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# **Western Oregon University**

# **Student Organization User Guide**

**2006-2007**

**A Publication by Student Leadership & Activities**

**and**

**ASWOU**

## Table of Contents

I.	Your Campus Resources	4	
II.	Constitutions and Charters	4	
III.	Membership	6	
	a. How to Recruit New Members	6	
	b. Involvement of Members	7	
IV.	Officers and Responsibilities	8	
	a. President	8	
	b. Secretary	9	
	c. Treasurer	9	
	d. Vice President	10	
V.	Finances	10	
	a. Spreadsheets	11	
	b. Budgets	12	
	c. Raising Money	13	
	d. Checks	13	
	e. Fundraising Ideas	13	
	f. Financial Resources	13	
	g. Financial Procedures	15	
	i. Purchase Orders	15	
	ii. Invoices	16	
	iii. Special Arrangements	16	
	iv. Contracts	16	
	v. Lead Time	17	
	vi. Raffles	18	
	vii. Ticket Sales & Cash Boxes	18	
	viii. Deposits	19	
	ix. Recordkeeping	19	
	h. ASWOU Grants	20	
VI.	Travel	21	
	a. Travel Process (Land)	22	
	b. Travel Process (Air)	23	
	c. Policies	24	
VII.	Your Advisor	26	
VIII.	Event Planning Calendars	27	
IX.	Events on Campus	27	
	a. Assessment	27	
	b. Event Advisement	28	
	i. Event Advisement Process	28	
	ii. Consequences of Non-Compliance	29	
	c. Organization	30	

d.	Marketing	30	
i.	WOU Poster Guidelines	31	
ii.	Poster Distribution Areas	32	
iii.	Valsetz Dining Hall Poster Policy	33	
iv.	Signs and Other Guidelines	34	
X.	Specific Event Issues	35	
a.	Movies	35	
b.	Food	36	
i.	Food Services Policies	36	
c.	Dances, Concerts, Live Music	38	
d.	Campus Spaces	38	
XI.	How To Guides	39	
a.	How do I work with troublesome or difficult people?	39	
b.	I have a conflict in my organization, now what?	39	
c.	Our last event fell apart and no one showed up.	40	
d.	Our group can really use some icebreakers and teambuilding.	41	
e.	We have great ideas, but no one wants to organize anything. It is always the same people.	41	
f.	We are low on cash.	41	

## **Introduction**

### ***Welcome!***

This is your WOU Student Organization guide for 2006-2007. In this document, you will find information that you can use to help you and your fellow students be successful with events, membership, and other areas related to Student Organizations. It also provides background information, suggestions on how to be an effective leader, and policies and guidelines for successful student organization operation here at WOU. If there is additional feedback or suggestions for improvement of this document, please contact the Leadership Development Coordinator in the Student Leadership and Activities office at 838-8063.

## **Your Campus Resources**

There are numerous campus resources set in place to assist student organizations on campus. You will find key stakeholders that are familiar with student organizations and their success at WOU.

Utilize your Plan-It Wolf for phone numbers or contact the WUC Information Desk for other referrals. The ASWOU Office Coordinator is also a cornerstone of student organization success as well as knowledgeable about multiple policies and procedures on campus. Get to know this person well!

## **Constitutions and Charters**

WOU requires every student organization on campus to be officially recognized with a charter and a constitution. The purpose of these documents is to establish the legitimacy of each organization and to verify that an organization upholds university guidelines in order to access facilities, monies, etc.

### ***Constitutions***

Your constitution should represent the backbone of your group. Ask yourself these questions:

- What are the goals of our organization?
- Who are the members and who are the leaders?
- What roles do people play in our organization?
- How is an election held, money spent, and rules that we follow?
- How do we change the constitution later on?

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 by the Judicial Board. That board can accept the constitution or send it back with revisions that are needed. Revisions generally are needed to verify that the constitution adheres to ASWOU's guidelines. The template for Western Oregon University's constitution is below, but you may also add additional areas that would be beneficial to your specific group.

