

UNIVERSITY OF DUBUQUE

2014-2015 STUDENT ORGANIZATION HANDBOOK

Presented by the Office of Student Activities

Thank you for being an active leader on our campus! This handbook provides you with information you need to navigate being a leader and working with the Office of Student Activities to have successful year for your organization. It also contains policies used to govern all student organizations. Please take some time to familiarize yourself with these policies, and ask questions if you have them.

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Please note, while the Student Organization Handbook is intended to be a summary of matters of interest to student organizations and advisors, readers should be aware that it is not a complete statement of all procedures, policies, and regulations of the University of Dubuque; policies and procedures may change without notice; departments may have additional policies and procedures that apply to student organizations.

Office of Student Activities

Location, Contact & Hours

The Office of Student Activities (OSA) is located in the Heritage Center, Suite 306. The Director and Assistant Director of Student Activities are available by appointment Monday-Friday 8:30 am-5:00 pm.

Phone: (Director) 563-589-3583. (Assistant Director) 563-589-3127.

Fax: 563-589-3419.

Email: osa@dbq.edu

Web: <http://www.dbq.edu/campuslife/officeofstudentlife/studentactivities/>

Facebook: <https://www.facebook.com/udosa>

Twitter: [@UD_OSA](https://twitter.com/UD_OSA)

Student Organization Use

Student organization mailboxes are located in OSA (Heritage Center, 306G) and should be checked regularly. Computers, paper, posting supplies, etc. in OSA can be used for any student organization purpose. Additional supplies for bulletin boards or posting are available upon request. The OSA conference room (208 Heritage Center) may be used at any time for meetings or events, however meetings and events scheduled in advance will take priority. Some storage options for student organizations are available upon request on a first come, first served basis.

Frequently Asked Questions

Where is OSA located?

The Office of Student Activities is located in the Susan Magill Smith Suite on the 3rd floor of the Heritage Center (306).

Where is the student organization mailbox located?

Student Organization mailboxes are in the Susan Magill Smith Suite – room 306G.

How do I get reimbursed?

Fill out a [check request](#). Bring the form, with detailed receipts to the Director of Student Activities.

How do I pay an outside vendor?

Fill out a [check request](#) with that vendor's information. Bring the completed check request form to the Director of Student Activities with an INVOICE from the vendor. The vendor will receive their payment in about 30 days.

Does OSA have a credit card for student organizations?

No. A credit card is not available for student organizations at this time.

Can we get cash out of our account?

Not for day-to-day purchases. A travel advance is available to student organization advisors, and is intended for traveling purposes only.

What's a Purchase Order? How do I get one?

A purchase order is a promise to a vendor that we will pay the bill. Fill out a [Purchase Requisition](#) form. Bring that form, with a written quote from the vendor, to the Director of Student Activities.

I have a contract from someone for a performance, lecture, or other event; what do I do?

Immediately bring the contract to the Director of Student Activities for review. The Director will provide additional information for you.

How do allocations work?

Allocations are awarded by the Student Government Association each Spring for the following academic year. They are deposited into student organization accounts around the 10th day of classes. For more information, please contact SGA.

How do I get a spot on the SGA agenda to request funds?

You must follow SGA's policies. Currently, an organization must fill out a link (http://bit.ly/sga_rqst) by 5:00PM on Monday prior to the meeting on Wednesday. This deadline is subject to change.

How do I reserve a room on campus?

On the portal, there is a "Room Reservation form." (Under Services, Event Room Reservation). Fill the form out in its entirety. If you have questions, contact Tracy Less, Director of Scheduling and Event Services in Myers.

Our organization wants to travel to a conference– what do we need to know?

First, you must have an advisor travel with you. If that's not possible, you need to meet with the Vice President and Dean of Students for an exception. Once you return from your trip, each individual seeking reimbursement must use an Expense Report form.

Our organization wants to have a movie night! What do we have to do?

To show a movie on campus, organizations must have the rights from the producer. To secure rights, please contact Director of Student Activities 4-5 weeks prior to your event to discuss cost and proper steps.

I need sound or media support for an event. Who should I call?

You should always include the sound or media support you need in the room reservation form. This ensures media services is aware. If you forget, contact Media Services, located in VanVliet hall.

What do I need to do to hold an event in Butler or Babka theaters?

First, set up a meeting with Tracy Less, Director of Scheduling and Event Services. Tracy and the Director of Student Activities will provide further details. Please plan 4-6 months out to use either facility.

Can I check out the Popcorn machine?

Yes! You will need to set up a time during regular business hours with the Assistant Director of Student Activities. Please give at least 24 hours' notice. When you check out the machine, you will be given a few bags of popcorn, and instructions. Please clean the machine well and return as described in directions.

When does the Spartan Scoop go out to campus?

Every Monday during regular class periods around noon. The *Scoop* is not sent during breaks.

How do I get an advertisement in the Spartan Scoop?

Email your advertisement to osa@dbq.edu by noon on Friday, and you'll be in! Advertisements are typically only included in one edition.

How do I get an advertisement on the scrolling monitors in the Heritage Center?

Email your advertisement to osa@dbq.edu. The monitor is updated about once a week. You may send one email for both the *Scoop* and monitor; please indicate you'd like your advertisement on both.

Where can I print posters for our events?

The print room, located in the mail center is your go to place for prints. Please contact JoAnne

Trowbridge with specific questions. You can obtain your print room account from the Director of Student Activities.

Where can I post posters?

There are many locations you can post posters, but first they must be approved by Student Life. Please take all posters to Mary Kruser on 2nd Floor Peters Commons. Please see the posting policy for specific locations. Do not post with packing tape, staples, or duct tape. If fliers are posted inappropriately, they will be removed.

Our organization would like to use art supplies – does OSA have any?

Yes! OSA has a limited supply of art supplies. Please see Assistant Director of Student Activities for more information and to discuss how organizations can utilize these items.

