Center for Student Involvement

Contact Information
141 E. College Ave
Alston Campus Center, 216
Decatur, GA 30030
404.471.6438

Staff Members

Tonya McPherson
Director of Leadership Programs
tmcpherson@agnesscott.edu

LeAnna Rensi Casey
Associate Director of Student Involvement
lrensicasey@agnesscott.edu

Jennifer Duncan
Coordinator of the Center for Student Involvement
Building Manager for Alston Campus Center
jduncan@agnesscott.edu

Table of Contents

Important Contact Information ......................................................... 4
Appendix A—Letter of Authorization for Tax Exempt Status
Appendix B—W-9 Form Showing ASC’s Tax Exempt Information
Appendix C—W-9 Form For Vendors To Be Paid
Appendix D—Sample Invoice Template (Created for Speakers/Performer)
Appendix E—Sample Speaker/Performer Contract
Appendix F -- Sustainability Best Practices

Important Contact Information

Guè Pardue Hudson
Center for Student Involvement
Community Engagement
(Scottie Serve, Splash Into Service, Alternative Service Experience)
Summit Co-Curricular

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean of Leadership and Engagement</td>
<td>Honi Migdol</td>
<td>Hmigdol</td>
<td>404-471-6064</td>
</tr>
<tr>
<td>Director of Community Engagement</td>
<td>JLP Prince</td>
<td>jprince</td>
<td>404-471-6639</td>
</tr>
</tbody>
</table>

Gay Johnson McDougall
Center for Global Inclusion and Diversity

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Vice President and Dean for Community Diversity</td>
<td>Kijua Sanders-McMurtry</td>
<td>Ksandersmcmurtry</td>
<td>404-471-6316</td>
</tr>
<tr>
<td>Position</td>
<td>Name</td>
<td>Email</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------</td>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Director of Diversity Programs</td>
<td>Kristian Contreras</td>
<td>Kcontreras</td>
<td>404-471-6394</td>
</tr>
<tr>
<td>Center for Student Involvement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Flyer Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>· P-Cards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Event Planning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Campus Programming (Orientation, Black Cat, Sophomore Ring Ceremony, Trivia Night, Bingo)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Class Officers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>· Leadership Programs (Leadership Retreat, Legacy, Peak Week, Emerging Leaders, Dana Leadership Scholars)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Leadership Programs</td>
<td>Tonya Baker McPherson</td>
<td>tmcpherson</td>
<td>404-471-6438</td>
</tr>
<tr>
<td>Associate Director for Student Involvement</td>
<td>LeAnna Rensi Casey</td>
<td>Irensicasey</td>
<td>404-471-6536</td>
</tr>
<tr>
<td>Coordinator for Student Involvement</td>
<td>Jennifer Duncan</td>
<td>jduncan</td>
<td>404-471-5140</td>
</tr>
<tr>
<td>Helpful Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of Housing and Residence Life</td>
<td>Adrina Russell</td>
<td>arussell</td>
<td>404-471-6327</td>
</tr>
<tr>
<td>Director of Student Outreach and Education</td>
<td>Tomiko Jenkins</td>
<td>tlogan</td>
<td>404-471-5443</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Beth Vansant</td>
<td>Bvansant</td>
<td>404-471-6133</td>
</tr>
<tr>
<td>Director of Public Safety</td>
<td>Chief Henry Hope</td>
<td>hhope</td>
<td>404-471-6355</td>
</tr>
<tr>
<td>EMS (room reservations)</td>
<td>Demetrice Williams</td>
<td>Dwilliams</td>
<td>404-471-6394</td>
</tr>
<tr>
<td>Facilities (for set-up)</td>
<td>Mel Ramsey</td>
<td>mramsey</td>
<td>404-471-6305</td>
</tr>
<tr>
<td>and similar issues)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Dining Services/Catering</td>
<td>Pete Miller</td>
<td>pmiller</td>
<td>404-471-6293</td>
</tr>
</tbody>
</table>
Student Organization Essentials

The Purpose of Student Organization Registration

The purpose of registered student organizations at Agnes Scott College is to complement academic programs of study and to enhance the overall educational experience of students through development or, exposure to, and participation in leadership development, social, intercultural, intellectual, and recreational activities. Registration of student groups is necessary before university facilities and/or services will be available. Registration is facilitated during the fall semester through the Center for Student Involvement.

Eligible organizations are permitted to register and maintain registration during the registration periods unless the university finds that the organization:

- engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others; or
- engages in activities that present a danger to property, personnel, and/or orderly function of the university.

Registration may be denied or revoked at any point in time. An organization whose registration has been revoked loses all privileges of registered student organizations. If registration is denied or revoked by the Center for Student Involvement, the organization may appeal the decision to the Dean of Students, unless the denial or revocation was initiated under the Student Code of Conduct.

How to Register a New or Existing Organization

Student organizations must register annually with the Center for Student Involvement in order to receive the benefits of being a student organization. Registration opens each year in March for the following academic year.

Responsibilities and Expectations of Registered Student Organizations
Register your organization annually based on deadlines set by Center for Student Involvement
  ● Accept responsibility and be accountable for coordinating events and/or programs.
  ● Review and adhere to the policies and procedures in the Student Organization Manual.
  ● Ensure that all organization’s activities comply with Agnes Scott’s policies and regulations.
  ● Maintain current forms and files with the Center for Student Involvement.
  ● Assign one representative to attend monthly IOC meetings.
  ● Set and follow expectations for communication and involvement of the organization’s advisor.
  ● Follow regulations regarding fiscal procedures including: budget allocation, p-card usage, ticket sales, financial reporting, etc.
  ● Maintain an updated organization member roster.
  ● Ensure that all promotion and advertising of events are in line with the posting policy.
  ● Ensure that all solicitation and fundraising requests are in line with the Center for Student Involvement fundraising procedures.
  ● Maintain active, up-to-date files with the Center for Student Involvement including, but not limited to: membership roster, constitution, and related registration materials.
  ● Participate in leadership development opportunities provided by the Center for Student Involvement.

