

Student Leader Guide



MORAVIAN

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Revised February 3, 2012

Preface

In 2008, the Office of Student Activities and the United Student Government formed a partnership to design a *Student Leader Guidebook* to provide you with a resource to assist you in your role as a campus leader. And in January 2012, this resource has been updated to reflect revisions and updates that highlight a) important College policies and procedures pertaining to student organizations and b) practical and valuable information on leadership development topics and event planning. Whether this is your first experience or you are an “old pro” with regards to your campus-based leadership efforts, this publication will become a valuable resource to find out more about many topics, including, but not limited to the following.

- Recognition
 - ✓ USG Process
 - ✓ College Process
- Funding Information
 - ✓ USG Budget Process
- Event Planning
 - ✓ Strategies for Promoting Events
 - ✓ Campus Resources, e.g. facilities, catering, etc.
- Policies and Procedures
 - ✓ Social Functions
 - ✓ Off-Campus Trips
 - ✓ Contracts

If you find you have additional questions as a student leader, please ask members of USG, your Club or Organization Advisor, or Katie Dantsin, Director of Leadership Development.

Moravian College encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation regarding physical accessibility, please contact the event coordinator prior to the event.

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About United Student Government (USG)

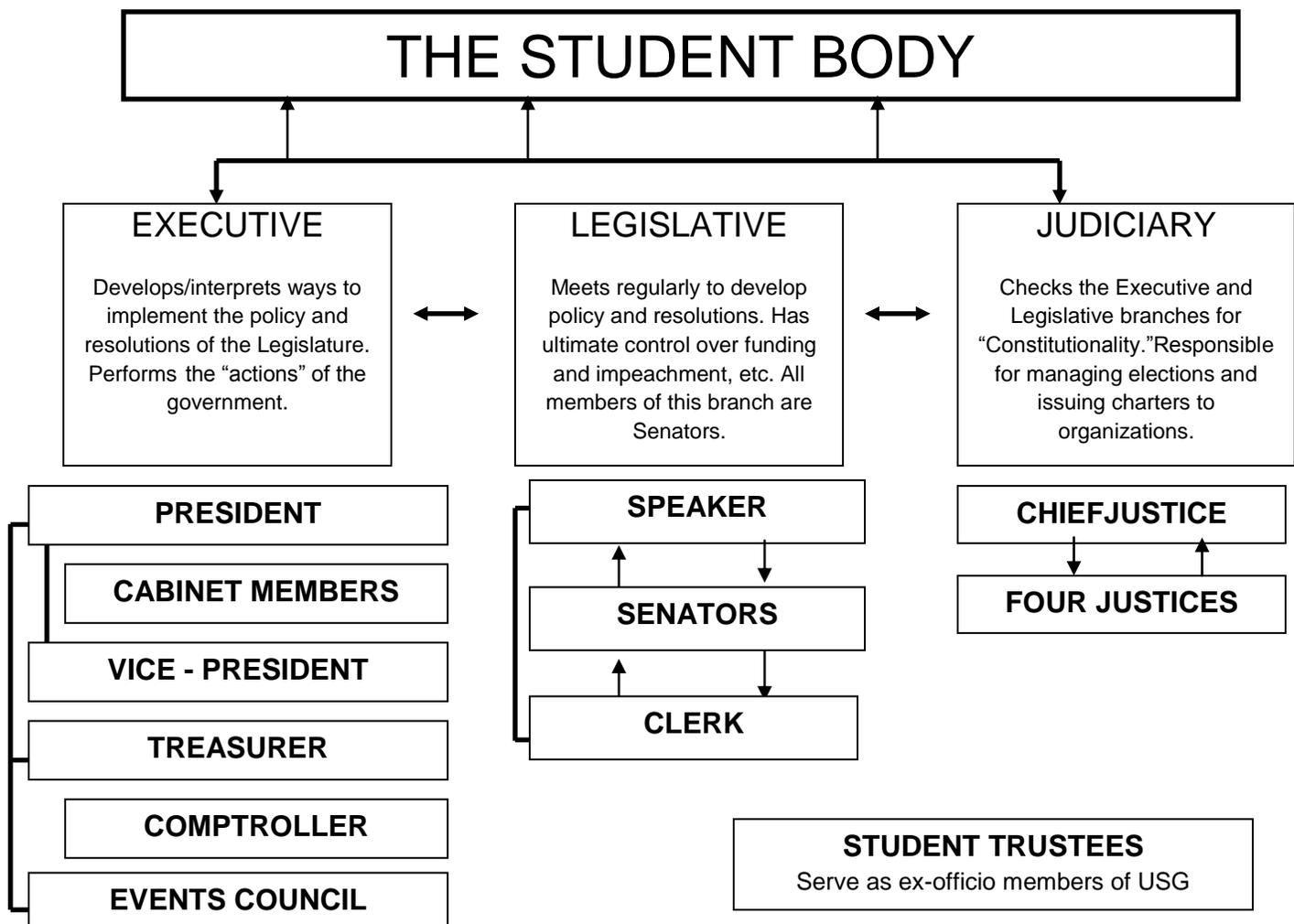
General Information

The mission of the Moravian College United Student Government (USG) is as follows: the United Student Government will strive to create cohesion by providing advocacy and representation for the student body in particular, and the College community in general, and shall serve as the primary vehicle for the expression of the interests and concerns of the Moravian student body. The United Student Government will also serve as the primary liaison between the student body and the faculty, staff, administration, alumni and the larger College community.

Member of USG serve either as elected representatives of the student body (the positions of Senator, President and Vice President) or are appointed by the President and approved by the Senate (the positions of Treasurer, Judiciary members, and Executive Cabinet members). Elections occur in November of each academic year. Terms of office are served beginning in January of each year.

The office of USG is located in the Center for Leadership and Service in the Hauptert Union Building. Students wishing to contact USG can stop by the office any time, send an email to usg@moravian.edu, view the USG web page at www.moravian.edu/usg, find USG on FaceBook, or contact any member of the organization.

Structure of United Student Government



Club Recognition and Chartering

All student clubs and organizations must be recognized by the College and have the option to be chartered by USG. Recognition by the College involves the completion of a Club Registration Form to be completed annually, or when a new organization is formed, and submitted to the Director of Leadership Development. These forms are available online at www.moravian.edu/clubs or in the Center for Leadership and Service. Only recognized student clubs will be able to reserve rooms on campus. Additionally, all registered clubs and organizations will be posted on the College web page and be included in the Club and Organization Directory, and Club Officers list. Social fraternities and sororities are exempt from this requirement.