Student Government Association

The Student Government Association (SGA) exists to enable all undergraduate students to take part in making positive contributions to the University of Dubuque and local communities. SGA claims its existence in the formulation of ideas, student leadership, cooperation, and equal representation.

Purpose

A. The Purpose of this association shall be to:

1. Be the official governing body of all student organizations;
2. Unite the entire student body;
3. Stimulate student leadership and involvement throughout the campus community;
4. Aid in establishing a sense of responsibility and fellowship among undergraduate students;
5. Be the official voice for the unified student body;
6. Act as a sounding board for student ideas and concerns;
7. Serve as a forum for communication among all student constituencies;
8. Constitute the legislative body that makes decisions for the general student body;
9. Aid in maintaining healthy relations with the Seminary Student Council, the local community, and the faculty/staff of the University.

SGA CONSTITUTION: ARTICLE NINE: ORGANIZATIONS (NON-GREEK)

Section One: Recognizing Organizations

The Student Government Association can recognize any student or academic organization that exists within the University of Dubuque. The following steps for recognition are offered as a guide for organizations wishing to have formal recognition from the SGA, thus being eligible to receive funds from the SGA.

A. Organization Type:

1. An academic organization is an organization that is closely affiliated or managed by an academic department;
2. A student organization (non-Greek) is an organization that is evidently governed by students, and whose goals and actions are all fashioned and carried out by those students;
3. In matters of disagreement about an organization's status, the Executive Board will make a decision in regards to the status.

B. Benefits of Being a Recognized Organization:

1. Ability to reserve University facilities;
 2. Permission to advertise on campus and to the campus community in a broad manner;
 3. Eligibility to request allocation of funds from the SGA;
 4. Right to establish dues and sponsor fundraising projects;
 5. Eligibility for awards and honors given to University organizations;
 6. Inclusion in the student organizations list on the Student Activities webpage, new student involvement forms, and the yearbook;
 7. Participation in the annual Involvement Fair, with advanced registration;
 8. Use of student organization resources available in the Office of Student Activities including poster paper and markers, colored copy paper, and computers;
 9. Use of a student organization mailbox, located in the Office of Student Activities, to facilitate communication with the University and to receive mail from external sources.
- C. The proposed organization must submit a "*Petition for Recognition as Student/Academic Organization*" to the Director of Student Activities;
- D. The petition shall include:
1. The name and purpose of the organization,
 2. The constitution and by-laws which will govern the operations of the organization;
 3. A list of proposed officers or student leadership;
 4. The signatures of at least ten (10) interested students;
 5. The signature of the proposed advisor(s);
 6. Information regarding national, state, or local affiliation or affiliations with any group of persons not connected with the University of Dubuque.
- E. The recognition process is as follows:
1. Approval of the "*Petition for Recognition as a Student/Academic Organization*" by the Director of Student Activities, by a two-thirds (2/3) vote by the SGA, and by the Vice President and Dean of Student Life (in this order);
- F. The SGA retains the right to withdraw the formal SGA recognition of any organization based on problems that may occur involving the University of Dubuque or local community. The SGA retains the right to withdraw an organization's formal SGA recognition with a two-thirds (2/3) vote of voting members of the SGA. If an organization loses its formal SGA recognition, status cannot be regained until the following year with the installation of the organization's newly elected officers;
- G. Every organization is required to attend all SGA Organizational Meetings of the academic year, but attendance at other weekly meetings is encouraged. Failure of attendance will result in a potential cut in annual funding deemed by the SGA Executive Board.
1. If five (5) absences are incurred throughout one (1) academic year, the SGA reserves the right to withdraw the formal SGA recognition of any organization;
 - a. If recognition is not withdrawn, the SGA may declare the organization inactive;
 2. If recognition is withdrawn, benefits referenced in Article Nine: Section One: B will no longer be eligible.

Section Two: Submission of Organizational Constitutions, Officers, Advisors, and Budget

- A. Pursuing formal recognition by the SGA involves the creation and submission of a constitution by the organization in question. The constitution should provide, as a minimum:
1. The organization's name;

2. The purpose of the organization;
3. A non-discrimination statement (Ad-Hoc) that complies with the University of Dubuque Mission Statement;
4. Election of officers/student leaders;
5. Replacement of officers/student leaders;
6. How budget and funding requests work within your organization;
 - a. Organization's constitution must adhere to the SGA constitution;

B. Each Organization must have at least one advisor. Each advisor must be approved by the Director of Student Activities, SGA Executive Board, and the Vice President and Dean of Student Life.

SGA CONSTITUTION: ARTICLE TEN: GREEK ORGANIZATIONS (GREEK LIFE)

Section One: Structure

- A. The governing body of Greek Life on campus, in accordance of the SGA Constitution, will be the Greek Council;
- B. The Greek Council will be the unified voice representing all of Greek life;
 1. The SGA retains all rights of representing all of the University of Dubuque students
- C. The Greek Council shall be comprised of an Executive Branch, a Representative Branch, and at least one advisor. The Greek Council shall oversee the activities of the Pan Hellenic Council (if active), the Inter fraternity Council (if active), and the Greek Advisory Board;
- D. The Greek Council will work in accordance with the SGA;
 1. One member of the Greek Council will be delegated to serve on as an SGA representative for each academic year;
 2. The Greek Life Representative is not to be elected by the student body, rather he/she is appointed by the Greek Life President and confirmed by the remaining members of the Executive Board of the Greek Council and the Executive Board of the SGA;
 3. They must follow all regulations of the SGA including its Constitution and By-Laws.

Section Two: Types of Organizations

- A. There shall be two different types of Social Greek Life Organizations: National and Local;
 1. Local organizations must go through the Greek Council for acceptance prior to asking the SGA for recognition as a student organization;
 - a. If denied by the Greek Council, respective members may go to the SGA and becomes a student organization but may not recognize themselves as a social Greek organization.
 2. National organizations may go through the SGA before Greek Council to become a recognized student organization on campus;
 - a. They may then go to the Greek Council and request to be a part of the University of Dubuque Greek population.