Benefits of Registering Your Student Organization

  ● Reserve space for meetings and programs on campus, including Alston Campus Center, Evans Dining Hall, and Bullock Science Center.
  ● Fundraisers on campus (upon approval).
  ● Check out resources from the Center for Student Involvement Library (games, markers, popcorn machine, etc) and use the resource room.
  ● Advertise on campus, e.g., posting flyers on approved posting locations and hanging banners.
  ● Increase visibility and accessibility for current and future students.
  ● Allows students, staff, faculty, and outside sources to find organizations that may be of interest.
  ● Apply for funds through the annual allocation process.
  ● Opportunity to participate in the Student Activities Fair during the fall semester.
  ● Increase leadership skills through the Center for Student Involvement Workshop Series.

Student Organization Classifications
The Center for Student Involvement uses a classification system to assist students with finding organizations of interest. Organizations select their classification; however, the CSI reserves the right to reclassify organizations to assist the general campus community in finding an organization. Please note that classification is used purely in assisting individual in finding student organizations and does not define the purpose of the organization.

**Academic**
An organization representing a certain academic area of study

**Arts**
An organization dedicated to the encouragement of the arts (visual, decorative, performing, etc)

**Honors Society**
An organization whose membership is based on academic merit and whose purpose is to recognize excellence among peers in a variety of areas

**Language**
An organization whose purpose is to further knowledge of languages

**Multicultural**
An organization representing a social or educational theory that encourages interest in many cultures within a society

**Political**
An organization associated with a political party or advancing a political candidate

**Recreational/Sports/Leisure**
An organization whose focus is recreational and/or leisure activities that may or may not include competition

**Religious/Spiritual**
An organization whose focus is the active engagement of its members on the basis of faith and/or other belief structures. Also, an organization whose focus is the exploration, education, practice, fellowship or creation of awareness of faith(s) or other belief structures

**Service**
An organization whose purpose is service to the campus or community who may or may not focus on an established project or National/Local Organization utilizing philanthropy, direct service, advocacy and awareness

**Social/Programming Activities**
An organization whose focus is bringing social programs to the campus and/or community

**Student Publications**
An organization whose focus is the creation of technical, media arts for the campus and/or community
Inter-Organizational Council (IOC)

The Inter-Organizational Council (IOC) is the governing body for all student organizations on campus. It is the umbrella organization by which all organizations receive information about policies and procedures as a student organization at Agnes Scott College. IOC hosts meetings once a month that all student organizations must be in attendance.

Each student organization must designate an executive board member as the representative to attend all IOC meetings. If an allocated student organization does not attend a meeting they will lose 10% of their budget every meeting they miss (i.e. miss 2 meetings in a year, your organization will lose 20% of its budget in the next budget cycle).

Also note that any policies or information shared at these meetings may impact all student organizations on campus, so non-allocated student organizations are encouraged to attend. All organizations should also be aware that they are responsible and must adhere to any and all information disseminated at these meetings. Any member in your organization can attend an IOC meeting but it is recommended that you send a Vice President since important information is shared at these meetings that can have implications on how your organization runs.

Student Organization Advisor

An advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization. The advisor not only serves as a representative of the group in an official capacity, but also as a student advocate. An advisor is one who gives ideas, shares insight, provides a different perspective, and encourages organization members. The role of the advisor is to assist student organizations in accomplishing their goals and objectives through insight and support. Student leaders in organizations should meet with their respective advisors and seek guidance from them when issues arise concerning the organization.

Advisor Roles and Responsibilities of Student Organizations

- Registered Student Organization Advisors must agree to and abide by the following:
- Must be employed full-time faculty or staff at Agnes Scott College.
- Review organization’s constitution and purpose before agreeing to be the organization’s advisor.
- Review Agnes Scott College’s Student Handbook with organization to know all College policies and procedures.
● Sign all required paperwork.
● Review and sign the Advisor/Organization Expectations Contract.
● Participate in advisor training sessions provided by the Center for Student Involvement.
● Advise organization on issues of risk management and organization leadership.
● Review yearly allocated budget with Executive Board members.
● Schedule and record monthly meetings with Organization Executive Board members at times all parties have agreed upon.
New Student Organizations

Preliminary Processes:

1) Submit Letter of Intent to the Center for Student Involvement.
   - Review your purpose and ensure that your organization is not similar to any other student organization on campus.

2) Meet with a member of the Associate Director of Student Involvement to review your documents and walk you through the registration process.
   - Discuss the role and impact your student organization will have on campus to ensure your student organization supports the needs of the student body.
   - Explain the new student organization approval process outlined by Student Senate.

Allocation Status Process:

1) Create a projected budget outline for your organization.
   - Consider all the needs your organization might need for the year.
   - Consider how your financial needs and programs will support the student body.
   - Make sure to compare your projected budget with the budget policy for all student organizations that are allocated.

2) Senate reviews your application and requests a meeting with every potential new student organization to determine approval.
   - At this meeting, Senate will also determine the status of your student organization as an Allocated or Non-Allocated organization.

3) Senate will schedule a meeting with you a few weeks after the online registration form.

Registration Process:

1) Complete the form distributed by the Associate Director of Student Involvement in the Center for Student Involvement to submit all your paperwork.

2) Make sure to complete every question listed on the online form since this information will be relayed to Senate as content that will help determine the status of your student organization.

Allocated versus Non-Allocated
Student organizations approved by Student Senate as either Allocated or Non-Allocated. 

**Allocated Organizations** are approved to request a budget through the budget allocations process. **Non-Allocated Organizations** are not approved (or wish not to be approved) for a budget. Organizations not registered through the Center for Student Involvement may function on campus, but may not be permitted to reserve space or conduct any other official operations.

