Organizations should complete the Audit form by the deadline and have the treasurer available on the day of the Audit in case clarification is needed. Failure to complete and pass the Audit will result in a hold on the organization’s account and potential further action.

Planning Programs and Events

Definition of an Event

An event can be any gathering of a student groups for a meeting, a social event, service project, etc. It’s not a cut and dry definition, because defining an “event” can sometimes be a challenge. People often assume that if an event is unofficial or informal, their organization and/or members are not hosting the gathering and cannot be held responsible. That is not true. If an outsider would reasonably assume that an event is associated with your organization, then it is an organizational/chapter/group event, and your organization and members can be held accountable.

Ask yourself if any of the following apply to your activity or behaviors. If the answer to any of the following is “yes,” then it can likely be considered an organizational/chapter/group event, and your organization will be held responsible:

1. Does it appear that the event was planned by the organization?
2. Was the event or information concerning the event announced at a meeting, or discussed or organized with members through any means (including emails, meeting minutes, or social networking posts).

3. Was the event sponsored or endorsed by your organization?
4. Was information about the event publicly posted in group meeting areas (e.g. on bulletin boards) or distributed through organizational communication tools (e.g. list serves)?
5. Did your organization help plan or pay for event food or entertainment?

Event Planning

Calendars

Please reference the official College calendars when planning your organization's events so as not to overlap with other campus events and goings-on. Links to those calendars can be found below.

[Academic Calendar](#)

[Convo Calendar](#)

[Athletics Schedule](#)

[Norton Center Calendar](#)

[CentreNet Calendar](#)

[Main College Website Calendar](#)

For those who want to submit their event for the CentreNet Calendar and the Main College Website Calendar, the eventcentre.centre.edu reservation page has created a way to do that. First, enter your reservation for whatever location you're using for your event like a normal space reservation on the page. Once that is approved, you can post your event on "Master Centre Event Calendar", and that will be shared on the Centrenet Calendar and possibly on the Main College Website Calendar. The "Master Centre Event Calendar" can be found under Schedule/Bookings. Then, it's the very first option under the blue dropdown arrow that is labeled "buildings."

Space Reservations

Various meeting rooms and event spaces on campus are available for use by student organizations* free of charge. Most spaces on campus require a formal reservation in order to host events or meetings. Reservations for all campus spaces are made through eventcentre.centre.edu or the EventCentre link on the Centrenet homepage.

The policies vary per space, but as a general rule reservations should be made a minimum of seven (7) days before the date of your event to allow time for proper staff scheduling and notice to set a space with appropriate tables, chairs, trash cans, etc. Room setup requests must be made a week in advance, and this information should be written in the reservation request, either in the box labeled "Required Room Setup for the Campus Center" or "Additional Private Notes". Setup requests should also include technology.

*Must be a registered student organization in good standing with SGA

Number of Attendees

The number of attendees allowed at an event depends on the fire code capacity of the facility. Below, you will find the capacities listed for the most common event spaces on campus. Reserve space that is appropriate for the number of attendees at your event.

- Chowan: 300
- Combs Warehouse, 1st floor: 200
- Cowan Dining Commons: 325-375 (seated)
- Evans-Lively Room: 90
- Ewen Room: 92 (72 seated with tables)

Fire Code

Following fire code is not limited to attendance capacities. Steps must also be taken to ensure exits are not blocked, decorations do not pose tripping hazards, and electrical equipment is properly used. If fire code is not followed, the organization is liable and faces consequences through the College.

Fire Registration

To use a fire pit or a grill, your group must register the fire with the Department of Public Safety. A fire is approved when the following steps are taken:

- A specific person fills out a fire registration form in advance (available from the Department of Public Safety) and takes responsibility for ensuring safe conditions and seeing that the registered fire is extinguished
- When a fire extinguisher is kept nearby
- At times prior to midnight.

A copy of regulations and procedures will be provided by the Department of Public Safety to any person(s) requesting permission to build such fires. Failure to register a fire is a policy violation and results in a \$100 fine. All grilling and fire-building materials must be provided by the organization.

Publicity and Focus of Event

The following advertisement methods are available to student organizations: Cowan banners, Weekly Announcements, bulletin board flyers, and Campus Center digital signage screens. The details of these advertising avenues can be found on pages 33-34 and 56-57 of the Student Handbook.

