



WESTERN OREGON UNIVERSITY

STUDENT ORGANIZATION ADVISOR HANDBOOK

2006-2007




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1. Philosophy and Purpose of Student Organizations

1.1 *Philosophy of Student Organizations*

Student organizations serve a variety of roles within a university. They are responsible for the majority of the activities and events that take place outside of the classroom. Advertising for these groups can be seen on every campus bulletin board and public area touting opportunities for students to get involved. Involvement is at the heart of student organizations and the foundation for the development of the campus culture. The following are factors that show how student organizations contribute to and complement the classroom experience for our students:

- Helps students develop friendships
- Improves relationships and fosters closer ties between faculty and students
- Complements and reinforces classroom learning
- Teaches self-discipline, initiative, leadership and responsibility
- Allows students to apply learned concepts in real-life situations
- Acts as an arena for testing beliefs, values, attitudes and morals
- Contributes to the identity and development of student personalities
- Exposes students to differing, diverse, and conflicting viewpoints
- Helps students identify with the campus culture, making them more likely to stay and graduate
- Channels anxiety and stress into positive, enjoyable and productive pursuits
- Exposes the student body to influential and/or controversial speakers or topics
- Teaches and promotes hobbies, sports and other leisure activities at nominal costs
- Provides support for students with common needs or interests
- Motivates students to strive for and maintain academic excellence (Honor Societies, etc.)
- Plans major events which benefit and unite the entire campus community
- Broadens the perspectives of students in areas of diversity
- Improves ties for careers and professions outside of Western Oregon University

Research shows that students who make connections to the greater campus community are more likely to stay and graduate from that university. As faculty and staff, our obligation is to provide support for student endeavors both inside and out of the classroom. These activities also provide the social and leadership foundations that will serve students for the rest of their lives. And since today's students are tomorrow's citizens, the impact which campus activities and the entire educational process have on the student as an individual later benefits society as a whole. These campus activities are truly central to the mission of higher education and to Western Oregon University.

1.2 Purpose and Objectives of Student Organizations

1.2.1 Benefits to Instructors and Advisors

Often overlooked are the benefits to the advisor of a student organization on campus. Certainly, these organizations allow advisors and instructors to develop closer relationships with students at WOU. In addition, other benefits can be derived from the list below:

- Better understanding of students as individuals and as a whole
- See students apply skills learned in the classroom in a different environment
- Positive reinforcement with a role as an instructor
- Motivating and challenging students
- Meet and interact with other advisors and staff associated with different organizations
- Additional recognition for activities and excellence associated with areas of interest
- Understand the changing nature of students, pop culture, and ideals
- Have fun and meet students as individuals

1.2.2 Benefits to the University

The university is a part of a larger community that is comprised of neighborhoods and the citizenry in the area. Student organizations often provide positive impressions about university life to this community. In addition, the following areas are benefits that can be gained by the university:

- Positive and effective direct communication with community members
- Positive public relations efforts with the community and for the university
- Students develop “civic pride” and become effective role models for the university’s values and mission
- Community members can get involved in the university through assisting with organizational efforts
- Student recognition from community endeavors and outreach
- Students can become effective members of community organizations, college committees, and task forces
- Alcohol-alternative activities can be planned to curb inappropriate behaviors on and off campus
- Campus involvement leads to greater recidivism and graduation rates
- Involvement promotes awareness of campus issues, student ownership, and problem solving

1.3 Types of Student Organizations

Western Oregon University calls all student clubs on campus by the name, “student organizations.” There are two types of student organizations, however. These are listed below.

- **Student Organizations** → Most organizations fit in this category, which can be considered as any student group that offers support to academic work, cultural and diversity ties to various groups,

academic honoraries, religious or sports-affiliated groups, or service and social/political organizations. They are typically funded through group fundraising, grants, or other monies. They must be chartered through ASWOU.

- **ASWOU-funded Student Organizations** → There are specific requirements for student organizations to become ASWOU-funded and a direct part of the ASWOU budget submission to the Incidental Fee Committee on campus. In order to be eligible, they have to demonstrate the following:
 - Four consecutive years of charter at WOU.
 - Demonstrated campus leadership through campus-wide events for the entire campus community.
 - Statement of active advisor involvement and commitment to the organization via phone conversation or contact.
 - Systematic leadership development and growth opportunities for organization officers and members.
 - Demonstrated financial responsibility for the past four years.
 - Commitment to raise 10% of total budget from non-ASWOU sources.
 - Updated website and provisions for its upkeep on a year-to-year basis.
 - Detailed plan for the organization's growth, proposed budget for ASWOU-funded activities and demonstrating campus participation for the next 2-3 years.
 - Personal interview and informal presentation of information to the ASWOU-funded selection committee.

Each group will go through an interview and application process to become part of the ASWOU student organization budget. Contact the Student Organizations Coordinator for more information.

In addition, all current student organizations that receive ASWOU funds will be reviewed every two years to determine if each group is representing ASWOU well and using student fees appropriately.

If anyone is interested in an organization that is not available, it is possible to form one as described in section 4.1 in this manual. Section 3 provides a list of the student organizations on the Western Oregon campus.

1.4 Roles and Expectations of the Advisor

*Research shows that the success or failure of most student organizations is **directly** related to the involvement of a professional staff member acting as an advisor.*

The advisor role is vital to the success and development of an organization and its members. Organizations with an active and committed advisor are more effective recruiting and retaining students, implementing projects and activities, and receiving positive recognition from the university and the community.

Advisors provide a sense of continuity and history to an organization where students may have leaders that are involved for a year or two at best. An advisor often keeps organization records, understands the financial transactions, and keeps track of a group's history and traditions. The advisor will provide guidance surrounding university policies, behavioral expectations, effective organizational strategies, and opportunities for continued member growth and leadership development. Advisors should provide structured learning to existing members while promoting and directing new members.

There is a natural order to how an organization proceeds during an academic year and that natural order defines the role an advisor should take. At the beginning of the year, the students are new and there is a transitional period where an advisor should take a more active role in leading and guiding the group. Gradually, as the organization members develop confidence and leadership, the advisor should back away from the leadership role and let the students truly run the organization. Their role shifts to observation, providing input and suggestions, but less directly leading the group.

Effective advisors should take the following steps to ask what an organization wants from that advisor. Some examples of expectations could include, but are not limited to the following:

- Be well informed of all plans and activities of the group.
- Attend meetings and frequently communicate or meet with the officers.
- Provide direct assistance in the planning of overall programs and indirect assistance preparing for events by suggesting or providing resources.
- Be aware of the expenditure of student's time, abilities and duties within the program.
- Direct students to register all open campus events and fundraising projects on line.
- Provide continuity and history for the group.
- Assist in the training of new officers.
- Attend activities and social functions of the group.
- Assist the group in keeping their records current including minutes, files, and other important information.
- Be open to calls for assistance.
- Encourage opportunities within the group that will contribute to the student's development.
- Discourage domination of the group by any individual or small group.
- Assist the group members in completing the new or annual charter update form.
- Assist the group members in developing and updating their constitution or bylaws.
- Assist the group in developing realistic goals and objectives for each academic year.
- Encourage the recruitment and participation of new members and of all students, regardless of status, race, creed, age, gender, sexual orientation, ability, national origin, or other category.
- Assist the Werner University Center, Student Leadership and Activities staff in implementing policies for student organizations.
- Look out for the best interest of students, particularly with balancing academics, work, group obligations, etc.

1.5 Guidelines for Working with Students

1. **Know** as many students as you can, both with organizational issues, but also academic and personal lives.
2. **Treat** each student with dignity and respect as you would like for yourself.
3. **Deal** with the important and relevant aspects of your position. Avoid burning out dealing with petty differences.
4. **Be honest** with yourself and others. It does no good to tell students what you think they want to hear.
5. **Understand** that you work more by persuasion and the power of your personality than any amount of formal authority.

6. **Be available**. There is no such thing as a “standard work day.” The job is time-consuming, but also very rewarding.
7. **Realize** that your position and the role as an advisor will vary from group to group. No job description will ever substitute for your native intelligence and the qualities which have led to your selection as the group’s advisor.
8. **Accept** the fact that we are not an end unto ourselves. With each new cycle, year, and student, we should work to diminish our role as much as possible.
9. **Never underestimate** the power of your influence on a student. Your conduct and conversations set an example for others to follow.

Source: “*Guidelines for Working with Students*,” presented by Dr. David Ambler, Vice Chancellor for Student Affairs, University of Kansas, at the Phi Mu Leadership Conference. Adapted by Werner University Center, Student Leadership and Activities Staff.

Advising student organizations is an art, but fortunately has guidelines, characteristics, resources, and patterns that can help a group develop into a campus success story. The information in the sections below represents some suggestions to develop a successful student organization. This section can be referred to during the entire academic year as a guide for successful student organization advising.

1.5.1 Work with Student Officers

Your relationship with the organization officers is fundamental to your work with the student organization. They are intertwined and they are your link to the plans and goals of the entire group.

You carry a lot of influence with the students, but that influence does not mean you should direct the group all of the time. It is far better to have the officers make their own decisions and for you to provide them the support to follow through with them, thinking through each issue. For example, if you have the president of your group ask you, “What should we do?” the best answer would be to re-phrase the question similar to, “Well, what do you think?” or “What are the alternatives?” You will also often be asked university policies, procedures, and facility or resource questions by the organization. It is therefore important to be aware of these policies, provide the answers as you can, or know how to find those answers for follow up. You might also want to keep files of information that contain a history for the group. Encourage student leaders of the organization to keep their own files and records to pass from one year to the next as well, such as a transitional notebook.

Refer back to this document for additional cues and suggestions for successful advising.

1.5.2 Attend Organization Meetings and Activities

Although this may seem like common sense, your presence at events planned by the group you advise represents a boost in confidence and support for the efforts of the students. You should be the chief supporter of the group and offer recognition, feedback, and inspiration. Avoid being in a position of running meetings for the group. Constantly remember to push the leadership of the organization back to the members themselves. This is also a chance for you to enjoy seeing the success of the group itself!

1.5.3 Event Advisement Forms

Your signature is required for any event that the student organization organizes. Beyond providing signatures, you should review the document with the student for accuracy and assist with planning events in advance. Your guidance and role modeling will serve the students and provide an opportunity for them to develop their own skills. Strive to not just be a “signature advisor” who only signs off on things, but isn’t involved in the success of the organization.

1.5.4 “Challenge and Support”

This phrase can sum up your role as an advisor. You are there to challenge the group and its members to succeed. This challenge can also encourage new ways to look at problems, prompting members to tackle issues on their own. The support means celebrating, encouraging, and remaining visible to the organization in all of its endeavors. That support should occur in good times and the times when things do not go as well.

1.6 Role of the Werner University Center, Student Leadership and Activities Office

The WUC/SLA office is here to assist student organizations and be the “advisor to the advisors.” The office is a clearinghouse for information, resources, referrals, suggestions, and information about advising student organizations on WOU’s campus. University policies can be interpreted through this office and we are there to provide help and support to all organizations. Similarly, all problems associated with student groups and organizations can be discussed to brainstorm solutions. If you need support or additional information, please feel free to contact the office and we will be happy to assist. Below are services and information available through the WUC/SLA office.

