

UNIVERSITY OF DUBUQUE STUDENT ORGANIZATION HANDBOOK

2011-2012

Office of Student Activities

Welcome to the world of student organizations! And thank you for being an active leader on campus. Hopefully this handbook will help you navigate the policies and procedures that govern all student organizations on campus.

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While the Student Organization Handbook is intended to be a summary of matters of interest to student organization 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.

STUDENT GOVERNMENT ASSOCIATION

Mission

The purpose of the Student Government Association shall be to:

1. Unite the entire student body
2. Stimulate student leadership and involvement throughout the college community
3. Aid in establishing a sense of responsibility and fellowship among college students
4. Be the official voice for the unified student body
5. Act as a sounding board for student ideas and concerns
6. Serve as a forum for communication among all student constituencies
7. Act as a unified voice in raising awareness of issues which affect all students
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 IX: Organizations

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 Student Government Association, thus being eligible to receive funds from 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 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. The proposed organization must submit a "Petition for Recognition as a Student/Academic Organization" to the Director of Student Activities.
- C. 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,
 - a. In the case of an academic organization, a class syllabus is acceptable in place of a Constitution.
 3. A list of proposed officers or student leadership,
 4. The signatures of at least 10 interested students,
 5. The signature of the proposed advisor(s), and
 6. Information regarding national, state, or local affiliation or affiliations with any group of persons not connected with the University of Dubuque.
- D. The recognition process is as follows:
 1. Approval of the Application to Become a Recognized Student/Academic Organization by the Director of Student Activities and Leadership Development,
 2. Approval of the Application to Become a Recognized Student/Academic Organization by the Student Government Association by a 2/3 majority vote,
 3. Approval of the Application to Become a Recognized Student/Academic Organization by the Dean of Student Life,
 4. An organization must attempt to be recognized by SGA before requesting recognition by the Dean of Student Life.

SGA Constitution: Article IX: Organizations (Continued)

- E. SGA retains the right to withdraw the formal SGA recognition of any organization based on problems that may occur involving the college or local community. SGA retains the right to withdraw an organization's formal SGA recognition with a 2/3 vote of all voting members of 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.
- F. Every organization is required to attend the first Tuesday SGA meeting of the month, 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 officers.

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

- A. Pursuing formal recognition by SGA involves the creation and submission of a constitution by the organization in question. The constitution or syllabus 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, and
 - 7. Must submit Article 9 of this constitution titled SGA Addendum.
- B. Each Organization must have at least one advisor. Each advisor must be approved by the Director of Student Activities, SGA Executive Council, and the Dean of Student Life.

RIGHTS & RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

Privileges of Recognized Student Organizations

Official recognition by the Office of Student Activities, Student Government Association, and the Dean of Student Life grants the following privileges to student organizations, subject to official procedures and regulations:

- Ability to reserve University facilities
- Permission to advertise on campus and to the college community in a broad manner
- Eligibility to request allocation of funds from the Student Government Association
- Right to establish dues and sponsor fundraising projects
- Eligibility for awards and honors given to University organizations
- Inclusion in the student organizations list on the Student Activities webpage, new student involvement forms, and the yearbook
- Participation in the annual Involvement Fair, with advanced registration
- Use of student organization resources available in the Office of Student Activities including poster paper and markers, colored copy paper, and computers
- 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

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:

- Attend monthly Student Government Association student organization forums, held the first Tuesday of every month
- 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
- Check the organization's mailbox in the Office of Student Activities on a weekly basis
- Abide by the organization's constitution and bylaws and submit any changes to the Office of Student Activities

Annual Registration of Recognized Student Organizations

Registration forms are available from the Office of Student Activities by the first of April each year. Forms will be accepted until the first of October each 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". See Appendix A (page 13) for a sample Annual Registration Form.

FUNDING & FUNDRAISING

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 Banking

Student organizations must acquire an on-campus account for all money matters. New accounts can be acquired through the Director of Student Activities. Student organizations should know their account number(s) for any transactions in on-campus accounts. 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.

Student Organization Banking (Continued)

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 prior to the end of business each Tuesday to be processed that week.

If cash is necessary for an organization's transaction, a 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. See Appendix B (page 14) for a sample of this form. Money received with a Travel Advance needs to be reconciled within thirty days with an Expense Report form. See Appendix C (page 15) 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.