At the beginning of each semester, all organizations are asked to complete Student Organization Registration Process. This form will be used as the official record for acknowledging Allocated and Non-Allocated organizations at Agnes Scott. All communication to organizations is sent to the people listed on these forms. **Any organization that does not complete a Student Organization Registration Form will not be allowed to request a budget.**

With the submission of the registration form, each organization should submit a current membership roster as well as an updated organization constitution.

---

### Posting and Marketing Policies

**Purpose of Posting Policy**
Agnes Scott College should be free from excessive and abusive postings, communications, chalking, and litter, which defaces and depreciates the value of the grounds and facilities of the campus. The following policies are designed to regulate the use of posting space. Commercial advertising of any kind is not permitted. The College reserves the right to deny posting of any materials on campus.

**Registered Student Organizations and Off-Campus Organizations**
Registered student organizations and off-campus communications must go through the Center for Student Involvement (Alston 216) for approval of materials intended for posting. They must also abide by the following guidelines and requirements for posting.

**Guidelines for Postings**
All communication intended for on- and off-campus audiences by registered student organizations represents Agnes Scott College and is subject to proofreading, editing, and review by the Center for Student Involvement. Postings are defined as flyers, letters, banners, chalking, emails, posters, programs, public folders, postcards, easels, table tents, announcements,
newsletters, and any other medium of communication that is used to announce an event or message.

**Posting Process**
A final copy of all printed materials is to be dropped off at the Center for Student Involvement (Alston Campus Center, Room 216) for posting approval. Once approved, the poster will be stamped with an approval stamp and signed with the name and date of a staff member of the Center for Student Involvement. Copies of the posting should be made from the stamped copy. Any postings without an approved stamp, in any posting area, will be taken down by the Center for Student Involvement.

**Sanctions and Enforcement**

- All student organization presidents are required to sign an agreement (see last page of this document) to abide by the posting policy. Failure to do so will result in suspension of posting privileges.

- If, after three notifications, a student organization fails to comply with agreed upon posting policies, the organization’s posting privileges will be revoked for one month.

- Individuals of organizations found damaging or tampering with another group’s publications, for any reason, unless otherwise instructed to remove the publicity by the Center for Student Involvement, could lose posting privileges for one month.

- Organizations that post items improperly may be subject to disciplinary sanctions and/or charged for the removal of any damage to ASC property.

- **Posting of organizations that damage common areas will incur a minimum fine of $25.**

**Campus Departments**
Campus Departments regulate their own posting content, which does not have to be approved by the Center for Campus Involvement. However, Campus Departments have to abide by the following guidelines and requirements for posting to include necessary information etc.

**Flyer/Poster Requirements:**

- All poster, flyers, banners, etc. must have the name of the sponsoring organization or department, and clearly promote the activity or event on each item. The date, time and location of the event should also be included on the materials.
● The signs must be in reasonably good taste and abide by the Honor Code within the Student Handbook and cannot contain material or language that is obscene or defamatory.

● If a sign, poster, flyer, etc. is in another language other than English, subtitles must be used to identify the name of the organization, subject of the flyer, and the time and place of the event.

● Postings can only be posted on a bulletin board using tacks. Note that if a different type of adhesive material is used, the posting will be taken down.

● All printed materials must be no larger than 8.5”x11”; standard copier/printer size. Requests to post larger flyers by student organizations may be made through the Center for Student Involvement and will be evaluated on a case-by-case basis.

● No materials should be placed over existing, approved materials.

Campus Buildings Posting Restrictions

● Alston Campus Center: Post only on bulletin boards or magnetic strips found in bathrooms.

● Avery Glen Apartments: No posting.

● Buttrick Hall: Post only on magnetic strips and bulletin boards.

● Dana Fine Arts Building: Post only with the permission of the Art and/or Theatre Departments.

● Letitia Pate Evans Hall: Post only on bulletin boards or with table tents.

● Mary Brown Bullock Science Center: Post only on bulletin boards.

● McCain Library: Post only small table tents.

● Presser Hall: Post only on magnetic strips.

● Residence Halls (Agnes Scott Hall “Main,” Rebekah Scott Hall, Theme Houses, Winship Hall, Walters Hall, Inman Hall, Hopkins Hall): Students may submit 35 flyers to the Office of Residence Life by the Friday 2 weeks before the event. Flyers will be distributed to the residence life staff who will post flyers in designated areas.
Woodruff Physical Activities Building: Post only with permission on the bulletin boards.

**Signs cannot be posted on:**
- Any living thing, involuntary.
- Elevators.
- Interior and exterior doors of any building.
- Trees, railings, staircases, bus shelters, newspaper boxes, benches, ceilings, car windshields, trash cans, recycling bins, light poles, windows (including postings done by window paint, etc.), walls, floors, painted surfaces or any other exterior surfaces unless given express permission by the Center for Student Involvement.

**Posting Removal**
If a posting has not been approved, staff will remove the posting. Out of date flyers will be removed. Postings must be removed the day after the event. If at any time an individual finds a posting problematic (i.e. posting violations, etc.), they are to notify the Center for Student Involvement immediately. Individual may not remove or deface a posting for any reason, other than to remove an out of date posting.

**Chalking**
Chalking on campus is permitted only on sidewalks. Chalking must be done with a water-soluble powder substance, in open, horizontal areas that can be directly washed by rain.

**Banners**
- Only Registered Student Organizations and Campus Departments may post banners in the Alston Campus Center.
- All banners must have the name of the sponsoring organization, and clearly promote the activity or event. The date, time and location should be provided on all banners.
- The signs must be in reasonably good taste and abide by the Honor Code within the Student Handbook and cannot contain material or language that is obscene or defamatory.
- If a sign, poster, flyer, etc. is in another language other than English, subtitles must be used to identify the name of the organization, subject of the flyer, and the time and place of the event.
- The Center for Student Involvement reserves the right to remove any banner just as it would any other marketing material posted on campus.
**Sustainability**
Chalking, banners, and online materials are encouraged to reduce the amount of paper used.