Section Three: Eligibility

- A. Organizations must have with a minimum of four (4) founding members;
 1. Members must have a GPA of no less than 2.0 on a 4.0 scale;
 2. Founding members must have completed at least twelve (12) credit hours at the University of Dubuque.

Section Four: Application Process

- A. Any group of students seeking recognition as a social Greek organization, whether it is a new or re-established organization, must follow the guidelines listed below to obtain recognition by the Office of Student Activities, the Greek Council, the Student Government Association, and the University of Dubuque;
- B. Groups who do not follow these guidelines will not be recognized and will not have the right to recruit members on campus, advertise events, or otherwise promote their organization as a social Greek organization;
- C. The acceptance procedure is as follows:
 1. Submit application form to be reviewed by the Greek Executive Board, the Greek Advisory Board, and the Greek Council Advisor(s);
 2. If application is found unsatisfactory, the pending organization may make necessary changes and may resubmit another application at any time;
 3. Upon approval of the application form, the Greek Council Executive Board, the Greek Advisory Board, and the Greek Council Advisor(s) will facilitate an application review consisting of a meeting with the pending organization;
 4. The Greek Council Executive Board, the Greek Advisory Board, and the Greek Council Advisor(s) will schedule a meeting to approve and accept organization charter;
 - a. Voting shall take place by secret ballot.

Section Five: Acceptance and Denial

- A. Upon acceptance as a member organization of the Greek Council, the organization shall be in probationary status for two (2) semesters;
 1. Reference Article VI: Section Three of the Greek Council Constitution for information regarding probationary status;
- B. Upon denial as a member organization of the Greek Council, the organization may continue to operate as a registered student organization and reapply after one calendar year has passed.

Responsibilities of Recognized Student Organizations

Official recognition by the Office of Student Activities, Student Government Association, and the Dean of Student Life requires student organizations to uphold the following responsibilities:

1. Attend monthly Student Government Association student organization forums
 - a. Failure to do so may result in SGA withdrawing recognition.
2. Complete an annual registration form in the fall of each year, or at the time of officer transition and maintain registration throughout the year by keeping officer information current with the Office of Student Activities
3. Check the organization's mailbox in the Office of Student Activities on a weekly basis
4. Abide by the organization's constitution and bylaws and submit any changes to the Office of Student Activities
5. Abide by all policies related to SGA finance by-laws.

Annual Registration of Recognized Student Organizations

Registration forms are available online at <http://www.dbq.edu/campuslife/officeofstudentlife/studentactivities/studentorganizations>. Organizations should register prior to the end of an academic year for the following academic year. Failure to maintain

registration will result in that organization receiving a "not registered" status and loss of all privileges of a student organization. After one semester of "not registered" status, the organization is considered "inactive."

Money Matters

Student organizations are expected to anticipate, provide for, and promptly meet all financial obligations in a businesslike manner. Organization treasurers are expected to meet these obligations but may require assistance in University procedures in regard to funding and payment.

Student Organization Financials

Student organizations will be assigned an on-campus account for all money matters upon approval by Student Government Association. Student organizations may acquire their account number from the Office of Student Activities if needed for tasks such as utilizing the print room, but for most transactions, the account number will be provided for you. Student organizations may not have off-campus accounts, unless operating within an affiliation outside of the University of Dubuque (i.e. a national fraternity using the national organization's federal ID number).

Deposits

Deposits may be made at any time through the Office of Student Activities. Student organizations should count and record any amount prior to deposit. A receipt of the deposit will be sent via campus mail to the organization's mailbox. Student organizations should not, at any time, drop off deposits at Student Accounts, as they will not be recorded in their account properly.

Withdrawals

Withdrawals may be made in several ways. All forms of withdrawal will require signatures of approval by the Director of Student Activities as well as the Dean of Student Life. Forms are due weekly at 4:00PM on Tuesday to be processed for that week.

Travel Advance: If cash is necessary for an organization's travel, a completed and approved Travel Advance form can provide a check to the advisor of an organization for cash. Students may not request a Travel Advance in their name or the organization's name. Money received with a Travel Advance must be reconciled within thirty days with an Expense Report form. See Appendix B for a sample of this form. If the Advance is not reconciled within thirty days, the total amount will be deducted from the advisor's paycheck. If receipts are misplaced, missing amounts will also be deducted from the advisor's paycheck.

Reimbursement: Personal reimbursements may be requested using a Check Requisition Form (Appendix A). Each Check Requisition form must be accompanied by proof of cost in the form of an invoice or detailed receipt. When filed properly, personal reimbursements will be available Friday at Smith Hall. When a credit/debit card is used, the person named on the card is the individual reimbursed.

Detailed receipt: A detailed receipt must show items purchased, cost of items, and how the check was paid. If at a restaurant, keep both copies – the credit card approval and the list of items purchased.

Gift Card/Prize Reimbursements: If any item you purchase is used as a prize for an event, you must obtain the signature of the winner and submit it with the check request.

EBT: The University of Dubuque is unable to reimburse purchases made on EBT accounts.

Outside Vendors: These require additional time to process. Invoices made out to the University of Dubuque must be paid through a check, using a Check Request Form. Please allow thirty days for the check to be mailed directly to the vendor.

Print Room: the print room, located in the Mail Room in the Heritage Center, may be used for Student Organization printing. To directly charge the student organization account, please contact the Director of Student Activities.

Purchase orders: Purchase orders are “promises” that the University of Dubuque will pay the bill, once it is processed. Not all vendors will accept these. Please check with each vendor in advance. Purchase orders may be requested and received within two to three business days. Please submit a Purchase Order form with a quote from the company. Once the PO has been approved, the Office of Student Activities will email the organization contact a copy. When a final invoice is received, bring it to the Office of Student Activities for final processing and payment. See Appendix C for a sample of this form.

All forms may be found online at <http://www.dbq.edu/intranet//pdf/> then select “Finance” from the drop down menu.

