



UNITED STUDENT GOVERNMENT

MORAVIAN COLLEGE – BETHLEHEM, PENNSYLVANIA

Dear Student Leader,

The Office of Student Activities and the United Student Government formed a partnership to design this *Student Leader Guide Book* to provide you with a current resource and guide to aid you in your role as a campus leader. This resource contains not only the important College policies and procedures pertaining to student organizations, but also practical and valuable information on leadership development topics and event planning. Whether this is your first experience or you are an “old pro”, this publication will become a valuable resource to find out:

- How to get Recognized
- How to Receive Funding
- Effective Advertising Strategies
- How to Plan All Campus Events
- Campus Resources
- Programming Resources
- Policies & Procedures

If you should ever have any questions or concerns, please direct them to the Associate Dean of Student Development and USG Advisor Warren Hilton in the Leadership Center, Director of Student Activities Holly Nonnemacher in the HUB, or USG Treasurer Geoffrey M. Roche in the USG Office in the Leadership Center.

We are here to help you, so please do not hesitate to contact us. If we are not sure of the answer, we will do our best to locate it and assist you.

READ ON!



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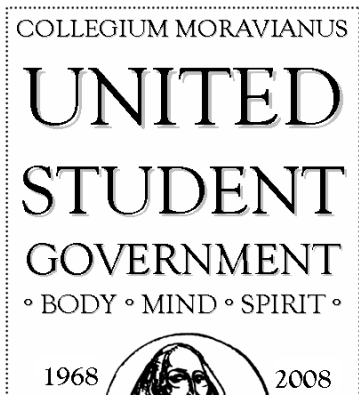
Student Organizations Chartered through USG

A Different Voice
Accounting Club
AMC
American Chemical Society
Amnesty International
Art Club
Beta Beta Beta
Business and Economics Club
C.E.O.
C3
Christian Fellowship
Christian Nursing Fellowship
College Democrats
Cycling Club
Delta Omicron
Domino Effect
Environmental Coalition
Equestrian Club
Fellowship of Christian Athletes
Footlight's Musical Theater
French Club
German Club
Greyhound Boxing Club
Habitat for Humanity
History Club
Ice Hockey Club
International Club
Irish Dance Club
JUNK
Kappa Delta Pi
Marching Band
Math Society
MC Theatre Company
Model NATO
MSAS
Multicultural Club
Newman Association
ODK
Omicron Delta Epsilon
Phi Alpha Theta
Phi Sigma Iota
Philosophical Society
Pi Mu Epsilon
Pre-Law Club
Pre-Med/CAC Club

Psi Chi
Psychology Club
Reformed University Fellowship
SAAC
Sigma Iota Rho
Sigma Tau Delta
Sigma Theta Tau
Society for Marketing Entrepreneurs
Society of Physics Students
Sociology Club
Spanish Club
Spectrum (GSA)
Student Nurses Association
The Benigna
The Comenian
The Manuscript
Women's Golf Club
Wrestling Club
WRMC
Zinzendorf Literary Society

United Student Government

Mission



Moravian College United Student Government Mission for Student Engagement

Thank you for taking interest in student leadership at Moravian College. The purpose of my letter serves to demonstrate the purpose of United Student Government as it relates to student leadership. This function is threefold: USG provides advocacy for Moravian's students, in general; it provides budgets to student organizations so that they can develop their mission; it provides training opportunities for students to enhance their leadership skills.

With the ratification of USG's Constitution in 1968, it is safe to assume that the founders of our student government had with them the intentions surrounding the student movements of the Vietnam era. They wanted to develop a student government that was without bureaucracy, highly functional and efficient, and served the best intentions of the student body. They developed a three-branch government, similar to that of the Commonwealth and Federal governments, which employed a Legislature, Executive Branch, and Judiciary. Over time, the judiciary fell in to disuse and was dissolved.

Recently, USG created two important task forces, to review the Constitution and the Financial Guidelines. The intent was to streamline the function of the government, and make it more accessible to the people the government answers to – the students. These reviews provided two vital results: the re-establishment of the judiciary, now known as the CAEC, which will also work with clubs and organizations to obtain charters, and an extensive overhaul to our financial system, which put in place many more ways for clubs to obtain the necessary funding and training they need to develop.

What I want you to understand is that USG exists for the benefit of the student body. It is our mission to offer the necessary resources for those members of the student body to develop themselves and their student groups. If, at any time, you have any concerns that you think student government may be able to resolve, please, contact us at your leisure; I've made it a personal mission to make some aspect of our government always available to serve.

“ The very essence of leadership is that you have to have a vision.”

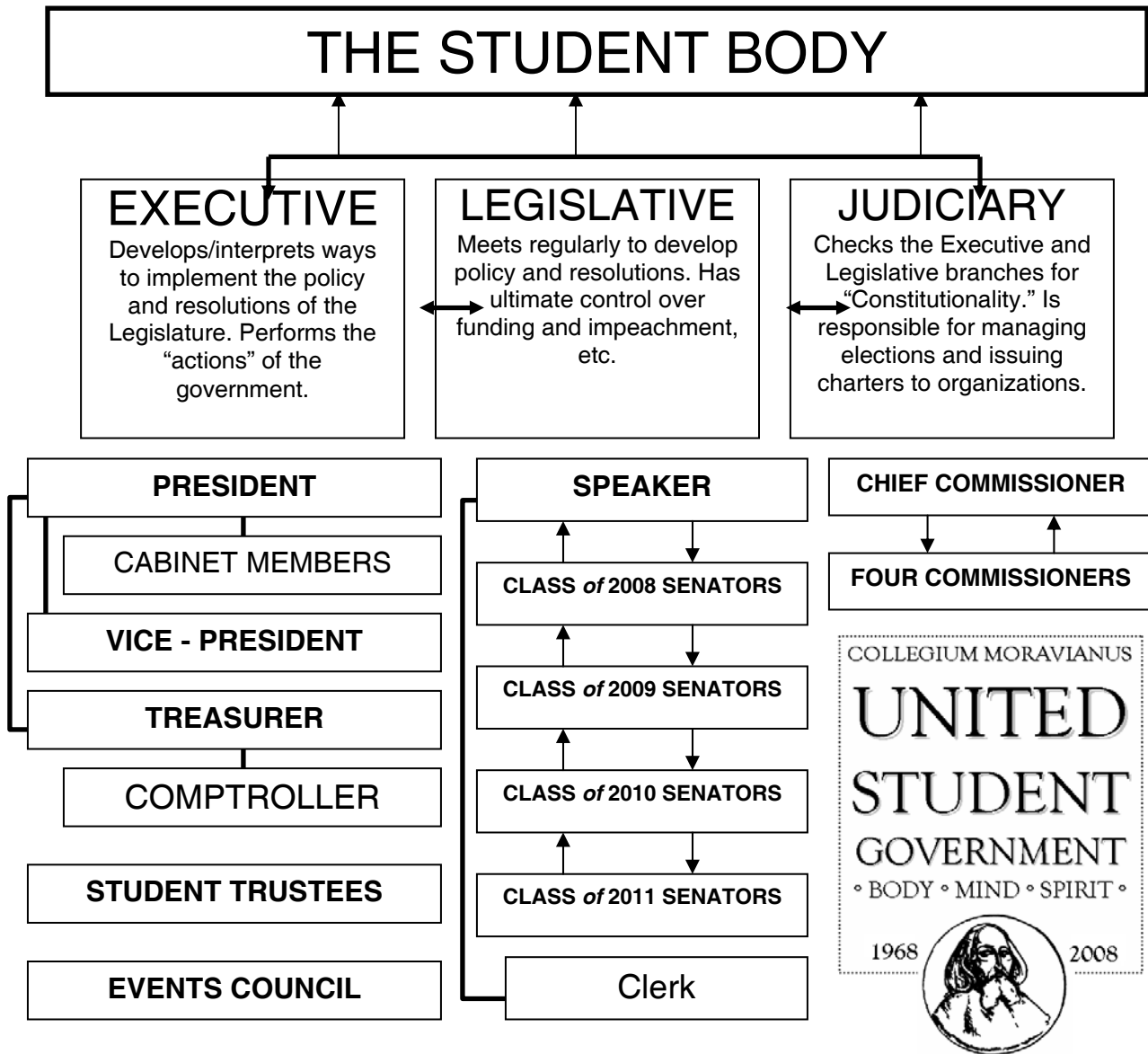
-Anonymous

Via lucis,

A handwritten signature in cursive script, which appears to read 'James L. Lavoy'.

James L. Lavoy
President
Moravian College Student Body

Structure of United Student Government



As you can see, the flow chart operates in a top-to-bottom manner. United Student Government, as implied by this flow chart, answers directly to the Student Body. For more information about each branch, please contact the person listed at the "uppermost" level of each branch. For information on the Executive Branch, contact the President; for information on the Treasury, contact the Treasurer; for information on the Trustees, contact the student Trustees; for information on the Legislature, contact the Speaker; for information on the Judiciary, or Constitutional Affairs & Electoral Commission, contact the Chief Commissioner.