**Marketing via email (Office of Marketing and Public Relations campus-wide policy)**
- Students and student organizations (with the exception of Student Government) are not permitted to send emails to #students and are strongly encouraged to market events using either The Irvine or Facebook.
- The Irvine condenses info traditionally emailed from units all over campus into one email.
- Certain types of campus-wide news and announcements (please see list below) will now be included in The Irvine rather than being emailed directly by campus units, departments or individuals. Content can be submitted for inclusion in The Irvine either via the campus calendar (if the announcement is an event) or via an email to Communications (if the announcement is NOT an event) at theirvine@agnesscott.edu.
- Announcements that are not events should be 50 words or less to keep The Irvine a manageable length. Any announcements with more than 50 words should be summarized in 50 words or less and can then link to a flyer or other source for more information. Please notify Communications if your message will require a link.
- The Irvine is for campus-wide emailed announcements only. Announcements being sent to specific groups (class of 2016, international students, clubs, staff in DOS, etc.) would not need to be sent for inclusion. Events not open to the public or campus will not be included in The Irvine. Users may indicate via the campus calendar if they wish to have their event included in The Irvine.
- The following is a list of announcements that should be sent for inclusion in The Irvine rather than emailed to campus directly:
  1. Any event open to all of campus (lectures, exhibitions, performances, bake sale, car wash, retirement party, open house, etc.)
  2. Faculty/staff changes (new employee, employee leaving, retirements)
  3. General information to be shared with all of campus (new items to be recycled, visitors on campus, etc.)
  4. General news from Agnes Scott administration (new major, new initiative, etc.)
  5. Requests for donations (charity drive, etc.)
  6. Campus-wide requests for participation or volunteers
  7. Campus newsletters (email will include link to your publication or page)
  8. Media coverage about Agnes Scott or its students/faculty/staff
  9. Hours updates (Evans, McCain, bookstore, etc.)
10. Non-emergency status update/project update (Main loop will be closed, construction starting soon, server will be down for scheduled maintenance, etc.)

· If you have any questions about The Irvine, please contact Julia Lutgendorf at jlutgendorf@agnesscott.edu or extension 5430.
Programming Basics

A **Program Name** will help to draw individuals. Try to think of something catchy and fresh. If you need ideas, brainstorm with members of your organization or ask the Center for Student Involvement for help.

The **Contact Person** will be the person most responsible for the project. This is an opportunity to delegate the entire program and create a sense of ownership among your members.

The **Description** of the program should be short and sweet so that when people ask what the program is about, everyone will have a standard answer.

Finally and most importantly, outline at least three **Goals/Purposes** for the program. This will help you with creating an evaluation for your program (outlined later). Examples of goals/purposes are:
- Creating a sense of unity amongst the members
- Honoring staff and faculty
- Creating resources for academic success
- Educating the campus about....
- Celebrating the culture of.....

Once you have completed the initial steps, then you are ready to create your **Plan of Action** to ensure that all tasks for the event/program will get done. Make sure one person’s name is not used repeatedly in the plan of action – if it is, this means there is not enough delegating!

**Program Planning Worksheet**

<table>
<thead>
<tr>
<th>Program Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Goals/Purpose</td>
<td></td>
</tr>
</tbody>
</table>
Reserving Spaces on Campus

Using the Event Planning Form
The Center for Student Involvement works with student leaders to plan events and reserve space on campus. In order to request CSI to reserve the space, please complete the event planning form: [http://www.surveygizmo.com/s3/2912096/8ed5dd98351d](http://www.surveygizmo.com/s3/2912096/8ed5dd98351d). Staff in the Center for Student Involvement are available to meet with student organization leaders in planning their events.

Agnes Scott EMS Request Form Guidelines

- To see if a room is available visit:
  - [http://calendar.agnesscott.edu/](http://calendar.agnesscott.edu/)
  - You can log into the Campus Calendar to see space availability but only use this as a guideline as there may be events already in queue that have not been published to the Campus Calendar yet.

- **ALL** spaces require a reservation

- Submit your Event Request Form **AT LEAST** 10 days prior to your event.
  - Once you submit your form, you are still able to change details in your reservation.

- Some spaces require special approval. Please get permission for the space prior to submitting your Event Request Form. Those spaces include:

  - Classrooms (Except Buttrick G-4)
  - Registrar’s Office
  - Alston 304 (Beth Blackwell)
  - President’s Dining Room (Faculty Only)
  - President’s Office
  - Gym (Chrys Randolph)
Observatory (Chris DePree)
Dalton Gallery (Nell Ruby)
Winter Theatre (David Thompson)

· Please note that the spaces listed below do not come with furniture:
  Evans A, Evans B, Evans C, Rebekah Woltz - *Please specify desired furniture when requesting these spaces.*

· Please note that the furniture in the spaces listed below *CANNOT* be moved:
  ● Evans 1
  ● Evans 2
  ● Evans 3
  ● Evans 4
  ● Alston 205
  ● Alston 206
  ● Alston 304

· EMS only adds the information that is listed on the Event Request Form. If you do not add an item, you will not have it at your event.

· Please fill out the EMS Form *COMPLETELY* - all contact and set up information is vital to your reservation.

· Feel free to call or e-mail the EMS Desk if you have any questions at 404-471-6902 or emsevents@agnesscott.edu.
Serving Alcohol at Your Event

1. If you plan to serve alcohol in a particular semester, you must attend the social host workshop. If you have questions about the scheduling of the workshop, contact the Associate Director of Student Involvement.

2. If you have any events that will have alcohol, you will need to submit an “Alcohol Request Form” to the Associate Director of Student Involvement. This form can be requested from any staff member in the Center for Student Involvement.