Event Registration

- Facility Reservations for all non-academic purposes, even if outside the Werner University Center at <http://www.wou.edu/student/wuc> Library reservations are found at <http://www.wou.edu/provost/library/about/calendars> and reservations for Valsetz Dining Hall can be made by calling 838-8382.
- Explanations of facility use policies, procedures, and available campus services
- Individualized event planning meeting with students to help ensure event success

Consultation

- Program planning
- Organizational development strategies
- Leadership development and information
- Advisor information and leadership resources

Resource Center

- Leadership library on a variety of topics including: teambuilding, delegation, event planning and other areas
- Online resources can be found at: www.wou.edu/studentleadership
- Ropes course and leadership props and materials for check-out

Workshops and Training

- SLA staff can provide leadership sessions on a variety of topics throughout the academic year
- Individualized advisor training can be done via appointment

Information

- Student Organizations and advisors handbooks
- University “Plan It Wolf” handbooks and other materials

Miscellaneous

- Student Organization mailboxes located in the ASWOU student organization area on the lower level of the Werner University Center
- Conference and meeting room locations and equipment available at no cost for chartered student organizations

1.7 *Role of ASWOU*

The Associated Students of Western Oregon University serves a fundamental role supporting student groups on Western Oregon’s campus. All student organizations should be chartered through the ASWOU office and are considered extensions of the associated student body. Procedures for chartering are discussed later in the manual.

ASWOU has various materials available for student organization including paint pots, paper, poster paper, and other resources located in the ASWOU student organization area, located on the lower level of the Werner University Center, near the Den.

1.7.1 ASWOU Contact Information

Below you will find a list of the ASWOU phone numbers for the 2006-2007 academic year.

ASWOU President	838-8510
ASWOU Vice President	838-8557
Senate President	838-8560
Judicial Administrator	838-8556
Director of Communications	838-8548
Diversity Programs Coordinator	838-8247

Student Activities Board Director	838-8558	
Stonewall Center/Committees	838-8560	
Director of Book Exchange & Special Projects	838-8533	
Director of Business & Financial Affairs	838-8555	
Student Organization Coordinator	838-8683	
Director of State and Federal Affairs	838-8553	
ASWOU Student Organization Lounge (1 st floor WUC)		838-8957
Abby's House		838-8219
ASWOU Office Coordinator		838-8303
Dr. Gary Dukes	ASWOU Advisor, VP for Student Affairs	838-8221

2. Successful Organization Development

2.1 8 Characteristics of a Successful Organization

1. **Group members know each other well.** This characteristic, which provides a means of team and community building within an organization, is the keystone on which all of the remaining characteristics are built. It must be present and continuously renewed if the organization is to function effectively.
2. **Members are involved in defining organizational purposes.** The level of motivation of group members to work for group goals is increased in proportion to the level of involvement by members in establishing these goals.
3. **Members are utilized to help generate ideas.** While it may be quite simple for a few group leaders to produce ideas for special programs, this does little to develop a sense of ownership and participation among other group members.
4. **There is a commitment to group decision making.** We firmly believe in the adage that “people support programs they help to create” and the full participation by the membership in generating ideas, coupled with group decision making, works to ensure a full measure of group participation and support.
5. **Skills, resources, and liabilities of the group and community are identified.** Many groups are often rich in natural resources and skills available through members. Likewise, the university campus and the community in which it is located are the source of additional resources.
6. **Systematic problem solving techniques are used.** Resolve conflicts when they appear. Do not wait for them to fester.
7. **The group effectively communicates itself and its projects to its members and to the community.** The timeline with which the group communicates itself to others outside the group and members inside the group has implications for such important factors as recruitment of new members and attendance at functions sponsored by the group.
8. **The group participates in periodic evaluation and assessment.** Groups need to become accustomed to routinely evaluating a variety of aspects of group life, ranging from the way meetings are handled to assessing the success of a particular project or program.

Source: “*Eight Characteristics of a Successful Organization*,” *Faculty Advisor Handbook 1996*, Montana State University, adapted by Werner University Center, Western Oregon University.

2.2 Group Development Stages

Each organization has an annual life cycle. In the model described below by Tuckman are activities and suggestions to help guide an organization through this process. Note that each stage doesn't have a defined beginning or end, but groups may proceed forward, fall backwards, stall in a stage, etc.

In the *forming* stage, members determine their place in the organization, go through a testing or orientation process, and are more independent. The organization in the *storming* stage has members who react negatively to the demands of whatever tasks need to be accomplished; conflicts arise as members resist influence, and there is a high level of emotion. In the *norming* stage, in-group feelings and cohesiveness develop, and

members accept the rules of behavior and discover new ways to work together. In the *performing* stage, the group becomes quite functional in dealing with tasks and responsibilities. Members have worked through issues of membership and roles; they focus their efforts and achieve their goals. In the *adjourning* stage, the group brings finality to the process, tasks are closed, and members anticipate a change in relationships.

Forming:

- Develop ice breakers to help the members become acquainted.
- Coordinate a retreat or workshop for the executive officers or the organization members.
- Review the organization’s mission and purpose with the membership.
- Identify the expectations of members and executive officers.
- Work with executive officers to share organizational history and traditions.
- Provide information to the executives and members on institutional policies and procedures
- Have individual meetings with the organization president.
- Discuss effective meeting management, planning programs, and team building with the executive officers.
- Provide support to executive officers.
- Provide an initial “to do” list for executives to assist them in beginning their duties.

Storming:

- Remind everyone that the storming stage is a natural part of the formation of a group.
- Provide mediation resources when conflicts become difficult for the group to manage.
- Teach confrontation and communication skills to the officers and members.
- Hold a roundtable discussion on issues with which the organization and membership are involved.
- Conduct a group decision-making activity
- Discuss and review executive officer roles
- Develop a rebuilding team activity.

Norming:

- Schedule a more in-depth team-building activity that includes greater self-disclosure.
- Have the members design t-shirts or some other emblem with which to identify themselves and the group.
- Assist the group in starting a new program that will create a tradition
- Review and possibly establish new goals for the organization.
- Maintain executive board and member relationships so as to avoid reverting back to the storming stage.

Performing:

- Ensure that the organization and membership have a task.
- Support the members and executive officers by giving feedback about what is going well and what can be improved upon for the next year.
- Step back and allow the organization to perform.

Adjourning:

- Develop a closure activity to help members determine what they learned and benefited from during the year.
- Conduct an assessment or evaluation of the year.

- Develop transition reports for new executives.
- Ensure that a plan or recognition is in place for the close of the year.
- Coordinate a closing banquet with awards and other expressions of appreciation.
- Encourage the executive officers and members to assist the group for next year in training, orientation, or other responsibilities.
- Identify how the organization contributed to the history or tradition of the organization.
- Ensure that the minutes, reports, and correspondence are properly stored and maintained in an archive.
- Record the addresses and phone numbers of graduating and other departing members for future correspondence.
- Give the members gifts of appreciation for their involvement in the organization.

2.3 Acknowledging Diversity

WOU is committed to provide equal opportunity for all individuals. Students must be free from an environment that is hostile or discouraging. Discrimination and discriminatory harassment is prohibited by federal and state laws, as well as WOU policy.

More than the freedom from discrimination, ask the students if they feel the organization is open, appropriate, and sends a message of civility and acceptance to all members of the campus community. These questions provide the groundwork for a proactive dialogue and a welcoming environment for all students and staff to see.

2.4 Recognition of Students

One of the best parts of being an advisor is advocating for them and watching their leadership skills grow as the course of the year progresses. You are in a position to recognize their efforts, potential, and contributions to the organization and to the university in a formalized way. A couple of these means are listed below.

2.4.1 Who's Who in American Colleges and Universities

This campus committee is responsible for selecting student leaders who have excelled in a variety of areas as well as academically. Juniors, seniors, and graduate students are eligible for nomination. More information and nomination forms will be sent via paper and e-mail on or about October 1st of each year.

2.4.2 Leadership Recognition Night

This Western Oregon University campus tradition recognizes students in leadership roles across campus and provides awards to recognize these efforts. Traditionally held the first Tuesday in May, this night provides awards in dozens of categories from across campus and is a highlight of the year. More information will be provided about Leadership Recognition Night on or about the middle of February.

2.4.3 Focus on Leadership

The annual Focus on Leadership conference is scheduled for the first Saturday in February. This free, day-long conference features a nationally-known keynote speaker on leadership that can make individual impacts on students. A large number of students attend and connections can be made with other organizations and leadership across campus.

Western Oregon Student Organization Directory

(As of Fall 2006)

	<u>Advisor</u>		<u>Student Contact</u>	
<u>Social</u>				
Japanese Pop Culture Club	Curt Yehnert yehnerc@wou.edu	503-838-8362	Leslie Scott HarleyLQuinn@aol.com	971-219-5335
WOU Student Conservatives	Debbie Kenyon kenyond@wou.edu	503-838-8293	Jennifer Rose jrose@wou.edu	503-887-0166
Gamer's Guild	Scot Morse morses@wou.edu	503-838-8921	Jamison Hemmert jhemmer@wou.edu	503-569-4731
The Wolf Pack	Aaron Worley worleya@wou.edu	503-838-8514	Josh Wagner	541-609-8526
<u>Athletic</u>				
Men's Lacrosse	Adalberto Reyes reyesa@wou.edu	503-838-8508	Mark Haner mhaner@wou.edu	541-680-3747
WOU Men's Rugby	Mark Baldwin baldwinm@wou.edu	503-838-8089	Josh Constien jconstien28@yahoo.com	503-267-1511
WOU Women's Rugby Football Club	Mark Baldwin baldwinm@wou.edu	503-838-8089	Jennifer MacWhorter jmacwho@wou.edu	541-991-1870
Men's Soccer Club	Rod Fretz fretzr@wou.edu	503-391-1090	Rick Misar rmisar@wou.edu	503-740-7128
Women's Water Polo	Melissa Ineck ineckm@wou.edu	503-838-8860	Chelsea Fuller wolveswaterpolo@yahoo.com	503-838-4302
Dodgeball Club	Shannon Talbott stalbot@wou.edu	503-838-8376	Thomas Silberberger tsilberberger@wou.edu	858-395-0128
WOU Crew Club	Bob Turner turner@wou.edu	503-838-8224	James Owens	503-851-6397
<u>Religious</u>				
Campus Crusade for Christ	Ryan West westr@wou.edu	503-838-8476	Sara Turin saraturin@aol.com	503-702-5226
Catholic Campus Ministry	Nancy Ganson gansonn@wou.edu	503-838-8808	Rose Silbernagel rsilber@wou.edu	503-606-0113
Fellowship House	Denvy Saxowsky saxowsd@wou.edu	503-838-8760	Denise Mosher dymosher@aol.com	503-838-6301
Campus Ambassadors	Kevin B Hughes hughesk@wou.edu	503-838-8044	Elise Anderson ca_wou@hotmail.com	971-218-3163
Northwest Collegiate Ministries (NCM)	Kris Dalton daltonk@wou.edu	503-838-8482	David Perry hisservant04@gmail.com	503-838-0862
<u>Cultural</u>				
Anthropology Society	William Smith smithw@wou.edu	503-838-8372	Nicole Juergensen junglefowl22@hotmail.com	971-218-7018
American Sign Language (ASL)	Debi Duren durend@wou.edu	503-838-8729	Myk Rose aslclubwou@hotmail.com	541-971-3179
MEChA (Movimiento Estudiantil Chicano de Aztlan)	Anna Hernandez-Hunter mecha@wou.edu	503-838-8195	Andrea Arce mecha@wou.edu	503-838-8403
Japanese Culture Club	Warren R. Allen allenw@wou.edu	503-838-8266	Chie Nakagawa chieoctober31@hotmail.com	503-409-7754