How to Charter a Group

In order for your club or organization to reap the benefits of being chartered by United Student Government – such as funding and leadership development programs – your club or organization must go through the necessary steps to obtain a charter. The Constitutional Affairs & Electoral Commission has been charged with chartering groups, and they require the following items:

- I. Your group must develop a Constitution, which should include:
 - a. Name of Organization
 - b. Purpose of Organization
 - c. Number of Officers & Their Duties; How Officers are Selected
 - d. Qualifications for Membership
 - e. Any Dues Required of Members
- II. Your group must notify the Chief Commissioner, William B. Coombes, of the Constitutional Affairs & Electoral Commission that you intend to form a group. The CAEC will provide the necessary steps thereafter.
- III. The Club or Organization must begin to meet regularly. Assistance with this can be received from both the CAEC and the Office of Event Management & Director of the HUB, Ann Claussen.
- IV. After your group has been active for a Semester, the CAEC will draw up the necessary paperwork to be presented to the Legislature for approval.
- V. After these four important steps are completed, you club will be recognized, pending approval from the Legislature and the President. This approval will entitle you to apply for a budget, and any other benefits offered by United Student Government.

Please be advised that the Constitutional Affairs & Electoral Commission exists to help you in your group formation process. At any time during the establishment of your club, if you need any assistance, please contact any member of the CAEC or the Executive Board of USG, and your concerns will be addressed.

USG looks forward to working with you!

James L. Lavoy, '10
President

Jay DeStefano, '09
Vice-President

Geoffrey M. Roche, '08
Treasurer

Kelly Grab, '11
Comptroller

United Student Government Finances



The Office of the USG Treasurer

What do the USG Finances provide?

The USG Finances are governed by the Standing Rules of the USG Finance Committee. These rules were established by the Legislature to provide guidelines for the allocation, disbursement, and administration of the Student Activities Fee, to facilitate the maintenance and review of permanent fiscal and property records, and to provide the Finance Committee with guidelines for conducting internal meetings and the fiscal business of the Legislature.

The central figure that provides the Finances for the Government is the Treasurer of the Student Body with the assistance of the Comptroller, whom is appointed by the President of the Student Body. The Treasurer has the authority and responsibility to act as an elected representative of the entire student body. The Treasurer and Comptroller shall preside over all financial matters of the United Student Government and supervise the administration of organization accounts as outlined in the Finance Committee Standing Rules. If you ever have any financial-related questions, please direct them to the USG Treasurer or to Dean Warren Hilton in the Leadership Center.

How Are Funds Allocated?

USG has two processes for requesting funding:

- The Annual Spring Budget Requests
- Discretionary Funding Requests

The Annual Spring Budget Requests

The annual spring budget requests are the primary and best way to receive funding from USG. In the spring, representatives from each club and organization submit their budget request to the USG Treasurer, who will then submit the requests to the Finance Committee for full review. After the Finance Committee has reviewed the budget requests, the USG Treasurer must initiate and submit the budget for the next fiscal year to the Legislature for a first reading and then a vote. There are Treasurer/Budget Clinics

scheduled by the USG Treasurer prior to the submission of the budget. Each organization must send one officer to the clinic or they forfeit their ability to participate in budget allocations for the next academic year.

As a leader of your club or organization, it is crucial for you to remember the following items if your group is to receive Student Activities Fee funding:

- You must submit your budget request electronically on the proper budget request forms supplied by the USG Treasurer. Please consult with your club members, officers, and adviser, and then submit it by the indicated date.
- All important budget information will be provided at the mandatory clinics in late February/early March. It is important that you read all the information from USG carefully to find out the dates for all deadlines.
- Organizations that submit their budget late (See Article B, Sec. 1 of the Finance Committee Standing Rules) or incorrectly will be removed from the regular pool of budget requests. These budgets that have been removed from the regular pool will then only be considered after all of the regular pool budgets have been allocated.
- All of the necessary information for budget submission and any other financial related question are located in the Finance Committee Standing Rules, so take the time to review and understand them before submission. Please also be advised that any unspent funds revert back to the USG account at the closing of the college books on June 30th. Again, you may also direct questions to the USG Treasurer.

Discretionary Funding

A Discretionary Fund shall be maintained by the USG Treasurer to address the special and unique funding needs of chartered organizations and organizations which are recognized by the college but not necessarily by the USG Legislature. The Discretionary Fund is not to be used as a tool for holding annual events or activities, but rather as a supplement to an organization's budget in the event that a special circumstance presents itself. A pool of funds will be made available at the start of each semester and will be allocated when available on a first come, first serve basis on the individual merit of the request.

The procedure for receiving Discretionary Funding is as follows:

- The group must obtain a Discretionary Fund form from the USG website (www.moravian.edu/usg) and submit it electronically.
- Then, the group must submit the completed form to the USG Treasurer by midnight on the Sunday prior to the meeting at which they would like it approved.
- The USG Treasurer may award \$399 or less of the Discretionary Fund to any group applying; the President or Treasurer of the organization applying must meet with the USG Treasurer.
- The Finance Committee is charged with awarding more than \$399 of the Discretionary Fund; the President or Treasurer of the organization applying must meet with the Finance Committee at their regularly scheduled meeting.
- The USG Treasurer or Chairman of the Finance Committee must notify the Legislature of any Discretionary Fund awards, as the Legislature serves as a check and balance on any and all financial matters.

- Except in pressing circumstances, no monies will be allocated for “after the fact” funding. All “after the fact” funding must be directed first to the USG Treasurer, who, at his/her discretion can issue it to the Finance Committee.
- Upon completion of the event or activity which has been funded by the Discretionary Fund, a feedback form, available on the website, must be completed and submitted within 72 hours of the event. If the organization fails to complete this form, they will have to meet with the USG Treasurer or Comptroller.
- The Finance Committee has a period of one week to decide if funding will be awarded. If revisions are necessary, the Finance Committee will again have one week to award funding, starting on the date of re-submission. This procedure will continue, as necessary.

Reallocation Requests

You may reallocate funds when you do not, or cannot, use the funds for the specific event or purpose for which they were originally allocated. For example, your group was funded \$50 for a picnic, but you did not have that picnic; however, your group was bringing in a speaker, and you want to apply the \$50 from your picnic toward the honorarium for the speaker.

- You must fill out the “Reallocation Request” form on the website (www.moravian.edu/usg) and meet with the Treasurer to reallocate these funds. Using funds without reallocating them is a violation of Finance Committee Standing Rules which could possibly result in your group having its account frozen for a period of time or losing your funding completely. The organization must stay within the allocated amount but can alter programs and activities as long as they continue to be a part of their original mission and purpose as passed by the Legislature.

Receipts

Because the Office of the USG Treasurer monitors the use of your club's funds, it is necessary for your club to hand in every receipt and a copy of that receipt to the Business Office and USG Treasurer after an event. Your club should also retain copies of all receipts in the event your group is audited in the future.

Administration and Disbursement of Chartered Funds

USG appropriates funds for activities initiated by recognized student clubs and organizations. These funds should provide support and create opportunities for students to participate in a variety of activities. USG treats all clubs and organizations in an equal manner when granting funding. Below are the guidelines that USG follows:

1. All USG funded activities, whether in full or in part, must be publicized as “Funded by the United Student Government”. This statement shall not be construed as a

statement of authority or endorsement, but rather as an acknowledgment of financial backing.

2. Allocations will not be made for the following, and are subject to USG Treasurer's discretion:
 - a. personal loans to individuals
 - b. fundraisers¹
 - c. bail or legal fees for individuals or organizations
 - d. personal travel or tolls²
 - e. items which will be retained by an individual, such as clothing, honor cords, etc.
 - f. awards or prizes³
 - g. flowers or gifts
 - h. alcohol or any equipment with the explicit purpose of its production
 - i. events which have occurred prior to the organization's budget hearing
 - j. budgetary sections marked "Miscellaneous"
 - k. weapons⁴
 - l. activities which benefit singular persons
 - m. food offered at a general meeting for group members⁵
 - n. personal fees/dues required for national organizational membership
 - o. admission fees⁶
 - p. contributions to charities or for donations
 - q. academic materials to be used for tutorial purposes
 - r. events held during the final exam period or times of official college closing⁷
 1. See Article K of the Finance Committee Standing Rules
 2. All travel oriented activities are handled on a case-by-case basis, with the Finance Committee and USG Treasurer reviewing if travel is in line with the organization's mission, and the number of students to be transported. No more than \$0.40/mile may be allocated for travel expenses, in addition to tolls and traveling fees. The USG Treasurer must evaluate, annually, the current per mile rate as designated by the Business Office.
 3. The exception to this rule may be reviewed by the USG Treasurer and Finance Committee.
 4. The definition of a weapon is left to the discretion of the Finance Committee
 5. The Finance Committee and USG Treasurer will specifically, on a case by case basis, consider allocating monies for food, if it is an activity which is open to the whole campus. It must be viewed as being essential to the program or purpose of the activity.
 6. The Finance Committee and USG Treasurer will specifically, on a case by case basis, review exceptions to this rule. An example of an exemption would be MCTC or FMTC.
 7. An exception to this rule is a study break.
3. Conferences/Clinics/Camps: Such items will have a focus on education which can in turn be brought back to the organization, and in some way benefit the campus as a whole.
 - a. The funding provided will be closely reviewed by the USG Treasurer and Finance Committee on a case-by-case basis.
 - b. The Finance Committee and USG Treasurer do look for evidence of fundraising and personal investment related to overnight accommodations.