Agnes Scott College Social Host Alcohol Policy

1. Events must be registered and implemented in accordance with the regulations set forth by the Center for Student Involvement.
   A. Groups must submit at the beginning of each semester the social host responsibility form listing all events where they are requesting to have alcohol. The form must be turned in to the Center for Student Involvement TWO weeks prior to your first event. (This is to ensure the 3rd party bartenders are booked in advance and funds are properly appropriated. There is no guarantee that a request submitted after the start of the semester or during the semester will be reviewed.)
   B. All requests are reviewed by the Associate Director of Student Involvement (in consultation with Public Safety) for approval or denial. (Not all events requested will be approved for alcohol to be served)
   C. Once event(s) are approved the student organization will receive a confirmation email from the Center for Student Involvement.
   D. Upon approval, the Center for Student Involvement will work with each group on securing 3rd party bartenders and establish quantity of alcohol permitted at each event.

2. Provision and consumption of alcohol must comply with Agnes Scott College policy and Georgia State law, which prohibits dispensing alcohol to anyone under the age of 21, or to any visibly intoxicated person. The social host(s) will be held personally and individually accountable for ensuring that the event is conducted in a safe, responsible, and legal manner, in accordance with these regulations. Social hosts who violate these regulations will be subject to disciplinary action through the College judicial process. Social hosts may also be subject to criminal sanctions and/or civil liability if a person to whom alcohol is served injures a third party. In addition, organizations may also be held accountable for events that violate these regulations.

3. The hosts of student-sponsored events with alcohol are responsible for the actions of their guests, whether invited or uninvited, and will be held responsible for damages to the area where the event is held, as well as entries and bathrooms used by guests. All events must be conducted in a safe, responsible, and legal manner that is not disruptive to the surrounding
area. **Public Safety in consultation with college staff present at event has the authority to close any gathering officers feel has become a public safety concern.**

4. The social host(s) must remain sober for the duration of the event.

5. The social host(s) will not exceed the amount of alcohol approved on the Social Host Responsibility Form (SHRF).

6. Members of the sponsoring organization must staff the event at all times. There must be a college official/advisor present at the event until the event ends or until alcohol stops being served.

7. Proper identification indicating that a guest is 21 years of age must be presented before alcohol is served. Agnes Scott College Identification cards are approved form of identification.

8. Hosts must identify students of legal drinking age with bracelets.

9. Non-alcoholic beverages must be easily accessible and provided in quantities appropriate for the number in attendance.

10. Members of the sponsoring organization are permitted to sell drink tickets or issue drink tickets at their event.

11. Guests attending events where alcohol is distributed free of charge shall be limited to a specific number determined by the Associate Director for the Center for Student Involvement.

12. No alcohol is to be served 1 hour prior to the end of an event. (NO EXCEPTIONS).

13. **Public advertising (excluding campus email announcements) of events may not mention alcohol.**

---

Social Host Responsibility Form
Organization Sponsoring Event (please print) __________________________________

Semester: Fall _______ Spring ______

List the members of your organization who have attended the Social Host workshop

List all events requesting alcohol to be served with date, time, location, event name/type and an approximate attendance count.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time (start/end)</th>
<th>Location</th>
<th>Name/ Type of event</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are off campus guests expected to attend all events listed? ____________
If not, which events are open to off campus guests?

______________________________________________

Type of alcohol to be served: ___ Beer ___ Wine/Wine coolers
Specific brand(s) (if applicable):
____________________________________________________________

*Signature/Student Organization Representative ___________________________ Date

By signing this form the hosting student organization understands and acknowledges the policies and procedures set forth regarding alcohol at student – sponsored events.

*Signature/Advisor/College official ___________________________ Date
*Signature/Associate Director of Student Involvement____________________________________________

For Office Use Only:

*Signature/Director of Public Safety____________________________________________
Date___________
(Public Safety officers to be assigned on events listed below)

*Signature/Associate Director of Student Involvement_______________________________
Director’s signature indicates the form is complete

All Events Approved: _____ Some Events Approved (Listed Below): _____ No Events Approved: _____

List of Events Approved:

Allocations Processes

Allocating Committee
There shall be an Allocating Committee composed of the following members: the ASCSGA treasurer as chairperson, the Associate Director of the Center for Student Involvement as advisor, the COSMO chairperson, the IOC chairperson, the treasurer of each Class, one representative from Student Senate, and four students elected at large in the fall elections. The representative from Student Senate shall be chosen by the respective organizations.

If four students at large are not elected at the time of elections or if any of those four members are unable to serve due to resignation or impeachment, then such positions shall be filled by the president of the Student Government Association Executive Board.

Members of the Allocating Committee elected from the student body at large are not allowed to hold the following positions: executive board member of any organization.

**Guidelines for Receiving a Budget**

The Student Activity Fee is a $240 fee, which is collected each year from all full-time students at Agnes Scott College (ASC). The Allocation Committee allocates these funds pursuant to its own guidelines and those of the ASCSGA. Of this fee, $10 per student is designated to the Student Green Fee Fund and set aside into an account ⅔ of which is allocated by the SGFF Committee and ⅓ of which is available for dispensations during the year to any student organization for sustainability efforts. Additionally, $5 per student goes into the Class account for each year (e.g. $5 from each member of the Class of 2020 students will placed into their account.)

In order for a student organization to be funded by the Allocating Committee:

- The organization must be a registered student organization.
- The organization cannot duplicate the goals or services of another already funded organization.
- The organization cannot be in debt.
- The organization cannot be an honor society.
- The group must fall into one of the fundable categories as defined by the Allocating Committee’s guidelines.