Checks may also be requested by filling out a Check Requisition form. Each Check Requisition form must be accompanied by proof of cost in the form of an invoice or detailed receipt. Personal reimbursement is an effective means of withdrawal for student organizations. Advisors or students may attach detailed receipts to Check Requisition forms. Please allow thirty days following approving signatures for processing for checks requested and one week for personal reimbursements. See Appendix D (page 16) for a sample of this form.

Purchase orders may be used to pay for some items or services, however, not all vendors accept purchase orders. Please check with each vendor in advance. Purchase orders may be requested and received within one to two business days. Payment will be provided directly to the vendor within thirty days of receipt of an invoice. See Appendix E (page 17) for a sample of this form.

Student Government Association Funding

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 to the SGA mailbox, located in the Office of Student Activities or via email to SGA@dbq.edu. 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. If any additional information is needed, it will be requested by the SGA Executive Board.

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.

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 bottom of each application the organization shall indicate if a request for matching funds shall be made. A Matching Funds form must be filed at the completion of the fundraiser. Proofs of deposit for the amount raised are due one week after the event, attached to the matching funds request application. Matching fund requests can be made until the last Friday in April.

Student Government Association Funding (Continued)

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.

Fundraising

Organizations may raise funds for the good of the membership or charitable causes at anytime. A Fundraising Approval Application form is required at least two weeks prior to the start of any fundraiser to be turned in to the Office of Student Activities. See Appendix F (page 18) for a sample Fundraising Approval Application form.

If a fundraiser is to include a raffle or gambling of any kind, the Business Office will need to be notified, and a Gambling Approval form will need to be completed prior to the start of the fundraiser. See Appendix G (page 19) for a sample of the Gambling Approval form.

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.

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 Teaching and Administrative 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 and the off-campus posting board on lower level by the elevator
- *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

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).

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. See Appendix H (page 20) for a sample of this form.

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 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, contact the Director of Scheduling and Event Planning as well as Security to inquire about security measures. All security costs for events or programs will be paid for by the Office of Student Activities.

If an organization chooses to contract an artist, agency, or service for a program or event, they may do so. It is strongly recommended that 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.

LIABILITY & RISK

An advisor of a student organization is the University's representative regarding the organization's activities. As such, an advisor is expected to give reasonable and sound advice to the organization about such things as programs, use of facilities, and operational procedures. If an advisor has reason to question an action taken by an organization, they should express concern directly to the organization.

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. For student organization events or programs that require travel, all participants have already completed a blanket waiver through the Medical Coordinator's Office.

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

ROLES & RESPONSIBILITIES OF ADVISORS

Advisor Eligibility

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. Advisors may choose to advise more than one student organization. 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.

Advisor Roles

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.

Advisor Roles (Continued)

An advisor is one who gives ideas, shares insight, provides a different perspective, and counsels. Advisors for student organizations have three primary functions:

- Help with the growth and development of students and serve as an educator outside of the classroom
- Support the organization and its members and add to the continuity of the group as members graduate; provide consistency and communicate the goals, legacy and history to future generations of members
- Serve as a resource and assist in the area of program content and purpose

Since roles for advisors can vary from organization to organization, each advisor and organization leader should openly discuss what kind of role the advisor should play within the organization. Some organizations have a pool of advisors to assist them with different aspects of the organization (financial, scholarship, programming, etc.). Some advisors have a high level of involvement with every aspect of the organization; others have a very limited role. It is up to the organizations and the advisor to set the parameters of involvement.

The following is a list of roles that an advisor to a student organization may find themselves performing or fulfilling:

- Administration - act as a liaison between students and other contacts on campus, campus paperwork processes
- Social activities – supervise events and programs in order to deal with issues, interact with members informally
- Continuity - serve as a year-to-year link of history and purpose
- Coordination and motivation - provide direction and communication to motivate
- Emergencies - be called on for assistance by members of the organization or by university administration in case of emergency
- Financial records - be familiar with the nature, extent, and pattern of expenditures and income
- Leadership development
- Membership eligibility - ensure that members meet the university requirements as well as those set by the organization
- Organizational records - encourage members to keep records current for future leadership
- Organization meetings - attend as many meetings as you can in order to stay informed and to be available for consultation on different topics
- Policy interpretation - follow campus, local, state, and federal policies