Student organizations must abide by the college's advertising policies as outlined in the Student Handbook. Advertisements may not have references to alcohol, even if alcohol will be served at the event. Themed events should be appropriate and are subject to the discretion of the Director of Campus Activities. As such, they may not hang flyers or banners in locations other than approved campus bulletin boards and the Cowan railing. Other approved distribution methods include Cowan napkin holders, digital signage screens, and Weekly Announcements. Only blue painter's tape, masking tape, velcro strips, ribbon, or string may be used to hang banners on the Cowan railing. Questions should be directed to Kendrick Durham (x5743).

To reserve Cowan tables, Cowan banner spaces, or Cowan napkin holders, go to eventcentre.centre.edu/log-in/schedule/bookings. Then, use the blue drop down arrow labeled "buildings" and choose Campus Center Advertising.

To have flyers printed and charged to your organization's account, simply contact CDS ([cgs@centre.edu](mailto:cds@centre.edu)) with your request and give them your student organization account number.

Send all digital flyers to dflyers@centre.edu at least seven days in advance of the event. All submissions to Weekly Announcements should be sent to weeklyannouncements@centre.edu by Thursday at 5 p.m

Student Organization Suite/Workroom

The Student Organization Suite is a resource that is available to all student organizations. The suite includes computers, a copier/printer, a whiteboard, tables and chairs for meeting, and a workroom for making posters and banners

Food

Sodexo, as the College's contract food service provider, has right of first refusal for all events on campus. Student organizations should not plan events involving prepared food (i.e. catering) from an outside vendor without first obtaining permission from Sodexo. Contact Mike Nagorka (859.236.2744) for more information.

Pre-packaged food (i.e. chips, cookies) can be served at events without the event having to be registered. Any events with prepared food need to be registered according to the guidelines in this handbook. Prepared food can include catered meals, food brought in from an outside source, and homemade food.

Contracts

Students are not allowed to be the primary signers of contracts. Your advisor should be the primary signer of a contract, as it is a legal binding document between the organization as an entity of the College and the vendor. If you need help looking over a contract, please contact Kendrick Durham, Director of Campus Activities.

Copyright

Centre College is committed to compliance with United States copyright law. Part of this commitment involves oversight of student organizations' use of copyrighted material (movies, music, images, etc.) in programming, advertising, or other means. Student organizations must obtain written permission, and pay usage fees, where applicable, to use copyrighted material. See copyright.centre.edu for more information. For information on acquiring rights to show films contact Kendrick Durham (x5743).

Driving

This Policy is intended to provide guidance and rules for driving of vehicles, whether owned by Centre or another party (including rented vehicles), on all the trips undertaken by members of the Centre community, in connection with a Centre sanctioned activity. Examples are class trips, club trips, and athletic trips.

Student Drivers

1. It is the clear preference for employees (staff or faculty) to be the drivers on all trips sanctioned by the College.

2. In unusual cases or where it is wholly not practical for employees to drive a vehicle on a trip, students may be allowed to drive on such trips, with some limitations. The employee responsible for the activity (such as a faculty member, club sponsor, or coach) must approve any student driver and ensure that the student meets the qualifications in this Policy.

3. Any student driver must have these qualifications:
 - A. Have a validly issued driver's license;
 - B. Have a clean driving history (meaning no serious traffic violations for the past three years);
 - C. Be covered by a personal policy of automobile liability insurance (not that of the College); and
 - D. Be capable of driving the particular vehicle.

4. Students will not be permitted to be drivers on any trip that is longer than three hours or 150 miles. It is not permissible to stack multiple student drivers on a longer trip. For a trip longer than this, there must be an employee driver or a hired commercial driving company.

Van Drivers

1. The College owns several multi-passenger vans (MPVs) able to carry 12 or 15 passengers; these are occasionally rented from rental firms, as well. The following rules apply to any use of an MPV on a College-sanctioned trip.

2. Anyone driving an MPV must qualify as follows:

- A. Have a validly issued driver's license;
- B. Have a clean driving history (meaning no serious traffic violations for the past three years);
- C. Be covered by a personal policy of automobile liability insurance (not that of the College);
- D. Passed an online safety training module assigned through the College's insurance carrier; and
- E. Passed a driving test in a similar vehicle as the one to be driven, which test is administered by a designated College official.