The Allocating Committee has determined that activities in the following categories are eligible for Student Activity Fee money:

- Co-curricular organizations that are not administered by college departments or units
- Club sports
· Student news, information, opinion, entertainment, or academic communications media groups
· Cultural organizations
· Fine arts organizations
· Hobby organizations
· Service organizations

Budget Proposal and Allocations Process

· Organization representatives must attend the budget meeting. If they are unable to attend at the scheduled time, they must set up a separate time to meet with the Student Government Association (SGA) Treasurer to get this information.
· The Allocation Committee will review budget proposal rough drafts and reply to your organization with any feedback.
· Budgets turned in after the deadline for final budget proposal submissions will be penalized at a rate of 10% off the final allocation per day late. After 5 days, there will be an allocation of $0. (Please note that the “first day” for late budgets begins at 5:15 p.m. the day that budgets are due.) Incomplete budgets will be penalized at a rate of 5% off the final allocation per day incomplete.
· In the event that pertinent information concerning the request is not available or circumstances arise which prevent a request from being turned in on time, the ASCSGA Treasurer reserves the right to waive the aforementioned penalties. These situations will be assessed on a case-by-case basis.
· Allocation Committee will interview certain groups for more information. If you are asked to complete an interview it is mandatory. If you do not attend you relinquish your student organization budget proposal and it will be automatically rejected
· After the Allocation Committee has completed organization interviews, it will begin deliberations to determine the amount allocated to each organization. All deliberations are closed. Final budget allocations will be distributed by the end of the spring semester.

Budget Quick-Tips

· All officers should prepare the budget. This helps coordinate activities and greatly assists in organizational planning.
· Gather the group's financial records and obtain the historical figures for the budget form. Use the previous year’s budget as a guide.
· Plan the activities for the year.
· Determine the specific expenses associated with these activities.
· Total the expenses for each category and enter on the budget form.
The most important part of the request is the discussion of the budget. Be as detailed as possible. Clearly show all computations. If an activity is not justified here, the Allocating Committee may question it.

All revenue and expenses incurred must be properly accounted for on the budget presented to the Allocating Committee.

If activities are co-sponsored with another organization, contributions from all involved parties must be accounted for in ALL budget requests (please contact the SGA Treasurer with questions about this).

À NOTE: It is in the best interest of all groups not to leave anything open to interpretation. Organizations are advised to include all necessary documentation as part of their budget.

The Allocating Committee has the following expectations for a group's budget:

- The group's activities must serve to benefit the entire ASC community.
- Groups should limit their closed parties (includes only the group's active members) to one time per semester. The Student Activity Fee will pay up to $3 per person attending the event.
- All organizations, with the exception of campus publications, must sponsor at least one activity per semester open to the entire campus community.
- Groups should be able to justify their proposed expenditures and will be held accountable for actual expenditures.
- Groups should be as reasonable as possible in their expenditures, both in the estimations and actual expenditures.
- All expenses must present a need for the organization.
- Only use the format provided for your budget worksheet. One will be emailed to you in the spring, and a sample copy can be found in the manual.
- The Honor Code is an important aspect of the budgeting process. If the Allocations Committee can easily recognize that you have falsified information concerning the number of members in your organization, your requests for funding will be severely limited.
- The Committee appreciates any attempt on your part to raise revenue. Please include it in the Revenue box.
- Do NOT put anything in the “amount allocated” column. This is where the final budget amount will be placed by the Committee.
- Make sure that the information listed at the bottom – including the name, number, and email of the president, treasurer, and an additional rep, are complete and updated. If the Committee cannot get in contact with someone from your organization when they need to, you will most likely be denied the request in question.

Criteria for Determining an Allocation
The Allocation Committee determines an allocation after considering the following criteria (listed in no particular order):
· A comparison of the size of the group with the amount requested.
· The uniqueness of the group.
· A determination whether or not the benefits of the group accrue mainly to members or to non-members.
· The history of fiscal responsibility and programs offered by the group.
· The degree to which funding requests are adequately supported by written justification.
· An assessment of the group’s ability to carry out activities for which the funding is requested.
· The availability of student fees.
· An evaluation of the line items of the budget.

Notes

Off Campus Events
Any off-campus events (i.e. museums, festivals, etc.) must be approved by the Allocations Committee via your budget proposal. These approved off-campus excursions will be listed on your Budget Allocation Letter. As you budget for off-campus events, take into consideration that MARTA Passes might be needed for off-campus excursions. Please ensure that you include this in your budget projections if it is needed.

Flexibility and Adjustments
Once budgets are allocated, student organizations have the flexibility to alter their programming on-campus (not off-campus, unless approved by the Associate Director of Student Involvement). It is up to a student organization to consider how their allocated funds should be spent in the academic year but take into consideration that the funding you receive should still support the purpose of the events you were approved.

New Organizations
All new student organizations will receive no more, but can be awarded less, than $300 for their first year as an allocated student organization. This policy is in place to ensure the group learns how to handle a budget and showcase their ability to function as an allocated student organization on campus.

Allocated Funds Spending Policies
• Off-Campus Events and Transportation
  ○ Unless otherwise approved by the Allocation Committee, organizations are not permitted to spend funds for off-campus events. Off-campus is defined as, but not limited to, events hosted in conjunction with another campus or hosted at an individual's home. Organizations can request approval from the Allocations Committee for special situations during their budget meeting in the spring semester. If an off-campus event is approved and providing transportation is necessary, the organization must also request approval during the budget process to spend funds on transportation for the off-campus event.

• Donations
  ○ Organizations are permitted to receive monetary donations from outside constituencies as long as that constituency's money is only spent for organizational purposes. Checks must be made out to Agnes Scott College and deposited in the organization's Agnes Scott account.

• Sustainability
  ○ No student activity funds can be spent on Styrofoam and in all possible cases, best practices in sustainability will be followed. (See Appendix.)

• T-Shirts and Promotional Items
  ○ Organizations are not permitted to spend student government allocated funds on t-shirts. This rule excludes the executive board of Student Government Association, as well as Judicial Board, Honor Court, and Student Senate on the basis that these organizations represent the college both on and off campus and apparel are a part of the necessary uniform.
  ○ Any printed promotional items must be made available to all members of the student body (i.e. organizational fair). However, students can pay personally for these items at any time or can request money from administrative offices for assistance in funding. Donations of promotional items are acceptable.