Student clubs and organizations that are recognized by USG may request discretionary funds and USG chartered clubs may submit a budget request during the annual budget request process each spring. Chartered organizations must comply with all USG policies and procedures to maintain their charter.

Starting a New Club or Organization

Students interested in starting a new club or organization should follow the following steps to assure success and appropriate recognition by the College and USG.

To be recognized by Moravian College as a student club or organization, the club should register the organization by filling out the Club Recognition Form found at www.moravian.edu/clubs. This form should be submitted to the Director of Leadership Development in the Center for Leadership and Service.

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 USG Judiciary supports 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 MembersPlease see the section of this Guide titled “Writing a Constitution”.
- II. Your group must notify the USG Judiciary that you intend to form a group. The Club Relations member of the Judiciary will guide you through the process.
- III. The club or organization must meet regularly.
- IV. After the group has been active for a semester, the USG Judiciary will draw up the necessary paperwork to be presented to the USG Legislature for approval.
- V. After these four important steps are completed, your 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.

The USG Judiciary, and specifically the Club Relations contact, seeks to assist student groups during the formation process. At any time during the establishment of your club, if you need any assistance, please contact the appropriate member of USG. Email usg@moravian.edu to get started.

USG Finances

About the Office of the USG Treasurer and the USG Finance Committee

The USG Treasurer and the USG Legislative Finance Committee are responsible for the disbursement of the Student Activity Fee. This includes the allocation, disbursement, and administration of the Student Activity Fee. The activities of the USG Treasurer and the USG Finance Committee are governed by the Standing Rules of the USG Finance Committee and operating practices of Moravian College.

The key roles and responsibilities of the USG Treasurer and Finance Committee include the following.

- Allocation of the Student Activity Fee
- Maintain records of the Student Activity Fee
- Preside over financial matters pertaining to the Student Activity Fee
- Handle discretionary fund requests
- Consider reallocation fund requests from clubs/organizations
- Supervise the administration of club/organization accounts
- Adhere to the Finance Committee Standing Rules, USG policies and procedures, and Moravian College fiscal policies

Questions about the financial aspects of USG can be directed to the current USG Finance Committee Chair, USG Treasurer, or to USG Advisor and Director of Leadership Development, Katie Dantsin

How Are USG Funds Allocated?

USG has two processes for funding requests: the annual club/organization budget request process (spring) and discretionary funding requests (ongoing).

Annual Club/Organization Budget Request Process (Spring)

The annual club/organization budget request process (spring) is the primary mechanism for clubs/organizations to receive funding from USG. Only clubs/organizations chartered by USG may request funding during this process. The general outline for this process is as follows.