- Article I. Name of your student organization.
- Article II. Purpose: What are the intentions of your organization? How will your organization serve the students of Western Oregon University? Use broad terms so as to not hinder your group from changing to meet the needs of future activities.
- Article III. Membership: How does one become a member of your student 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: Do you collect dues from the members of the organization? If yes, how much and how often? 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 your group be resolved? What will happen to any funds your student org. currently holds?

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

### Questions & Answers

- How often should we revise our constitution?  
Once a year is good enough to examine an organization's constitution unless something comes up that makes it difficult to work with. For example, if the constitution says that

your group will meet twice a month, but members can only meet once per month, the constitution will need to be changed to deal with this issue.

- How much detail should the constitution have?  
The constitution should be a broad document that defines the parameters of the group, not manage every little detail. It is meant to get at the core values of the organization, should be changeable with a 2/3 consensus of the membership, and define individual responsibilities in a general way.
- Where do I find more resources?  
Robert's Rules of Order, Newly Revised is the official document on parliamentary procedure that might be helpful. Contact the Student Leadership & Activities office for more assistance or ASWOU.

## **Charters**

In addition to completing a constitution, each organization must charter each year to be officially recognized. The charter form categorizes each organization and lists contact information.

It is important for ASWOU to receive charters because they are updated every year, whereas constitutions may not be. It also lets ASWOU know which organizations are active at any point in time. Some student organizations have disappeared a year after being very active, so that allows ASWOU to follow up and see what happened to the group.

The charter also lists advisor information and contacts as well as certifying that each student organization will be responsible for itself. It guarantees that each student organization will follow university and ASWOU guidelines throughout the course of the year.

### Questions & Answers

- Where do I find a charter form?  
You can find them at the ASWOU offices in the Werner University Center.
- When are they due?  
The charter forms are due with the constitutions and should be completed within three weeks of the start of fall term. They will be accepted at any point in time during the year, however.
- What happens if the charter is not updated?  
Organizations that do not submit their charter are not recognized by the university! The group cannot use its funding, use university facilities for free and many other benefits of being chartered! Make sure your group does it on time!

# **Membership**

## **How to Recruit New Members**

One of the first things that any successful organization must do, often at the beginning of the academic year, is recruit new members for your group. Below you will find some suggestions and techniques for recruiting new members for your organization.



- 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?

Delegation is one key to involve members in what is going on. Give someone autonomy and tasks that are meaningful and important. Provide clear instructions and communication as well as the resources someone needs. Delegation is most effective when the person comes up with the idea or has some ownership of the topic. It is an on-going process of trust that you impart on someone, but don't abuse it! Don't delegate anything you haven't or wouldn't do yourself! Finally, recognize people for their efforts in a public manner-they may be willing to do it again!

Social activities are one of the biggest keys to build relationships within an organization. It is also probably the single-best way to spur commitment later in the academic year. Use these social events to spur further involvement and keep the activities fun and light. Utilize groups of people to spread the work around too!

### Questions & Answers

- What if some of these don't work, what are some other options?  
Again, using creativity is important. Little gifts or raffles for members may be an option. Create a point system with rewards for people that are involved most often, but also reward the people that are infrequent in attendance. Use recognition and say 'thank you' when you can. People like to be recognized for their efforts, so it is important to take the time to do so.

## Officers and Responsibilities

Below you will find some suggested guidelines for a few different officer positions for your student organization. Feel free to adapt, move around or alter as your organization needs.

### **President**

The President of your organization can have any title you wish, but the person is largely responsible for organizing and directing the efforts of the organization. Your constitution will likely spell out some of the responsibilities for this person, but they also do the following:

- Presides and sets agendas for all meetings of the organization
- Schedules any practices, classes and other activities for the organization
- Obtains appropriate facilities for organization activities
- Prepares and files charter forms to ASWOU
- Is present at most (if not all) organization events
- Maintains frequent contact with organization advisor
- Attends any required or recommended student organization meetings
- Coordinates organization elections
- Represents organization at official functions
- Serves as a role model and representative to the group and how membership should behave and be involved in the group

### **Secretary**

Some responsibilities may include:

- Keeps a record of all members, meetings, and activities of the organization
- Notifies members of all meetings
- Prepares organization calendar of events
- Handles official correspondence with the organization and outside groups or WOU
- Manages organization office space, if appropriate
- Collects organization mail from your Werner University Center box on the Lower Level of the WUC
- Coordinates organization elections
- Creates and distributes agendas for meetings
- Represents organization at official functions
- Serves as a role model and representative to the group and how membership should behave and be involved in the group

### **Treasurer**

The treasurer has perhaps some of the most challenging responsibilities and often takes a keen eye for detail. Here are some possible responsibilities for the treasurer:

- Keeps all financial records of the organization
- Arranges for payment of all bills and invoices with ASWOU Office Coordinator
- Collects organization dues
- Prepares and submits financial reports to officers and members
- Prepares an annual budget
- Prepares budget to ASWOU for IFC funds (if appropriate for the organization)
- Advises members on financial policies for the campus
- Coordinates any fund raising for the organization
- Represents organization at official functions

- Serves as a role model and representative to the group and how membership should behave and be involved in the group

## ***Vice President***

The Vice President's role is also often defined by the organization constitution and represents the "right hand person" for the President. Here are some potential responsibilities of this individual:

- Assume duties of President as needed.
- Serves as "ex-officio" member of standing committees or committees may report to the Vice President.
- Plan officer and organizational retreats
- Coordinates organization recruitment efforts
- Provides for closing ceremony or recognition efforts
- Represents organization at official functions
- Serves as a role model and representative to the group and how membership should behave and be involved in the group

The duties of all of these officers are quite flexible and should meet the needs of your organization, not just what is written here. For more resources, contact the Student Leadership & Activities office.

## **Questions & Answers**

- What are some other officer titles?  
Some other officer titles that have been created could be: Historian, Director of Publicity, Projects Coordinator, Parliamentarian, Social Coordinator, Diversity Coordinator, Communications Director, and anything else you can think of.
- What if officers change mid-year?  
Hold elections in the middle of the year, but follow your own group's constitutional processes, if any. If you don't have anything in writing, go off of *Robert's Rules of Order* to conduct an election. Notify ASWOU of any changes in organization officers.

# **Finances**

So now let's talk about money! It is one of the most procedure-driven and detail-orientated areas of the university and must be followed accurately and in a timely fashion. It is also imperative that your organization treasurer and president (or whoever else works with the finances), know how to organize it and good practices for budgeting and spending that money.

First, brand new student organizations are on your own. You have a zero budget to work with at the start, so you had better figure out how to fundraise! The Financial Resources section below will provide you with some ideas on how to raise funds.

Returning student organizations may have money in accounts leftover from the previous year. ASWOU-funded student organizations may have money that has been allocated from the

Incidental Fee Committee as part of the ASWOU budget. You can get a copy of your account balance from ASWOU to verify that you are accurate at the start of the year.

It is also imperative that you do not allow any organization to have a balance less than zero dollars at any time! The organization faces dissolution and members may be responsible for recovering any lost money!

## Spreadsheets

One of the best ways to keep track of the money coming in and out is with a simple Excel spreadsheet. Below you will find an example that works well for tabulating expenses and revenues, automatically providing for updated account balances. The formulas are relatively simple to create and if you need detailed assistance, contact the Leadership Development Coordinator.

<u>Information</u>	<u>Income</u>	<u>Budgeted Expense</u>	<u>Actual Expense</u>	<u>Account Balance</u>
Beginning Balance	\$ 422.18			\$ 422.18
Car Wash Deposit	\$ 87.50			\$ 509.68
Bi-Mart for Car Wash Supplies		\$ 35.00	\$ 25.98	\$ 483.70
Signs for Publicity		\$ 20.00		\$ 463.70
Speaker Costs		\$ 150.00	\$ 150.00	\$ 313.70

In the chart above you will notice columns that indicate “Budgeted Expense” and “Actual Expense”. These allow your group the flexibility to enter an expense amount that you aren’t sure of, but can budget for. In this case, the publicity signs are expected to cost \$20.00, but you may not know what the exact amount is. With the car wash supplies, you guessed they would be \$35.00, but actually ended up costing \$25.98. The right side column account balance will reflect the correct amount, but will deduct the “budgeted expense” amount if you don’t have the “actual expense” yet.