• Admission Fees
  ○ Organizations are permitted to charge admission fees for events.

• Alcohol
  ○ Funds can be spent on beer and wine (not hard liquor) as long as the beer and wine is consumed at an advertised on-campus event that is open to the entire student body. **An Alcohol Request Form must be submitted two weeks prior to the event.**
**Obtaining an Invoice**

Whenever possible, ask if the organization can provide an invoice and explain that you will have a check ready when you pick up the food or other items. Most restaurants will work with you because they want the ASC business. Another bargaining point is to tell them that you will advertise them at your event.

Before you call the business, call the Accounting Office to determine if they are already a vendor in the ASC system. If they are not a vendor, you will need to send them a W-9 form (Appendix C). If you need an electronic copy, go to the following page and click on the W-9 form:


**Creating an Invoice**

Sometimes you have speakers/performers that have not provided an invoice. You should do the following:

- Create an invoice for them (Appendix D - example)
- Attach the flyer or email that announced your event
- W-9 form

**Obtaining a Contract**

If you have found a speaker or performer, ask them if they have a contract. If they do, review all contracts with the Center for Student Involvement BEFORE signing. If they do not have a contract, use the template provided (Appendix E).

Complete a Check Request and attach the contract and W-9 form if necessary. An example of a Check Request for a Vendor/Speaker/Performer is outlined below.

If you get a check request in on Tuesday, Accounting will have a check ready by that Friday. Early planning is essential.

**Spending Student Organization Budget**
Student Organization Purchase Card Procedures

Student Organization Purchase Cards are available to check out from the Center for Student Involvement. Student organization members may check out the card from the Center staff Monday-Friday 9 a.m.–11:30 a.m. & 1 p.m.–4 p.m. Requests to use the form must be submitted in advance at http://www.surveygizmo.com/s3/2846712/P-card-Request 72 hours in advance.

The purchase card is to be used as a credit card and will be accepted by most vendors who accept credit cards. The card is not, and should not be, signed on the back as it is intended to be used as a group card. Since the card is not signed, the vendor does have the option to not accept the card. In this case, the student should offer to show her Agnes Scott ID card and explain that the card is a group card.

Purchase Process

**TAXES.** Student organizations **DO NOT PAY TAXES.**

- **PLEASE** let your vendor know immediately that you are **NOT** to be charged tax.
- Once the purchase has been made, the organization name, card number used and business purpose should be written on a piece of paper with the original receipt taped to it. The **ITEMIZED** receipt along with the information above needs to be turned in with the purchase card to the Center for Student Involvement within **24 hours** of when the card is used. If the card is used to entertain a speaker, for example, please be sure to list the names of all students, advisors, etc. who participated in the meal on a separate attached sheet with the card number used and explanation.
- The Center of Student Involvement staff will submit receipts to the Business Office and reconcile your Student Organization account.

General Requisition Procedure

The college's Purchase Cards (see above) are the preferred method of payment. Please contact the Associate Director of the Center for Student Involvement to request permission to pay by requisition for a speaker or entertainer, pay from an invoice, or request a reimbursement.

Business Office Check-Run Schedule
Requisition with required signatures must be submitted by Tuesday no later than 4:00 PM. Checks will be ready by Friday for pick-up or will be mailed Friday.
Plan ahead! Please allow at least one week to ensure enough time to process your check and delivery by mail (on or off-campus).

**STUDENTS SHOULD NOT SPEND THEIR PERSONAL MONEY TO PURCHASE ITEMS FOR THEIR ORGANIZATION. STUDENTS WILL NOT BE REIMBURSED FOR ANY PURCHASES MADE WITH THEIR PERSONAL MONIES. STUDENTS SHOULD ALWAYS CHECK-OUT A P-CARD (72 HOURS IN ADVANCE) TO MAKE PURCHASES FOR THEIR STUDENT ORGANIZATION.**

P-Card Policies and Procedures

1. **You may not share this card**...only the person who checks out the card may possess or use this card. It will be considered a violation if a card is shared and you or your organization’s card privileges will be terminated.
2. The college purchase card is meant to purchase items from vendors for the purposes of benefiting the student organization and may not be used for personal purchases.
3. **The college is sales tax exempt**, so it is the responsibility of the cardholder to ensure that sales tax is not charged. The institution’s Tax ID# is on a small insert carried with the purchase card. **Please tell the vendor your purchase will be tax exempt prior to the start of the transaction.**
4. Payment for alcohol and personal services are **prohibited** with the college credit card.
5. **Gift cards:**
   - Policy: If gift card is under $75, we need the name of recipient, student organization, card number used and the purpose
   - If gift card is over $75, we need the name of recipient, student organization, card number used, the purpose of gift card and a W9.

**Note: Do not buy the gift cards more than 3-4 days before giving them out so that you have the necessary information! Also, if you get an incentive gift card for a certain purchase, you must use that card immediately on another purchase. You cannot keep it for use later.**

6. Purchases must be made with the consent of both the treasurer and advisor of the student organization.
7. Cards are limited to a $250.00 purchase. If you need additional funds for a purchase you must notify the Associate Director and Coordinator of Student Involvement prior to the use of the card.
8. **Original, itemized receipts** should be turned in with the purchase card to the Center for Student Involvement within **24 hours** of the card use. The organization name, card number used and business purpose should be written on a piece of paper with the receipt taped for it. Copies of the receipts should be made prior to turning in the card and then given to your organization's treasurer. If the card is used to entertain a speaker, for example, please be sure to list the names of all students, advisors, etc. who participated in the meal on a separate attached sheet with the information above.

9. The cardholder must contact PNC and the Center for Student Involvement immediately when:
   - The card is stolen
   - The card is lost
   - Suspected fraudulent use

10. If there is a change in officers, the new treasurer will need to be trained on the process and procedures regarding P-Cards. Please notify our office immediately if your officers change. We will let you know what the next steps are.