- c. Competitions: the Treasurer and the USG Finance Committee recognizes the difference between Conferences/Clinics/Camps and Competitions. Attendance allowances for organizations requesting financial assistance for competitions will be determined on a case-by-case basis.
4. When applying for additional equipment or uniforms, an itemized list of inventory must be presented at the hearing. This is to include condition of the equipment, date of purchase, and frequency of use. Failure to present this at the time of the hearing shall result in the denial of the allocation of funding towards this equipment. The Finance Committee reserves the right to visually check an organization's inventory if deemed necessary.
5. Allocations for chartered organizations may include the following:
 - a. Equipment deemed integral and necessary to the operation of the organization. Major equipment must be reusable from year to year. Most other items, (i.e. pucks, balls) are also eligible for funding through this fund.
 - b. Uniforms which will be used yearly until no longer serviceable.
 - c. Dues as required of the organization to participate competitively in their sport.
 - d. Referee fees that are required of the organization by the "network" they participate in.
6. Groups requiring lodging for conferences or competitions must incorporate lodging-associated costs into their annual budget requests. The Finance Committee, through the budgeting process, reserves the right to limit allocated lodging costs. Allocated lodging expenses not spent at the time of the event will be moved into the Discretionary Fund immediately following the event.
7. Groups requiring transportation for conferences, competitions, or other legislature fundable events must incorporate transportation associated costs into their annual budget requests. The Finance Committee, through the budgeting process, reserves the right to limit allocated transportation costs.
8. An organization is required to keep their equipment and other Legislature funded property in a secure location, obtainable either by the organizational advisor or member of the organization only. All equipment shall only be used by the organization at practices or team matches.
9. For speakers and/or entertainers, organizations requesting funding must include a report of the date, place, and methods of publicity and identification of the speaker in their presentation to the USG Treasurer.
10. Honor societies may receive USG funding depending on membership qualifications and opportunity to enhance the campus community. Therefore honor society funding is handled on a case-by-case basis, by the Finance Committee.

Criteria for Receiving USG Funding

The myth of USG funding is that USG is a bank, so USG will give you most of what you ask for. **DO NOT BASE YOUR BUDGET REQUEST ON JUST THIS IDEA!** When you are filling out your Budget Request form, keep in mind that the most important factors considered by USG for events to receive funding are:

1. Your club's track record.

- ❖ Have you spent the Student Activity Fee funds according to the standing rules?
- ❖ Have you successfully held this event before?
- ❖ Do you publicize well?
- ❖ Do you involve your membership in decision-making?

2. Benefit to the College community.

- ❖ Is this event or activity open to everyone?
- ❖ Does the event bring something new and exciting to campus?
- ❖ How many people will be affected by your program or event?

3. The budget request itself.

- ❖ Did you explain everything well?
- ❖ Did you consider co-sponsorship with other organizations?
- ❖ Did you do the leg work and prior planning to submit a fairly well-detailed request?

These three criteria are neither set in stone nor one more important than the other. Rather, these are guidelines to help you be more successful in requesting funds for an event.

Tips for Preparing a Budget

- Provide USG with a detailed budget of your event. For example, many budgets USG looks at will request \$100 in supplies for a specific event. A better way to do that would be to put down \$100 for supplies and break it down to what you are specifically planning to spend this money on: \$50 for tablecloths, \$25 for streamers, \$15 for balloons, and \$10 for paper plates and cups.
- Include all sources of funding other than USG and all the departments that you plan to ask for funding.
- Get exact costs when you can and get estimates when you cannot. If you are going to have catering by Sodexo at your event, call Food Services at x1474 and get costs. If you want to have buses transporting people to and from your event, then call several bus companies to get a range of estimates. Getting

estimates is important because it shows that you have put a lot of thought and effort into your event.

How Should I Handle Myself if the Finance Committee or Treasurer have questions?

If you follow the suggestions below, you will encounter greater success in the funding process:

- First, don't be nervous or intimidated. USG is here to help your club manage its funding.
- Don't be afraid to ask questions. USG loves questions. Questions show that you are interested and engaged.
- Always be prepared and be enthusiastic.

Auditing of Accounts and Financial Misconduct

In the 2006-2007 academic year, the Office of the USG Treasurer started a new practice of auditing club accounts monthly. The audits ensure that your club is spending its funding according to its allocation. On occasion, your club may receive a letter asking for more information on funds you have expensed. A representative from your club must meet with the USG Treasurer if any questions arise from the audit. If your club has misspent funds (i.e., spent funds it did not have, spent funds without reallocating, or spent funds in a way that violated USG or College policy), then USG may take action. USG may freeze your club's account or take away funding.

Freezing of Accounts

1. If in the opinion of the Finance Committee or the Treasurer, an organization is not following the Finance Committee Standing Rules or is thought to be spending monies inappropriately, the USG Treasurer will have the right to freeze that organization's accounts.
2. When accounts are frozen no transactions will be permitted, and the affected organization's treasurer will be notified of the action and provided an explanation for the freezing of the accounts. Accounts are frozen to ensure prompt resolution of discrepancies.
3. If an organization submits a voucher prior to a Financial Misconduct being cited, it will be left to the USG Treasurer's discretion.
4. When the situation that has caused an account to be frozen has been rectified, the USG Treasurer must unfreeze the account.

Financial Misconduct Hearing Procedures

Financial misconduct shall be defined as a violation of USG guidelines for funding. This will include spending over your allotted budget, spending outside guidelines, disregarding financial procedures, or making transactions without the appropriate signatures.

1. USG Finance Committee may, at their discretion, choose to commence a hearing in order to evaluate any financial misconduct. Typically, the USG Treasurer will cite any financial misconduct, and subsequently recommend to the Chair of the Finance Committee that a hearing should take place. When the Finance Committee is convened by the Chair to conduct a hearing, the following procedure will take place:
 - a. The group being reviewed will be notified of the date and time, at least one week in advance, by the Chairman or Clerk of the Finance Committee.
 - b. The President and Treasurer of the group being reviewed must be at the hearing; at the discretion of the group, the advisor to their club may attend. If the President and Treasurer cannot attend the hearing at the designated time, they must notify the Chair or Clerk of the Finance Committee in advance of the hearing so another time may be set up.
 - c. The people representing USG who must be present at the hearing include:
 1. The Finance Committee, less any members excused by the Chair
 2. Member of CAEC
 3. The Oversight Committee Chair
 4. The USG Treasurer
 - d. Further members of the College community who may be summoned to the hearing are at the discretion of the Chair, and are as follows:
 1. The USG Advisor
 2. The USG Vice President
 3. Additional parties involved
 - e. The actual hearing will address the group's misconduct.
 - f. The hearing may be recorded.
2. USG Finance Committee reserves the right to revoke or suspend a group's budget for a specified period of time or indefinitely after their review. A group may appeal the Finance Committee's decision to the Legislature, or the Finance Committee may reverse their decision after a new hearing takes place in accordance with section 1 of Financial Misconduct under the USG Financial Guidelines.
 - a. The process for appeal is as follows:
 1. The group's President or Treasurer must contact the USG Treasurer within 7 days of the Finance Committee hearing.
 2. The USG Treasurer will arrange to have the appeal brought to the next USG general meeting, where the budget reinstatement will need to have a 2/3 vote of the Legislature in attendance.
 - b. If, after a period of 3 weeks, the group in question has rectified the situation which has caused the suspension of their budget, they may

notify the Finance Committee, who will call for a hearing, as per section 1 of Financial Misconduct under the USG Financial Guidelines.

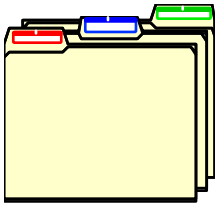
3. If, after the hearing, no disciplinary action will be taken, the Clerk of the Finance Committee will compose a letter explaining the outcomes, and forward it, via hard copy and e-mail, to each of the defendants at the hearing. The letter will be e-mailed to the following: all the members of the Finance Committee, the USG Advisor, and the Executive Board.
4. The procedure for executing disciplinary actions is as follows:
 - a. A detailed letter, signed by the Chair and Clerk of the Finance Committee, will be written by the clerk of the Finance Committee, describing the outcomes of the hearing, and the reasons for this decision. The letter will describe, in depth, the disciplinary actions that will be taken. This letter will be sent, via e-mail and hard copy, to each of the defendants present at the meeting, but addressed to the group's president.
 - b. USG Treasurer will, as soon as possible, impose the disciplinary actions as described in the letter.

The Finance Committee may not revoke a group's charter; this authority is reserved for the full Legislature.

Authorization for Utilization of Funds

1. All USG Vouchers (which are available at www.moravian.edu/usg as a PDF document) must be approved and signed by the USG Treasurer or, in his/her absence, the USG Comptroller, and subsequently the USG Advisor.
2. For security reasons, any account which has transacted monies without the express consent of an approved USG Voucher will be immediately frozen, until review by the USG Treasurer.
3. Only the Treasurer and Advisor, respectively, of an organization will have the authority to sign USG Vouchers for transactions. In the absence of the Treasurer, the President can sign the voucher. USG Vouchers must be filled out in their entirety and then given to the USG Treasurer for his/her signature. The USG Treasurer will forward a copy to the group's Treasurer, the appropriate office, and will also retain a copy in the USG Financial History. In a case where the organization would like to pick up the transaction, only the organization's President, Treasurer, or Advisor can do so. The Business Office will require that a Moravian I.D. be shown at this time before the transaction takes place. The Oversight Committee will work with the USG Treasurer to make sure this list remains organized and updated.
4. All transaction statements must be supported and accompanied by original receipts. Cash advances (which may not exceed \$100) may be permitted at the discretion of the USG Treasurer.