3. A student may, under limited circumstances, be allowed to drive an MPV if he or she qualifies as above in section 2, plus has no significant disciplinary violations in his or her record. A member of the Senior Staff must approve any student for driving an MPV on a College-sanctioned trip.

Event Management

Guest Management

All event attendees are expected to treat the facility and each other with respect. The organization that has reserved the space is responsible for the actions of its guests, meaning that if damage is caused by a guest, the organization is responsible for the repair fees. The host organization is also responsible for monitoring the number of guests at an event and not allowing the number of attendees to exceed fire code capacity for the facility. With this in mind, it is important to know who is being invited to the event, how many people, and how to keep track of who and how many.

Sign-In & Guest Policy

For most events, a swipe-in system is not needed. If an event is large enough to warrant use of the swipe system, the Director of Campus Activities will notify the organization.

If a swipe system is utilized, Centre students must sign-in to the event using their Centre ID. Outside guests must be over 18 and have a valid driver's license. Guests must sign in with a Centre student, who will be responsible for them. Anyone without identification should not be allowed into an event where the swipe system is being used.

Containing the Party

Door workers are highly recommended for all events, but particularly those open to the whole campus. Having people monitoring the door can prevent the event from getting too large, help monitor behavior, and allow easy in-and-out access to the event space.

Noise

Noise at your event should be kept at reasonable levels for the time and space in which your event takes place. Take care to be sure the noise from your event doesn't bleed into neighboring residential or campus facilities.

Outdoor events must comply with the City of Danville Noise Ordinance, which requires a permit for any activity that will take place outdoors between 9:00pm and midnight. Permit approval is at the city's discretion. Under no circumstances is noise appropriate after midnight when hosting events outdoors and thus outdoor events must end by midnight. Permit forms can be obtained from Kendrick Durham.

Emergency/Crisis Management Protocol

The Department of Public Safety is available for all on-campus emergencies. Minor medical issues, alcoholic intoxication, and general safety concerns should be reported to them immediately. If a situation is deemed life-threatening, call 911 and then DPS. When in doubt, err on the side of caution.

Policy Compliance

Failure to adhere to the policies outlined in this handbook will result in consequences. Not appropriately managing an event, not cleaning the venue, etc. could put your organization in jeopardy of losing the privilege to reserve space, receive SGA funding, and/or being a registered organization.

Post Event

Ending the Event

Always clean up the event space to the extent that the space looks how it did before the event.

- All trash and recycling should be placed in the appropriate bins. Plan ahead if you will need to request additional trash cans, liners, or recycling bins for your event.
- Turn off any technology that was provided.
- Wipe down tables if there was food.
- Clean up any spills or messes to the best of your ability and notify the Director of Campus Activities if there are large messes that need attention.
- Events must be completely cleaned by 7 AM the following morning.

Guest Departure

All guests must depart within 15 minutes of scheduled event ending time. Only members of the organization hosting the event may remain after the end of the event to clean the event space. All guests should leave through the designated entrance/exit. If any guests brought anything into the space, they must remove it when they leave. If a guest leaves a belonging behind, the host/s should remove the belonging from the event space and return it to the guest if possible or turn it into DPS.

If your event is off campus and you are providing transportation, you must make sure all guests are accounted for before departing the event location.

Clean-Up

All college owned event spaces should be left in the manner in which they were found. All floors should be clean and no trash should be on the ground. If you moved any furniture, make sure it is in its proper location. If you brought your own furniture (chairs, tables, etc.) make sure you remove them from the space when you leave.

All decorations need to be removed and any tape or other adhesives used for hanging decorations should be removed as well.

If your event included food/catering, all leftover food should be removed from the space or disposed of properly.

If you spilled something or stained a piece of carpeting or furniture, please notify Elizabeth Frank (elizabeth.frank@centre.edu) so that it can be cleaned in a timely manner.

Evaluation

After an event, should Facilities management, a member of the Student Life Office, or any member of Centre College's faculty/staff find the space has been left in an inappropriate or unsatisfactory manner, the individual(s)/group(s) that registered the event will be held responsible for any damages or extra clean-up required, even if the damages/mess is a result of a guest(s)'s actions not the host's. The individual or organization who registered an event bears full responsibility for both the conduct of guests at the event, as well as the care and safe use of the facilities. If the individual(s) responsible for said damage can be identified they will be held liable, if not it is the responsibility of the host(s) to pay for repairs/damages.