Students in German Club	G. Hoobler hoobleg@wou.edu	503-838-8715	Jodi Santillie wougermanclub@hotmail.com	541-331-3605
Hawaiian Club	Gary Dukes dukesg@wou.edu	503-838-8547	Kahea Werner swerner06@wou.edu	503-689-3198
International Club	Erin Van Ausdal vanausde@wou.edu	503-838-8141	Ermie Bureal bureal@yahoo.com	503-999-9893
Multicultural Student Union (MSU)	Anna Hernandez-Hunter hernana@wou.edu	503-838-8195	Blanca Aguirre msu@wou.edu	503-838-8403
Students Advocating Gender Equality (S.A.G.E)	Emily Plec plece@wou.edu	503-838-8819	Sabrina Hunter	503-580-9775

Educational

Business and Economics Club	Mark Seabright seabrim@wou.edu	503-838-8359	Mark LaLonde marklalande@hotmail.com	503-799-6004
CEVA	Mary Harden hardenm@wou.edu	503-838-8460	Kate Bappe kbappe@wou.edu	971-218-6682
Club Ed	Scott McLeod mcleod@wou.edu	503-838-8929	Josiah Fritz jfritz@wou.edu	503-749-1925
Model United Nations	Mary Pettenger pettengm@wou.edu	503-838-8301	Genna Melton viva_267@hotmail.com	503-866-8022
Natural Science Club	Mike LeMaster lemasterm@wou.edu	503-838-8136	Stacy Cooke manate4me@hotmail.com	503-428-2367
Pre-Professional Health Club	Lonnie Gurulnick guralnl@wou.edu	503-838-8863	Amber Stefani astefani@comcast.net	503-551-5898
Sports Management Club	Lynn Lashbrook lynn@smww.com	503-445-7105	Patrick Matecko Patrick@matecko.com	503-803-1659
Triangle Alliance	Galen Ciscell ciscellg@wou.edu	503-838-8304	Elizabeth Chambers chambee@wou.edu	503-751-4613
Western Oregon University Psychology Student Association (WOUPSA)	Kathy Thompson thompsk@wou.edu	503-838-8315	Amanda Miles amiles@wou.edu	503-803-2573
Interpreting Club	Elisa Maroney maronee@wou.edu	503-838-8735	Ben Cavaletto bcavale@wou.edu	503-999-4967
Student Historians of Western	Benedict Lowe loweb@wou.edu	503-838-8545	Richard Mansker rmanske@gmail.com	503-998-3574
Wolfgang	Kevin M Walczyk keveli@wou.edu	503-838-8274	Kevin Elmore sonicpainter@yahoo.com	503-623-5136
Philosophy Club	Ryan Hickerson hickersr@wou.edu	503-838-8762	Whitney Berke berke06@wou.edu	503-810-6322
Math Club	Cheryl Beaver beaverc@wou.edu	503-838-8404	Courtney Stowell cyork@wou.edu	971-237-7613
Criminal Justice Club	Stephen Gibbons gibbons@wou.edu	503-838-8317	Alexandra White zandran1@aol.com	503-409-0256
WOU Microgravity Flight Team	William Schoenfeld Schoenfeldw@wou.edu	503-838-8165	Avery Cotton averycotton@hotmail.com	503-606-0128
Communication Club	Emily Plec	503-838-8819		

Service

Circle K	Denvy Saxowsky saxowsd@wou.edu	503-838-8760	Timothy Thompson woucki@hotmail.com	503-661-2552
Phi Alpha Delta	Mark Henkels	503-838-8544	Danielle Bethell	503-851-8617

Monmouth Independence Tenants Union (MITU)	Peter Callero callerp@wou.edu	503-838-8352	Ryan Richards mitu@wou.edu	541-979-5695
YMCA	Darin Silbernagel silbernd@wou.edu	503-838-8176	Sarah Krebs skrebs@wou.edu	503-420-9326
Honorary Phi Alpha Theta	John L. Rector rectorj@wou.edu	503-838-8294	Kimberli Ranay cmkimmi@hotmail.com	503-560-3445
Political WOU Student Conservatives	Debbie Kenyon kenyond@wou.edu	503-838-8293	Jennifer Rose jeros@wou.edu	503-887-0166
College Republicans	Debbie Kenyon kenyond@wou.edu	503-838-8293	Amber Olson woucr.president@gmail.com	503-930-9502
College Democrats	Edwin Dover	503-838-8264	Carl Fisher	503-751-4607

4. Starting and Running an Organization

This information is mainly for students who wish to develop or start an organization. It can also provide a background to assist students and to help new advisors work through the process.

4.1 Starting a Student Organization

Students interested in organizing a new group on campus should meet with the ASWOU Student Organization Coordinator to discuss their ideas. They will be given a student organization charter form and instructions on how to fill it out. The applicants must create a constitution (see "Constitutions", Section 4.57) which conforms to the purpose and needs of their group. The constitution and charter form are then given to the ASWOU Student Organization Coordinator who will review the application. After approving the charter form and constitution, the constitution is then forwarded to the ASWOU Judicial Administrator and the WUC/SLA Leadership Development Coordinator for approval.

By the signing of the organization charter form by both the ASWOU Student Organization Coordinator and ASWOU Judicial Administrator, the group is given "Active" status, described below. The ASWOU Office Coordinator should be contacted to give the new organization an "Activity Code" for money coming in and out of the group.

4.2 Returning Organizations

At the beginning of each new academic year (or the end of the previous year), all student organizations must re-register with ASWOU in order to remain recognized and active. There is no other way for ASWOU to be assured that a student organization is still up and going from year-to-year. Copies of updated constitutions and charter forms will need to be submitted early fall term to the ASWOU Student Organization Coordinator. Organization presidents, treasurers, and advisors will need to have signatures on file for any financial efforts.

Organizations that are not chartered will not be able to use university facilities free of charge, access any monies kept at the university or receive any additional ASWOU or IFC funding. Returning organizations should be registered by the third week of fall term. Returning student organizations that fail to register, charter or submit constitutions by this time may be placed on "probationary" status until the end of the next academic term.

All ASWOU-funded student organizations will be reviewed by ASWOU every two years to determine if the organization conforms to the eligibility set for these groups. These organizations must demonstrate the following to maintain this status:

- At least three campus-wide, well-publicized events each academic year to demonstrate the organization's active participation in the WOU campus community.

- Financial responsibility, including showing 10% of the organization's budget has been received through fundraising.
- Strong communication of events and meetings to the campus community.
- Signatures of student members active in the organization to demonstrate stable membership.
- Statement of active advisor involvement in the organization.
- Once every year, the ASWOU-funded student organization must sponsor an educational seminar, class or other opportunity for either the campus population or the membership of the organization itself. It may or may not be offered for credit.
- An updated website and provisions for its upkeep on a year-to-year basis. The website must be active and online for student access.
- A student officer team and advisor from the organization will be asked to meet with the committee for a personal interview and informal presentation of this information.

4.3 Mandatory Information Sessions

One of the requirements for all student organizations is to attend a MANDATORY information sessions in the fall. These sessions will discuss university financial and travel procedures, cover areas for success and introduce student organizations to changes that have occurred. Each organization must have their president and treasurer (or equivalent positions) attend one of the sessions.

For new organizations or organizations that charter late, individual meetings can be scheduled to cover necessary information.

4.4 Organization Guidelines and Status

The information listed below defines student organizations on the WOU campus. Note that student organizations can either be active or probationary in nature.

4.4.1 Student Organization Guidelines, Policies, and Procedures

Registered student groups are non-profit groups that are organized, directed, and comprised of currently enrolled Western Oregon University students. Such organizations are organized to fulfill a well-stated purpose where the programs and activities are clearly related. Chartering of a student organization grants certain benefits as outlined in these guidelines; however, those benefits should not be misinterpreted as meaning that the group is part of or controlled by the University. In the same manner, the University does not support or adhere to the views held or positions taken by any group. Student organizations are free to exist on campus with or without any college benefits.

All voting members should be members of ASWOU. Membership and/or officer requirement cannot discriminate on the basis of race, creed, religion, national origin, sex, age, sexual orientation, or disability.

4.4.2 Student Organization Status

Benefits of Active Status

1. The student organization has all the benefits and rights given to registered groups, including the right to petition the ASWOU Director of Business & Financial Affairs for funding.
2. The student organization has met the responsibilities required to maintain its existence.
3. Hold meetings, special events, and social functions on campus without being charged room rental fees or setup charges.
4. Sponsor fundraising functions according to established policies and guidelines.
5. Have either an IFC account, or an agency account on campus. (No student organization, holding active status, may have an account off campus.)

Continuing Active Status

Organizations planning on continuing into the next academic year should notify the ASWOU Student Organization Coordinator during spring term. Each year, the group should do the following:

1. Review the constitution and make appropriate changes.
2. Fill out a new charter form.
3. Submit the new charter and a copy of the revised constitution to the ASWOU Student Organization Coordinator no later than the deadline given in order to receive active status.

Responsibilities of Active Status

1. Uphold all local, state, and federal laws.
2. Deposit all monies from funding, membership fees, and fundraising into either an IFC or agency account via the ASWOU Office Coordinator.
3. Comply with university policies and procedures regarding:
 - a. Health and safety
 - b. Use and scheduling of university facilities and property
 - c. Code of student responsibility
 - d. Fundraising guidelines
 - e. Transportation policy
 - f. Campus poster guidelines
4. Keep the student organization financially solvent by fulfilling all financial commitments within the allotted grace period upon receipt of a bill. (This will not exceed thirty days.) All financial business should be conducted in an honest, professional manner.

5. Have only registered WOU students as officers and only ASWOU members as voting members.
6. Conduct activities for WOU students.
7. Not allow the group to serve as a "front" for off-campus groups seeking preferential use of campus facilities.
8. Conduct all business in an orderly, democratic fashion.
9. Not discriminate on the basis of race, religion, creed, sex, age, national origin, sexual orientation, or disability.
10. Maintain a current copy of a list of names, addresses, and phone numbers of the officers and the faculty advisor(s) in the ASWOU Student Organization Coordinator's office.
11. Register the student organization annually if desired and notify the ASWOU Student Organization Coordinator if there are plans for the group to dissolve.
12. Hold at least two publicized meetings per term.
13. Hold at least one activity per term which is open to the campus and of interest to the general population. (Student Organizations defining themselves as a service organization may contact the ASWOU Student Organization Coordinator for a ruling on the number of service hours required in lieu of an open activity.)
14. **Organizations must check their organization mailbox in the Werner University Center Student Organization lounge located on the lower level for regularly for official campus correspondence.**
15. Follow all university procedures and timelines regarding travel, financial guidelines, and the student code of conduct.
16. Post all marketing and publicity material in accordance with university guidelines and respect all other student organizations' rights to do the same.

Failure to meet these responsibilities will result in the loss of active status! For clarification or more information, contact the Leadership Development Coordinator or the ASWOU Student Organizations Coordinator.