- a. The person to whom a cash advance is made will be held fiscally responsible for the amount of the advance if receipts are not turned in to the USG Treasurer within 2 business days.
5. In order to have a check processed, the USG Voucher must be submitted as quickly as possible. Check requests must be accompanied by documentation that includes the cost and address of the recipient, in addition to the social security number of the person or federal identification number of the organization to which it will be made payable.
6. Any monies that the organization raises on its own with no support from the student activities fee may be spent in accordance with these standing rules. However all transactions must still go through the USG Treasurer.
7. All funds allocated through USG that are not spent by the end of the academic year will be forfeited to the USG Allocations account.
8. Deficit spending will not be tolerated. Any organization that is found guilty of deficit spending will be subject to repaying the deficit amount and be fined 10% of the new budget after the deficit is removed.



Business Office Information

Mission Statement

"The Business Office seeks to enhance the vision and educational mission of the Moravian College and Theological Seminary by providing financial services and support for the daily operations of the Moravian College Community."

The Business Office is located on the third floor of Colonial Hall.

Hours of Operation: Monday through Friday 8:00 AM to 4:30 PM EST

Types of Accounts

USG Accounts

"Checking accounts" with a life of only one year

USG Accounts

Definition:

- ❑ Student organization-specific account numbers set up in the College accounting system.
- ❑ These accounts look like 00-XXXXX-2470, where "XXXXX" denotes the number assigned to a specific organization and "2470" indicates that it is a "student group expense" account.
- ❑ The accounts contain Student Activity Fee funds which have been allocated by USG in April and are to be expended during the next fiscal year (July 1 through June 30). These accounts also may contain funds raised in fundraising efforts.

Purpose of Funds:

- ❑ USG accounts are to be used to pay for the programs or activities listed in the budget request. If the program changes, USG should be informed and any reallocations or additional allocations will then be made.

Life of USG Accounts:

- ❑ The funds allocated in April by the USG Legislature are to be used during the next fiscal year -- July 1 through June 30. If they are not used, they are returned to USG with the closing of the College's books, although the account itself remains open. Monies raised through fundraising, may remain in the account from year to year, however, in the case of a deficit, those monies may be used to pay off the debt incurred. USG does encourage responsible spending of the funding provided by the Student Activity Fee.

How to Obtain:

1. Your organization must first be recognized by USG and then the Business Office.
2. The organization's leaders and advisor must then prepare a budget request which is presented to USG during the spring semester.
3. An account number will be assigned to your student organization by the Business Office.

Making Deposits

Deposits for fundraising proceeds or membership dues can be made to your USG account provided you speak to the USG Treasurer to ensure it will be rolled over into the next fiscal year. However, at the end of the fiscal year, if your organization is running a deficit, your fundraising or membership dues will be used to solve the deficit.

To make a deposit into your account, obtain a USG voucher on the USG website (www.moravian.edu/usg) and completely fill it out. Then, obtain the signature of the USG Treasurer and take the voucher and cash to the Cashier's Office on the 1st floor of Colonial Hall. A receipt will then be completed and a copy is given to the depositor and you need to then make a copy of that receipt and deliver one to the USG Treasurer. Deposit receipts should be retained and used to reconcile the budget statement at the end of each month.



Business Office Procedures

Reimbursement

Petty Cash:

The Business Office maintains a petty cash account in the Cashier's Office that enables College community members to obtain cash for reimbursement of expenses or for cash advances (a "loan" of funds from the College for which is later repaid through the return of receipts and/or remaining funds) during the regular Cashier hours (Monday through Friday, 8 a.m. - 4:30 p.m.) Amounts up to \$100.00 per day may be offered as a cash advance or reimbursed through petty cash. Again, you must obtain a USG voucher for cash advance or reimbursement and then bring it to the Cashier's Office for payment.

Original receipts are then attached.

Accounts Payable Check:

Reimbursements are made by check if the amount is greater than \$100.00 or if a check is requested. The form to complete remains the same, as you must complete a USG Voucher and original receipts are still required.

Check Processing Schedule

Accounts payable checks are processed two times each week, on Tuesdays and Thursdays.

Tuesday check runs:

1. Only vouchers are processed.
2. Vouchers to be paid on Tuesday are due in the Business Office no later than Monday, 3:00 PM.
3. Vouchers received after Monday, 3:00 PM will be processed in Thursday's check run.

Thursday check runs:

1. Invoices and vouchers are processed.
2. Invoices/vouchers to be paid on Thursday are due in the Business Office no later than Wednesday, 3:00 PM.
3. Vouchers received after Wednesday, 3:00 PM will be processed in the following Tuesday's check run.
4. Invoices received after Wednesday, 3:00 PM will be processed in the following Thursday's check run.

TEMPORARY CHANGES TO THE ABOVE PROCESSING SCHEDULE WILL BE POSTED ON THE BUSINESS OFFICE HOME PAGE UNDER ANNOUNCEMENTS.

Please forward all approved vouchers and invoices along with any supporting documentation to:

Lynn Masters
Accounts Payable
Colonial Hall, 3rd Floor

Checks for payment of vendor invoices will automatically be sent via regular US mail unless otherwise requested. **Requesting departments are responsible for mailing checks that require priority mail or Federal Express delivery.**

Checks for payment of vouchers can be: (Please indicate your preference on the voucher)

1. Sent via US Mail
2. Sent to a campus office or student mail box
3. Held in the Business Office for pick up

Other Transactions



Dining Hall Food Service:

You must contact Food Services (x1474) to get price quotes on the food and beverages you want. Then you must obtain a USG Food Service Voucher on the USG website (www.moravian.edu/usg) and have it verified by Food Service before you submit it to the USG Treasurer for approval.



Bookstore Charging:

The United Student Government actively supports student organizations utilizing the Bookstore to purchase any supplies or resources that are listed in their approved budget. To that effect, if you would like to make a purchase at the Bookstore, you must fill out a USG voucher which is obtainable at the USG website (www.moravian.edu/usg) and then submit it to the USG Treasurer for his or her approval. At that time, you can take the voucher to the Bookstore to make your purchase. We request that at the time of purchase, you have the Bookstore employee assisting you initial the voucher and also date it. If you have any questions about this process, please contact the USG Treasurer.

IMPACT

“Innovative Multi-Cultural Programming Activities for Campus Togetherness”

Role and Responsibility

The role of IMPACT is to provide educational, social, recreational, and cultural programs for the benefit of the Moravian College community; to develop sound student leadership through planning, execution, and evaluation of programs; to serve as the principal student programming organization at Moravian College and serve as a resource for the Moravian College community; and to contribute to the college’s educational process by providing a co-curricular experience for the Moravian College students.

Structure

IMPACT is comprised of two bodies; the executive board and general membership. The executive board is formed through a selection process and consists of the following positions:

- President
- Vice President
- Treasurer
- Secretary
- Marketing chair(s)
- Late Night Events Chair(s)
- Traditions Chair(s)
- Out and About Chair
- Ideas and Issues Chair
- Movie Madness Chair

The general membership is open to any full-time Moravian College Student.

Events

IMPACT sponsors a number of events throughout each semester including:

- Trips off campus (including Friday-evening shopping trips)
- Weekly movies
- Friday-night social events

- Traditional events including: Homecoming, Mr. Moravian, and Spring Carnival
- Speakers
- Comedians

Co-Sponsorship

If your organization is interested in co-sponsoring an event with IMPACT, please visit the IMPACT website at <http://home.moravian.edu/students/org/impact/> and fill out the co-sponsorship form. You will then be contacted by the IMPACT president and asked to attend an IMPACT meeting to discuss the proposed program. If you have any questions, please see the current IMPACT president or Holly Nonnemacher, Director of Student Activities and IMPACT's advisor.

Reserving College Facilities and Equipment

General Procedures

Reservations for all programs and major events at the College must be made through the HUB Director's Office at x1492. There are various facilities on campus that can be reserved for meetings or events. Students, faculty, staff, alumni, and recognized student organizations may reserve rooms on campus.

To reserve a space on campus please do one of the following:

1. Contact Ann Claussen, HUB Director at x1492.
2. Go to the Moravian College Intranet Site, click on room reservation form under the administrative section on the left hand side of the page, and then email it to the HUB Desk.
3. Fill out a reservation request form available at the HUB Desk.

Please plan on at least two (2) days for the processing of meeting room reservations and two (2) to four (4) weeks for any major program space request.

Facility Services

Event set-ups requiring tables, chairs, podium and stage must be discussed in detail with Facility Services as soon as the reservation is confirmed with the Director of the HUB. All set-ups in the HUB which use regular equipment and furnishings may be

addressed directly with the Director of the HUB. The event manager will need to know the expected time of set-up/takedown, number of participants, all equipment needs, etc.

Facility Services reserves the right to review plans and requirements for large events before final approval is given. Any requests for extraordinary services such as additional power, non-college vendor access, use of landscaped areas, etc. must be approved prior to any contract signing. Adequate set-up and clean-up time needs to be built into the reservation.

Johnston Hall use for non-athletic functions requires covering/uncovering the floor. Sufficient time must be allowed for both processes.