11. **Lost Receipts**: Each student organization is allowed to lose **one** receipt per year. It is encouraged to not lose receipts but contact the vendor for a copy of your receipt in case you do lose it. If student organization loses more than one receipt per year, they will not be allowed to check out a **p-card** for the remainder of the year.

### What can you buy?

- Program Supplies
- Online purchases
- Food
- In Store Purchases

### What you cannot buy?

- Alcoholic Beverages
- Cash advances
- Controlled Substance, prescriptions drugs, narcotics
- Furniture/Furnishings
- Hazardous Products
- Leases/Maintenance Agreements
- Personal Items
- Sales Tax
- Telephone, fax machines, or related equipment or services
- Styrofoam
Sample Purchase Card Agreement

Your participation in the Agnes Scott Purchase Card Program with PNC Visa Card is a convenience and privilege that carries inherent responsibilities. Although the procurement card will be checked out to you, it is Agnes Scott College property and should be used with good judgment. Your signature below verifies that you understand the Purchase Card guidelines outlined below and agree to comply with them.

1. Purchase cards are provided to student organizations based on their need to purchase program-related goods and services. A card privileges may be revoked at any time. The card is not an entitlement nor reflective of title or position.

2. The card is for business-related purchases only; personal use of the card is strictly prohibited.

3. You are responsible for all charges made while the card is checked out to you.

4. Improper use of the card is considered misappropriation of Agnes Scott College funds which may result in termination of card privileges or lead to additional disciplinary action including possible termination of privileges for your student organization.

5. All charges are billed directly to and paid directly by Agnes Scott College. NO personal charges should be paid with this card.

6. Cardholders are expected to comply with internal control procedures in order to protect Agnes Scott College assets. This includes keeping receipts, returning the card to the Center for Student Involvement in a timely manner, and following proper card security measures. Also, cardholders are responsible for resolving any discrepancies in their charges by contacting the appropriate vendor or PNC Bank.

7. Lost, stolen or misplaced cards or fraudulent use of a card should be reported immediately by notifying PNC as well as the Center for Student Involvement.

A Student Organization Purchase Card is available to check out from the Center for Student Involvement. Student organizations may check out the card with advance notice (72 hours) by reserving through the PCard request form online. Cards can be picked up between Monday-Friday 9 a.m. - 11:30 a.m. & 1 p.m. - 4 p.m.

By signing the form below, I accept the responsibility and accountability for the protection and proper use of this Student Organization Purchasing Card. I understand the Purchasing Card may only be used for the Agnes Scott College transactions and that should I misuse or allow others to misuse the Student Organization Purchasing Card, I am responsible for immediate repayment and the matter will be forwarded to Honor Court for review and possible additional disciplinary action.
Student Name (print):________________________________________________

Student Signature: ______________________________________________________

Student Organization: ____________________________________________________

Organization Position: ____________________________________________________

Date:_______________________

Sample Check Request
Check requests can be used to make payment for vendors, performers and so forth. If the event is co-sponsored and payment will be coming from various accounts, list all of the accounts in the Account Number area. This form can be found at http://www.agnesscott.edu/accounting-and-budget/accounting-forms.html

Sample Funds Transfer

If one organization has already paid the fees for a speaker, a co-sponsor should complete a transfer of funds form.

Letter of Authorization for Tax Exempt Status
W-9 Form Showing ASC’s Tax Exempt Information

W-9 Form For Vendors To Be Paid

Sample Invoice Created For A Speaker/Performer

INVOICE

TO: LeAnna Casey, Associate Director of Student Involvement
FROM: Marquee Entertainment

RE: DJ

DATE: 4/9/2014

Performance Fee
Pancake Jam
April 28th, 2014
7:00 pm to 9:00 pm
Lower Evans

TOTAL
$300
Sample Speaker/Performer Contract

Use this template when the speaker/performer does not provide a contract:

AGNES SCOTT COLLEGE SPEAKER/PERFORMER CONTRACT

Center for Student Involvement

Dean of Students

This contract for the engagement described below is made this day of ________ between Agnes Scott College (herein after called College) and __________________________ (herein after referred to as speaker/performer) consisting of ______________________.

1. Place of engagement: __________________________
   Capacity: ____ Admission Price: ___

2. Date(s): ______ Starting Time: _____ Finishing Time: ______

3. Type of Engagement (i.e.: Lecture, Panel, Workshop, performance etc...):
   __________________________
4. Fee Agreed Upon: __________

Terms: __________

5. Payment will be made by College check to:

Name: __________

Address: ______________________________________________

TAX ID/Social Security Number: _________________

Phone: ___________________________

6. It is understood that the information in Section 5 will be used to process a 1099 tax form at the end of the tax year.

7. If the artist is late for the performance (starting time stated above) for any reason other than an act of God the fee will be reduced by twenty percent.

8. If the artist cancels the performance for any reason other than an act of God, all bona fide, out-of-the-pocket expenses incurred by the College will be paid immediately by the artist upon presentation of a statement of such expenses to the speaker and/or the speaker’s agent.

9. Speaker shall refrain from using obscene language or obscene behavior during any College sponsored performance.

10. Advertising on campus for this event must be done by the sponsoring committee. Any advertising and/or promotional material desired to be placed on campus by speaker must be
approved by the appropriate college entities.

11. Speaker agrees to indemnify and hold harmless the College, its board of trustees, agents, servants, and employees against all liability, claims, or suits arising out of the bodily injury or death to any person or damage to any property resulting from the negligent act of the artist in the performance of this contract.

12. The speaker is an independent contractor and is not an employee of the College.

13. Violation by the speaker of any of the above stated items will render this contract null and void, and artist forfeits fee agreed upon.

14. College to provide:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Agreed and accepted by:

Speaker/Performer Signature / Date
______________________________________________________________________________

Agnes Scott College Representative Signature / Date
______________________________________________________________________________