Probationary Status

1. The student organization has not met the responsibilities required of it to maintain its existence.
2. The organization may not petition the ASWOU Director of Business & Financial Affairs for funding while on probation.
3. The organization may continue to access its financial accounts.
4. The student group may continue to use campus facilities for meetings and may use the student organization lounge, post flyers, and conduct business meetings.
5. Compliance with the terms of probation will assure immediate reinstatement to Active Status. Terms of probation will be established on a case-by-case basis by ASWOU for a specific length of time.
6. The student organization has the remaining portion of an academic term, minimum of one month, to comply with the probation terms. After this time period, if the group has not complied, any and all rights will be withdrawn, and the organization's financial account, if any, will be frozen. The group will cease to exist for the remainder of the current academic year.

7. If the terms of the probation are not met, then the student organization charter may be revoked, immediately discontinuing all benefits previously received.

NOTE: Groups may petition the ASWOU Student Organization Coordinator for exceptions to the above. The Student Organization Coordinator, in cooperation the ASWOU Judicial Administrator, will rule on the petition.

Violation of Probationary Status

If a student organization violates its probationary status, the organization faces being derecognized by ASWOU for a period of one academic year. This will be subject to an official ASWOU decision and petition by the organization. All decisions made by ASWOU in this regard are final.

4.4.3 Organization Mailboxes

Each recognized student organization receives a mailbox in the Student Organization Lounge on the lower level of the Werner University Center. This mail should be checked by the organization on a regular basis. Mail sent to the organization should be sent to the following address:

STUDENT ORGANIZATION NAME
c/o ASWOU
Western Oregon University
345 N. Monmouth Ave.
Monmouth, OR 97361

If any student organizations wish to distribute information to all other campus groups at Western Oregon University, the organization itself is responsible for putting materials in the mailboxes.

4.5 Creating Interest and Getting Members

Many student organizations face the difficulty of attracting new members and motivating existing members to be active. To address this issue, some questions that an advisor can address with the group are listed below.

- Is the organization effectively publicizing its meetings, holding them in a location where people can attend, or giving reminders to its members?
- Are the activities and events reaching a diverse group of interests within the group or are they the same thing over and over again?
- Do the students feel like they are needed? Students that are involved, have their opinions solicited and are told that they are valued will be more committed to the organization.

- Are the meetings useful or are they unstructured and without purpose? People do not like to waste their time with unnecessary meetings.
- Does everyone feel that they can speak up in the meeting and be heard or is the organization a clique-ish group that caters to only a few?
- Is the pace of the meeting or events lively and interesting?
- Is the organization being proactive about its members and the value they play to the organization?
- Are the events being planned things that you would want to go to?
- Who gets to vote in your organization? More people equals more input and involvement while fewer people leads to exclusivity and cliques.

Creating interest is an art and relies upon a variety of members to solicit friends and groups that can participate and feel like they own part of the success of the group. Discuss the organizational leadership ideas on involvement and how to meet their goals.

4.6 Organizational Structure

The organizational structure of a student organization can vary according to its needs. There are traditional roles that are played, but there is certainly flexibility in the design of the organization and leadership of the group. Below are some examples of officer positions that could be filled.

- President – chairs the meetings, creates agendas and leads the group.
- Vice-President – chairs in absence of president, is the committee coordinator, promotes activities and events.
- Secretary – records events of meetings, communicates events and activities.
- Treasurer – keeps all financial transactions including purchase orders, deposits, fundraising, etc.
- Historian – tracks and records all events of the organization for the year.
- Publicity Chair – creates advertising, press releases, and communication for the group.
- Activities and Events Coordinator – coordinates the events and membership in organizing activities or programs.
- Membership Coordinator – recruits new membership and tracks responsibilities for chartering the group, etc.

Although WOU requires specific positions on the charters of organizations, there is flexibility of use. For example, the president could retain the title of “Grand Poobah” or there may be an officer for Equipment Rental/Procurement for a kayaking club. The options are endless and should be tailored to your specific group.

4.7 Constitutions

Constitutions are the founding documents that guide and organize an organization toward a specific purpose. They also guide the conduct of the group, setting procedures for leadership and how to handle the turnover that occurs on a yearly basis.

Writing a constitution is a relatively easy process using a template provided by WOU. It should be typed on a computer where editing is relatively easy and there should be hard copies available to the membership of the group.

Once a constitution is created, it must be submitted to the ASWOU Student Organization Coordinator and the Judicial Administrator for review and approval. They can accept the constitution or send it back with revisions that are needed. The template for Western Oregon University's constitution is below, but you may also add additional areas that would be beneficial to a specific group.

Article I. Name of your student organization. You can include a definition of your Student Organization's goals (separating name, definitions, and other areas, with sub-sections, e.g. 1.1, 1.2, etc.)

Article II. Purpose: What are the intentions of your student organization? How will your organization serve the students of Western Oregon University? Use broad terms so as to not hinder your group from future activities.

Article III. Membership: How does one become a member of your organization? All ASWOU students must be eligible for membership. If you have, or desire, a selective membership process, a petition may be requested from the ASWOU Student Organization Coordinator.

Article IV. Student Organization Officers:

- a. Duties and powers
- b. Requirements of office
- c. Selection and removal
- d. Term of office

Article V. Dues: If your Student Organization collects dues, how much are the dues and how often does your Student Organization collect them? What does the money collected pay for?

Article VI. Meetings: How often will your student organization meet?

Article VII. Amending the constitution: What process does your group have for amending its constitution?

Article VIII. Dissolution: If the student organization dissolves, how will any debts of the student group be resolved? What will happen to any funds the organization currently holds?

Note that money in ASWOU student organization accounts for groups that are no longer active for a full academic year will roll over into a general ASWOU account. This money cannot be recouped by an organization following this roll over.

Note: The student organization president and the advisor must sign and date the constitution. It must be typed and revisions must be approved by ASWOU before it is finalized.

4.8 Role of Committees

Committees within a student organization are small groups that are assigned to carry out one or more tasks for the group. Some of the areas that committees might be created for include: membership, publicity, events planning, community service and outreach, or many others. These committees are often the way in which organization activities are accomplished.

There can be two types of committees:

- Standing committees are those that are appointed for the entire year and are concerned with on-going organizational business.
- Ad Hoc committees address a specific short-term or emergent issue. Once that issue is addressed, the Ad Hoc committee dissolves.

Committees should have someone recording minutes and have a legitimate purpose for meeting. They should provide means for effective participation, assign responsibilities for each committee member, work as a team, have an agenda, and report periodically to whoever in the organization coordinates committees.

4.9 Running Effective Meetings

4.9.1 Purpose of Meetings

Any meeting should have a purpose and be organized in a way that the membership knows that they are there for a reason and truly want to be there. Meetings should focus on organizational business, as well as relationship building for the members themselves. People join organizations to feel like they belong or identify with a group, and this should be taken into account when planning activities and the meetings themselves.

4.9.2 Parliamentary Procedure

Parliamentary Procedure is the guideline for running effective and efficient meetings as described in the book, *Robert's Rules of Order*. It lays the foundation for the business run in many organizations and clubs throughout the country and the world, as well as most major forms

of government. The guidelines in this book are effective, but may also be too formal for most organizations. Not many student organization meetings call for the formality of a “Division” or move the “Previous Question!” Below are some basic guidelines for meeting etiquette and organization to get things started, but refer to *Robert’s Rules*, the Student Leadership and Activities office, or other guides for more specific information.

- One person speaks at a time.
- Discussion is limited to the topic at hand – limit tangents.
- Don’t repeat discussion, agree instead.
- Members shouldn’t expect a meeting to start late or end early.
- Listen to all sides of an issue.
- Be courteous and respectful.
- Begin and finish on time.
- Encourage participation, especially from people that may not speak much.
- Reach consensus where possible and avoid the adversarial nature of a vote.
- Prepare an agenda that the group can work from.
- The chair and the advisor should assist in guiding group discussion on topics that are productive and relevant.
- If the vote is taken, know whether the vote should be by raising of hands, by voice, roll call, secret ballot, etc. Also know whether a majority or a 2/3 vote is necessary for approval.

4.9.3 Scheduling Locations

Another concern for running effective meetings is when and where the meeting or event is being held. For example, a meeting or event held the same time as a WOU football game or other large event may not be successful. The same holds true for holding a meeting in a location where few people have access to, such as Salem or otherwise (unless transportation can be arranged for all). As an advisor, challenge the group on the ability for all to attend as well as the timing for events that take place. Get the group to consider alternatives and make solid decisions.

5. Event Planning

Most organizations are only as effective as the events or activities that they plan. This next section will discuss effective strategies for planning events and avoiding the pitfalls that can sometimes plague activities! Remember to examine each of these steps and evaluate the entire process once the program has been completed.

5.1 Assessment

The first step in an effective event planning process is assess what the membership, student population, or audience is going to want or need. This is often the most overlooked step in an event planning process, but the most vital for success. Many times, well intentioned students plan a perfect activity that has a very low turnout.

It is vital to remember that you should know your audience. This can only be ascertained by gathering information from them. When your organization wants to plan an activity, challenge them to think if it is what their audience will want and how that event will be meaningful to them.

- Listen to what people are saying on campus or in the meetings about activities that they would want to see.
- Create surveys and distribute to campus groups.
- Have informal student contact.
- Discuss ideas in meetings.
- Complete note cards.
- Address campus issues or problems that are on student's minds.

5.2 Organization

This next step examines what needs to be done and who is going to be responsible for doing it. Some suggestions for organizing an event are as follows:

- Use the person who developed the original idea. They will be loyal to see the program through to completion.
- Don't just ask for volunteers, but ask them by name to take a part in the responsibility. Provide them with support and follow-through.
- Set up committees and provide importance to each part of the program.
- Follow the Event Advisement process through the WUC/SLA office.
- Be aware of campus programs or events that may conflict with the audience or facilities.
- Utilize campus resources and students as program presenters.
- Check all arrangements the day prior to, and of the program.

- Locate events in visible areas of the building or campus and experiment with different locations.
- Ask what a good time for the program might be from several sources.

The keys to success in this area are in the details! By examining materials, finances, responsibilities, communication, and publicity needs, it will help with the organization and success of the event!

5.3 Event Advisement

Events sponsored by recognized student organizations must be registered and approved. This process also allows each event to be reviewed by Student Leadership and Activities staff to help assist in its success.

Event Advisement is required for the following events:

- Vendor space in the Werner University Center. Vendor spaces are for the sale of goods. Information or recruitment tables do not have to go through the Event Advisement process.
- Campus activities open to the general campus population or members of the organization.
- Any non-academic-sponsored event on campus (but not residence hall events being held in Valsetz or the residence halls.)
- Fund-raising projects involving the use of university facilities and/or the use of a cash box.
- Raffles held to raise funds.
- On or off-campus events which may create sound levels impacting classes in session or the surrounding public community.

Event Advisement is not required for the following events:

- Regular organization meetings.
- Events that are closed and not open to people outside of the organization.
- Information tables in the Werner University Center as long as there are no sales taking place.

Registration of Event Process

- Students involved in planning events like those listed above may tentatively reserve space on line to initiate the event advisement process. This can be found at: <http://www.wou.edu/student/wuc> and click the “Reservations” link.
- All activities should be registered at least two weeks in advance with an event advisor, who will determine which individuals on campus need to be informed of the planned event and to determine logistical needs (i.e. facilities, equipment, staffing, etc.). Groups

planning specific all campus events requiring the staffing of additional support individuals from the campus (e.g. International Night, Pow Wow, etc.) should plan on registering the event three to four weeks in advance or additional charges may be incurred for the staffing of the event.

