

Student Organization Resource Guide

Miami University

Student Organization Resource Guide

THE OFFICE OF STUDENT ACTIVITIES & LEADERSHIP

356 Shriver

(513) 529-2266

www.units.muohio.edu/saf/sac

studentactivities@muohio.edu

The Staff in the Office of Student Activities & Leadership support, guide, and empower the 300+ student organizations on campus. The office staff also directly advises the three campus-wide programming entities (Campus Activities Council, Program Board, & After Dark), coordinates the Leadership Connection program, the Perlmutter Leadership Conference, and make available leadership resources. Please visit our website for more information.

Services from the Office of Student Activities

Annually Register Organizations

All student organizations must register annually with the Office of Student Activities & Leadership. This allows the office to keep current and historical records of each student organization. It also allows the student organizations the right to retain access to perks like reserving campus space, table tents, etc. Each organization must register online each fall before September 15th to be eligible for funding from Associated Student Government.

Want to Start a Student Organization?

If you are interested in starting an organization, pick up a Petition for Recognition Form from the Office of Student Activities & Leadership. Requirements are: a roster of at least 10 people, a constitution, and an advisor. After gathering the above information the form is returned to the Office of Student Activities & Leadership. The petition will then be presented to Senate. After obtaining recognition, each organization must register with the Office of Student Activities & Leadership to finish the process.

Student Organization Mailboxes

Each student organization will be assigned a mailbox in the Student Activities wing in Shriver Center. This location will be used as the main campus mailing address for all student organizations. Mail should be picked up on a weekly basis.

Calendar

To have registered events published on the University's on-line calendar, please visit the Office of Student Activities & Leadership website at www.units.muohio.edu/saf/sac.

Note: When planning an event cross-reference the on-line calendar to ensure your event does not conflict with other events.

Leadership Connection

The Leadership Connection is a resource designed to meet the needs of all student organizations and leaders. If you are looking to enhance and strengthen your organization, please go to www.units.muohio.edu/saf/sac to submit a Leadership Connection request. All groups and leaders (clubs, fraternities, sororities, Hall Councils, sports teams, etc.) will benefit from these leadership development workshops.

Planning a Program On Campus?

An On Campus Event Planning Form must be completed when doing any event on campus (e.g., hub rallies, reserving tables, using any quad or field) that is open to the public. Completed forms must be submitted ten (10) days prior to the event for approval. Forms are available in the Office of Student Activities & Leadership.

Different locations or events may require several signatures. Be sure to have proper locations reserved with signatures on the on-campus event planning form before turning into the SAC office for final approval.



**STUDENT ACTIVITIES
&
LEADERSHIP**

**Contact Information
for Planning Events**

(On-Campus & Off-Campus Event Forms/PFD Service Form)

located in Room 356 Shriver Center

Contact Information to Reserve Location(s) or Request Services and Equipment

Location	Phi Delta Gates - Shriver West Patio HUB - Residence Dining Halls - Shriver Vending Area Farmer School of Business Gates	Location	Quads MET – East – South – Central – North
Contact	Student Activities & Leadership 356 Shriver Center - 529-2266	Contact	Residence Life 211 Warfield Hall - 529-4000
Location	Cook Field - Western Field - Tappan Field Club Sports Field - Phillips Hall - DeWitt Field Rec. Sports Ctr. - Withrow Court - Goggin Ice Arena	Location	Millett Hall (<i>inside/concourse/south lawn</i>) Yager Stadium/Field Hall Auditorium
Contact	Rec Center/529-6868 (Jim Wachenheim) or wachenjm@muohio.edu Goggin/529-9810 (Mr Schutte) 529-9830 (Gail Stout)	Contact	Special Facilities @ Millett Hall 529-8012 (Brad Clark) or clarkbw@muohio.edu
<i>Contract/Rental number/form will be issued for event</i>		<i>Contract/Rental number/form will be issued for event</i>	
NOTE - Special Facilities @ Millett Hall handles tables & chairs for Withrow Court		NOTE - Depending on athletic events, other approval(s) may be required	
Location	Haines Food Court - Reflection Pool Area Meeting Rooms in Shriver Center MPR (<i>Multi-Purpose Room</i>) Heritage Room - Fine Arts Plaza Haines Food Court Table Reservations Lower Alexander Meeting Area	Location	Slant Walk <i>Approval for this area will depend on time of year and type of sign/advertising</i>
Contact	Shriver Center Lobby/Information Desk 529-4031	Contact	Bldg & Grounds/Physical Facilities Dept. 529-6786 (Jeff Pratter)
Location	Off-Campus Events (<i>5K Runs, Uptown Park or Streets, etc.</i>)		
Contact	Diana Durr, Executive Director - Oxford Visitors & Convention Bureau 523-8687 (<i>schedule an appointment with Diana Durr to review/plan off-campus events</i>)		