- Information meeting hosted by USG for all clubs/organizations interested in requesting a budget.
- Clubs/organizations submit budget.
- USG Treasurer reviews all budgets.
- The USG Finance Committee receives all submitted budget requests.
- USG Treasurer submits full budget to USG Senate.
- USG Senate reviews and votes on the full budget.

Club/organization officers should note the following key items related to the annual club/organization budget request process.

- Budget requests will typically be submitted electronically on the proper budget request forms supplied by the USG Treasurer. Please consult with your club members, officers, and advisor, and submit it by the indicated date.
- All important budget information will be provided at the information meeting hosted by the USG Treasurer 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.
- Any unspent funds by clubs/organizations will be moved back into to the USG account at the closing of the college books on June 30th of each year.

Discretionary Fund Requests (ongoing)

A Discretionary Fund shall be maintained by the USG Treasurer to address the special and unique funding needs of chartered organizations and other 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 process for Discretionary Funding is as follows:

- Prepare a detailed request for your activity by completing a Discretionary Fund form, found at the USG website (www.moravian.edu/usg) and submit it electronically. Requesting groups should allow at least two weeks for USG to approve all requests.
- The USG Treasurer and/or Finance Committee reviews requests. The USG Treasurer may award \$399 or less of the Discretionary Fund to any group applying for funds. The Finance Committee must review and make determinations on requests over \$399. The USG Treasurer or Finance Committee may request to meet with the requesting organization or request additional information.
- The USG Treasurer or Chairman of the Finance Committee will notify requesting organization of status.
- Upon completion of the event or activity which has been funded by the Discretionary Fund, the organizing club must do the following.
 - Complete and submit a feedback form, available on the USG website within 72 hours of the event.
 - Complete appropriate vouchers and/or reimbursement in a timely manner.

Additional information regarding Discretionary Fund requests is included below.

- The USG 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.

Reallocation Requests

A Reallocation Request is a mechanism for clubs/organizations with an annual budget to adjust their budget after the annual club/organization budget process has concluded. Clubs/organizations may reallocate funds when they do not, or cannot, use the funds for the specific event or purpose for which they were originally allocated. For example, your group was approved for funding of a picnic in the amount of \$50, but you did not have that picnic; however, your group is interested in bringing in a speaker, and wants to apply the \$50 from the picnic toward the honorarium for the speaker. All Reallocation Requests must be submitted and approved prior to the event or activity occurring to which the funds will be redirected.

The Reallocation Request process involves completing the appropriate Reallocation Request form on the USG website (www.moravian.edu/usg). Using funds without reallocating them is a violation of Finance Committee Standing Rules and could result in your group having its account frozen for a period of time or losing 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. Allow up to two weeks for Reallocation Requests to be reviewed.

Processing Receipts and Expenditures from club/organization USG Budgets

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 to the USG Treasurer after an event with the voucher outlining details of the event and expenses. USG will forward all appropriate documentation to the College's Business Office. Clubs should also retain copies of all receipts in the event your group is audited in the future. It is not possible to reimburse any individual without appropriate documentation.

USG Basis for Funds

USG appropriates funds for activities initiated by chartered 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:
 - personal loans to individuals
 - fundraisers¹
 - bail or legal fees for individuals or organizations
 - personal travel or tolls²
 - items which will be retained by an individual, such as clothing, honor cords, etc.
 - awards or prizes³
 - flowers or gifts
 - alcohol or any equipment with the explicit purpose of its production
 - events which have occurred prior to the organization's budget hearing
 - budgetary sections marked "Miscellaneous"
 - weapons⁴
 - activities which benefit singular persons
 - food offered at a general meeting for group members⁵
 - personal fees/dues required for national organizational membership

- admission fees⁶
 - contributions to charities or for donations
 - academic materials to be used for tutorial purposes
 - events held during the final exam period or times of official college closing⁷
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.

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. Each year the Moravian College Business Office confirms the approved mileage reimbursement rate. USG reimburses for mileage at the same rate. See the Business Office page on AMOS for the current mileage reimbursement rate. Toll receipts may be submitted in addition to mileage. USG and Moravian College will not reimburse for gas on personal vehicles.

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.

⁷ An exception to this rule is a study break.