Appropriate Advisor Roles:

- Attend member meetings, leadership meetings, programs and events
- Provide guidelines and suggestions for programs and events
- Interpret or clarify University policies
- Act as a role model for members
- Assist in conflict resolution between members, organizations, or otherwise

Advisor Roles (Continued)

Inappropriate Advisor Roles:

- Be ultimately responsible for program success or failure
- Be the final authority on organization decisions or hold veto power
- Control content or ideas expressed in events or programs
- Run organizational meetings

Advisor Responsibilities

Although many responsibilities of advisors may vary from organization to organization, there are several responsibilities that are uniform for all advisors.

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.

Supervise 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 supervised. 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.

OFFICE OF STUDENT ACTIVITIES

Location, Contact & Hours

The Office of Student Activities (OSA) is located in the Underground Student Union, in the lower level of Peters Commons. OSA is open Monday-Friday 8:00 am-10:00 pm. The Director of Student Activities is available by appointment Monday-Friday 8:00 am-5:00 pm, phone: 563-589-3583, fax: 563-589-3419, osa@dbq.edu.

Student Organization Use

Student organization mailboxes are located in OSA 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 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.

APPENDIX A: STUDENT ORGANIZATION ANNUAL REGISTRATION SAMPLE

The Student Organization Annual Registration form can be found in the Office of Student Activities website, www.dbq.edu/studentactivities or on the portal by clicking the Information tab, Campus Forms, Student Government Association. It is due prior to the campus Involvement Fair or by October 1st each fall semester.

University of Dubuque - Office of Student Activities Student Organization Annual Registration Form 2011-2012

Organization Information

Organization Name: _____

Organization Description: _____

Organization Type: **Unknown**

Email: _____ Webpage: _____

Meeting Day, Time, Location: _____

Officer Information

TITLE	NAME	PHONE
President	_____	_____
Vice President	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
_____	_____	_____
_____	_____	_____

Advisor(s) Information

TITLE/DEPT	NAME	PHONE
_____	_____	_____
_____	_____	_____

Membership Roster

Total number of members: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Include additional members on page 2)

Additional Information

Please include the following additional information with annual registration form:

- Proof of advisorship
- Current constitution and bylaws
- Affiliation information (if applicable)

Fill out this form in its entirety and submit to Office of Student Activities, Peters Commons.
Contact the Office of Student Activities at (563) 589-3583 or osa@dbq.edu with any questions.

OFFICE OF STUDENT ACTIVITIES USE ONLY

Date Received: _____ OSA Initials: _____

APPENDIX B: TRAVEL ADVANCE SAMPLE

The Travel Advance form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. This form will need to have approval signatures from the Director of Student Activities and the Dean of Student Life (if over \$500). Forms should be completed before the end of business on Tuesday of each week to be completed by the following Friday.

UNIVERSITY of DUBUQUE	
REQUEST FOR TRAVEL ADVANCE	
MEMO TO: <u>FINANCE OFFICE</u>	DATE: _____
<u>SMITH HALL</u>	
FROM: _____	DEPARTMENT: _____
REGARDING: TRAVEL ADVANCE FOR TRAVEL TO: _____	
DATES OF TRAVEL: _____	
PURPOSE OF TRAVEL: _____	
ACCOUNT #: 000-0000-1310 TRAVEL ADVANCE	
PAYABLE TO: _____	
AMOUNT: \$ _____	
RECAP BASIS OF ADVANCE REQUESTED:	
HOTEL	\$ _____
CAR RENTAL	\$ _____
FOOD	\$ _____
OTHER (PLEASE LIST):	
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL (MUST equal amt requested above) :	\$ _____
DELIVERY INSTRUCTIONS:	
Date Needed: _____	
Check One: <input type="checkbox"/> Mail Out Friday or <input type="checkbox"/> Pick Up Friday By: _____	
<p>I certify that this advance is for business expense purposes. If my advance is not settled with the submission of an expense report within 30 calendar days of the end date of travel, I authorize the University of Dubuque to deduct the full advance from my next regular pay.</p>	
Employee Signature _____	
APPROVALS:	
DEPARTMENT MANAGER:	_____
PRIMARY BUDGET OFFICER (IF > \$500):	_____
APPROVED (BUSINESS OFFICE USE):	_____
<p>For Accounts Payable Only: Please provide a copy of this check request to Nicole Kruser</p>	
Revised 08/05/05	

APPENDIX C: EXPENSE REPORT SAMPLE

The Expense Report form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. This form reconciles Travel Advances and is to be completed within 30 days of submitting the Travel Advance. It must have approval signatures from the Director of Student Activities and the Dean of Student Life (if over \$500). Original receipts and remaining funds 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.