Fundraising

Organizations may raise funds for the good of the membership or charitable causes at any time. A Fundraising Approval Application form is required at least two weeks prior to the start of any fundraiser to be submitted to the Office of Student Activities. The form can be found at <http://www.dbq.edu/campuslife/officeofstudentlife/studentactivities/studentorganizations/>

If a fundraiser is to include a raffle or gambling of any kind a Gambling Approval form will need to be completed prior to the start of the fundraiser. See Appendix D for a sample of the Gambling Approval form. Organizations will be notified if this form is required for their fundraiser.

Only funds raised through fundraising efforts may be donated to outside organizations including local, regional, or national non-profit organizations, government offices, schools, etc. This includes the purchase of items to be given away or made into things to be given away. Organizations may not use SGA allocated funds for donation purposes.

Student Government Association Funding

The following is a brief outline of Student Government Association processes and requirements. All questions regarding these processes should be directed to the SGA executive board (sga@dbq.edu).

Annual Allocations

Recognized student organizations have the opportunity to request annual funding from SGA. Applications become available no later than the first of April, with a due date of April 15th. Applications shall be submitted as outlined in the application. Failure to properly submit allocation requests could result in lost funding. Student organizations must complete the application and attach a detailed budget of what the funds will be used for in the upcoming year. The SGA Executive Board will review the applications.

Each President/Chairperson of an organization that receives funding can take a maximum \$500 stipend a semester, unless a special request is made to the SGA Executive Board. Approved special requests must be re-approved at the end of every academic year by the next Executive Board, after consulting the current Executive Board.

Special Funding Requests

Special Funding Requests are those made after the allocation process is complete. Anytime a student organization attends an SGA meeting for additional funding, they must follow the following procedure. The organization should first identify which funding type they are requesting (more information below). Then, the

organization must fill out an application to receive funding on the SGA website (<https://sites.google.com/site/sgaofud/>), by the deadline expressed by SGA.

Matching Funds

Organizations can request matching funds from SGA, up to \$250 per semester, no matter the number of requests. A Fundraising Application form must be filed at least two weeks prior to the fundraiser event start date. At the end of each application the organization shall indicate if a request for matching funds shall be made. Proof of deposit for the amount raised is due one week after the event. Matching fund requests can be made until the last Friday in April.

Organizational Support Funding

Requests for organizational support funding can only be made for events that are designed or hosted by the requesting organization and are open for the entire campus to attend. Only one request per event may be made. SGA can provide up to 100% of the funding needed for the event. The request for funds must be made two weeks prior to the event, with the exception of events during the first three weeks of the fall semester. Organizations can turn in requests until the last Friday in April.

Co-Sponsored Funding

Co-Sponsored events are optional funding opportunities for academic organizations and student organizations. Co-sponsored events must be open to the entire student body.

Leadership Funding

SGA may provide funding for leadership conferences/development, on or off campus. An organization which has been approved for annual allocations may budget leadership development into their allocation. An organization requesting Leadership Funds must submit an itinerary of the conference. SGA may fund up to 100% of conferences that relate to leadership and organizational development, not personal development. SGA may fund up to 60% of the personal costs associated with the conference: food, lodging, transportation, etc. The organization requesting the funds is expected to contribute funding as well.

Appropriate Advisor Expectations

Each organization must have an advisor. Any full-time faculty or staff member of the University of Dubuque community is eligible to become an advisor of a student organization. This includes third-party employees such as AmeriServe workers as well as employees of any division or department of the University. At any time, an organization may select to remove an advisor from their organization or an advisor may elect to resign, and it is the responsibility of the organization to find a replacement. Alumni, who are not affiliated with the University as an employee, may not serve as a formal advisor to an organization. Advisors can be expected to perform the following:

Know the constitution. Be aware of the bylaws and procedures specific to the organization. Encourage adherence to the constitution for continuity of the organization. Oversee constitutional reviews and updates. Constitutions must follow University, local, state, and federal policies and regulations.

Advise events. On and off campus events require an advisor or designee to be in attendance for the duration of an event. Evening and late night events and programs must also be advised. In case of emergency, advisors should respond appropriately and contact appropriate University or emergency personnel.

Track financial records. Be aware of how much money an organization deals with annually. Assist the treasurer in tracking spending and income. Follow University procedures for acquiring, spending, and raising funds.

Report violations. Report any violations of University, local, state, or federal policies to the Dean of Student Life or appropriate authority.

Advisors should assist organizations in accordance with the purposes and ideals of the University of Dubuque and the organization. They do not directly control the group's programs and activities. The relationship of the advisor to the group will vary depending on each organization and its members. Therefore, the responsibilities and duties of the advisor will vary according to the group's needs.

Liability, Risk & Travel

It is important to remember that, in general, while a concern for liability is necessary, paranoia or focus on it can seriously damage the educational process. Just as there is no specific statement that explains faculty liability for every possible classroom incident, there is none that covers all possible situations student organizations might encounter.

For events or programs contracted by a third party, if liability waivers are necessary, ensure that they are completed by all participants. University sanctioned travel is defined as any travel using University or student organization funds to pay for travel. Ideally, all University sanctioned travel will be supervised by accompanying staff or faculty members. Students wishing to travel using University or student organization funds but without chaperones must apply to the Office of Student Life for permission to do so. For all trips, the To Be Gone form must be completed and sent to the Medical Coordinator's Office one week prior to departure.

Event Planning & Contracts

All on campus event reservation requests must be approved by the Director of Scheduling and Event Planning. A Reservation Request form must be submitted for each event and space required. It is recommended that this form be submitted several weeks prior to an event. The form can be located on the campus portal, <http://www.dbq.edu/campusportal/campusforms/>

Events are not considered confirmed until approved by the Director of Scheduling and Event Planning. The Office of Scheduling and Event Planning reserves the right to place your event in the most appropriate space, as well as one which makes the best use of spaces available throughout the campus facilities. If an event is requested by a student organization, name of advisor must be provided on form.