The formula to keep track of the account balance should be as follows:

=E6+B7-(IF(D7=0,C7,D7))

In the above formula...column E is the account balance column, and the 7<sup>th</sup> row is the row the formula is going on. Therefore, E6 is the cell immediately above the formula (often the account balance that you just type in). B7 is any income, D7 is the actual expense cell and C7 is the estimated expense cell.

Once you have typed this in, click on the cell with the formula and move the cursor to the lower right part of that cell. A small “plus” appears instead of the cursor. Click there and drag down several cells to carry that formula down. As numbers are typed in the income and expense columns, the formula should automatically update your balance for you!

### Questions & Answers

- How often should I work on the spreadsheet?

Keep track of this on a regular basis and compare it to any student org. statements that you receive from ASWOU for discrepancies. Remember, this spreadsheet is to help you and your organization keep accurate records of purchases and income if any problems arise! It also helps tremendously with any planning you need to do.

### **Budgets**

To aid in fiscal responsibility and accountability for its constituents, businesses, governments and other organizations create budgets to anticipate expenditures during each fiscal year. This could be a valuable financial tool for your organization as well when planning for the term or year(s) ahead.

To create a budget, establish what your expected revenues will be. It is helpful to go back through the last few years (if available) of financial records to determine how much money was brought in to the organization in the past. If you don't have these records, brainstorm with the group what financial goals are realistic and budget conservatively with revenue and aggressively with expenses. Budget for a low amount of revenue in case things do not go well and expect higher-than-anticipated expenses during the year. This allows you to have a cushion in case things don't go as planned during the year.

ASWOU-funded student organizations should budget during fall term what their expenses and revenues will be for the following academic year. ASWOU must submit their budget proposals during the end of fall term to the Incidental Fee Committee. Your funded student organization should have their budget ready to present by the middle of November.

The idea of the budget is that your total revenues should generally equal expenses. This doesn't always have to be the case if you want to leave "seed money" at the end of the year for the following year or you are trying to spend money left over from previous years as well.

It is a good idea to write budgets down and try to stick to them as much as possible. They offer a roadmap for financial stability and control for your organization.

### Questions & Answers

- Can we change budgets once they have been written?

Yes, you can change budgets as you need to, but ask yourself why you are changing them first. Is it because it was inaccurate or unrealistic or because you would rather not go off of what was planned early in the year? It is recommended that you talk with the members of your group and/or advisor when you go away from the budgeted amounts.

- Where can I double-check budget amounts?

ASWOU has the capability to print out university statements of your account. This is the official university recordkeeping for your student organization and it is a good idea to get a copy once a term to verify your records and the university's records match up.

## ***Raising Money***

There are a variety of methods in which student organizations can raise money. The details of the procedures that some of these use are provided later in this section. It is important when raising money that a large number of members are committed to helping out the cause. If only one or two people in the student organization will spend time fundraising, your group likely will not make as much money as you would hope.

### **Checks**

If you are raising money, please have individuals make checks out to “Western Oregon University.”

### **Fundraising Ideas**

Below you will find some suggestions of ways to raise money for your organization:

- Bake sales on campus
- Car Wash
- Receive donations from local merchants
- Raffles
- Hosting vendors on campus
- Sell flowers, artwork, clothing, toys, candles, or other services and merchandise
- Can/bottle recycle drive
- Volunteer time at the ASWOU Book Exchange or ASWOU Election polling places
- Sponsor events on campus and charge admission – dances, bands, gatherings, etc
- Solicit funds from other campus groups – ASWOU, RHA, IFC, Student Activities Board, etc.

Creativity is often the key to get people’s attention and be willing to buy something you sell or assist in your cause. Market things thoroughly to the campus community to aid in your success.