UNIVERSITY of DUBUQUE																
Purpose of Trip (Include Dates): _____ _____ _____												pc		Amount		
												Registration				
												Airfare				
												Rental Car				
												Miscellaneous Expenses (Include Date & Description):				
						\$ -		TOTAL ITEMS ABOVE:		A \$ -						
Trip Information			Time		Lodging Name	Lodging	Breakfast	Lunch	Dinner	Daily Total	Auto Mileage Calculations					
Date	From	To	Departure	Return							Mileage	Rate *	Amount			
										\$ -		0.55	\$ -			
										\$ -		0.55	\$ -			
										\$ -		0.55	\$ -			
										\$ -		0.55	\$ -			
										\$ -		0.55	\$ -			
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										\$ -		0.55	\$ -			
										\$ -		0.55	\$ -			
										\$ -		0.55	\$ -			
COMMENTS:					CERTIFICATION AND APPROVAL					Totals: \$ -		\$ -				
I certify, under penalty of perjury, that the travel listed above was official university business and that expenses listed were appropriate in the conduct of this business. The most economical means available were used to accomplish this business unless personal safety would have been compromised. I have not received nor will I receive other reimbursement for these expenses. _____ Traveler's Signature					_____ Date					B		C				
										TOTALS DETAILED ABOVE (A + B + C)			1		\$ -	
										TRAVEL ADVANCE RECEIVED and/or UD CREDIT CARD CHARGES (If Applicable)			2			
										If 1 is less than 2, AMOUNT DUE TO UNIVERSITY (Attach Payment)					\$ -	
If 1 is greater than 2, AMOUNT DUE TO TRAVELER					\$ -											
APPROVALS: Department Manager: _____ Date: _____ Primary Budget Officer (if over \$500): _____ Date: _____ Business Office: _____ Date: _____																
* Mileage rate of \$0.55 effective 01/01/2009 Revised 01/06/2008																

APPENDIX D: CHECK REQUISITION SAMPLE

The Check Requisition form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. This form will need to have approval signatures from the Director of Student Activities and the Dean of Student Life (if over \$500). Forms should be completed before the end of business on Tuesday of each week to be completed by the following Friday for personal reimbursements and after 30 business days for other requests. 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 Nicole Kruser at ext 3207 regarding travel reimbursement.

Requested By: _____ Date Requested: _____

Pay To The Order of: _____

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

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Amount of Check:		_____

Expense Explanation: _____
 (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

Revised 04/27/09

APPENDIX E: PURCHASE ORDER SAMPLE

The Purchase Order form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. This form will need to have approval signatures from the Director of Student Activities and the Dean of Student Life (if over \$500). Purchase orders will require one business day or less to complete and should be turned in to the Office of Student Activities for processing.

UNIVERSITY of DUBUQUE

Purchase Requisition

THIS FORM DOES NOT AUTHORIZE PURCHASE

Requested By: _____ Vendor Name: _____ Vendor Address: _____ _____ _____ Vendor Phone: _____ Vendor Fax: _____	Date Requested: _____ Date Expires: _____ Ship To (Bldg/Dept): _____ _____ _____
---	---

Qty	Description	Project Code	Account No.	Unit Price	Total Amount
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
			- -		\$ -
				Total:	\$ -

Use of items(s)/Special Instructions: _____

Approval (Dept. Head): _____

Approval (Primary Budget Officer, if > \$500*): _____

Approval (If Technology): _____

Approval (Business Office): _____

Business Office Use Only.

Funds Available: \$ _____

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

Revised 09/29/2003

APPENDIX F: FUNDRAISING APPROVAL APPLICATION SAMPLE

The Fundraising Approval Application form can be found in the Office of Student Activities throughout the year. It will need to be submitted at least one week prior to the start of any fundraiser.