Physical Facilities Services*

Campus Reservations

PFD Service	Grounds & Horticulture (<i>trash barrels, etc.</i>)	Location	Western Lodge/WRA Cabin Table Tents - Shriver Showcases
Contact	176 Cole Service Bldg (Jeff Prater) 529-7032	Contact	Student Activities & Leadership 529-2266
PFD Service	Trucking (<i>tables, chairs, flatbed truck, etc.</i>)	Location	Dogwood Grove
Contact	183 Cole Service Bldg (Clarence Blevins) 529-7035	Contact	Campus Services 529-6786
PFD Service	Sign Shop (<i>banners, A-frames signs</i>)	Location	Peffer Park
Contact	173 Cole Service Bldg Sign Shop (Larry Beer) 529-7039	Contact	University Advancement 529-8512
PFD Service	Motor Pool (<i>vans, cars</i>)		
Contact	174 Cole Service Bldg (Marilyn Revalee) 529-6786		
PFD Service	Generators, Transformers, Tent Permits		
Contact	156 Cole Service Bldg (Mike Creager) 529-7024		

**Physical Facilities Department located in Cole Service Building, behind Cook Field*

Fundraising Guidelines

Fundraising events can only be held in specific areas on campus. Vendors must be sponsored by a department or student organization. If a vendor is brought to campus, a member of the sponsoring organization must be present at the sale location at all times. A sign naming the sponsoring group must also be posted at the sale location.

Working with Contracts

If you are bringing in a band, a lecturer, or hosting any event where a contract is required, please make an appointment with the director of Student Activities & Leadership before you book the entertainer. Only an extremely limited number of University officials may sign a contract for a University event. Contracts signed by anyone else are not valid and the University will not recognize them, leaving the individual signer responsible for any payment to the contracted party. Getting proper approval and signatures for these types of events can take 4-6 weeks. Plan accordingly! Please call 529-2266 or go to Shriver Rm. 356 to set up a meeting.

Tents/Canopies for Programs

If an event you are planning requires a tent or canopy, a permit charge may be required. A permit is required for any tent larger than 200 sq. ft. (approximately 10x10). Contact PFD at 529-0184 for current cost of permit (approximately \$200). If the tent is larger than 200 sq. ft., other requirements, limits or restrictions may apply. When setting up most tents the use of stakes are required to hold the tent up via tie down ropes. This can lead to potential problems with underground utilities. If there is electric of any kind (e.g., extension cord, lights, fans, etc.) attached to or hanging from the tent an electrical permit is required. The cost of an electric permit is approximately \$175. For more information, please call Physical Facilities at 529-0184.

Raffles and Games of Chance

While the University generally supports the fund-raising efforts of registered student organizations, the legal complexities of definition, methodology, and distribution of monies associated with schemes or games of chance such as raffles, bingo, poker, or other similar activities necessitate the University's prohibition of such activities in conjunction with its student organizations. A game of chance is any event where a player gives anything of value in hope of gain where the outcome of which is determined largely by chance. For instance, if participants pay an entry fee to play AND prizes of any type are awarded to the players, then this is a game of chance and prohibited by the University.

Publicity: Signs, Posters, Banners, A-Frames

Any registered student organization may post signs, posters, or banners in accordance with Appendix A in the Student Handbook. Any sign, poster, or banner posted in violation of this policy may be removed, without notice or warning, by the University. Signs, posters, and banners must include an event date or posting date so that they may be removed within 24 hours following the event.

Signs: Signs may be posted with thumbtacks on exterior bulletin boards and kiosks. Tape and staples may NOT be used. No more than one sign for the same event may be posted on each bulletin board or kiosk. Signs may not be posted on top of others.

Posters: Posters may be affixed to trees and light poles only with string or rope. Tape and metal fasteners (tacks, staples, nails, or wire) may NOT be used. Posters must be tied to tree branches that are at least two inches in diameter to avoid damage to the tree. Posters larger than 12 inches by 18 inches may not be placed on bulletin boards or kiosks.