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

USG awards annual budget funds with a systematic approach. When completing Budget Request form, keep in mind that the most important factors considered by USG for events and activities are:

1. Your club's track record.
 - Have you spent the Student Activity Fee funds according to the standing rules in the past?
 - 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 for each of your events. For example, many budgets USG might 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 610-861-1474 and get an estimate for costs. If you want to have buses transporting people to and from your event, 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 the Treasurer has 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 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:
 - i. The Finance Committee, less any members excused by the Chair
 - ii. At least one member of the USG Judiciary
 - iii. 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:
 - i. The USG Advisor
 - ii. The USG Vice President
 - iii. 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:
 - i. The group's President or Treasurer must contact the USG Treasurer within 7 days of the Finance Committee hearing.
 - ii. 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 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. In addition, the letter will be carbon copied via e-mailed to the following: all the members of the Finance Committee, the USG Advisor, and the USG Executive Board.
 4. The procedure for executing disciplinary actions is as follows:
 - a. A detailed letter, signed by the Chair of the Finance Committee that describes 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 Use of Funds

1. All USG Vouchers (available at www.moravian.edu/usg) 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 review and approve all submitted vouchers, retain a copy in the USG financial history, and forward approved vouchers to the Business Office.
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. Check requests must be accompanied by documentation that includes the cost and address of the recipient. Confirm with the USG Treasurer each semester the timeline for processing USG Vouchers. Typically, checks will take 7-10 days to process after the voucher has been submitted to USG. Plan accordingly.
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

Types of Accounts for Student Organizations

USG Account- A “checking account” for organizations chartered by USG with a life of only one year. This account typically holds the approved annual budget for USG chartered organizations.

USG Fundraising Accounts- An account that holds monies raised through fundraising or for membership dues. Monies in this account may remain from year to year, however, in the case of a deficit in the USG Account, these monies may be used to pay off the debt incurred.

General Information about USG Accounts and USG Fundraising Accounts

- Each student organization has a specific account number set-up in the College accounting system. These accounts each have an 11-digit account number, for example, 00-XXXXX-2470, where “XXXXX” denotes the number assigned to the specific organization and “2470” indicates that it is a “student group expense” account.
- The USG Accounts contain Student Activity Fee funds which have been allocated by USG during the spring budget process are to be expended during the next fiscal year (July 1 through June 30).
- USG accounts are to be used to pay for the programs of activities listed in the budget request submitted to USG. If the program changes, USG must be informed and any reallocations or additional allocations will then be made.
- The USG Fundraising Accounts contain funds raised in fundraising efforts or for expenses that are not allowed within USG budget provisions, i.e. membership dues.
- Funds in the USG Account are determined after the mandatory USG budget meetings and approval by the USG Legislature must 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, these monies may be used to pay off the debt incurred in the USG Account. USG does encourage responsible spending of the funding provided by the Student Activity Fee.

How to Obtain a USG Account

1. Your organization must first be recognized by USG through the organization chartering process 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. USG manage this process.
3. An account number will be assigned to your student organization by the Business Office after USG confirms the chartered status of your organization with the Business Office.

Making Deposits

Deposits for fundraising proceeds or membership dues can be made to your USG account by bring the funds to the Cashier's Office on the 1st Floor of Colonial Hall with your account number. However, at the end of the fiscal year, if your organization is running a deficit in the USG Account, your fundraising or membership dues will be used to solve the deficit in the USG account. 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.

Reimbursement of Expenses and 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.

Student organizations must obtain a USG voucher for a cash advance or reimbursement from petty cash. The USG voucher must be signed by the club's Treasurer, Advisor, and USG Treasurer. The USG voucher outlines the purpose of the expense and should be signed and approved by the organization's treasurer, the organization's advisor, and the USG Treasurer. Consult with the USG Treasurer to determine how often USG vouchers are processed. Original receipts must be attached to all vouchers.

Reimbursements for approved expenses follow a similar protocol. Student organizations must submit a USG voucher that is approved and signed by the organization's treasurer, the organization's advisor, and the USG Treasurer. Consult with the USG Treasurer to determine how often USG vouchers are processed. Original receipts must be attached to all vouchers.

Reimbursements are made by check if the amount is greater than \$100.00 or if a check is requested. A USG voucher is still completed and original receipts are still required.

Check Processing Schedule

Checks are processed once per week on Thursdays. Since the USG Treasurer must approve all USG vouchers, it is recommended that you consult with the USG Treasurer each semester to determine by which day vouchers must be completed in order to be included with the check processing by the Business Office on Thursdays. Typically, the USG Treasurer must deliver all vouchers to the Business Office by Wednesday at 2pm, in order for the check to be processed on the next day (Thursday). If this deadline is not met, the requests for checks will be processed the following week. Check-in with USG Treasurer to determine when the deadline is for the USG Treasurer to process vouchers—this schedule may change from semester to semester.

At times, temporary changes to the above processing scheduled will be necessary, in particular, around U.S. holidays or College closings. These changes will be posted on the Business Office AMOS page.

Checks used for payment of vouchers can indicate the following options.

1. Send via U.S. Mail directly to the Payee.
2. Send to a campus office or student mailbox.
3. Hold in the Business Office for pick-up.

Checks for payment of vendor invoices (non-College community members) will automatically be sent via regular U.S. mail unless otherwise requested.