Some events or programs may require the presence of University Security, City Police, or County Sheriff personnel. Upon reserving a venue, if there are concerns about security needs, consider contacting the Director of Scheduling and Event Planning as well as Security to inquire about appropriate measures.

Organizations may contract an artist, agency, or service for a program or event. Each contract is reviewed and signed by the Director of Student Activities. Contracts may not, under any circumstance, be reviewed, edited, or signed by a student.

For further event planning guidance, please visit the Office of Student Activities for a detailed checklist.

Campus Posting

All postings must be on the designated bulletin boards on campus. Posting is not allowed on any glass doors or windows, walls or doors, or on any surface other than the approved bulletin boards.

Postings that are directly connected to a UD campus department, course, or registered organization can be posted on campus after receiving approval and a stamp from the Student Life Office (x3128, second floor of Peters Commons). Please note that for some posting locations*, additional approval is also required. Any posting without prior approval and a stamp will be removed and discarded. Thumb tacks or scotch tape should be used when posting on the bulletin boards; no duct tape, packaging tape, or nails. Postings should be removed within 48 hours of the conclusion of program or event. If these guidelines are not followed, organizations and/or departments may lose posting privileges.

Postings not directly sponsored or affiliated with a UD campus department, course, or registered organization are required to receive approval and a date stamp prior to posting. Contact Rosemary Eager (x3868, 206 Myers Center) to receive approval and a stamp prior to posting. Specific bulletin boards have been designated for non-UD related postings.

Approved UD-related postings may be placed on the following bulletin boards only:

- *Blades Hall*: bulletin board on the second floor by classrooms
- *Dunlap Technology Center*: bulletin board on main level outside of computer labs.
- *University Science Center*: anywhere along tack strips
- *Myers Center*: lower level only
- *Peters Commons*: bulletin boards specified for general UD posting
- *Residence Halls*: 21+ copies may be delivered to Office of Residence Life in Peters Commons and these will be distributed and hung
- *Van Vliet Hall*: bulletin boards at the bottom of the stairwells
- *Heritage Center*: bulletin board located near mailroom. Tack strips on walls.

Postings should not be placed in the following locations:

- Glass doors or windows in any building
- Wall or doors in any building
- Alumni Chapel
- *Chlapaty Recreation & Wellness Center unless approved by Recreation and Wellness Staff
- *Myers Library unless approved by Library Staff
- *Stoltz Center unless approved by Athletics Staff

Questions concerning this posting policy may be directed to the Office of the Dean of Student Life (x3128).

Mass Email and Unsolicited Email Policy

The focus of this policy is to govern the use of mass email communications via the University of Dubuque servers and network. The University maintains email distribution lists to facilitate communication within the campus community. To help protect the University's email and other IT resources from computer viruses, worms, SPAM email, etc., the University has established a Mass Email and Unsolicited Email Policy. This policy ensures the University's ability to deliver mission-critical or time sensitive information relevant to the University's business and mission.

Permission to send a mass email: Various individuals are authorized to transmit mass email messages through their office/department email accounts. All mass emails to a large audience must be authorized and sent via the authorized individuals below. Exceptions or requests outside the scope will be handled on a case-by-case basis. Mass emails requests should be directed to:

- Academic-related information to AKendall@dbq.edu.

- Athletic-related information to DRunkle@dbq.edu.
- Student Organization-related information to OSA@dbq.edu.
- All other information to MKruser@dbq.edu.

While faculty, staff, and students can maintain personal group lists, those lists should not be used to send unsolicited or mass emails that violate any of the University's policies. Sending unapproved or unsolicited mass email messages via a University's email account, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam), is prohibited.

Questions or comments about these guidelines may be directed to the Vice President and Dean of Student Life at (563)589-3270 or mmiyamoto@dbq.edu.

Spartan Scoop Submissions: The Office of Student Activities produces a weekly E-Newsletter, *The Spartan Scoop*. Submissions must be made to osa@dbq.edu no later than Noon on the Friday prior to the Monday publication.

TV Monitor Submissions: The Office of Student Activities oversees the scrolling monitor in the Southeast corner of the Heritage Center. To include your activity on this screen, please email your advertisement to osa@dbq.edu

Pledging & Hazing

Pledging and Initiation for Membership

The following policies must be followed by all organizations that require students to go through a pledging and initiation period before they become members. This includes, but is not limited to social fraternities and sororities. Failure of organizations to properly complete these procedures will result in a review of their organizational status by the Office of Student Activities and Department of Student Life and may result in loss of their pledge class, suspension of organizational privileges, revocation of the group's approval from the University, and/or disciplinary action toward the organization and/or individual members.

All organizations conducting pledging and initiation activities must submit a detailed list of all activities and have all activities approved by the Director of Student Activities or his or her designee. This includes any group or individual activities that pledges are asked to participate in during the pledging and initiation process. Asking pledges to change their appearance in any way or carry any items is also an activity and must be detailed on that form. Failure to complete this form by the due date will result in no pledging activities being allowed by that organization for that pledging period.

All organizations must have a faculty or staff advisor in attendance at all of their initiation week events. The faculty or staff advisor should also be encouraged to attend all other pledging activities.

All active members and pledges must attend an informational meeting with the Director of Student Activities or his or her designee before the start of pledging. If active members do not attend their meetings the organization will be ineligible to have a pledge class. Any pledges that are not in attendance at their meeting will be ineligible to participate in pledging.

All pledges must maintain academic responsibilities during pledging. In this effort, all pledges must have at least a 2.0 GPA (on a 4.0 scale) in order to pledge. The Office of Student Activities will check GPAs of potential pledges, and during pledging and initiation all pledges will be required to submit weekly signed class attendance sheets to the Office of Student Activities. Any pledge who does not submit completed and signed attendance sheets by the set deadlines will automatically de-pledged.