Banners: Banners may be affixed to trees and light poles only with string or rope. Tape and metal fasteners (tacks, staples, nails, or wire) may NOT be used. Banners should be tied to tree branches that are at least two inches in diameter to avoid damage to the tree.

A-Frames (Sandwich Boards): Sandwich board signs may be reserved for University events only and must be reserved through the PFD Sign Shop. A Physical Facilities service form is needed to request A-frames. Pick up the form in 356 Shriver.

Showcases - Shriver Center

Requests for permission to post signs or posters in the display cases in the Shriver Center will be accepted by the Office of Student Activities & Leadership no earlier than four weeks in advance of the requested date. Shriver display cases available for use include two display cases on the main floor by the copy machine (33 inches by 47 inches), four display cases on the first floor by the ride board and ATMs (24 inches by 36 inches), two display cases on the main stairwell (24 inches by 36 inches), and two across from the TV Room (23 inches by 35 inches). Display case postings are limited to student organizations and departments and can only advertise on-campus events. They may not be used for political advertisements. Displays must be put up on Monday through Friday between 8a.m. and 4:00p.m. The maximum posting time is seven calendar days. Posting cycles are Monday through Sunday. During the last full week of classes of each academic semester, the Office of Student Activities & Leadership will take reservations for the first four weeks of the next semester.

Dining Hall Table Tents

Requests to place table tents in the dining halls will be accepted by the Office of Student Activities & Leadership no earlier than 4 weeks prior to the week wanted. During the last week of classes of each semester, table tents may be reserved for the first four weeks of the next semester. Table tents must not exceed 4x6 inches after being folded. Table tents can be emailed to fleddecs@muohio.edu for an electronic stamp or take copy to Room 356 Shriver to be stamped prior to printing out the table tents. The name of the requesting student organization must be on the table tent. The student organization is responsible for placing the tents on dining hall tables on the week reserved. They are removed on Sundays by the dining hall staff. Student Organizations will need 664 table tents to distribution at all dining hall locations. Call 529-6868 to make reservation for table tents.

Table Flyer

Each week Associated Student Government (ASG) will create and by 5 1/2 inches after being folded. Student organizations wishing to have publicity included in a table flyer must contact the ASG Communications Director at least three weeks prior to the date the flyer is to be distributed to the dining halls. No single organization's publicity may take up more than one-half of the entire area of publicity may take up more than one-half of the entire area of a table flyer. Organizations must pay Associated Student Government to have their publicity included in a table flyer. The Executive Cabinet will determine the charge at the beginning of the year, and the money collected from this fee will be used to pay for running copies of the table flyer. Table flyers will be put up and taken in the same manner as table tents. Contact 529-6019 for more information.

Advertising

Refer to the Miami Student website www.miamistudent.net for student organization advertising rates. Refer to the Oxford Press website www.oxfordpress.com for advertising rates.

Uptown banners

\$60 single side

\$150 double sided

These are installation charges only (per Bobbe Burke)

Outdoor Tent Policy

Tent usage on campus must be approved for all student organization events via the Event Planning Form. A tent permit is required for tents 200 square feet or more. There is a \$175 charge for the permit.

Miami Metro Reservations

To reserve Miami Metro buses for events please contact Linda Harry from Laidlaw Education Services at 513-317-4808.

Student Organization Bulk Mailings

Mass mailing letters to parents and/or students via the Miami mailroom need approved for content through our office before printing/mailing. Things to look for are legal violations, policy violations (trademarks, logos, etc.), and obscene or hate speech. Contact the SAC office at 529-2266 or the mailroom for additional information.

Reserving Meeting Space

Chapels - 529-8016

Classroom space - Registrar's office - 529-8703 or <http://www.units.muohio.edu/reg/>

Climer Guest Lodge - University Advancement - 529-1279

Dogwood Grove Picnic Area - 529-6786

Miami Inn - 529-2104 - Marcum Conference Center - 529-6911

Peffer Park - University Advancement - 529-8512

Shriver 373 or Shriver 377 Conference Rooms - Office of Student Activities & Leadership - 529-2266

Shriver Meeting Rooms - Shriver - 529-4031

Simpson-Shade Guest House - University Advancement - 529-1279

Residence Halls - Contact the head of hall in the corresponding building. Contact information can be obtained at the Office of Residence Life Warfield Rm. 227 or 529-4000

Western Lodge - Office of Student Activities & Leadership @ 529-2266.