Other Transactions

Catering/Dining Services: Student organizations must contact Food Services at 610-861-1474 to get price quotes on food and beverages needed for an event. 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 Purchases: The United Student Government actively supports student organization 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 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:

- President
- Vice President
- Treasurer
- Secretary
- Marketing Chair(s)
- Late Night Event 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
- 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 advisor.

Reserving College Facilities and Equipment

General Procedures

Recognized student organizations, faculty and staff may reserve a variety of rooms and spaces on campus. Reservations for all programs and major events at the College and Seminary start with the HUB Director's Office at 610-861-1492.

To reserve a space on campus, individuals or groups may do one of the following:

1. Email Ann Claussen, HUB Director.
2. Go on AMOS and fill out a reservation form online.
3. Go to the HUB Desk and complete a reservation form with the building manager.

One should plan on at least a day for the processing of a meeting room reservation and one week for a major program space request. All reservations are processed as quickly and efficiently as possible. Any concerns should be addressed to the HUB Director.

For all events, there must be an on sight coordinator representing the organization to coordinate all aspects of the event, including presence on the day that it is scheduled.

If the event requires catering, the event coordinator should meet with Barb Maza in Catering (610-8651-1474).

The use of Johnston Hall requires a meeting with the HUB Director to ascertain if this request is reasonable and feasible. Once this is done, the event coordinator must get a reservation form from the Athletic office in Johnston Hall.

Should your event have any particular requests related to parking or safety concerns, contact Campus Safety.

Event Set-up

Event set-ups requiring tables, chairs, podium and stage must be discussed in detail with the Director of the HUB or the Manager of General Services at FMPC as soon as the reservation is confirmed with the Director of the HUB. At this meeting, the event coordinator will need to know the expected time of set-up/takedown, number of participants, all equipment needs, etc.

In the HUB

All set-ups for rooms in the HUB are coordinated by the HUB staff. If the activity is a major event it is preferred that one meet directly with the HUB Director in order to ensure all aspects of the set up are addressed and taken care of.

All other Locations (outside the HUB)

FMPC must be contacted for any special set-up needs outside of the HUB. The best way to start this process is through an iService form via AMOS. The iService form allows individuals or groups to request tables, chairs and other non-media equipment needed to support the program. It is possible that some set-ups will require additional funds to cover the costs of equipment or staff time. For example, reserving Johnston Hall may require additional set-up costs to include covering the gymnasium floor. Questions regarding set-up in spaces other than HUB can be directed to Randy Haffling (610-861-1593).

FMPC 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. Once approved, please fill out the Event Set-Up Form located on the FMPC home page on AMOS. Adequate set-up and clean-up time must 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 locations 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, at least 2 weeks of notice are needed schedule drivers and verify that a bus is available. Buses are only used for Lehigh Valley destinations and are available only after all other daily requirements for bus services have been met. If transportation services are cancelled less than 2 hours prior to event, event sponsor will be billed for 2 hours driver time. Requests for transportation should be directed to Facilities Services Department, 610-861-1550.

In addition, see the off-campus trip section of this document for further information about student groups traveling off campus.

Media Services

The Media Center 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 on AMOS at: <http://home.moravian.edu/public/media>.

Since equipment is limited and students represent the vast majority of our workforce, 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 laptops, DVD and VHS players, camcorders, conference room speakerphones, microphones and sound systems, portable audio recorders (cassette tape and digital), 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 digital camcorders, 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 610-625-7880 or via email News@moravian.edu

The Comenian

Should a student organization or member of the college community have any questions, about advertising or in general, regarding The Comenian, the student print newspaper, 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.

HUB Promotion of Events

All flyers, posters and other information for distribution in the HUB are to be brought to the HUB Desk. Once reviewed by staff, they will be time stamped and posted in the HUB accordingly. Special displays, decorations, class projects, oversized banners and window painting must be discussed with the HUB Director. Plans are to be submitted in writing and reviewed by the director for approval.

Banner paper is available at the HUB Desk for student use as is helium for balloons.

Table tents may be distributed in the Pavilion and Marketplace (dining room) once approved by the HUB Director. They must be monitored and replenished by the respective organization during the week they are on the tables.

Chalking of certain campus sidewalks is permitted with approval of the HUB Director's office.

The campus community is encouraged to use the digital signs on campus to reduce use of paper and damage to the areas as the materials are removed. No posting is allowed in the PPHAC. Information for the digital signs should be sent to Michael Wilson in the Public Relations Office.