Pledging and initiation activities must not begin prior to 8:00 am and must end no later than midnight on weekdays and 1:00 am on weekends. The period between these times shall be free time for the pledges to do as they wish and cannot be used for completion of pledging responsibilities.

No pledging activities may be conducted in the dining hall during meal times, in classrooms during class sessions, or in the library at any time.

At no time may any alcohol be present in pledging activities whether in liquid or previously consumed. This includes pledges, active members, alumni, brothers/sisters, and anyone else at the pledging activities.

Hazing

The University of Dubuque prohibits hazing. Any organization found guilty of hazing is subject to having its charter revoked. Hazing is defined as follows: "Any action taken or situation created, intentionally, that produces mental or physical pain, discomfort, embarrassment, harassment or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student's willingness to participate in the activity". Such actions and situations include, but are not limited to:

- Forcing or requiring the drinking, eating or injecting of any substance
- Calisthenics (push-ups, sit-ups, running, etc.)
- Paddling or other physical striking of any nature
- Road trips or kidnapping
- Scavenger hunts which involve activities that are illegal or a violation of University policies
- Creation of excessive fatigue
- Physical and psychological shocks
- Wearing apparel that is conspicuous and not normally in good taste
- Requiring that a person not maintain good personal hygiene in regard to their person or clothing
- Requiring a person to carry an animal, fish, bird or reptile (living or dead)
- Nudity or partial nudity
- Morally degrading or humiliating games or activities
- Wearing apparel that is not suitable for weather conditions
- Verbal abuse
- Requiring persons to perform ridiculous activities
- Requiring persons to perform personal service to others (running errands, carrying books, etc.)
- Forcing or requiring the violation of University of Dubuque, Federal, State or Local laws

Heritage Center Guidelines

(revised 7-30-2014)

Please follow these guidelines for programming in the Heritage Center facilities (Butler/Babka). Please direct questions to Tracy Less or Tom Robbins. For your organization's protection, please do not enter into a verbal agreement or written contract with a guest artist, performer, or speaker who you intend to host in Butler Hall or Babka Theatre until a room reservation request has been approved AND you have received estimates of technical and hospitality costs based upon guest artist contractual requirements.

1. *Verbal Room Request:* Student organization rep(s) should begin this process with a visit or call to Tracy Less, Director of Scheduling and Event Planning located in the Office of University Relations in 206 Myers Center, at 563-589-3868.
2. *Meeting with Heritage Staff:* After above initial consultation, Tracy will contact Tom Robbins, Director of Heritage Center, to determine whether or not a follow-up meeting will be necessary with requesting organization.
3. *Invitation to Submit Room Reservation Request:* Following a meeting with student org rep(s), Tracy will follow up with an invitation to submit a room reservation request or a request denial (and possible alternatives).
4. *Submit Room Reservation Request Form:* A room reservation is not final until officially approved by the Office of Scheduling and Event Planning. Notification of reservation status will be provided via e-mail to the room requestor.
5. *Ticket Set-Up Form:* Once a room reservation request is approved, the next step is the completion and submission of a ticket set-up form. If it is determined that an event is not subject to ticketing, a facility usage agreement will automatically be issued following the room request approval.
6. *Facility Usage Agreement:* Student organizations will need to sign a facility usage agreement for events held in Butler Hall or Babka Theatre. Signatures must be obtained from the organization's President, a faculty/staff advisor, and lead event organizer.
7. *Additional Expectations of Student Organizations Using Butler or Babka*
 - a. Organization's President, one faculty/staff advisor, and the lead event organizer will all be required to participate in at least two meetings with Heritage Center staff (including meeting referenced in No. 2 above).
 - b. In addition to the organization's lead event organizer, one faculty/staff advisor must commit to be on premises at all times during entire occupancy of Babka Theatre or Butler Hall unless a rare exception is granted.
 - c. If the event is open to the public, all marketing/promotion, and publicity, including design, must be coordinated and approved through UD's Office of University Relations..
 - d. All food service and table and chair requests related to events must be arranged through Tracy Less in the Office of Scheduling and Event Planning.
 - e. A Heritage Center event form confirming final details of organization's event is required to be completed and submitted no later than 2 weeks prior to scheduled occupancy of Babka or Butler.
 - f. Organization must provide a representative backstage functioning in the role of stage manager or production assistant at all times during rehearsals and public event(s).
 - g. Upon vacating facilities, student organizations are expected to leave facilities in the same or better condition than facilities were found upon arrival.
 - h. Upon completion of scheduled Babka/Butler usage, the Heritage Center will prepare a settlement detailing event expenses and ticket revenues, as applicable. Should organization intend to repeat a similar event in same facilities in the future, a post-event meeting must occur between student org faculty/staff advisor and rep(s) and Heritage staff.

Appendix A: Check Request/Requisition Sample

The Check Requisition form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. Forms should be turned in to the Director of Student Activities with proof of purchase before 4:00PM on Tuesday of each week to ensure reimbursement by Friday. Outside vendors will receive checks 30 days after check request has been submitted to the business office. Original invoices or other proof of amount must be attached.

UNIVERSITY of DUBUQUE

Check Requisition

All requests must include an explanation for expenditure(s) and must have supporting documentation. In cases of reimbursement a receipt must accompany the request. Travel reimbursement must be submitted on a travel expense form. Call Jenifer Hirschfeld x3707 regarding travel reimbursement.

Requested By: ORGANIZATION NAME **Date Requested:** Today's Date

Pay To The Order of: Who are you paying/reimbursing? ONLY the individual who paid the original amount can be reimbursed.
If you're paying a business, list the full address.
If you're reimbursing a student, no address is required.

Payee Status: Check One

Outside Vendor: Company that needs a direct check (invoice) University Student: a student reimbursement	<input type="checkbox"/> Outside Vendor <input type="checkbox"/> University Employee (Pick Up) <input type="checkbox"/> University Student <input type="checkbox"/> University Employee (Mail out)	Ask: pick up or mail out? (advisors/professors) Mail Out: include address above
--	---	--

Payee Tax ID# or SS#: Leave this blank!
(Required for payments to an individual for services rendered that exceed \$600.)