- Your appointment with the event advisor will define the specific needs for your activity and inform you of what individuals on campus will need to be informed of your event. S/he will also:
 - Provide information about Werner University Center resources and other university facilities which may be of value to you in event planning.
 - Explain university policies and procedures as they apply to your programs.
 - Preview all financial considerations and procedures.
- After the Event Advisement form is completed and confirmed with the WOU Facilities Manager, the sponsoring organization will receive a confirmation of the registered activity defining time, location, applicable fees, equipment needs, etc.
- The student will be asked to obtain signatures from their advisor as well as other campus individuals that have a “need to know” or will coordinate some aspect of the event. For example, events on exterior campus grounds like the Grove will require a signature from the Physical Plant so they know of the event and can help brainstorm how to make it successful.
- After the signatures have obtained, the entire event advisement packet must be returned to the WUC Information desk by the deadline indicated on the form.

Consequences of Non-Compliance

- Limited publicity - your organization may be the only individuals who know about your event.
- Scheduling conflicts - room assignments or types of activities incompatible with other activities (i.e. concerts and forums in the same area).
- Restricted facilities - most campus facilities can be used only if reserved through the Event Advisement process.
- Cancellation – repeated errors may lead to your group having events cancelled and may be flagged for future reservations, making it difficult for an organization to function.

5.4 Marketing

Marketing and publicity are vital to any event. Innovative publicity and marketing ideas are much more likely to get noticed and lead to successful turnout and results. Some suggestions when marketing events are below:

- On any piece of final publicity, make sure it answers the questions: Who? What? When? Where? Why? and How Much?
- Using themes can be helpful in programming.
- Formulate ideas well in advance so there is ample time for carrying them out.
- Get started on publicity early so individuals can plan ahead.
- Identify who you are trying to reach.
- You don't have to be artistic to have successful publicity.
- Tap into the resources around you on campus and in the community.
- Know campus posting policies (see below.)

If you create posters for marketing, make sure they are clear and simple, have a logo if possible, use colored paper and different inks, use a creative title or catchy phrase, make sure the information is accurate, and distribute them where students will see it! Vary the locations if possible, including the height or shape of the posters to make it more eye-catching.

There are poster materials and pens available in the ASWOU Student Organization lounge for any recognized, active student organization on campus to make posters for its own use. Materials should be properly cared for and used only in the lounge location.

5.4.1 WOU Poster Guidelines

WOU Campus Posting guidelines can be found on-line at:

<http://www2.wou.edu:7777/pls/wou2/policy.woupolicy.main>

All signs/posters posted on campus must be authorized with a stamp of approval by the Vice President for Student Affairs office (WUC, 2nd floor) before posting. All posters/signs must contain the name of the sponsoring organization, and other pertinent information, and should be free of misspellings and inaccuracies. 32 posters/signs or less are needed to post on all boards on campus. Every organization or individual is responsible for distributing their own posters/signs after they are approved, and removing the posters/signs after the event.

Poster Regulations:

- 32 posters/signs (or less) are needed.
- Posters may be no larger than 17" x 22" in size.

- Poster copy must include, but is not limited to, all of the following pertinent information: WHO is sponsoring the event (full name), WHAT the event is, WHERE and WHEN it will be held, and HOW MUCH the admission fee is (if applicable).
- It must also include the disability accommodation statement: “If you have a disability that may require some accommodation in order to participate in a Western Oregon University activity, please notify [WOU organization or department name] at [phone number or e-mail] at least 48 hours in advance.”
- Single-event posters may be posted two weeks in advance of an event. Multiple-event posters may be posted for the duration of the events.
- Signs/posters may be posted only on bulletin boards assigned to the building. State law prohibits posting on doors. Campus policy prohibits posting on any painted, wooden or brick surface.
- The sponsoring organization is responsible for removing all posters within 72 hours following the event in order to retain future posting privileges. Posters/signs posted in unauthorized places or not following these guidelines are subject to charges for removal.
- Non-event posters/signs are approved for a two week hanging period depending on the amount of signs/posters already distributed. If the individual or organization would like their posters/signs to stay up after the two week period, the posters/signs must be re-approved by the Vice President for Student Affairs office.
- Use PUSH PINS – no STAPLES.
- For Banner space locations, check the Werner University Center office.
- For More Information: Call the Vice President for Student Affairs at 838-8221. The VP for Student Affairs office reserves the right to refuse authorization to any sponsoring organization or individual not following these guidelines.

Poster Distribution Areas:

Please Note Specific Instructions for Each Area

Administration Building:	1 poster. Use the board on the right side of the hall inside the main entrance doors. DO NOT post on any of the "jobs" boards.
APSC:	One poster. Bulletin board inside main entry.
Arnold Arms:	1 poster. Only use bulletin board on left side of front doors.
Campbell Hall:	1 poster. No staples. Use bulletin board by west end, next to Rm. 111, to the right of the stairs.
Cottage:	1 poster. Bulletin board outside main entry (to the right)
*Education Department:	2 posters. Give to the office staff on the second floor for posting.
ESL:	300 N. Stadium Dr. 1 poster. Give to person at window to the right of the front door. (This is the trailer across from the stadium.)
*Library:	1 poster. East entrance vestibule.

Natural Sciences Building:	1 poster. Use bulletin board to the right of the main door under the sign saying, "Happenings in Next 15 Days."
NPE:	1 poster. Give to Athletics Department office staff.
OPE:	1 poster. Use bulletin board next to Room 105.
*Residence Halls:	9 posters for halls and one poster for Valsetz. Give all of them to University Residences office at Valsetz Hall. An additional 39 posters may be provided for the residence halls.
Rice Auditorium:	1 poster. Bulletin Board located next to room 104.
Smith Hall:	1 poster. Give to office staff in Room 102 for posting.
Student Health Center:	2 posters. Give to office staff for posting.
Todd Hall:	1 poster. Use bulletin board at the foot of the stairs, making sure the poster does NOT hang over the handrail.
University Public Safety:	1 poster. Give to secretary for posting.
*Werner University Center:	3 posters for campus-sponsored events. Give to front desk across from Wolf Express.
West House:	1 poster. Use bulletin board in the hallway on the left side.

NOTE: The buildings listed with an "*" are campus "Hot Spots." Most of the student/faculty population will see these boards. Due to limited space on some boards you'll find it useful if you post these "Hot spots." *Please conserve space and be considerate to others when posting. Thank you!*

Valsetz Poster Policy

1) Signs, posters, and table tents must include the following information to be approved for posting in the Valsetz:

- Sponsor
- Event or program title
- Date
- Time
- Location

All signs, posters, and table tents displayed in the Valsetz are approved through the Dining Services Office. Signs pre-approved for display in the glass cases should be left with the University Residences Office.

2) For ASWOU and off campus events:

- Posters for off-campus events are limited to the glass cases with approval from the VPSA office.

- Table tents must be printed on card stock, pre-approved, and space reserved with the Food Service Director. No more than two table tents may be placed at each table.
- ASWOU events may reserve one wall space for publicizing events, in addition to the glass cases. The space must be reserved with the University Residences Office, and the sign/poster must be pre-approved by the Food Service Director.
- No glitter may be used on signs or posters.
- Sponsoring organizations are responsible for posting and taking down large posters and table tents.

3) Areas approved for large posters include:

- The belt line (size limited to 3' x 6.5')
- Middle Sister (brick walls, size limited to 3' x 10')
- North Sister (brick walls)

5.4.2 Signs and Other Guidelines

Easels, lawn signs, and banner space are available to assist groups with advertising. Easels and lawn sandwich boards can be reserved by coming to the Werner University Center information desk to review which spaces are available. Banner space, located above the elevator, can be reserved during your Event Advisement meeting or on-line beforehand.

Banners

- Locations above the WUC elevator, 2nd floor. Use push pins.
- Maximum of 10 days and maximum size of 3' x 6'.
- Only one banner space per event.

Easels

- 6 Locations in the WUC, 1st and 2nd floors for WOU-sponsored activities only.
- Maximum posting time of 10 days with maximum poster size of 24" x 30".
- Tacks or sticky-tac to keep signs on the easels.

Sandwich Boards

- Placement only on grass strip between sidewalk and street along Monmouth Avenue between Jackson and Church streets. Also available are campus tree circles and bark dust areas other than flower beds.
- Maximum poster size is 17" x 22"
- Sandwich boards must be returned to the WUC Information desk at the end of their reserved times. Fines or charges may be allocated if not returned in such a manner.
- Sandwich boards must be removed from grass areas from 7 am – 12 noon on Monday morning to allow for maintenance by WOU grounds crew.

Lawn Signs

- No larger than 17” x 22” posters.
- Maximum of 10 on each side of Monmouth Avenue and in the same locations mentioned in the “Sandwich Board” policy above.
- Groups must provide own lawn stakes.
- Groups must remove lawn signs after event, posting on a first-come, first-request basis.
- Only one event per week granted for a maximum of seven days.
- Lawn signs must be removed from grass areas from 7 am – 12 noon on Monday morning to allow for maintenance by WOU grounds crew.

Chalking

- Chalking on public walkways is discouraged because of the chalk that tracks into the university buildings.

5.5 Food Services Policies

The following information is excerpted from the official guidelines. These can be found in their entirety by contacting Werner Oregon University Catering at 838-8439.

I. Campus Catering Guidelines

- The office of Western Oregon University Catering must be made aware of all food or beverage service provided on campus.
- All departments will utilize Campus Catering for their food and beverage needs on campus.
- WOU departments and student organizations are not required to use Campus Catering at Gentle House.
- Student groups may receive discounts on catered events related to the amount of labor donated by the group to the function.
- Privately purchased or prepared food will be permitted only if consumed in private such as in an office, staff or student lounge, employee lunch room, student meeting room or residence hall.
- All open campus events serving food must use campus catering.

II. Bake Sales

- Student groups can hold bake sales if they meet Health Regulations, and include breads, pies, cookies, doughnuts or pastries without perishable fillings or toppings as well as fresh fruit and produce from private gardens.
- The activity must be scheduled through the office of the WOU Facilities Manager and can be in any building except Todd Hall and the Education Building.

- No more than 3 sales per term and they cannot conflict with other bake sales already scheduled.
- Pricing must be equal or greater than prices charged at campus retail food service outlets for the same item.

III. Use of the catering kitchen

- The catering kitchen and equipment is available if no conflict with catering events.
- All food preparation must be conducted in the University's licensed facilities.
- Preparation of food will be by food service staff or trained volunteers.
- Groups are responsible for cleaning and vacating the kitchen at the assigned time.
- Food must be purchased through WOU Campus Dining or delivered by commercial transport.
- Campus Dining freezers, coolers, and warmers are limited to food purchased by Campus Dining and approved donations.

IV. Table Tents/Advertising

- All advertising must be approved by the Food Service Manager prior to distribution.
- Approval will be given to advertise events with the specific area of the advertising, i.e. Activities Board advertising an event to be held in the Summit will be allowed to advertise the event in the Summit.
- Table tents and other advertisements will be allowed one week prior to the event and removed immediately following the event.
- Valsetz Dining Hall policies and procedures can be found by contacting their Food Service Director.

V. Other

- Alcohol is allowed on campus, but in very specific situations. The alcohol policy for the university can be found at:

<http://www2.wou.edu:7777/pls/wou2/policy.woupolicy.main>

- Appeals to any provision of this policy must be done in writing to the Vice President for Business and Finance.