It is your responsibility to “police” the site both before and after your event; to report any damages, conflicts, cancellations, postponements; to arrange before hand for alternate location in case of inclement weather; and to request enough chairs, tables, etc. for overflow attendance. It is also your responsibility to contact Campus Safety to unlock/lock doors and secure site before you leave.

Transportation

If College Transportation is requested, 2 weeks notice is needed to schedule drivers and bus/van availability. If transportation services are canceled less than 2 hours prior to event, event sponsor will be billed for 2 hours driver time. Requests for transportation should be directed to Facility Services Department, x1550.

Media Services

The Media Center (x1500) offers a wide variety of audio-visual equipment for academic and extra-curricular use. All equipment and setup services may be requested by using our online forms located at <http://home.moravian.edu/public/media>. Since equipment is limited and students represent 90% of our work force, please submit your requests as soon as possible. The Media Center requires at least 72 hours notice for service and/or equipment requests.

Available equipment includes: video projectors; Windows and Macintosh laptops; DVD and VHS players; camcorders; conference room speakerphones; microphones and sound systems; portable audio recorders (cassette tape and digital); 35mm slide projectors; and much more.

Available services include: setup and operation of sound and video systems; coordination of rental equipment; audio and video editing; transfer to/from DVD, VHS, mini DV, CD, cassette, LP, and streaming media formats and much more.

Publicity

The Office of Public Relations

The Public Relations Office is charged with communicating the mission and ideals of Moravian College and Moravian Theological Seminary to the public in a reliable, ethical, and resourceful manner. The major responsibilities include media relations, sports information, publications, web-based and other electronic communications, marketing, advertising, and aspects of community-relations.

The guiding principle of the activities and efforts of the office is to attract students and resources to Moravian by promoting the College in the most positive manner to internal and external constituencies; proactively seeking opportunities to promote wider name recognition, regionally and nationally, as appropriate; and enhancing Moravian's image and reputation through appropriate public relations and community relations activities.

For any assistance in publicizing an event to the local community, please contact the Public Relations Office at x7880.

The Comenian

Should a student organization or member of the college community have any questions, about advertising or in general, regarding The Comenian, they should direct them to The Comenian staff at comenian@moravian.edu.

WRMC

Organizations that wish to advertise an event or meeting can send an email or contact the President or Vice President of WRMC. They should include a copy of what they want to have said. This can be exact wording or a bulleted list including what the event is, what organization is sponsoring it, when and where it is happening, and where the listeners can get more information. Comfortably spoken out loud, the advertisement should be able to address everything required in under one (1) minute.

Although WRMC currently does not charge for advertisements, this is subject to change.

HUB Promotion of Events

Students have access to banner paper to make large signs which may be hung in the HUB. Once the banners are made, they must be brought to the HUB Desk for approval and staff members will hang them. Banners will remain up for a period of two (2) weeks.

Table tents may be distributed in the Pavilion and Marketplace Dining Room with approval from the Director of the HUB. The organization is responsible for putting up the table tents and taking them down after one (1) week.

Window painting and chalking of the sidewalks is permitted with approval of the HUB Director's Office.

Mail Services

When putting together a bulk mailing for students, please follow these guidelines:

- Begin by calling the mailroom (x1488) or stopping by the service window to schedule the mailing.
- Mailings must be delivered to the mailroom at least 3 working days prior to the date of insertion.
- For bulk mailings to all students, 1 or 2 students should be provided by the sender to assist with its distribution.
- Mailings should be at least 3 ½ by 5" (postcard) in size.
- Mailings must be in ascending numerical box number order with the exception of bulk mailings without a specified recipient.
- All mailings are to be banded by cord, string, rubber band or boxed.
- College Organizations may borrow a list of student names and mailbox numbers from the Campus Mail Service Window or the HUB Desk.
- Membership dues for Sororities and Fraternities should be hand delivered to the organization's Treasurer. Do not mail dues through the mail service as we will not be responsible for the Treasurer receiving them.
- Bulk mailings may be done between 1:00pm and 3:00pm Monday through Friday.
- No chain letters.

Studentnews Email Service

Studentnews provides Moravian Students with a way to send group emails to all students. There are some general guidelines to keep in mind:

- Studentnews is for general interest emails, including announcements of events and activities from student organizations.
- It can also be used by individual students for general interest emails including lost and found and items for sale.
- To send an email on the Moravian network, just type student news in the To line. Your email will be forwarded to students, so be sure that it reads the way that you would like it to. Missing information and spelling errors will not be corrected. If you are seeking a reply to your email, be sure to include your email address or phone number.

- In order to cut down on the number of studentnews emails, we will only be sending out one email a day. All emails received by 8:00am Monday through Friday will be compiled into the daily update and send out by 10:00am that day. Any emails received after 8:00am will be included in the next day's daily update.
- If you want to reply to a studentnews item, DO NOT hit reply. If you do, it will bounce back to a staff member and will not be re-directed. You must directly contact the person sending the email.
- Studentnews is intended to support Moravian College events and students. It is not be a forum for outside businesses.

Selling Tickets

HUB Desk

Tickets are sold at the HUB Desk for many campus events. In order to have your event tickets sold or distributed from the HUB Desk, you must get approval from the HUB Director's Office. Student groups may sell tickets for events at the Kiosk or a table in the HUB.

Bookstore

The College Bookstore is happy to assist any department on campus with selling and distributing of tickets for campus productions.

Large affairs such as all campus concerts will be charged a service fee of \$1.00 per ticket. Small productions such as Vagina Monologues will not be charged a service fee.

Groups using this service should speak to the Bookstore Director at least 2 weeks prior to the tickets going on sale.

Tickets should be dated and preferably color coded for the different days of the production. Instructions for each event should be included, for example, ticket limits, Moravian student pricing vs. public pricing, etc.

The day of the production, remaining tickets should be picked up from the bookstore prior to closing time. All accounting papers for sales will be available the following week in the bookstore and will be given to an approved person from the department or organization sponsoring the production.

Any questions should be directed to the Bookstore Director at x1487

Fundraising

Policy

All Fundraisers sponsored by College students and campus organizations must be approved by the Director of the HUB and Events Management. Fundraising applications and table request forms are available at the HUB Desk and should be submitted at least one week prior to the event. Approval of the organization's advisor is required.

The following guidelines apply:

Raffles: Proposals must be submitted in writing to the Director of the HUB and Event Management at least one week prior to the anticipated date of advertising or sales of tickets. Raffles may be held either on campus (where only one sale may be held at a time) or off campus (where concurrent sales are permitted).

Raffles may be used to raise funds for the organization itself, or proceeds may be contributed to any legitimate tax-exempt charitable organization(s). The raffle ticket must indicate the beneficiary of the sale; if more than one beneficiary is intended, the percentage of proceeds for each must be itemized. Advisors, coaches, sponsors, etc. are ineligible for any prizes associated with a raffle sponsored by their organization or team. Members of the organization and their families, however, are eligible for prizes, and the raffle tickets must state that clearly. The drawing must be conducted in a public setting and implemented within an atmosphere of fairness.

Prizes must be confined to specific items or gift certificates. Cash prizes will be approved only in special circumstances. Prizes involving any form of alcoholic beverages are not permitted.

Sale of items: All sales must be sponsored by clubs or organizations, not by individuals. Proposals for holding sales of specific items must be submitted to the Director of the HUB and Event Management at least one week prior to the anticipated date of the advertising or sale. Such events must be restricted to items purchased in advance by the organization or group; sales on commission or consignment basis are not permitted. Outside vendors in the HUB are assessed a \$25 fee, which goes into the student activities supply budget. Outside vendors must be sponsored by a recognized club or organization.

Sales within residence halls must be approved in advance by the Dean of Student Life. Door-to-door sales by outside representatives are not permitted. Sales in academic or administrative building must be restricted to individual contacts and may not involve any form of sales table or other site.

Sales at special events are not limited to a single group. For an event for which multiple groups or purposes have been approved, items sold by the individual groups must be of a non-competitive nature.

All Fundraisers sponsored by College students and campus organizations must be approved by the Director of the HUB and Events Management. If the organization is chartered through USG, the organization must additionally inform the USG Treasurer.

Community Service

Policies and Procedures

Civic engagement and community service have long been important parts of the mission and the philosophy of Moravian College and its students and staff. The Moravian college community, as a “family” and as individuals, is concerned about their neighbors, locally and world wide, and is committed to making a positive difference in the world around them.

Student leadership of service activities and civic engagement initiatives is vital to the mission of the college and is encouraged by the MC Community Service Office. The following policies and procedures have been established to ensure that all service activities that are offered to and subscribed to by our students and staff meet minimum standards of accountability that ensure safety and integrity. All clubs, groups, Greek organizations, etc. that wish to be involved in service activities at Moravian, please be aware of the following policies and follow the noted procedures for planning and implementing your chosen activity(ies).

- ☹ All service activities **MUST** be discussed with the Community Service Coordinator **PRIOR** to any advertising or initiation of such activities. This provides an opportunity for research into the authenticity of the charity, elimination of duplicate campus efforts, effective use of campus facilities/resources, etc.
- ☹ Written acknowledgment of planned activity(ies) is on file with the Community Service Coordinator and the group’s advisor, officer in charge, or group designee.
- ☹ Follow-up information is submitted to the above named persons within a two (2) week period following completion of the activity.
- ☹ Any service activity that involves the raising of funds for a particular charity or “cause” **MUST** also be approved by the Director of the HUB and Event Management.