Project Code: Leave this blank!
(Identifies capital project costs, VP of Finance & Aux Services must approve.)

Account Number	Account Description	Amount
<u>Leave this blank!</u>	<u>Leave this blank!</u>	<u>\$ Total Amount</u>
- -	_____	_____
- -	_____	_____
Total Amount of Check:		<u>\$ Total Amount</u>

Expense Explanation: Organization Name, Reason items were purchased
(If for entertainment, include business purpose and individuals/group involved.)

APPROVALS:

Department Head: Leave this blank! **Phone Ext.** _____

Primary Budget Officer*: (If over \$500) Leave this blank!

Business Office: Leave this blank!

Business Office Use Only: Funds Available: \$ _____ \$ _____ Received by A/P _____	* For a list of Primary Budget Officers See Purchase Order Guideline at www.dbq.edu
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Make sure you have itemized receipt documenting how things were purchased (Credit card/Cash/Check). If you're unsure if the documentation is sufficient, provide additional proof. If paying with check, provide proof the check cleared your account. Online bank statements work well for this.

This is a completed sample of the most frequently used form, the Check Requisition, for reimbursement purposes. This is exactly how you should fill out your form to ensure reimbursement. For additional examples, please see the Office of Student Activities.

UNIVERSITY of DUBUQUE Check Requisition

All requests must include an explanation for expenditure(s) and must have supporting documentation. In cases of reimbursement a receipt must accompany the request. Travel reimbursement must be submitted on a travel expense form. Call Jenifer Hirschfeld x3707 regarding travel reimbursement.

Requested By: SGA **Date Requested:** 4/17/2014

Pay To The Order of: Nicholas Strub

Payee Status:
 Outside Vendor University Employee (Pick Up)
 University Student University Employee (Mail out)

Payee Tax ID# or SS#: _____
 (Required for payments to an individual for services rendered that exceed \$600.)

Project Code: _____
 (Identifies capital project costs, VP of Finance & Aux Services must approve.)

Account Number	Account Description	Amount
- -		\$10.25
- -		
- -		
Total Amount of Check:		<u>\$10.25</u>

Expense Explanation: SGA: Binders for Executive Board
 (If for entertainment, include business purpose and individuals/group involved.)

APPROVALS:

Department Head: _____ **Phone Ext.** _____

Primary Budget Officer*: (If over \$500) _____

Business Office: _____

Business Office Use Only:	
Funds Available:	\$ _____
	\$ _____
Received by A/P	_____

* For a list of Primary Budget Officers
 See Purchase Order Guideline at www.dbq.edu

Appendix B: Expense Report Sample

The Expense Report form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. This form must be used if you are seeking reimbursements for any travel. This form also reconciles Travel Advances and is to be completed within 30 days of submitting the Travel Advance. Original receipts and any remaining funds from an advance must be attached. Expense reports not returned within thirty days will result in the total amount of the Travel Advance being deducted from the advisor's paycheck. Expense reports are due to the Director of Student Activities by Tuesday at 4:00pm each week to ensure prompt reimbursement.

UNIVERSITY of DUBUQUE Expense Report

Use this form if you went to a conference or event that required traveling. Make sure to keep all receipts!

Name and Mailing Address Where to Send Check: Name of Individual to be Reimbursed If you'd like to PICK UP your check indicate here		Account Number: Leave Blank	Amount: Total Amount	Expense Type: Registration Did you pay registration? _____ Airfare Did you fly? _____ Rental Car Did you rent a vehicle? _____ Miscellaneous Expenses (Include Date & Description): Fuel _____ Tolls _____		Amount
Purpose of Trip (Include Date): Where did you go? For? Include dates and conference/event names		TOTAL AMOUNT		TOTAL ITEMS ABOVE:		A \$ Add All Above

Trip Information		Time		Lodging Name		Breakfast		Lunch		Dinner		Daily Total		Auto Mileage Calculations			
Date	From	To	Departure	Return	Lodging Name	Lodging	Breakfast	Lunch	Dinner	Daily Total	Mileage?	Rate *	Amount	Miles?	Amount		
1st Day	Dubuque, IA	Destination	TIME		Hotel Name	\$Hotel	\$amount	\$amount	\$amount	\$Add All	Miles?	0.565	\$Amount				
2nd Day					Hotel Name	\$Hotel	\$amount	\$amount	\$amount	\$Add All	Miles?	0.565	\$Amount				
<p>Continue until all days are accounted for - even if no reimbursements are requested for that day.</p> <p>When Traveling: remember to keep DETAILED receipts!</p> <p>At restaurants, make sure to request an itemized receipt. If you pay with a credit card, bring the "customer copy" with the detailed receipt.</p> <p>If you are in doubt that your receipt will be sufficient, include a copy of bank statement to reflect charges.</p> <p>You may request GAS or MILLAGE to be reimbursed. Not both. If driving a rental vehicle, you may only request GAS.</p> <p>This form is a fillable Excel - it will populate totals for you.</p>																	
COMMENTS:		CERTIFICATION AND APPROVAL		TOTALS ABOVE		TOTALS DETAILED ABOVE		TOTAL HERE \$		TOTAL HERE \$		TOTAL HERE \$		TOTAL HERE \$			
Your Organization Name Goes Here!		I certify, under penalty of perjury, that the travel listed above was official University business and that expense listed were appropriate in the conduct of this business. The total actual/estimated amount available was used to accomplish this business unless personal safety would have been compromised. I have not received for will I receive other reimbursement for these expenses.		Date		Date		Date		Date		Date		Date		Date	
APPROVALS:		Department Manager:		Primary Budget Officer (if over \$500):		Business Office:		Date:		Date:		Date:		Date:		Date:	

Make sure to sign and date!!