6 Finance

6.1 Financial Policies

Accurate recording and reporting of financial transactions within any organization is critical to the credibility of the group, but also of the student governmental process as a whole. Organizations are responsible for keeping a positive balance on all student organization accounts. The information below will discuss the various areas important in the area of organization finance.

6.1.1 Raffles

Student groups wishing to hold a raffle must gain approval of the Leadership Development Coordinator through Student Leadership & Activities who will review the size and scope of the raffle as it relates to rules provided by the Oregon Department of Justice.

If the raffle is within these provisions, the coordinator can approve raffles with a handle of no more than \$10,000 for all student organizations (campus-wide) for a calendar year.

All raffle deposits must be made through the ASWOU office!

The Vice President for Student Affairs or designee will keep an accurate record of the total handle generated from all student raffles approved in accordance with the overall handle limit. If the group's activities will not fall within the above situations, they must work with the WOU Foundation to conduct a raffle within the rules established by the Oregon Department of Justice.

It is imperative that student organizations have good financial accounting with raffles. Tickets must exactly match the money received for the raffle.

Contact the Leadership Development Coordinator if you are sponsoring a raffle to make sure you are familiar with these guidelines.

6.1.2 Ticket Sales & Cash Boxes

Cash boxes and pre-printed tickets are available for student organizations sponsoring an activity or program involving monetary transactions through the Werner University Center Office.

How to order a cash box and/or pre-printed tickets:

- At the time a representative from a group or organization meets with an event advisor to complete the event advising process, the individual(s) will request a cash box for the event. The cash box request will be documented on the Event Advisement form.
- Only pre-numbered tickets will be assigned by the University Center staff and requests for tickets will be documented on the Event Advisement form during a meeting with an event advisor.

When picking up the cash box or tickets:

- Before the event, the individual designated to pick up the cash box will sign the cash fund slip noting the organization, index number, the dollar amount, the purpose of the cash fund, and the signature of the individual to whom the cash was issued.
- The individual picking up the cash box and/or tickets should count the monies and make sure the count agrees with what you are signing for. The individual will be responsible for the monies, tickets, and the replacement cost of the cash box if not returned.

When returning a cash box and/or tickets:

- When a cash box and/or tickets are returned, a recap of tickets and cash will be documented and signatures will be secured from the individual(s) returning the cash and/or tickets and the University Center staff.
- Deposits and the return of cash boxes and tickets will be accepted during business hours of the Werner University Center. The WUC cash fund must be returned in U.S. currency (No checks or foreign monies will be accepted for the beginning fund).
- All monies must be returned to Werner University Center Information Desk and the ASWOU Office Coordinator will automatically deposit the money into the student organization account.
- Student organization members are not to walk away with monies.

For additional information, please contact the Werner University Center Office, 838-8261.

6.1.3 Vendors

One of the most effective ways for student organizations to raise money is to contract with vendors for space in the Werner University Center. Each group can negotiate a price with the vendor for a specific number of days. This money is given to the organization's account, and the space is reserved by the organization itself for free.

During the event advising process, student organizations reserving space for vendors will receive an information sheet to assist with the process, but some considerations will be:

- Vendor spaces are on a first-come, first-served basis, so tentatively reserve vendor space on line prior to confirming the vendor.
- Greeting the vendor and collecting the fee you agreed upon prior to set up. Deposit fees with the ASWOU Office Coordinator. Typical rates have been \$50/day or less than that for more than one day.
- The east vendor location near the east entrance at the WUC is reserved for vendors that do not sell merchandise or services only (information tables only).
- Parking permits for one day only are available for vendors at the WUC Information Desk, paid for by ASWOU. Additional days must be paid by vendors through the Cashier's Office.
- Vendors may only use the space assigned to them and must remove all materials at the end of each day of the reservation, even if they come back the next day.

6.2 Deposits & Fundraising

ALL MONIES COLLECTED FOR A STUDENT ORGANIZATION MUST BE DEPOSITED INTO AN ASWOU ACCOUNT! If a WUC cash box is used, deposits must be made directly at the Werner University Center Information Desk during normal business hours. If there is no WUC cash box utilized with the deposit, the money should be turned in directly to the ASWOU Office Coordinator during normal business hours. Examples of fundraisers include bake sales, car washes, selling products in the Werner University Center, dances with admission prices, and many others.

The cash will be documented and signatures will be taken from the individual(s) depositing the funds. All checks that are received should be made out to "ASWOU" or Western Oregon University.

Fundraising is encouraged and supported by Western Oregon University. It should conform to ethical guidelines and practices approved by WOU. More information can be found or by contacting the Western Oregon University Foundation.

6.3 Personal Service Agreements and Contracts

An important document to become familiar with is the Personal Services Agreement. This is the university's agreement that must be completed to pay an individual for services provided, like a speaker, consultant or someone providing a service rather than a product. In addition, the individual or business must also be accompanied by a W-9 form and be on file so that WOU can report how much money was paid to that individual or business for tax purposes. It is best to have it filled out in conjunction with the Personal Service Agreement.

It is imperative that a group plans ahead and does an event advisement prior to starting a contract agreement! These agreements may be obtained by the ASWOU Director of Business and

Financial Affairs or the Office Coordinator at ASWOU. Once the worksheet is turned in, the Office Coordinator will complete the formal contract.

Contracts with WOU require that they must be signed by all parties before the services begin, or payment will be denied. Oregon law doesn't allow for any exceptions in this case.

6.4 Purchase Order & Reimbursement Procedures

For specific questions about policies and procedures for purchasing goods or services for student organizations, contact the ASWOU Director of Business & Financial Affairs or the ASWOU Office Coordinator to ensure that your account has enough funds to cover purchases. Accounts overdrawn will be "frozen" until the account shortage is resolved.

6.4.1 On-Campus Purchasing

Student organizations may purchase goods and services from the Western Bookstore, Library and Media Services, and other on-campus vendors. Purchases made on campus do not require a Purchase Order, but you do need to know your index number and activity code. You also need to fill out the appropriate journal voucher, bookstore authorization or catering charge authorization form. Know the correct paperwork through ASWOU!

6.4.2 Off-Campus Purchasing

Purchases made off-campus require the use of a WOU purchase order. Purchase order forms must be picked up from the ASWOU Office Coordinator or the ASWOU Director of Business and Financial Affairs within five working days of the purchase. Some vendors do not accept a state purchase order, so verify whether your vendor will accept a purchase order. If they will not accept a purchase order, contact the ASWOU Office Coordinator to make other arrangements in advance of the purchase.

If the organization is going to purchase an item or service over \$1,000, the group needs to submit a minimum of three competitive bids or quotes. Forms may be obtained from the ASWOU Office Coordinator.

Before completing the purchase order, the organizational account is checked to ensure available funds exist. Once approved, the advisor, the ASWOU Director of Business and Financial Affairs and the ASWOU advisor signs off on the forms and the information is then transferred to a state purchase order. Western will only issue a check once an invoice is received.

6.4.3 Reimbursements

It is important to know personal reimbursements are reserved for emergency purchases only. A Pre-Reimbursement form is available from ASWOU to fill out for a purchase that you will be using personal funds for. If one needs to be done, please contact the ASWOU Office Coordinator. Following your purchase, you must complete a Personal Funds Reimbursement form with the ASWOU Office Coordinator; complete it and attach the original receipt. All reimbursement requests must be submitted within 14 days of the original expenditure.

All purchases through your student organization MUST be pre-approved. Contact ASWOU prior to making any purchase or initiating any financial transaction!

6.5 Recordkeeping

It is vital and mandated by ASWOU that each organization maintains an accurate record of its monies. All financial transactions must be recorded and processed through Western Oregon University's financial accounts. A balance sheet that records in detail the amounts, dates, and descriptions of the organization account should be maintained and updated on a regular basis. It is also a good idea to have the treasurer (or other officer) report this information to the membership as a whole on a regular basis.

Periodically, ASWOU and the university will provide a statement of the student organization's account to each organization to help reconcile the account register. You can also request financial statements from the Office Coordinator in the ASWOU area.

When an officer change occurs, the organization advisor should assist in making sure that the bookkeeping records are handed to new officers and that new signature account cards are filled out at the ASWOU office area in the Werner University Center.

6.6 ASWOU Grant Requests

The following information provides details for ASWOU Grant Requests. This procedure allows additional money for a student organization to be provided by ASWOU on a case-by-case approved basis.

- 1) Identify a need for grant funds from the Associated Students of Western Oregon University. All funding is at the discretion of the ASWOU Director of Business and Financial Affairs and the ASWOU President.
- 2) General stipulations regarding the use of grant funds are as follows:

- The activity should be beneficial not only to the student organization, but also have redeeming value to the campus and/or community. Such activities could include speakers or conferences.
- Considerations for approval may include: fundraising efforts, financial need, total number of students and community members affected, other sources of funding that could be used, and merit.
- Student allocated fees are not to be used for any non-budgeted food or clothing expenditures (e.g. pizza parties, club t-shirts, award dinners, etc.). Only monies raised by the organization can be used for non-budgeted food and clothing.
- The organization must have chartered in the spring of the previous year.

3) Before seeking a grant, the organization should attempt to procure funds from other sources. These might include academic departments, the Incidental Fee Committee, Institutional Advancement, or administrative office such as the offices of the President, Provost, or Vice President for Student Affairs.

4) Obtain a grant request form from the ASWOU Director of Business & Financial Affairs or the ASWOU Office Coordinator.

5) Research your cost estimates. Make necessary telephone calls for rate quotes on airlines, hotel, car rental, etc. It is recommended that you contact the ASWOU Office Coordinator to help you get some of your information because as a state agency, Western Oregon University can only use specific vendors and business agencies. Also, items such as speaker fees, gas reimbursement, and activity expenses should be researched.

6) Fill out a grant request form. This form is not comprehensive, therefore it is very strongly suggested that an addendum be attached to more clearly justify the purposes for which the grant monies are to be used. The addendum should include, as a minimum, the following items:

- A complete explanation of the planned activity if the space provided on the grant request form proves insufficient.
- A complete explanation of attempts to procure alternative sources of funding, including fundraising activities of the group to support the program.
- An itemized list of all expected expenses. Expenses could include lodging, meals, registration fees, speaker's fees, rental car, airfare, materials, etc. Include a line item budget of projected total expenses, subtract a line item of total available funds that will be used for the activity, and give a grand total line item for the amount of the request.

7) Grant proposals are to be given to the ASWOU Director of Business and Financial Affairs at least three weeks in advance. There will be no exceptions to this rule. This will allow for enough time to take care of all the necessary paperwork. If in doubt, get it in early.

8) If there are any questions about this grant process, they may be directed to the ASWOU Director of Business and Financial Affairs. These individuals understand the process and will be able to assist you in building an effective grant proposal.

7. Student Travel

7.1 Purpose of Travel

It is the policy of Western Oregon University to promote WOU in a professional manner and ensure adequate emergency plans are in place at all times for students and student groups during University Sponsored Off-Campus events. Western Oregon University has committed itself to the education and development of healthy, productive, and responsible individuals (see WOU's Drug-Free Schools and Communities Policy Statement).

7.1.1 Changes to Student Travel

There are no longer 15-passenger vans from the Motor Pool fleet but there continues to be 12-passenger vans. These vans still require a SAIF driving class in order to be eligible to drive them.

In another change, according to the Vice President for Student Affairs Office, alcohol can be consumed during student travel.