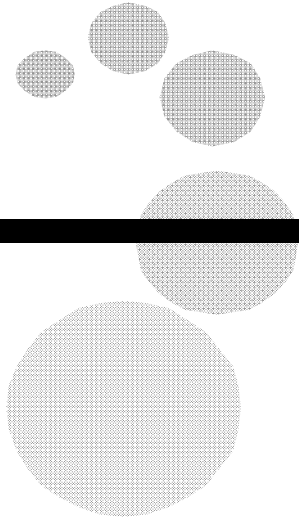
Step by step procedures for successful service projects:

- ☹ Brain storm with your group to come up with the focus areas of your service initiatives and activities.

- 🐾 Designate members of your group to assume leadership of parts of the planned project – spread the responsibility and accountability around!
- 🐾 Complete the “Community Service Project Planning Sheet” and submit it to the Community Service Coordinator. NOTE: This should be done at least two (2) weeks prior to the proposed start of the project. This can be completed electronically or with a “hard copy” found at the HUB Display case or in the Community Service Office and sent through campus mail to the Community Service Office.
- 🐾 Wait for confirmation from the Community Service Coordinator before beginning project. There may need to be additional clarifying conversations or emails to ensure clear understanding of proposal.
- 🐾 NOTE: if this is a fundraising activity it MUST also have the written approval of the Director of the HUB and Event Management.
- 🐾 Follow campus procedures for advertising your activity to your target audience on campus.
- 🐾 Enlist the assistance of resources available to you so that the project is successful.
- 🐾 Complete the project and file the “End of Project” form with the Community Service Coordinator within a two week period.
- 🐾 Enjoy the satisfaction of a “job well done” and a step toward leadership in civic engagement.



SERVICE PROJECT INFORMATION FORM



Organization Information

Name of Campus Organization: _____

Contact Person: _____

E-mail Address: _____

Phone Number: _____

Mailbox: _____

Event Information

Name of Event: _____

Benefiting Organization/Cause: _____

Dates of Project: _____

Location of Event: _____

Estimated Number of Participants: _____

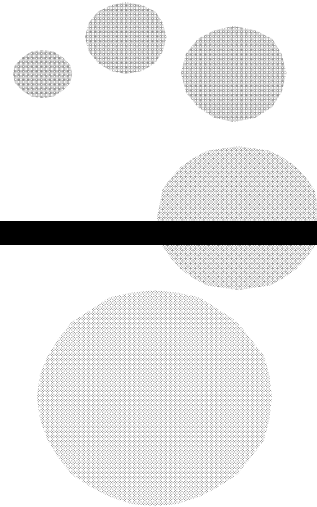
Estimated Number of Hours to Complete Project: _____

Brief Description of Event: _____

Please submit at least two weeks prior to start of project. Forms can be dropped off at Moravian's Community Service Center, located at 1309 Main Street, just north of Elizabeth Avenue in the Student Affairs Complex. Any questions, contact Phyllis Walsh at 610 861-1602 or pwalsh@moravian.edu



SERVICE PROJECT COMPLETION FORM



Organization Information

Name of Campus Organization: _____

Contact Person: _____

E-mail Address: _____

Phone Number: _____

Event Information

Name of Event: _____

Benefiting Organization/Cause: _____

Dates of Project: _____

Brief Description of Event: _____

Results

Total Number of Hours: _____

Number of College Participants: _____

Money Raised (if Applicable): _____

Please complete at conclusion of project. Forms can be dropped off at Moravian's Community Service Center, located at 1309 Main Street, just north of Elizabeth Avenue in the Student Affairs Complex.
Any questions, contact Phyllis Walsh at 610 861-1602 or pwalsh@moravian.edu

Processing Contracts

General Policy

In some instances, clubs and organizations organize events that require contracts. It is imperative that clubs be aware of the binding nature of contracts. In most cases, the majority of the risk/liability is the burden of the club organizing the event (and the College). Be sure to research the agency/individual in which you wish to enter into a contract with in order to determine their reputation and ability to keep the commitment associated with the contract. All contracts for events organized must first be read by the club's advisor and treasurer*. Then all contracts must be submitted to the Vice President of Administration (Dennis Domchek) for review and approval. The contract should be presented to Vice President of Administration at least one week prior to the date that the contract needs to be signed. In the event that the Vice President of Administration is unavailable, the Director of Business and Financial Operations (Mark Reed) will assume contract approval duties. Note that during the review process, changes to the contract may be requested by the reviewer. These changes will be made in an effort to limit the risk/liability for the club, and must be adopted. No exceptions to these rules are possible. Once the contract is signed, a copy of the signed copy must be submitted to the USG Advisor within 48 hours of it being signed. Any group not following these rules must understand that they can not hold the College liability for any damages and/or losses. Additionally, the club may not be able to conduct the event if these procedures are not followed.

* Note that it is the responsibility of the club to consult with the Director of the HUB and Event Management to ensure that the proposed date of the event is available, and the cost of the event is budgeted for as outlined by the USG budget established for the club.

Off-Campus Trips

General Policy

Many clubs and organizations wish to organize off-campus trips. Any time off-campus travel is involved as a part of the club's activities, there is an increased liability due to the possibility of travel accidents and/or injuries at off campus sites. While off-campus trips can be enriching they must be planned carefully and with much consideration to details. It is important to note that when a club travels off campus they are representing Moravian College and should act accordingly. Note that students must adhere to the Code of Conduct (as detailed in the Moravian College Student Handbook) during off-campus trips. It is recommended that a group's advisor be present for the trip. In addition, only Moravian College students and faculty/staff of the College are allowed to participate in an off campus trip organized by a club. **Each attendee that is participating in the off-campus trip must read and sign the "Waiver of Liability" Form.** All completed forms must be submitted to the USG Advisor at least 48 hours prior

to the trip. No students will be allowed to participate in an off-campus trip unless the "Waiver of Liability" Form is signed and submitted in the appropriate time frame. Exceptions will be decided by the USG Advisor in consultation with the Constitution and Electoral Committee.

A key element of a successful off-campus trip is advanced planning. Be sure to make plans for the trip at least one month in advance. In addition, clubs should be only taking off-campus trips that are aligned with the clubs' mission. For example, it would be very appropriate for a club with a mission related to music to take a tour of a local guitar factory, however that same trip would be inappropriate for a club that's mission is focused on cycling. Lastly, each student participating in an off-campus trip should be aware of the risks associated with the trip. It is the responsibility of the organizing club to be aware of the risks and communicate the risks to all participants of the off-campus trip.

Moravian College Student Clubs and Organizations Participation Waiver

I am aware that traveling off campus can be a dangerous activity involving MANY RISKS OF INJURY. I understand that the dangers and risks of traveling off campus include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risks of traveling off campus may result not only in serious injury, but also in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

I represent that my true age is _____ and if I am under the age of 18 years, I represent that I have the permission of my parents and/or guardians to traveling off campus for activities related to my being a student at Moravian College and that they have full knowledge thereof as witnessed by their signature below.

I certify that my attendance and participation in the:

Event:

Date of the Event:

is voluntary, not covered by the Moravian College insurance policy and that I am not an employee, servant or agent of Moravian College or its sponsors as they relate to my specific participation.

I certify that to the best of my knowledge, I do not have any potentially fatal contagious disease. Furthermore, I agree that should I become ill with a potentially fatal disease, I would cease from participation immediately.

In consideration of Moravian College permitting me to participate in the above event and to engage in all activities related to the event, including, but not limited to, traveling to and from the event, *I hereby and do assume all the risks of injury* to my person and property that may be sustained in connection with participation in the event and agree to hold Moravian College, its employees, officers, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in this event. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I HAVE READ AND UNDERSTAND THE FOREGOING RELEASE AND, BY AFFIXING MY SIGNATURE TO IT, SIGNIFY MY CLEAR INTENTION TO BE LEGALLY BOUND TO IT.

Print Name of Student

Signature of Student Date

Parent or Guardian (if under 18 years of age)

Signature of Parent or Guardian Date

Film Viewing

General Policy

Under the U.S. Copyright Act, Public Law 94-553, Title 17 of the United States Code, Section 106, “the copyright owner has the exclusive right, to perform the copyrighted work publicly”. All performances of copyrighted material including performances in “semi-public” places such as clubs, lodges, camps, and schools are public performances subject to copyright control (Senate Report No. 94-473, p. 60). Accordingly, without a separate license from the copyrighted owner, it is a violation of federal law to exhibit prerecorded videocassettes, videodiscs, and films beyond the scope of home usage or in classroom settings. Student organizations or individuals who wish to publicly exhibit copyrighted motion pictures and audiovisual works must secure a license to do so.

- Videocassettes, videodiscs or films rented from retailers are for home use only meaning that they can be shown without a license, in the home to a “normal circle of family and its social acquaintances (Section 101) or in certain narrowly defined “face-to-face” teaching activities (Section 110.1). ***These are the only exceptions.***
- Purchase of videotapes from retailers does not grant public performance protection to the purchaser.
- Exhibiting rented or purchased tapes without a license is a violation of the Copyright Act, whether or not admission is being charged (i.e., whether or not you are a profit-making or non-profit organization).
- A special public performance license or written permission of the copyright owner must be obtained from the copyright owner or a licensed film and video distributor.
- Once a license is obtained, you may advertise the video showing in letters and/or bulletins to members of the College. Use of public media (TV, radio, or newspapers) to advertise specific titles is strictly prohibited.