If any furniture or equipment is damaged or missing, the host will pay for the replacement or repairs at the discretion of the college. All repairs will be completed through Facilities Management (all charges for said repairs will be up to their discretion) at the expense of the host/s. If the host should not pay for these repairs/fines by a deadline determined by the Student Life office, the organization may lose SGA funding.

Risk Management and Liability

Centre College Hazing Statement

Centre College views any form of hazing as contrary to the mission and purpose of the institution as stated in this Handbook. No individual or group may haze another at any time including initiation into any organization or at the time of affiliation with an organization. In accordance with the Fraternity Executives Association, the North-American Interfraternity Conference, and the National Panhellenic Conference, Centre College defines hazing as any act or behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. At Centre, respect for the personal dignity of each student, faculty, and staff member is crucial to our enterprise.

Along with the Association of Fraternity/Sorority Advisors, the Fraternity Executives Association, the North-American Interfraternity Conference, and the National Panhellenic Conference, the College endorses the hazing policies of the Fraternity Information and Programming Group.

The College's endorsement of the National Collegiate Athletic Association (NCAA) "Principle of Ethical Conduct" extends this concept of hazing to all athletic teams. The "Principle" states that "Student-Athletes of a member institution and individuals employed by, or associated with, that institution shall deport themselves with honesty and good sportsmanship. Their behavior shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports in the collegiate setting."

The Student Life Office is committed to appropriate personal, social, and intellectual development of all Centre students and seeks to foster an environment that promotes a positive collegiate experience.

Hazing is viewed as detrimental and contradictory to these objectives and will not be tolerated. Any member of the College community who observes a hazing incident should report it immediately to a staff member in the Student Life Office, the Director of Athletics, or the Department of Public Safety. Individuals or groups found guilty of hazing are subject to penalties, which may be as severe as expulsion from the College.

Liability

As organizational leaders you will often be faced with important decisions that can affect you, your organization, and the college community. It is important that any event or activity that your organization engages in has a clear set of standards for safety and managing physical, reputational, and financial risks. As such, any event or product your organization produces should pass the “reasonable person standard”, that is, what would a reasonable person do in this situation? If you do not follow this standard your organization, the college, and you as an individual could be opening yourself up to unnecessary risk and liability. If you have questions in regards to risk, liability or event safety please contact Kendrick Durham (x5743) or Elizabeth Frank (x5532).

Important Contact Information

Student Life Staff

The full list of the Student Life staff can be found here: <http://www.centre.edu/campus-life/student-life/>.

For specific questions:

- Kendrick Durham (x5743) or Elizabeth Frank (x5532): Student organizations, campus center, reservations, Campus Activities, SGA, campus center advertising
- Jenny Connor (x6026): SAC, Greek Recruitment, Campus Activities
- Matt Klooster (x8752) or Mark Addison (x6915): Community service opportunities, the Bonner Program
- Alycia Tidrick (x5479): Greek Life, Interfraternity Council, Panhellenic Council, Greek partnerships
- Jacob Raderer (x5946): Residence Life, RA staff, hall programs

Student Government Association

President: Hunt VanderToll (hunt.vandertoll@centre.edu)

Speaker of the House: Bryce Rowland (bryce.rowland@centre.edu)

Student Senate President: Kaitlin Parrish (Kaitlin.parrish@centre.edu)

Student Activities Council President & VP of Programming: Sebastian Brown (Anthony.brown@centre.edu)

Secretary of Finance: J.P. Deering (john.deering@centre.edu)

Secretary of Administration: Abby Tudor (Fall) (Abigail.tudor@centre.edu) and Alex Chumbley (Spring) (alex.chumbley@centre.edu)

Campus Improvements Chair: Sarah Hutchinson (sarah.hutchinson@centre.edu)

Communications Chair: Kirby Fitzpatrick (Kirby.fitzpatrick@centre.edu)

Dining Services Chair: Evan Baylor (evan.baylor@centre.edu)

Student Affairs Chair: Morgan Robinson (morgan.robinson@centre.edu)