During a University Sponsored Off-Campus Event, students who are accompanied by a faculty or staff advisor may purchase, possess, or consume alcohol ONLY if the following conditions are met:

- a.) the individual is of legal drinking age and conforms with all Oregon policy and laws.
- b.) the faculty or staff advisor has defined the official event portion of the off-campus event to be concluded.

See 7.1.5 for specifics or contact the VPSA office.

7.1.2 Student Vehicle Travel Procedures (Land-based)

Travel procedures can be difficult to understand and requires multiple steps. The flow chart below should assist in knowing which forms and procedures are needed for each type of event. The flow chart will also have letters which correspond to the index key below for more information.

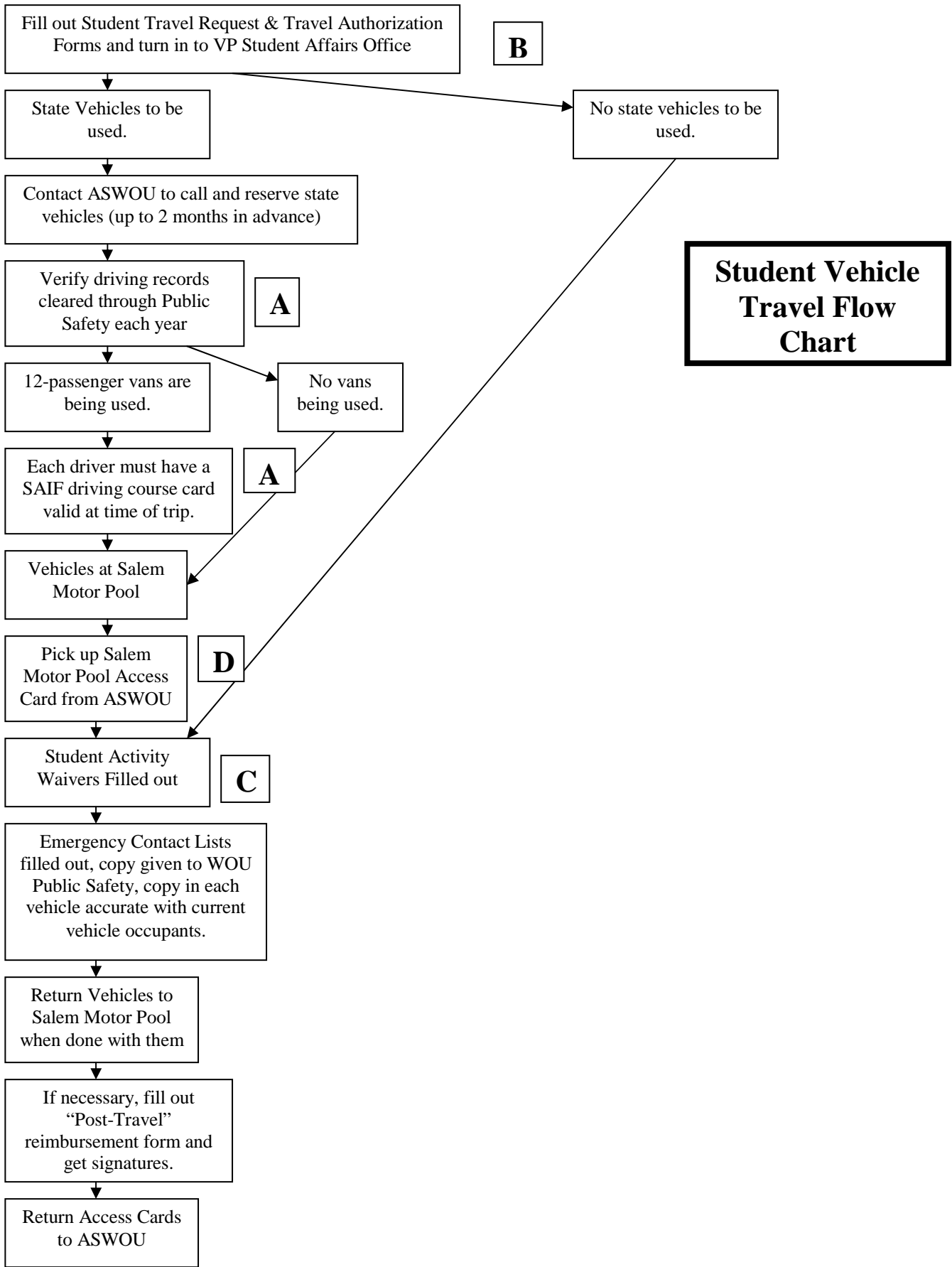
- A. All drivers of state vehicles, whether students or staff, must have their driving records checked through Public Safety on an annual basis. Anyone (students or staff) that wishes to drive a state 12-passenger van, must have attended a SAIF safe driving class offered through the state. The van driving clearance lasts for three years. If

your group expects to travel during the year, it is a good idea to sign multiple members for van clearance when classes are available.

- B.** These forms must be filled out in advance of any travel and signed by the Vice President for Student Affairs office. The advisor must fill out the “Student Travel Request” form. The request should contain the name(s) of the faculty or staff advisor(s) and/or the contact person who will be traveling and staying with the group. The request shall contain the approved drivers.
- C.** Waivers for students are important as they indemnify the university and the student organization from liability for the activity and the travel. Emergency contact lists must be filled out by the participants that are in each vehicle. The participants need to stay with that vehicle while traveling and cannot switch around. A copy of the contact lists must be given to Campus Public Safety before departing on the travel. The originals should remain in the vehicles while traveling.
- D.** If vehicles are being picked up from Salem motor pool, an access card from ASWOU will be needed for each person or group of persons that picks up vehicles. For example, if a student picks up a car at 10:00 a.m. and you pick up another at 1:00 p.m., then you will need to pick up two separate access cards, one for each of you.

All travel forms must be completed prior to departure. Contact the ASWOU Office Coordinator for forms or examples listed with this handbook. Student Activity Waiver forms, Student Travel Request forms, Travel Authorization Forms (on-line also), Contact Person forms, and others are all available on-line. Other travel form information is as follows:

- Student Activity Waiver forms are given to each student indicating a contract for personal conduct and other provisions for that travel. They can be found by clicking the “student organization” link at: <http://www.wou.edu/student/sla/index.html> .
- Travel Authorization forms for staff or travel advances are on-line and assistance can be found by talking with the ASWOU Office Coordinator. They are to be submitted for signatures and the WOU Business Office. It is available at: <http://www.wou.edu/wou/forms.html>.
- Contact Person forms are turned in to Campus Public Safety prior to leaving on the trip and each student traveling must list his or her contact information. One copy should be in the vehicle(s) used to transport the students in the case of an emergency.



7.1.3 Student Air Travel Procedures

Travel by air involves different steps than travel locally or via cars or vans. The flow chart below indicates the steps needed for air travel with students. Work with the ASWOU Office Coordinator for assistance.

Fill out Student Travel Request & Travel Authorization Forms and turn in to VP Student Affairs Office



Find own lowest fares for trip on any carrier.



Work with the ASWOU Office Coordinator for more information, payment, purchase orders, etc.

Do not buy the ticket until you have received all authorizations approved.



Emergency Contact Lists filled out, copy given to WOU Public Safety, copy taken with the travelers.



Student Activity Waivers Filled out



After travel, all receipts returned to ASWOU Office Coordinator

7.1.4 Policy Definitions

For this policy, a University Sponsored Off-Campus Event is any event in which at least one of the following applies:

- a) The University plans the event.
- b) The University pays all, or a part of, the cost of the event.
- c) The University sponsors the event.
- d) The University contributes any type of University owned or leased resources or equipment to the event.
- e) A Western Oregon University student, faculty, or staff person represents the University at the event.
- f) The event occurs within a University owned or leased property, or upon or within University owned or leased property, including any type of state vehicle.
- g) The event occurs during the time frame specified on an approved sponsorship form.

Examples of University Sponsored Off-Campus events include: academic department field trips, ASWOU sponsored activities, Student Organization activities, Campus Recreation trips, University Residences sponsored activities, Residence Hall Association trips, etc.

Transportation to a WOU Sponsored Off-Campus event includes any form of travel including State of Oregon Motor Pool vehicles, privately-owned vehicles, buses, planes, etc. and any time from the trip departure to the trip return. Student(s) and student groups that use State Motor Pool vehicles must follow State of Oregon Motor Pool vehicle policies and regulations and the WOU Vehicular Transportation policy.

7.1.5 Standards During University-Sponsored Off Campus Events

Consistent with the Drug-Free Schools and Communities Policy Statement, WOU has established, and will enforce, institutional rules that uphold federal, state, and local laws applicable to alcohol and other drug usage during University sponsored Off-Campus events.

During a University Sponsored Off-Campus Event, students who are accompanied by a faculty or staff advisor may purchase, possess, or consume alcohol ONLY if the following conditions are met:

- a.) the individual is of legal drinking age and conforms with all Oregon policy and laws.
- b.) the faculty or staff advisor has defined the official event portion of the off-campus event to be concluded.

Faculty and staff advisors who accompany students or student groups may not purchase, consume, possess, or distribute alcohol during the official event portion of a University Sponsored Off-Campus Event.

Faculty and staff advisors who accompany student groups have a unique responsibility to that student group. Though individual students are responsible for their own behavior, the faculty or staff advisor is responsible for informing the members of the student group of the policy pertaining to University Sponsored Off-Campus Events and to report violations of this policy to the Coordinator of Campus Judicial Affairs.

The official event portion of a University Sponsored Off-Campus event is defined by the faculty or staff advisor.

Students and student groups who are not accompanied by a faculty or staff advisor may NOT purchase, consume, possess, or distribute alcohol during any portion of the trip, defined as the time of departure from WOU and ending at the time of return to WOU.

7.1.6 Responsibility

FACULTY OR STAFF ADVISOR RESPONSIBILITY

The role of the faculty or staff advisor is not intended to be of a parental nature. The faculty or staff advisor traveling on a University sponsored Off-Campus Event cannot watch all students at all times. The role is intended to guide and to promote WOU through the students' positive behaviors.

1. The faculty or staff advisor will be the contact person for the student group and will provide professional leadership and guidance for the group when dealing with the public.
2. The faculty or staff advisor will be responsible for seeing that the student group follows the established Code of Student Responsibility for WOU and will report any violations to the Vice President for Student Affairs Office if needed.
3. The faculty or staff advisor is responsible for knowing the emergency procedures appropriate for the destination.
4. The faculty or staff advisor will be responsible for notifying Campus Public Safety at 503-838-9000 immediately when and if a student is involved in a criminal activity or injured while on the trip. Campus Public Safety will then notify the appropriate University officials.
5. The faculty or staff advisor will be responsible for ensuring that the Emergency Contact Person list is completed and a copy is provided to Campus Public Safety prior to the event.
6. The faculty or staff advisor will be responsible for ensuring that all student participants have completed the required release form and that these forms are provided to Campus Public Safety prior to the event.

CONTACT PERSON RESPONSIBILITY

1. The contact person will report any violations of the established Code of Student Responsibility for WOU to the Vice President for Student Affairs Office if needed.

2. The contact person is responsible for knowing the emergency procedures appropriate for the destination.
3. The contact person will be responsible for notifying Campus Public Safety at 503-838-9000 immediately when and if a student is involved in a criminal activity or injured while on the trip. Campus Public Safety will then notify the appropriate University officials.
4. The contact person will be responsible for ensuring that the Emergency Contact Person list is completed and a copy is provided to Campus Public Safety prior to the event.
5. The contact person will be responsible for ensuring that all student participants have completed the required release form and that these forms are provided to Campus Public Safety prior to the event.