Mail Services

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

- Begin by calling the mailroom (610-861-1488) 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 include information in the Daily Updates email and on the Studentnews AMOS page you should email the information as you would like it to be sent out to studentnews@moravian.edu. 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. 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 may be sold at the HUB Desk for organizations sponsoring events. Once approval by the HUB staff is received, the organization must provide sign-up sheets clearly written and well organized. All pertinent information regarding the program must be included such as date, time, place, event description, cost, refund policy and contact person. Monies will be collected and monitored by the Desk in cooperation with the sponsoring organization.

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 610-861-1487

Fundraising

Policy

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. 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. Additionally, students raising funds for community or national non-profit organizations should contact the Coordinator of Community Service regarding their efforts.

The following guidelines apply for fundraising activities.

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 Director of Residence 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.

Community Service

Civic engagement and community service have long been important parts of the mission and philosophy of Moravian College. Our community is concerned about our neighbors both locally and globally, and we are committed to making a positive difference in the world around us. Student leadership of service activities and civic engagement initiatives is vital to the mission of Moravian and is encouraged by the Moravian College office of Community Service.

The following policies and procedures have been established to ensure that all service activities offered to our students, faculty, and staff meet minimum standards of accountability to ensure safety and integrity. All clubs, groups, Greek organizations, and others that wish to be involved in service activities at Moravian, should be aware of the following policies and adhere to the noted procedures for planning and implementing your chosen project(s):

- All service-related activities **MUST** be discussed with the Coordinator of Community Service prior to the start or announcement of the project. 3-4 weeks before the start of a project is an ideal time to meet with the Coordinator of Community. This provides an opportunity for research into the authenticity of the organization, elimination of duplicate campus efforts, effective use of campus facilities/resources, etc.
- Ensure that written acknowledgment of planned project(s) is on file with the Community Service Coordinator, the group's advisor, and the officer in charge, or group designee.
- Follow-up information must be submitted to the office of Community Service within a two (2) week period following completion of the activity. This can be done by submitting a Service Project Completion Form. Paper copies of the Service Project Completion Form can be found below, or they can be found on our website at:
<http://home.moravian.edu/public/pubrel/leadership/civic/tellUs.html>
- Any service activity that involves fundraising for a particular organization or cause **MUST** also be approved by the Director of the HUB and Event Management.

Step by step procedures for successful service projects include the following.

- Brainstorm with your group to come up with the focus area(s) of your service initiatives and activities.
- Designate members of your group to assume leadership roles during the project – spread the responsibility and accountability around!
- Assign key members to meet and check-in with the Coordinator of Community Service before, during, and after the project.
- Follow campus procedures for promoting your activity to your target audience on campus. Note: The Coordinator of Community Service can assist with ideas for promoting your event.

- Enlist the assistance of resources available to you so that the project is successful. (Again, meet with the Coordinator of Community Service)
- When the project has ended, complete a Service Project Completion Form found below or online: <http://home.moravian.edu/public/pubrel/leadership/civic/tellUs.html>
- Celebrate your accomplishments.
- Prepare your next project. The Coordinator of Community Service can help you and your group take your service and impact to the next level.

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 Finance and Administration (Mark Reed) for review and approval. The contract should be presented to Vice President of Finance and 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 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 cannot hold the College liability for any damages and/or loses. 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.

There are three important documents that will need to be completed for most off-campus trips.

1. All off-campus trips must complete a “Trip Information Form” and submit it to the USG Advisor at least 48 hours before departure. Completion of this form includes attaching a roster of participants.
2. Each participant of the off-campus trip must read and sign the “Statement of Informed Risks” 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 “Statement of Informed Risks” Form is signed and submitted in the appropriate time frame. Exceptions will be decided by the USG Advisor.
3. If students are using personal vehicles to travel to/from the location of the off-campus trip, each student driver must complete the “Personal Vehicle Travel Waiver” found on the 2nd page of the “Statement of Informed Risks” Form.
These forms can be found in the Appendix of the Student Leader Guide.

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.

For more information contact Katie Dantsin at kdantsin@moravian.edu

Film Viewing

General Information

Individuals or groups showing a film in the HUB or any other public space on campus will be asked to provide proof that you have obtained permission (the “rights”) to show it. Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing – getting permission to show the film. As a College organization, you are expected to behave in a manner consistent with College policies, and state, local, and federal law. Should you or your organization be caught breaking copyright law, the College will not provide any kind of protection from your group’s liability under the law.

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.

Getting Permission

Permission to show a film is necessary more often than you might think. Individuals or groups must obtain permission in each of the following situations (this list is not inclusive).