Student Organization Contacts

Academic and Professional

American Chemical Society	Alex Combs
Computer Science Club	Guadalupe Delgado
Economics Society	Henry Lynch
Math Club	Zhen Zhang
Philosophy Club	Mikayla Paolini
Pre-Health Society	Mary Cundiff
Pre-Vet Society	Elizabeth Manson
Psychology/BNS Club	Carter Baughman
Society of Future Educators	Karenna Kiper
Society of Physics Students	Kyle Hawkins

Cultural

Arabic@Centre	Alex Ferrera
Chinese Club	Borui Zhang
Diversity Student Union (DSU)	Spencer Overstreet
French Society	Emily Hooker
Hispanic Society	Elizabeth Janszen
International Students Association	Qinpu He
Japanese Club	Peyton Goodman

Governing Bodies and Coordinating Councils

Interfraternity Council	Michael Hart
Panhellenic Council	Mary Cundiff
Student Activities Council (SAC)	Sebastian Brown
Student Government Association (SGA)	Hunt VanderToll

Honor Societies

Beta Beta Beta (biology)	Lauren Rose
Omicron Delta Epsilon (economics)	Dr. Bruce K. Johnson
Omicron Delta Kappa (leadership)	Dr. Marie Petkus
Phi Alpha Theta (history)	Dr. Steve Beaudoin
Phi Beta Kappa (overall scholarship)	Dr. Robyn Cutright
Phi Sigma Iota (foreign languages)	Dr. Ian Wilson
Pi Mu Epsilon (math)	Dr. Alex McAllister
Pi Sigma Alpha (government)	Margaret Kaus
Psi Chi (psychology)	Ellie Carver
Sigma Delta Pi (Spanish)	TBD
Sigma Pi Sigma (physics)	Dr. Jason Neiser

Performing Arts

Centre Players	Ryley Swanner
Centre Encore	Annalara Fischer
Common Time	Mason McClay
Moments in Motion Dance Club	Niccole Williams

Political

Centre Democrats	TBD
Centre Republicans	Luke Brooks
Young Americans for Liberty	Cory Rusko

Service and Social Awareness

After School Program	Elizabeth Penn
Alpha Phi Omega-Theta Theta Chapter	Adam Falluji
Best Buddies	Samantha Cook
Centre Action Reaches Everyone (CARE)	Lauren Samuelson
Centre Environmental Association	Marie-Veronique Poirier
Centre Feminists	Emily Greenwell
Centre PAWS	Melanie Paller
CentrePeace	Trevor Wroblewski
Centre Queers & Allies	McKenzie Bottoms
Centre Sustainable Oceans Alliance	Brandon Schweder
GEMS	Cecilia Vollbrecht
Habitat for Humanity	Erica Ribenboim
Rotaract Club of Centre College	Luke Johnson
Soles 4 Souls	Alexander Stickney
Up 'Til Dawn	Elizabeth Janszen

Special Interest

Centre Sangha	Mason McClay
Centre Writers	Emma Comery
Fashion Forward Activism	Yichi Li
Investment Society	Borui Zhang

Spiritual and Religious

Centre Christian Fellowship (CCF)	Melissa Stravitz
Muslim Student Association (MSA)	Haidar Khan

Sports and Recreational

Badminton Club	Huy Tran
Centre Table Tennis Club	Victor Pataky
Rugby Club	Max Addington

Student Media and Publications

The Cento (school newspaper)	Hayley Hoffman
Front and Centre	Kortney Trevino
Vantage Point (literary magazine)	Ashley Barker

Additional Resources

Important Dates in 2015-2016

July 20	Activities Expo Registration Opens
August 10	Activities Expo Registration Due
September 3	Activities Expo, 6-8 p.m.
December 4	Last day to program before finals.
Spring (TBD)	Annual SGA Audit

April 8	Annual Organization Re-registration ends. New officers must be selected by this date.
April 10	Student Organization Transition Workshop
April 15	Allocation Request Deadline
May 6	SAC Carnival & Concert
May 10	Last day to program before finals.

SGA Forms: Special Funding request forms, reimbursement forms and all other finance documents can be found at http://sga.centre.edu/?page_id=914.