University of Dubuque - Office of Student Activities Application for Student Organization Fundraising Approval					
All student organization fundraisers need to be approved by the Director of Student Activities before the fundraiser. Once the fundraiser is approved a copy of the approved form will be placed in your organization's mailbox. Forms should be submitted at least one week before the intended start date of the fundraiser.					
All organizations recognized by Student Government Association (SGA) may request up to \$250 per semester in matching funds. In order to receive matching funds your organization must provide a copy of the deposit of funds raised to SGA within one week of the fundraiser end date along with a matching funds form (pink form).					
Date Submitted: _____					
Contact Information					
Organization Name: _____	Contact Person: _____				
Contact's Email: _____	Contact's Phone Number: _____				
Fundraiser Information					
Fundraiser Title: _____					
Date(s) of Fundraiser: _____					
Location: _____ <small>(If on campus, you must make proper arrangements with the Director of Scheduling and Special Events. If you wish to do your fundraiser at athletic events you must get permission from Deb Runkle.)</small>					
Description of fundraiser: _____					
Will the fundraiser benefit: <i>(check one)</i>					
<input type="checkbox"/> Your organization - What will the funds go toward? _____					
<input type="checkbox"/> Charitable organization - Which charity? _____					
Do you plan to request matching funds from SGA? Yes No					
If yes:					
Do you have a current constitution on file with SGA? Yes No					
Is your group supported in any way through a University Department Budget? Yes No					
If yes, amount _____					
If you plan on selling merchandise, please answer the following:					
Supplier: _____					
Special requirements or restrictions placed by your organization related to the sale of the product: _____					
Cost per unit: _____ Price you will sell the item for: _____					
Approval					
_____ Director of Student Activities Signature	_____ Date Approved				
Fill out this form in its entirety and submit to Office of Student Activities, Peters Commons. Contact the Office of Student Activities at (563) 589-3583 or osa@dbq.edu with any questions.					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;">OFFICE OF STUDENT ACTIVITIES USE ONLY</th> </tr> <tr> <td style="padding: 5px;">Date Received: _____</td> <td style="padding: 5px;">OSA Initials: _____</td> </tr> </table>		OFFICE OF STUDENT ACTIVITIES USE ONLY		Date Received: _____	OSA Initials: _____
OFFICE OF STUDENT ACTIVITIES USE ONLY					
Date Received: _____	OSA Initials: _____				

APPENDIX G: GAMBLING APPROVAL SAMPLE

The Gambling Approval form can be found on the campus portal by clicking the Information tab, Campus Forms, Finance. 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 Business Department.

UNIVERSITY of DUBUQUE			
GAMBLING APPROVAL REQUEST			
 I. UNIVERSITY APPROVAL:			
Requested By:	_____		
Date of Event:	_____		
Purpose:	_____		
Event Supervisor:	_____		
Dean/VP Approval:	_____		
Controller Approval:	_____		
 II. RECONCILE GAMBLING PROCEEDS:			
A. Gross Proceeds:	\$	_____	
B. Prize Distributions:	\$	_____	
C. Sales Tax (C = A x 7%)	\$	_____	000-0000-2700 _____
D. Net Proceeds (D = A – B – C)	\$	_____	- - _____
			(please provide account #)
E. Total Deposit (E = C + D)	\$	_____	
 III. APPROVALS:			
Requestor Signature:	_____		
VP/Dean Signature:	_____		
Business Office Approval:	_____		
<i>Revised 08/05/2005</i>			

APPENDIX H: RESERVATION REQUEST SAMPLE

The Reservation Request form can be found online on the campus portal by clicking on the Services tab, Event Room Reservation Request. This form is to be submitted to the Office of Event Planning and Reservations prior to all events.