STUDENT RESPONSIBILITY

Students traveling on a University sponsored Off-Campus Event agree to abide by the following rules:

- a) Pay a fee (if applicable) for transportation, lodging, food, etc.
- b) All students participating in student travel are required to sign the Emergency Contact Person list prior to the event.
- c) All students participating in student travel are required to sign a release waiver prior to departing on the event or activity.
- d) Follow safety and other instructions provided by the faculty or staff advisor.
- e) Share responsibility for personal safety and not endanger others who are participating in the activity.
- f) If a participant's failure to act safely at all times results in injuries, the participant may forfeit their right to participate in the activity at the discretion of the faculty or staff advisor.
- g) Immediately report all unsafe acts and dangerous conditions to the faculty or staff advisor or the person(s) in charge of the activity/event.
- h) Operate a State of Oregon motor vehicle only with WOU authorization obtained in advance.
- i) Each participant understands that participation in this activity is voluntary and that failure to comply with the waiver or in any way bring discredit to the University or participants will terminate their participation.
- j) In case of emergency, accident or illness, they give their permission to be treated by a professional medical person and admitted to a hospital if necessary. They agree to be responsible for all medical expenses that are incurred on their behalf.
- k) The Oregon Tort Claims Act (ORS 30.260 to 30.300) permits Western Oregon University to accept responsibility only for the acts of its officers, employees and/or agents. Western Oregon University is prohibited from accepting any liability for the acts, omissions and conduct of persons participating in activities. The Student shall indemnify, defend and hold harmless the State, Western Oregon University, its officers, agents and employees from all claims, suits or actions of any nature arising out of the student's participation in the planned event or activity, other than negligent acts of Western Oregon University, its officers, employees and/or agents.

- l) If a participant will not be returning to WOU with the group, the participant will make this notation on and sign the Emergency Contact Person List again prior to leaving the group.
- m) Any variation to the above agreement of this policy is understood to be the sole responsibility of the individual involved.

7.2 Vehicles & Policies

Below lists the information printed about Western Oregon's policies on motor pool usage. For more information, contact the state Motor Pool for clarifications at 503-378-4377.

7.2.1 Motor Pool Reservations

The following information is needed to reserve a car:

1. Date and time needed and date and time of return.
2. Drivers' name and driver's license number.
3. The WOU index number to be charged.
4. The destination.

No reservation will be made unless all of the above information is provided. Reservations can be cancelled by notifying ASWOU in advance. A late charge may be applicable for reservations cancelled at late notice.

When you are picking up the vehicle, remember to bring the white ASWOU motor pool cards!

7.2.2 Drivers

Anyone who wishes to drive a state vehicle must apply at Campus Public Safety for a driving record evaluation before using a vehicle.

7.2.3 Gasoline Purchases

All vehicles are from State Motor Pool. State Motor Pool regulations require that Salem, Portland, or Eugene area gasoline be purchased at State Motor Pool facilities (when open). Each vehicle has been equipped with information as to hours, and locations. In addition, each state vehicle has a fuel card assigned to that vehicle's license plate number.

Special provisions control the purchase of gasoline in the field, as follows:

When practical, state employees are expected to use state owned facilities when requiring gasoline in the vicinity of Portland, Salem, Eugene, or Corvallis. These facilities are located as follows:

Portland Motor Pool
6400 N. Cutter Circle
(Swan Island)
Portland, OR

Fish and Wildlife Dept.
1634 S.W. Alder
Portland, OR

Salem Motor Pool
1100 Airport Road S.E.
Salem, OR

Forestry Department
2600 State St. S.E.
Salem, OR

Eugene Motor Pool
445 Pearl St.
Eugene, OR

Oregon State University
Motor Pool
Corvallis, OR

These facilities are only open during normal working hours Monday through Friday. If you are stranded or need major repairs in your state vehicle WEEKDAYS call 503-378-4304, on EVENINGS OR WEEKENDS use your best judgment to get to your destination. IT IS VERY IMPORTANT THAT YOU CALL THE STATE MOTORPOOL AT (503)378-4304 BY THE NEXT BUSINESS DAY OR YOUR DEPARTMENT COULD BE RESPONSIBLE FOR ANY COSTS THAT YOU INCURRED.

7.2.4 Vans

Anyone (faculty, staff, student, or volunteer) driving a van with one or more passengers, must possess a National Safety Council sanctioned Defensive Driver card dated within three (3) years as offered by the SAIF Corporation or the DMV. Western Oregon University employees must also possess a State Driving Permit issued through WOU's Campus Public Safety Office.

7.2.5 Use of State-Owned Vehicles

The following are major excerpts of rules relating to state vehicle usage (as contained in the Oregon Administrative Rules 125-155-000) relevant to student travel, originally dated January 1996:

The Department of Administrative Services is directed to control and regulate the acquisition, operation, and maintenance of passenger motor vehicles and to establish rules and regulations related thereto. The following rules will govern vehicle usage:

1. State equipment is subject to all traffic laws and ordinances of the State of Oregon and its political subdivisions.

2. Subject to written agency authorization, an authorized driver may be accompanied in a state vehicle by a spouse. Transportation of juveniles requires a form available through ASWOU.
3. Permission to use a State vehicle may be withdrawn:
 - a) From person with unacceptable driving histories.
 - b) From persons using state vehicles for purposes other than official state business.
 - c) From persons whose conduct in connection with the use of State vehicles is not in the best interest of the State of Oregon.
4. State agencies authorizing the use of vehicles will be financially accountable for all costs resulting from the violation of the administrative rules relating to the use of State-owned vehicles.
5. Safety devices, including seat belt systems, shall be operational at all times and shall be used by the driver and passengers.
6. Purchase of operational supplies: The acquisition of vehicle supplies, such as tires, batteries, anti-freeze and similar items will be purchased only through regular State contracts and authorized contract dealers.
7. For all Motor Pool vehicles, the Transportation and Distribution Division shall assess the responsible user agency and department the \$1,500 insurance deductible for all vehicle damage. Agencies failing to report accidents to the Division within 48 hours of an accident, and finding an Insurance Fund Claim disapproved, will be assessed the full repair charges. Repair costs relating to any extraordinary vehicle damage may be assessed to user agencies, and to the driver's department index number. Fundamentally, your student organization may be responsible for paying the deductible on any accident claims.
8. Use of vehicles by students is regulated as follows:
 - Reservations for student groups are to be made by the group advisor, department head, or the ASWOU Office Coordinator with authorization for index number use.
 - Use by student drivers on State business should be restricted to activities necessary to daily operation of school, such as delivery or pick up of supplies, mail, publications, etc. Students pursuing studies, even between schools in different locations, should not be provided transportation.
 - Field trips and extracurricular travel, such as transportation to athletic events, should be limited to direct participants. Vehicle occupants should comply with all State and Department of Motor Vehicles policies while traveling.
 - Departments wishing to utilize students, graduate assistants, or authorized volunteers as drivers of State vehicles must fill out appropriate paperwork.

- All students driving a State vehicle should have a current driver's license in good standing. Such students should be carefully selected as drivers for vehicles. Students and authorized volunteers need to apply at the Office of Public Safety for a State Driving Permit before driving a state vehicle.
- Any student driving a State van, carrying one (1) or more passengers, must possess a National Safety Council sanctioned Defensive Driver Card dated within the last three (3) years, as offered by SAIF Corporation or the Department of Motor Vehicles.

7.2.6 Additional Policies

- The use of state vehicles is encouraged for institution-approved student travel to activities. It is understood, however, that on occasion, borrowed vehicles will need to be used. Prior written approval for the use of borrowed vehicles must come from the appropriate Dean, Director, or Division Chair (Vice President for Student Affairs office).
- A faculty or staff advisor shall accompany students on every trip. If a faculty or staff advisor is unavailable, the proper Dean, Director, or Division Chair may approve a WOU student, or authorized volunteer (as defined by current college policy), in lieu of the faculty or staff advisor by signing the Western Oregon University Driver Authorization Form for State vehicles.
- Should an accident occur, the travelers shall telephone 838-9000 to inform the Campus Public Safety office of the time, location, estimate of number of people involved, and severity of injury and damage sustained. Campus Public Safety will then immediately contact the Vice President for Student Affairs and the appropriate Director, or Division Chair. The Director or Division Chair, in conjunction with the Vice President for Student Affairs, will be responsible for assessing family contacts to be made in case of any injured students.
- If the State Motor Pool in Salem closes and issues no further automobiles because of hazardous driving conditions, no vehicles will be released. The President or his designee (i.e. the appropriate Dean, Director, or Division Chair) may also determine conditions also prohibit safe travel.

8. Campus Policies and Behavioral Expectations

Every student organization is expected to conform and follow the guidelines for student conduct as detailed in the “Code of Student Responsibility.” This code lists the various rules and regulations that dictate how students at WOU are expected to act as role models within the campus community. Infractions of university policy are expected to be reported and will be followed up with by the Dean of Students.

Organizations may not have standards of conduct that are less restrictive than the university’s “Code of Student Responsibility.” However, a student organization may have standards of behavior or performance that may be more restrictive or have academic requirements as long as the standards do not discriminate or contradict university policies or procedures. Additional requirements must also be clearly stated in the organization’s constitution or by-laws. Written materials (copies of the constitution or list of requirements) must be made available to student members upon joining an organization that this applies to. It is the responsibility of the organization to enforce these requirements in a fair and equitable manner, utilizing due process.

On campus and student-funded or university affiliated off-campus events must conform to guidelines set forth in the university’s “Code of Student Responsibility”. Students are representing the university to the greater community and must meet high standards for integrity and propriety.

8.1 Advisor’s Role

The advisor sets an example for student behavior at all times. Your role is someone who guides the student organization in accordance with the rules, regulations, purposes, and ideals of the university. It is expected that advisors set the highest example for such conduct.

As the official representative of the university and the person “in charge” of the organization’s activity, you are responsible for protecting the university’s interests and of the students with which you work. You should immediately address any behavioral concerns as they occur and follow up with appropriate action, referring to the Dean of Students.

8.2 Student Leadership & Activities Role

The Student Leadership and Activities office at the Werner University Center is here to support your endeavors, help interpret the “Code of Student Responsibility”, and answer any questions. This office is also meant to support the due process rights of students and to protect the right of a student to file a complaint or offer information.

Examine the “Code of Student Responsibility” for more information about the judicial process on the WOU campus or for more official information.

9. Special Circumstances and Issues

As the advisor to a student organization, it is your role to keep a “big picture” approach to the activities that an organization works with. Some of these considerations are listed in the sections below.

9.1 Campus Accessibility

For each event that your student organization organizes or for each meeting that is held, ask whether the event is accessible to all members of the campus community, including those students with disabilities. This might mean altering locations of programs or hiring interpreters to meet the needs of deaf students or for those in wheelchairs. This contingency is important to plan for in advance since student activities should be open for students regardless of ability. Also, consider placing a provision on advertising for programs something similar to:

“If you have a disability that may require an accommodation, contact [your office] at [phone number] at least 48 hours in advance.

Any fees for interpreters for campus activities are automatically paid annually by the Incidental Fee Committee.

9.2 Harassment

Harassment in any shape or form does not belong at Western Oregon University. WOU’s policy on harassment can be found at: <http://www2.wou.edu:7777/pls/wou2/policy.woupolicy.main>