Willful or inadvertent infringers of the copyright regulation are subject to substantial civil damages (at least \$500 for each illegal showing) and other penalties (Section 501-505). To comply with Federal regulations, the College must insist upon compliance with all federal, state, and local law.

Dining Services and Catering

General Guidelines

When arranging for catered events, please plan as far in advance as possible. We prefer that you contact Barb Maza in Dining Services at least two (2) weeks in advance. Our minimum order window is three (3) business days which will ensure that we have enough time to order, receive and prepare the food and beverage items for your event.

Procedure

Step 1:

Contact Ann Claussen at x1491 to check on space availability. Ann Claussen also handles all room set-up requirements and building-access needs. Once you have reserved and confirmed the space with Ann and discussed set up and special needs, your next step is:

Step 2:

Contact Barb Maza in Catering via email with the following information:

- Date of function
- Room location of event
- Number of guests at event
- Name of sponsoring organization
- Contact name and phone number
- Account number to be charged for billing

If you already know what you want for your event, you may complete an event confirmation sheet (located on the intranet) and email it to Barb Maza. However, if you are unsure of what you would like, please include some additional details regarding your event and food preferences in your initial email.

Here are some additional questions to consider when planning your event:

- Time of arrival at event – service time and ending time?
- Type of service – do you want wait staff serving the event?
- Will there be a program and how long will it be?
- Do any of your guests have special dietary needs?
- Do you want plastic or china?
- Will you need linens?
- Will you need decorations?

Step 3:

Once Catering receives your email with your event details, we will put together some suggestions and email them back to you for your review. If you would prefer, we can also set up a meeting or discuss your event over the phone.

Step 4:

If the organization requesting these services is a USG recognized organization, you must fill out a USG Food Service Voucher which can be obtained from the USG website at www.moravian.edu/usg. Following this, you need to have the Food Service Employee assisting you sign off and then submit the form to the USG Treasurer for approval of the expenses associated with the service.

Once the details of your event have been finalized, you will receive a confirmation via email outlining all of the catering related details of your event. Please be sure to review

this document for accuracy as this is the information we will use to direct all of the activities; ordering, production and service for your event.

Preliminary event counts will be discussed and documented at the time of your event booking. Final counts are due to catering a minimum of three (3) business days prior to the event. This will ensure that catering has enough time to order and receive the food and beverage products and time to schedule the production and service labor. You will be billed after the event for the guaranteed count or the actual count served, which ever number is higher.

Cancellation Policy

Any event cancelled within 24 hours of the starting time of the event will be invoiced a \$25.00 cancellation fee in addition to any costs that are incurred and cannot be absorbed.

Unique Program Idea Process

General Policy

How to do develop, explore, and implement a unique idea

The following process is to assist students develop, explore, and implement unique ideas. A unique idea is something 'outside of the box' and that you will need to enlist the support/assistance of several members of the faculty and staff of the College. If you have a unique idea, you should first make an appointment with Warren Hilton, Associate Dean of Student Development and USG Advisor (by calling 610-861-1509), or stopping by his Office (in the Leadership Center). Warren will listen to the idea, provide initial thoughts and perspective. Then, Warren will work with you to identify the members of the College that need to be involved. Warren will then solicit initial feedback from the identified members as to how to proceed. After Warren conveys the initial feedback to you, you will be responsible for consulting the identified members.

Unique ideas could involve one or more of the following areas:

- Serving alcohol
- Media Services
- Facilities services
- Transportation/travel arrangements
- Fundraising
- Insurance considerations
- Business Office support

The signing of a major contract
Special CIT support
Food service support for large event or special menus
Special security
Traffic of parking provisions
Alumni participation
Trustee participation
Local community-participation
Food services changes

Social Functions Policy

General Policy

All organized social functions held within the residence areas of the College must be registered. Functions at which alcohol is to be served must meet all conditions established by the institution's policy on alcoholic beverages. Proper behavior and respect for individual rights are expected at all times. Those who do not behave properly are to be instructed to leave the function immediately and are required to comply. Sponsors of such events are reminded of their obligations under college regulations and commonwealth law. Registration of functions in individual rooms is required when attendance is expected to exceed six persons. Registration in upper-class apartment areas is required when attendance is expected to exceed 13 persons. Private functions, too, must conform to all conditions established by the alcohol-beverage policy. Sponsors of social functions within regular halls or upper-class housing units in which alcohol is to be served must attend a Social Host workshop for the current year and have a valid TIPS certification.

(This information can be found in the student handbook).

Special Topics

How to Write a Constitution

What is a constitution?

A constitution contains the fundamental principles that outline the purpose, structure, and limits of an organization. Essentially, the constitution provides a foundation upon which an organization operates.

What should I include in the constitution?

- A constitution should provide the structure for an organization, describe its purpose, and define the duties and responsibilities of the officers and members. The objective is to draft a document that covers these topics in a simple, clear and concise manner.
- What follows is an outline of the standard information to be included in a constitution. Since your constitution should be tailored to the needs of your organization, you may wish to include additional articles or use a different structure. However, the basic information outlined below should be included.

Guidelines for writing a constitution:

- Article I Name
 - State the name of the organization. “The name of this organization shall be (insert name).”
- Article II Purpose and Goals
 - Section one – provide a general statement about the purpose and goals of the organization, as well as the type and scope of the organizations activities
 - Section two – a sentence or two stating that the organization abides by and supports Moravian College policies as well as State and Federal laws.
- Article III Membership
 - Provide a general statement about membership eligibility, standards, and requirements. Note: student organizations are required to be non-discriminatory in membership unless otherwise permitted by applicable federal law. As such, you should review your constitution to ensure that it does not contain discriminatory language or provisions.
 - Example of membership requirement – “As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects. Membership will be revoked by $\frac{1}{2}$ vote of officers plus $\frac{3}{4}$ vote of general membership if actions are deemed inappropriate by membership.
- Article IV Officers
 - In sections under this article; list the titles of officers, qualifications for each office, the method, time, and process of selection, and term of office.
- Article V Duties of Officers
 - The duties, powers, and responsibilities of each officer as well as procedures for removal from office and filling vacancies should also be outlined here
- Article VI Amendments and Ratifications
 - This article should explain how constitutional amendments may be made, as well as the procedure for adopting this constitution and any future amendments. At a minimum, your constitution must be voted on and approved by the general membership of your organization.

What are Bylaws?

Bylaws are secondary principles that govern the internal affairs of an organization. Bylaws are essentially an expansion of the articles or sections of the constitution. They describe in detail the procedures and steps the organization must follow in order to conduct business effectively and efficiently.

Why should I have Bylaws?

Student organizations are not required to have Bylaws, but may find them helpful to the organization's operations. The constitution covers the fundamental principles but does not provide specific procedures for operating your organization. Bylaws should set forth in detail the procedures your group must follow to conduct business in an orderly manner.

What should I include in my Bylaws?

Bylaws must not contradict provisions in the constitution. They generally contain, as needed, more specific information on the topics outlined below:

- Membership – sections under this article should discuss and detail the various aspects of membership that may be applicable: membership selection process, types of membership, and procedures for disciplining and/or removing members.
- Officers – sections under this article should discuss the officer selection process, duties, powers, and responsibilities of each officer, and procedures for removal from office and filing vacancies.
- Committees – sections under this article should discuss and detail standing and special committees (formation, selection, powers, and duties) and the executive committee (membership, powers, and duties), along with the roles and responsibilities of committee chairs.
- Meetings – sections under this article should discuss types of meetings, how and when they occur, requirements for notice, attendance, and quorum, meeting format, and parliamentary rule of order.
- Financial Procedures – sections under this article should discuss and detail dues, initiation fees, and fines, collection procedures, and other financial procedures (including budgets and expenditures).
- Amendment Procedures – sections under this article should discuss the procedure for amending the bylaws (means of proposals, notice required, voting requirements, etc.). Other specific policies and procedures unique to your organization that may be necessary for its operation should also be included.

Sample Constitution

(Please change or modify to meet your organization's needs or develop your own)

Article I (Name)

The name of the organization shall be _____

Article II (Objective, Aims, or Purpose)

It shall be the purpose of _____ (name) to

Article III (Membership and Eligibility Criteria)

Section A: Membership is open to any enrolled University student who:

1. _____

2. _____
3. _____

Section B: Dues and collection procedures (if any)

The fiscal year of the organization, shall be from _____ to _____
_____ (month and date)

The amount of annual dues shall be determined each year by _____

Dues shall not exceed \$ _____ per year.

The disbursement of dues shall not be based on race, creed, religion, sex, or national origin.

Article IV (Voting)

Section A: A quorum will be _____

Section B: Each member in good standing may vote.

Section C: Proxy voting is allowed by the following process:

Article V (Officers)

Section A: The (name of organization) _____ shall have a President, Vice President, Secretary and/or Treasurer, Advisor (these titles may vary for your organization, or you may choose not to have officers at all but to have team leaders of equal standing and operate on a consensus model) . These officers comprise the Executive Committee or Board.

Section B: All officers must be members of _____ (name of group)

Section C: The term of office shall be from _____ (month/date) to _____ (month/date)

Section D: Election of officers shall be held _____ (annually/month)

At least two weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor and elections done by a ballot. The person receiving majority vote will be elected.