<p style="font-size: 24pt; margin: 0;">UNIVERSITY of DUBUQUE</p>	<p style="text-align: center; font-size: 12pt; margin: 0;">BUILDING, ROOM & EVENT RESERVATION REQUEST</p> <h1 style="text-align: center; margin: 0;">Approval Form</h1> <p style="font-size: 10pt; margin: 10px 0 0 0;">Please be advised that your event is not considered confirmed until all aspects are approved by the Director of Scheduling and Events Planning. The Office of Scheduling and Events 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 UD event, must be completed by UD faculty or staff member.</p> <p>Contact Name: _____ Today's Date: _____</p> <p>Phone Number: _____ E-mail Address: _____</p> <p>Name of Organization: _____</p> <p>Event Name: _____ Type of Event: _____</p> <p>Event Description: <i>(Please be precise in description which will be published)</i> _____</p> <hr/> <table style="width: 100%; font-size: 10pt;"> <tr> <td><input type="checkbox"/> Local Speaker</td> <td><input type="checkbox"/> Wedding</td> <td><input type="checkbox"/> Outside Vendor Camp</td> <td><input type="checkbox"/> Memorial</td> </tr> <tr> <td><input type="checkbox"/> National Speaker</td> <td><input type="checkbox"/> Sporting Event</td> <td><input type="checkbox"/> Clinic</td> <td><input type="checkbox"/> Church Youth Group</td> </tr> <tr> <td><input type="checkbox"/> Discussion</td> <td>practice, tournament, game</td> <td><input type="checkbox"/> Workshop, meeting, class</td> <td><input type="checkbox"/> WVS Class assignment</td> </tr> <tr> <td><input type="checkbox"/> Banquet</td> <td><input type="checkbox"/> UD camp</td> <td><input type="checkbox"/> Church Service</td> <td><input type="checkbox"/> Concert/Performance</td> </tr> </table> <p>Certificate of Liability, naming the University of Dubuque required. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Preferred Building: _____ Preferred Room(s): _____ <i>Please note, classrooms are reserved "as is", no resets are allowed.</i></p> <p>Event Start Date: _____ Event Ending Date: _____ <input type="checkbox"/> Public Event <input type="checkbox"/> Private Event</p> <p>Event Start Time: _____ Event End Time: _____ Pre-event access begins at: _____</p> <p>Will event be advertised? <input type="checkbox"/> Yes <input type="checkbox"/> No Location of advertisement: _____</p> <p>Will this event be advertised to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No, OR on-campus only? <input type="checkbox"/> Yes <input type="checkbox"/> No Total Attending: _____</p> <p>Tables required: <input type="checkbox"/> Round: _____ <input type="checkbox"/> Rectangle 6ft: _____ <input type="checkbox"/> Rectangle 8ft: _____ Tables skirted: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number of chairs needed: _____ Number of risers required: _____ Size of stage required: _____</p> <p>Number of trash containers needed: _____ Number of recycle containers needed: _____</p> <p>Refreshments/Food: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <input type="checkbox"/> UD Catering or <input type="checkbox"/> Other _____</p> <p>Contact University Dining Services at 563-589-3138 for all campus food needs. This should only be done, upon approval of this event.</p> <p>Parking Needs: (Are there any non UD participants?) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Number (approx.) of non-UD passenger vehicles: (only if "Yes" on "Parking Needs") _____</p> <p>Number of Buses which will need parking: (only if "Yes" on "Parking Needs") _____</p> <p>Equipment Needed: <input type="checkbox"/> LCD projector <input type="checkbox"/> Microphones <input type="checkbox"/> Podium <input type="checkbox"/> DVD <input type="checkbox"/> VCR</p> <p>Additional Comments or Needs: _____</p> <hr/> <p><i>By submitting this request, I understand that this is just an application and submission does not guarantee these rooms to be available, nor can I proceed to invite outside venues on to campus until approval has been provided to me by the Office of Scheduling and Events Planning.</i></p> <p>Contact name: _____</p>	<input type="checkbox"/> Local Speaker	<input type="checkbox"/> Wedding	<input type="checkbox"/> Outside Vendor Camp	<input type="checkbox"/> Memorial	<input type="checkbox"/> National Speaker	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Clinic	<input type="checkbox"/> Church Youth Group	<input type="checkbox"/> Discussion	practice, tournament, game	<input type="checkbox"/> Workshop, meeting, class	<input type="checkbox"/> WVS Class assignment	<input type="checkbox"/> Banquet	<input type="checkbox"/> UD camp	<input type="checkbox"/> Church Service	<input type="checkbox"/> Concert/Performance
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