- Any time you show a film in the HUB, PPHAC, Comenius or any other public College space (any classroom, lounge, or common area at the College). These spaces are considered “public” spaces, and showing the movie in these areas is the equivalent of showing them in a theater.
- If you have used publicity to invite your audience to the showing (this includes but is not limited to mass emails, letters, flyers, and web postings). Because movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.
- If you are charging admission for the showing or an event in conjunction with the showing (charging for a lecture that will accompany the film, for example). This would be true even if you showed the film at your house, or at another venue off campus.
- You need permission even if the film showing is for educational purposes. If the distributor has special permissions for films shown for educational purposes, they will still need to give you the written confirmation you need to protect your event under the law and College policy.

There may be a few exceptions to the rules above, which may include:

- If you are only showing brief parts of the film. There is no set rule for what “brief” means in this context, but a general rule is that these snippets are OK when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is insubstantial, and when it doesn’t affect people’s likelihood of seeing the entire film.
- If you are showing the film in conjunction with an academic department that may already have permission to show the film. If you are showing the film in conjunction with an academic department that department may already have permission. Check with the co-sponsoring department to be sure. If permission is already granted, they will be able to show you written proof of that fact.

Getting permission for showing most films is fairly simple. For some rare or international films, it may prove to be a bit trickier. However, there are resources on campus to help you if you should have problems. The first step is contact the film distributor. Most “mainstream” films that are distributed for non-commercial use (which is what most campus showings would be) come from one of two main distributors, or you can search for the proper source:

- **SWANK Motion Pictures, Incorporated** – the web site for this company is www.swank.com, and the phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films every day.
- **Criterion** – Another company like SWANK, they are the other big distributor. Their web site is www.criterionpic.com, and their phone number is 1-800-890-9494.
- **Conduct a web search** – a good place to start is www.imdb.com, the Internet Movie Database. Simply go to the site, type in your film in the search area on the left, and choose the correct film out of the results. Once you choose your film, go to the “Company Credits” and look up “distribution.”
- **If you STILL can’t find out** who distributes the film, you can call **(310) 247-3020**, the Reference Library of the Motion Picture Academy.
- **If you have already done all this**, and you still can not find it, call the HUB Director’s Office, 610-861-1492.

After determining the Film Distributor, you will be asked to share some basic information about the film showing. Be prepared to respond to the following.

- Your name, and the name of the organization you are working with

- How you intend to show the film (advertise all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in, etc.)
- If there is a charge, how your organization will pay?
- When you intend to show the film?
- Contact information for your organization?

It is possible that it may cost your organization money to show the film. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will matter whether or not you are charging for the showing, how many people you expect, whether or not you need a copy of the film sent to you, and how often you show films. Have all of the information handy about your event when you speak with the film's distributor.

Once you have obtained the rights, you will receive a written record of your permission to show the film. This is commonly called a "confirmation." If you are being charged, an invoice will follow this confirmation once you show the film. Confirmations can come via the mail, or via email, and will have the film, the date(s) you have permission to show the film, the contact information of your representative from the distribution company, the format you requested the film in (if the film is being sent to you), and other pertinent information. If a distribution company is unable to provide a confirmation, they should send you a letter electronically or via mail that certifies that you have legally obtained the rights to show the film. This should be on letterhead with all contact information of the distributor available.

Additional questions about copyright information should be directed to the Director of the HUB at 610-861-1492.

Copyright regulations 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 610-861-1491 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, whichever 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.

Social Functions

All social functions held within the residence halls must follow residence-hall policies, as well as College regulations and state law. Attendance at social functions in apartments/suites may not

exceed two times the unit's occupancy plus one. For example, an eight-person unit may host a social function with no more than seventeen individuals present at any given time. Those of legal drinking age may possess and consume alcohol in accordance with the institution's policy on alcoholic beverages. Proper behavior and respect for individual rights are expected at all times. Those who do not act appropriately should be instructed to leave the function by the residents of the unit. Information regarding procedures and expectations for social functions in fraternity and sorority houses can be received by contacting the director of residence life and Greek life.

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). Contact In-Chi Chow-Rivera (Student Affairs) at ichow@moravian.edu for more information.

Writing 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. All clubs and organizations that intend on having an annual budget from USG should submit a constitution to USG.

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 in 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.

Suggested Template 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 ½ vote of officers plus ¾ 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 filling 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.

Additional Resources for Student Leaders

Team Building

Team building 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 chalk-able 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.

Program Planning 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

Appendix

Moravian College

Student Club and Organization

Trip Information Form

Submit to Katie Dantsin, Director of Leadership Development, two days prior to trip departure.

Sponsoring Group(s): _____

Event/Trip Name: _____

Contact Person for Group while off-campus: _____

Cell Phone Number: _____

Title (if College employee) or Class Year (student): _____

Do you have a prepared itinerary? Yes No

An itinerary is required for all trips with overnight travel.

If yes, please attach

If no, provide the following information.