WRA (Women's Recreation Association) Cabin - Office of Student Activities & Leadership @ 529-2266

Need Audiovisual Equipment? - Technology Services - 529-6015

Off Campus Events

To reserve the uptown park, plan a 5-K run, or schedule any event using the streets or areas in the City of Oxford, stop by the Office of Student Activities & Leadership – Room 356 Shriver for the off campus event form which must be signed by SAC staff.

Working With Your Advisor

Building a Relationship with your Advisor

All organizations are required to have at least one on-campus advisor. An advisor is an important component of a student organization. The advisor offers wisdom, guidance, and can provide knowledge about the organization's past and the policies and procedures of the university. They are also familiar with university resources that your organization can utilize. It is important to meet with them regularly to foster a relationship and keep the lines of communication open. It is also important to negotiate what type of relationship the organization wants to have with your advisor. Additionally, advisors must sign check requests before any account transactions.

Finances

A student organization's main objective is to use funds in a responsible manner. Keep in mind that unnecessary expenses made one year affect the student organization in future years: a deficit at the end of the year carries forward to the next year. From the accounting perspective, any funding an organization receives would first go toward eliminating or reducing this negative balance. From the funding perspective, an organization would still be able to use all of the allocation received, as long as the total funds spent does not exceed the total allocation received. To be eligible for funding, student organizations must establish a University Account. To do this, a student organization cannot have any outside accounts (checking, savings, etc.). All funds must be on deposit with Miami University.

Establishing an Account

Once a new student organization has received proper notice from ASG stating the group has been recognized and the group has registered with the Office of Student Activities & Leadership, the treasurer should contact the General Accounting Associate, (529-6878) or stop by Room 107 Roudebush Hall.

Services Available

Your account provides access to a variety of on campus services. These services/locations include:

Audio Visual Services: Print/Copy Center & Equipment
Rental - Gaskill Hall

Long Distance and Fax Access Codes: Telecommunications Office,

Robertson Hall

Marcum Conference Center/ Miami Inn: Room use and catering

Mail Service: Mailroom, Wells Hall

Phone/Fax Service: Telecommunications Office, Robertson Hall

Shriver Center: Bookstore charges, Room use and catering

Motor Pool: Cole Service Building

Utilizing your Funding/Account

Your organization can deposit money (checks and/or cash) into your university account, make reimbursements, transfer funds to other student organizations/residence halls, or use a "check request" to purchase from local vendors. A different process is used when moving funds involving student organizations and departments.

Financial Statements

Printouts of accounts are sent to the advisor and treasurer around the middle of the following month. These should be reconciled with the organization ledgers/financial sheets. At the end of the year, treasurers can submit their financial information to the General Accounting Associate for review and balance over the summer. In the fall, the returning or new treasurer will pick up the ledger/financial sheets from the Accounting Associate.

Account Policies

Organization should use funds available and avoid overspending or creating a negative balance.

Expenditures which are not permitted, or are restricted for funded student organizations include:

- Liquor and tobacco.
- Beer/wine may be purchased but only with funds generated from dues or fund-raisers. These instances are very rare and **MUST BE APPROVED BY THE DIRECTOR OF STUDENT ACTIVITIES & LEADERSHIP. ALL APPLICABLE STATE AND UNIVERSITY REGULATIONS WILL BE STRICTLY ADHERED TO.**
- University vehicles cannot be used for social purposes
- Payments to individuals for services rendered are restricted.
- Money for gifts to charity, advisors or officers should come from dues, individual contributions or fund-raisers. The process for gift certificates is very specific. Contact Accounts Payable (529-6123) for additional information.

Guidelines

Annual budgets that realistically project anticipated revenue and expenses for the year can help a group to make financially responsible decisions. Not relying on funding alone, student groups are strongly encouraged to generate other sources of revenue such as membership dues and fundraisers. These monies can supplement existing fund allocations, thereby increasing a student organization's financial possibilities.

Student organization balances at the end of the year are carried forward and become the beginning balance for the following year. Unlike the academic year, a fiscal year for Miami is July 1 - June 30.

The financial information outlined here is condensed. For a complete and detailed "how to" guide, refer to the Students Organization's Treasurer Procedure manual available in the Accounts Payable Office in 107 Roudebush Hall. If you have additional financial questions or procedure questions (external payments of any kind), contact Accounts Payable at 529-6123.