Section E: Any officer may be removed from membership by a two-thirds vote of the Executive Board.

Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section F: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

Article VI (Duties of Officers Defined- This is only one possible way to organize duties - you may decide on a different division of labor for your officers.)

Section A: The President

1. The president shall be the chief executive officer
2. The president shall appoint all committee chairpersons
3. The president, with approval of the executive board, directs the budget
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.

Section B: The Vice President

1. The vice president shall be the parliamentarian for the organization.
2. The vice president shall assume the duties of the president should the office become vacant, or in the absence of the president.
3. The vice president will keep and have available current copies of the constitution and bylaws.
4. The vice president will be responsible for scheduling programs.

Section C: The Secretary

1. The secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The secretary will provide a copy of the minutes for each officer and keep a master file.

3. The secretary shall maintain a complete and accurate account of attendance and membership status.

Section D: Treasurer

1. The treasurer shall keep a current record of all financial transactions.
2. The treasurer shall develop quarterly reports containing a list of all receipts and disbursements and distribute them among the membership.
3. The treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The treasurer will perform other duties as directed by the president.

Section E: Advisor

1. The advisor shall assist the group in their execution of roles and responsibilities.
2. The advisor shall provide feedback to the organization regarding its operation and functioning.
3. The advisor shall serve as a resource.
4. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
5. The advisor will be a nonvoting member of the organization.

Article VII: (parliamentary procedure)

Section A: (Example) *Robert's Rules of Order Revised* shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.

Section B: The rules may be suspended by two-thirds vote of the present membership.

Teambuilding Objectives:

- Increase mutual support and trust within a group
- Increase sense of confidence and understanding
- Increase social cohesion and communication
- Develop sense of accomplishment and raise self esteem

Ball Bounce

- You'll need a beach ball for this activity
- Have participants make a large circle
- The goal for the group is to keep the ball in the air for 75 consecutive hits.
- The rules are – everyone must hit the ball and no one person may hit the ball two times in a row.
- Toss the ball into the circle and start.
- After the activity – ask the group the following processing questions:
 - Did this seem like a difficult activity? Was it really difficult?
 - How was participation encouraged?
 - How did you eventually get to success?
 - Did everyone have a part in the success?

The Maze

- You will need to chalk a 5 square by 7 square maze onto a chalkable surface
- The rules are as follows:
 - In front of you is a maze...the group's goal is to get through the maze without making any mistakes. The pathway out of the maze has already been determined and the facilitators are the only ones who know it.
- Here are your guidelines:
 - You can only move from the box where you start to a box that shares a common border.
 - The whole group must go through the maze one member at a time.
 - If anyone makes a mistake as he/she travels through the maze, the whole group must start over.
 - When a mistake or false move occurs, the participant must exit the maze by the pattern that got them there.
 - There is to be no communicating about the movement to the group members once they are in the maze. You can offer encouragement, but you cannot assist them in the task.
 - Once you have started in the maze, you cannot go back.
 - No maps can be used or created.
 - The group must establish a "batting order" and stick to it to accomplish the task.
 - A Mistake is defined as when any group member missteps into any maze square that is not part of the pattern through the maze and that has already been learned by other group members.
 - A false move is defined as when any group member fails to discover the next "unknown" square in the pattern through the maze. There is no penalty for a false move, but the member making the false move must move to the back of the line.

Leader Wrap

- You will need three items placed on the ground in a triangle around the group and plastic wrap.
- Ask the group to gather together in a tight clump, shoulder to shoulder.
- Wrap the group with plastic wrap five times. Begin wrapping at the waist and move up. Do not over wrap! Place the three objects in a triangle equidistance from the group.
- Tell the group that their objective is to get all three objects as fast as they can without breaking the plastic wrap.
- Let them have several attempts to beat their previous times.
- The secret is for them to stretch the plastic wrap and give themselves more room to work.
- After the activity – ask the group the following processing questions:
 - How did the group originally approach the task?
 - What were your initial perceptions of the activity?
 - How did it feel to stretch the wrap?
 - How do you feel about how you supported one another in the activity?
 - What does this activity say about how we look at problems?
 - How can we be more creative in our problem solving?
 - How important is it for our community to work together towards a common vision?

How to Run an Effective Meeting

Before the Meeting

1. Define the purpose of the meeting. If you can't find a purpose, don't meet!
2. Develop an agenda – Example:
 - i. Call to order
 - ii. Correction and approval of previous meeting minutes
 - iii. Announcements
 - iv. Unfinished business
 - v. New business
 - vi. Special issues
 - vii. Adjournment
3. Distribute the agenda and any background material or articles prior to the meeting so members can come prepared.
4. Choose an appropriate meeting time. Set a time limit and stick to it.
5. Arrange the room so that members are facing each other.
6. Be sure everyone knows where and when the meeting will be held; if possible, hold meetings at the same time and place every week.

During the Meeting

1. Greet members and make them feel welcome.
2. Start on time and end on time.
3. Stick to the agenda.
4. Encourage discussion and feedback. Members need to see that their input is important. If the meeting will not involve any member interaction or

discussion, then you might consider substituting a memorandum or newsletter in place of the meeting.

5. Keep the conversation on topic.
6. Keep minutes of the meeting.
7. The leader should be a role model by listening and by showing interest, appreciation, and confidence in the members.
8. Set a date, time, and place for the next meeting.

After the Meeting

1. Write up and distribute minutes within two or three days.
2. Discuss any problems that occurred during the meeting with other officers. Evaluate the meeting and brainstorm some ways that improvements can be made.
3. Follow-up on delegated tasks. See that members understand and carry out their responsibilities.
4. Put unfinished business on the agenda for the next meeting.
5. And most importantly, give recognition and appreciation for excellent and timely progress.

Advertising and Promotion

Developing your Promotional Strategy

Six essential points for a good plan:

1. It needs to be creative – people develop poster-overload – they just don't see it anymore. People need to see things at least 5 times in 5 different ways before it registers.
2. It needs to be funded – promotion is part of your program. Just as you spend money on food, entertainment, etc., you ought to be making an appropriate investment in publicity.
3. It needs to be a high priority – you worked so hard to plan the program, you invested time, energy, and money, and you want to succeed! Recognize that promotion is the hardest part of programming.
4. It needs to target your audience – who is the event for? Understand where your audience is and take your promotional works to them!
5. It needs a time line – a strategy for which promotional pieces will debut and when will keep you on track, will encourage you to advertise early, and will provide a steady stream of publicity.
6. It needs tasks to be shared and delegated – you need to know who's going to do what, when they're going to do it, and what the result will be if it doesn't happen.

Recruiting New Members

Whether it is the beginning of the year or the middle of your major event, now is the time to recruit!! An organization can always use new ideas and energy!

Before beginning the recruitment process:

- Your organization must identify the needs of the people you are trying to recruit and identify why those students might want to join. Keep in mind what current group members need while you attempt to earn the loyalty, commitment and energy of new members.

Group members need:

- To have a sense of belonging
- To share in planning the group's activities
- To know that the goals are within reach and make sense
- To feel that what they are doing has real purpose
- To feel that the organization is making a difference
- To feel that the value of their contributions extends beyond personal gain and the group itself
- To share in making the group rules
- To know what is expected of them and to be kept informed
- To have some responsibilities that challenge and contribute toward reaching the goals
- To see that progress is being made towards goals
- To have confidence in the organization's leaders

Recruitment Techniques

1. Personal contact/word of mouth – people are more likely to get involved if a friend or neighbor personally asks them to get involved.
2. At your next event – have an information table with a sign-up sheet for potential members.
3. Recruit within the publicity of your event – on your advertisement add a line like, "If you are interested in helping plan our next event, call..."
4. Announcement – send information to your target population with a tear off on the bottom to send back with their names and phone numbers.

Programming at a Glance

How to plan a program

1. Identify you audience and their interests
2. Decide on the goal of the program
3. What is the best means to reach your goal
4. Develop an event and title
5. Check on appropriateness of activity or event
6. Develop a budget for your event

General Guidelines:

- Document everything, both to protect your organization and to make certain that records are correct.
- Before your organization incurs a debt, make certain that there are funds available to cover it.

Checklist:

Six weeks away:

- _____ Check the master calendar with the Director of the HUB to avoid conflicts
- _____ Book space for event with HUB
- _____ Develop budget
- _____ Consider Co-sponsoring
- _____ Review any contracts
- _____ Contact campus services that are needed (Media Services, Facilities, etc.)
- _____ Plan promotional campaign

Four weeks away:

- _____ Begin preparing publicity and planning distribution
- _____ Arrange event procedures during event (ticket takers, etc.)
- _____ Arrange clean-up procedures
- _____ Create a list of volunteers

Ten days away:

- _____ Request payment check
- _____ Check distribution of publicity/ put up fresh posters!
- _____ Confirm set-up time
- _____ Confirm any food
- _____ Confirm volunteer schedule
- _____ Develop signs for the day of the event
- _____ Contact performer for arrival information and final details

Day of event:

- _____ Call volunteers and remind them when and where they need to go
- _____ Confirm you have payment check
- _____ Perform sound/equipment checks
- _____ Double check set up
- _____ Don't forget to clean up after the event and take down publicity

One week after event:

- _____ Send thank you notes
- _____ Verify that all expenses have been paid and processed
- _____ Fill out program evaluation