The following resources were used in the creation of this handbook:

- Bowling Green State University's *Advising Student Organizations* Handout
- University of Florida's Faculty Advisor Handbook
- Ball State's Advisor Handbook
- University of South Florida's Student Organization Advisor Handbook.
- Kenyon College Student Organization Handbook

Advisor Expectations Worksheet

Directions: The advisor and each officer should respond to the following items and meet to compare their responses and clarify any differences. For some items, particularly those roles that are not the advisors, it will be helpful to clarify which officer will handle the given task.

For each of the following statements, respond on a scale from 1 to 5 where:

1= Essential for advisor to do

2= Helpful for advisor to do

3= Nice but advisor does not have to do

4= Would prefer advisor didn't do

5= Absolutely not the advisor's role

- ___ (1) Articulate the perceived role and responsibilities are of the advisor at the beginning of the year.
- ___ (2) Take an active part in the orderly transition of responsibilities between old and new officers.
- ___ (3) Explain University policy to student officers and depend upon them to carry them out.
- ___ (4) Explain University policy to the entire membership at a general meeting once a year.
- ___ (5) Explain University Policy when relevant to the discussion.
- ___ (6) Be familiar with University facilities, services and procedures which affect group activities.
- ___ (7) Be responsible for planning leadership skills workshops.
- ___ (8) Call meetings of the student officers when believed to be necessary.
- ___ (9) Attend all student officers meetings.
- ___ (10) Take the initiative in creating teamwork and cooperation among the executive board.
- ___ (11) Meet with the President or Chair before each meeting.
- ___ (12) Help the President or other student officers prepare the agenda before each meeting.
- ___ (13) Initiate ideas for discussion when the advisor believes they will be helpful to the group.
- ___ (14) Attend all general meetings.
- ___ (15) Serve as parliamentarian for the group.
- ___ (16) Be quiet during general meetings unless called upon.
- ___ (17) Exert influence with officers between meetings.
- ___ (18) Recommend programs, events, speakers, etc.
- ___ (19) Attend "organization only" activities
- ___ (20) Attend group's campus-wide on-campus activities, meetings, events, etc.
- ___ (21) Attend group's off-campus activities, meetings, events, etc.
- ___ (22) Insist on an evaluation of each activity by those students responsible for planning it.
- ___ (23) Cancel any activities which the advisor believes have been inadequately planned, violate University policy, or are unsafe.
- ___ (24) Speak up during discussion when the advisor has relevant information.

- ___ (25) Speak up during discussion when the advisor thinks the group may make a poor decision.
- ___ (26) Take an active part in formulating the goals of the group.
- ___ (27) Review the secretary's minutes before they are written in final form.
- ___ (28) Review all official correspondence before it is sent.
- ___ (29) Get a copy of all official correspondence.
- ___ (30) Be one of the group, except for voting and holding office.
- ___ (31) Require the treasurer to clear all expenditures before financial commitments are made.
- ___ (32) Request to see the treasurer's books at the end of the semester.
- ___ (33) Keep the group aware of its objectives and/or mission statement when planning programs.
- ___ (34) Inform the group of infractions of their bylaws, codes, standing rules, and constitution.
- ___ (35) Veto a decision if it violates stated objectives, bylaws, standing rules, constitution, or University policy.
- ___ (36) Mediate interpersonal conflicts that arise.
- ___ (37) Let the group work out its problems including making mistakes and "doing it the hard way."
- ___ (38) Represent the group in any conflicts with members of the University staff.
- ___ (39) Let the group thrive or decline on its own; do not interfere unless requested.
- ___ (40) Be a custodian of group materials, records, etc. during the summer, and between officer transitions.
- ___ (41) Keep the official files of the organization the advisor's office.

**CENTRE COLLEGE
REQUEST FOR PAYMENT / PETTY CASH**

INSTRUCTIONS: Use to initiate cash advances, honorariums and awards, expense reimbursements (other than travel) and similar transactions where an invoice is not furnished. An individual form is required for each check request. Please type or print plainly. (Check request forms should be submitted to the Finance Office by 12 noon on Wednesday in order to have a check issued on Friday.)

Check Payable to: _____

I.D. # _____

PURPOSE OF PAYMENT	ACCOUNT NO.	AMOUNT
		TOTAL _____

Complete one of the following:

Mail/send check to payee? _____

Return check to _____

Petty cash received by _____
(Date)

Check Request originated by _____	
_____	(Date)
Approved by _____	
_____	(Date)