Did you get a travel advance? TRAVEL ADVANCE RECEIVED and/or CREDIT CARD CHARGES (Only employees can take advance) (if applicable)

If 1 is less than 2, AMOUNT DUE TO UNIVERSITY (Amount Payment)

If 1 is greater than 2, AMOUNT DUE TO TRAVELER

Total Requested

Appendix C: Purchase Requisition Sample

The Purchase Requisition/Order form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. Purchase orders will require two business days to complete and should be turned in to the Office of Student Activities for processing. Purchase Order requests can be turned in at any time to Director of Student Activities.

UNIVERSITY of DUBUQUE

Purchase Requisition

THIS FORM DOES NOT AUTHORIZE PURCHASE

Requested By:	<u>ORGANIZATION NAME</u>	Date Requested:	<u>TODAY'S DATE</u>
Vendor Name:	<u>Name of the business</u>	Date Expires:	<u>LEAVE BLANK</u>
Vendor Address:	<u>Address of business</u>	Ship To (Bldg/Dept):	<u>Where will items go when they arrive on campus?</u>
Vendor Phone:	<u>Include the Phone & Fax number</u>		
Vendor Fax:			

Qty	Description	Project Code	Account No.	Unit Price	Total Amount
#	Item Description	BLANK	LEAVE THIS BLANK	PRICE/ITEM	\$TOTAL COST
			- -		\$ -
This document is a fillable Excel document. It will automatically populate costs under "Total Amount" column.					
			- -		\$ -
Many companies have quotes that looks very similar to this table. Use that as a guide!					
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
				Total:	\$ -

Use of items(s)/Special Instructions: ORGANIZATION NAME: Purpose of request/items. Send PO to Melissa Griffith-Phelps

NOTE: ALL PURCHASE ORDERS REQUIRE A WRITTEN QUOTE FROM THE COMPANY. PURCHASE ORDERS TAKE 2-3 BUSINESS DAYS TO APPROVE. RETURN IN A COPY OF THE PURCHASE ORDER WITH THE FINAL INVOICE TO OSA TO COMPLETE PAYMENT.

Approval (Dept. Head):	<u>LEAVE BLANK</u>
Approval (Primary Budget Officer, if > \$500*):	<u>LEAVE BLANK</u>
Approval (If Technology):	<u>LEAVE BLANK</u>
Approval (Business Office):	<u>LEAVE BLANK</u>

Business Office Use Only:

Funds Available: \$ _____

 \$ _____

 \$ _____

* For a list of Primary Budget Officers
See Purchase Order Procedure at
www.dbq.edu

Appendix D: Gambling Activity Approval & Request Sample

The Gambling Activity Approval & Request form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. After completing the fundraising form, you will be informed if your event requires this form. Part of this form will need to be completed in advance of any fundraiser that includes raffles or gambling of any form, and the rest is to be completed after funds are raised. Completed forms should be turned into the Director of Student Activities.

UNIVERSITY of DUBUQUE

GAMBLING ACTIVITY REQUEST

The top half must be filled out 2-4 weeks PRIOR to your event. This form will be returned to the advisor prior to the event, and must be the form returned with the qualifying deposit.

I. UNIVERSITY APPROVAL:

Requested By: ORGANIZATION NAME Date Requested: DATE

Type of Gambling Activity: Bingo Raffle Game of Skill/Chance Other

Date of Event: DATE EVENT STARTS - ENDS

Purpose and Description of Event: GIVE A DETAILED DESCRIPTION OF THE EVENT AND WHAT THE MONEY IS FOR

Event Supervisor: YOUR ADVISOR Phone: ADVISOR'S PHONE

Dean/VP Approval: Leave blank

Controller Approval: Leave blank

Select what type of activity (can be more than 1)

Fill this half out AFTER event is complete. Bring money to Director of Student Activities w/ form within 1 week.

II. RECONCILE GAMBLING PROCEEDS:

A. Gross Proceeds: \$ TOTAL AMOUNT RAISED

B. Sales Tax 7% (B = A x 7%) \$WE MUST PAY THIS! 000-0000-2700

C. Prize Distributions: \$What did you give away? Total cost here.

D. Net Proceeds (D = A - B - C) \$ Follow equation Leave Blank -
(provide an account number)

E. Total Deposit (E = B + D) \$ Follow equation Deposit Date: _____

You will deposit the total (without tax, that's paid later) with OSA

III. APPROVALS:

Requestor Signature: ADVISOR & ORG REP. SIGNATURE

VP/Dean Signature: _____

Business Office Approval: _____

This is a sample of a correctly filled out form. The first half is filled out and filed with the Director of Student Activities, 2-4 weeks prior to the event. Once the Business Office approves it, it is returned to the Event Supervisor (your advisor). Immediately following the event, the form is submitted, with the money raised, to the Director of Student Activities. Please have your advisor sign this form.

UNIVERSITY *of* DUBUQUE

GAMBLING ACTIVITY REQUEST

I. UNIVERSITY APPROVAL:

Requested By: SGA Date Requested: 3/21/2014

Type of Gambling Activity: Bingo Raffle Game of Skill/Chance Other

Date of Event: 4/21/2014

Purpose and Description of Event: SGA will host a 50/50 raffle to offset costs of event

Event Supervisor: Melissa Griffith-Phelps Phone: x3853

Dean/VP Approval: _____

Controller Approval: _____

II. RECONCILE GAMBLING PROCEEDS:

A. Gross Proceeds:	<u>\$ 100</u>	
B. Sales Tax 7% (B = A x 7%)	<u>\$ 7</u>	<u>000-0000-2700</u>
C. Prize Distributions:	<u>\$ 50</u>	
D. Net Proceeds (D = A - B - C)	<u>\$ 43</u>	<u>- -</u> (provide an account number)
E. Total Deposit (E = B + D)	<u>\$50</u>	Deposit Date: <u>4/22/2014</u>

III. APPROVALS:

Requestor Signature: ADVISOR SIGNATURE/ORG REP SIGNATURE

VP/Dean Signature: _____

Business Office Approval: _____