Date(s) and Time(s) of Event and Travel: _____

Destination(s): _____

Are there any planned stops along the way to the destination? Yes No

If yes, please describe: _____

Transportation Method (Check all that apply):

Personal Vehicle(s)*
Name(s) of drivers: _____

*All drivers of personal vehicles must complete the Moravian College Student Personal Vehicle Waiver

Rental Vehicle(s)
Name(s) of drivers: _____

Hired Coach
Name of company: _____
Phone Number of Company Dispatcher: _____

Other details, comments, etc.: _____

Advisor Name _____ Advisor Signature _____

Date _____



MORAVIAN COLLEGE

Live. Learn. Enjoy.

1200 Main Street
Bethlehem, PA 18018-6650
TEL 610-861-1300
WEB www.moravian.edu

MORAVIAN COLLEGE STATEMENT OF INFORMED RISKS AND
WAIVER OF CERTAIN RIGHTS

Student Name _____ Date of Birth _____

Emergency Contact Name _____

Phone Number (s) _____

I wish to participate in the following Moravian College activity _____

on the following date(s) _____

I acknowledge that the particular program in which I desire to participate in is not required for graduation. My participation is wholly voluntary.

I hereby acknowledge that I am participating in these activities with the full realization that they may involve a significant risk of bodily injury. I understand that the injury may range in the severity from minor to long term catastrophic up to and including death, or damage to property of myself and others. Such injuries may require me to incur significant medical expenses. I am aware that it is not possible to delineate specifically each and every individual injury risk however knowing the material risk and appreciating and reasonably anticipating that injuries and even death are a possibility. I hereby expressly assume all of the risks which could occur as a result of my participation including the cost of medical care and assistance.

I agree that in exchange for and in consideration of the College's permitting me to participate in this program and all activities related to it including, but not limited to travel, and intending to be legally bound hereby, I hereby assume all the risks associated with the program and agree to release and hold harmless MORAVIAN COLLEGE, its successors, assigns, trustees, officers, employees, and coaches from any and all liability, actions, causes of actions, negligence, debts, claims or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the program.

Additionally, I understand that any previous injury or condition I have may predispose me to an increased risk of re-injury or increased risk of other injuries or conditions. Furthermore, I understand that in the event of any new injury, there may be short term and/or long term health related risks involved with continued participation in this program even after proper treatment or rehabilitation.

Lastly, I certify that I have no health related reasons or problems which preclude or should restrict my participation in this program and that I have secured medical insurance and/or additional coverage.

The undersigned, herewith,

A. Recognizes and acknowledges that neither MORAVIAN COLLEGE nor any of its departments and/or divisions carries special health and/or hospital insurance other than such medical and hospital services as are normally provided for students by the Student Health Center, that would provide such insurance benefits coverage for me in the event I should sustain an injury while participating in **the above stated activity**.

B. Agrees if the undersigned is married and/or a minor, the signature of spouse, parent or guardian appearing in the space indicated below signifies acceptance of said spouse, parent or guardian that the terms and conditions hereof shall be binding upon them and shall constitute a release by them of any and all claims, demands and causes of action whatsoever

which they or any of them might have against MORAVIAN COLLEGE, its successors, assigns, trustees, officers, employees, and coaches, as a result of the undersigned's participation in above stated activity.

I have been advised that my signature on this Statement involves the voluntary relinquishment of certain legal rights and that my signature indicates my intent to be legally bound by the terms of this agreement. If I have any questions or concerns about this Statement of Informed Risks and Waiver of Certain Rights, I should consult with counsel or an advisor of my own choice prior to signing it.

Signature _____ Date _____

Signature of Parent or Legal Guardian (if Student is under 18) _____ Date _____

Please complete the additional information below, if you are driving your personal vehicle for the activity.

MORAVIAN COLLEGE STUDENT PERSONAL VEHICLE TRAVEL WAIVER

Student Name _____ Date of Birth _____
(print name)

Description of Activity/Trip _____

Date(s) of Activity/Trip _____
(month/day/year)

I will be using my personal vehicle as transportation to and from the above activity and confirm that the vehicle carries minimum insurance required by law. I currently hold a valid driver's license in the state of _____ . The license number is as follows: _____ . I understand that in using my own vehicle I am traveling at my own risk. In the event of an accident, my own auto insurance will be the primary policy which will cover physical damage to my vehicle, as well as bodily injury and property damage to others. I hereby release and forever discharge Moravian College, its successors, assigns, trustees, officers, employees, and coaches, of and from any and all manner of actions, causes of action, suites, damages, claims, and demands, on account of personal injury, death, or any cause whatsoever, which I may have against them by reason of or arising out of my participation in the above listed program. I have signed this waiver intending to be legally bound by its terms.

Signature _____ Date _____