### **Financial Resources**

It is possible to receive one-time monies from campus organizations to aid your group. The money would need to go to a specific cause or program that the donating organization would feel is worthy of receiving it, or somehow also benefits their constituents.

#### **ASWOU**

The ASWOU President has a limited amount of grant money that s/he can allocate to student organizations that request it. These funds are often used for travel or for large events where ASWOU can serve as a co-sponsor in exchange for publicity and/or recognition for the sponsorship. Contact the ASWOU President directly for information about these funds.

## **RHA**

The Residence Hall Association has some money that it could allocate to student organization activities that have a direct bearing on residence hall students. The money is limited and publicity and recognition would be necessary for any donation by RHA. Contact RHA at the Residential Service Center in Valsetz Hall or 838-8561 for more information or to be placed on the meeting agenda.

## **Incidental Fee Committee**

The Incidental Fee Committee (IFC) is the group on campus responsible for providing over one million dollars in funds to several campus departments and organizations including ASWOU, Student Leadership & Activities, and Athletics. IFC receives “Overrealized Funds” when enrollment is in excess of budgeted expectations. This extra money can be allocated to department requests. Contact ASWOU (whose budget oversees student organizations) early if there are expenses for travel or program needs that you would like to propose for funding. The IFC Travel committee allocates money to organizations through ASWOU for those unexpected travel expenses.

## **Vendors**

In the Werner University Center – both by the elevator and outside on the plaza – it is not uncommon to find someone or some group selling various articles such as clothing, art, etc. These groups have been sponsored by student organizations. Your organization can contact vendors and arrange for dates in which the vendors can use university space to sell their items. In turn for that space, you charge the vendors a fee that they pay your organization directly. That fee often is \$50/day with a break in price for multiple days. Find a vendor for your organization and then go on line to reserve a vendor space. If space is available, you can event advise that reservation and the vendor is allowed to come in. Your event advisors will have resource forms to help you work with vendors. Contact them in Student Leadership and Activities.

## **Questions & Answers**

- *How many vendor spaces are there?*  
There are as many as four allowed on the outdoor plaza at one time (assuming relatively small space needed for each) as well as four vendor spaces for selling items on the inside. The east space near the entry to the plaza is reserved for non-vendor information tables and cannot be used for sales.
- *When is the best time to find money from the various groups?*  
It would be best to plan ahead and talk to ASWOU and RHA early in the academic year before they have had a chance to allocate all their money. The Incidental Fee Committee looks at over-realized funds typically in late winter and early spring terms. Vendors are available at any time.

## **Financial Procedures**

The follow sections represent the process for working with organization finances. It is imperative that your organization plan ahead and allow enough time for ASWOU and the Business Office to process your request. Failure to do so will have drastic implications for your event and the plans you may be making!

### **Purchase Orders**

Purchase orders represent a primary way that financial transactions take place at the university with outside businesses. A purchase order number is generated and with an organization's receipt or invoice, a check can be processed and sent to the company in question. For you, receiving a purchase order is about the same as carrying a check from the university. Give it to the business and they will provide you with a receipt in return. Below are the steps that your organization must take to receive a purchase order:

1. Call and verify that the company you wish to buy something from will accept a WOU purchase order.
2. Go to ASWOU **at least one week in advance** of the purchase and get a "Purchase Order Request Form" from the Office Coordinator there between 8-5 Monday-Friday.

HINT: Your organization can pick up several blank forms to hold until you need them.

3. Complete the form in as much detail as possible.
4. Return the Purchase Order Request Form to the ASWOU Office Coordinator at least one week in advance of the day you need to make the purchase.
5. The ASWOU Office Coordinator will process the purchase order and eventually give your group a purchase order number.
6. Go to the business and tell someone (manager) that you will be making a purchase using a WOU purchase order number. Make your purchases and provide the purchase order number to the business at check out.

NOTE: You CANNOT spend more money than authorized with the purchase order number.

7. **Get a receipt** and bring it back to ASWOU the next business day. If you do not get a receipt, you will be required to go back and get one from the vendor.

### **Questions & Answers**

- What if I want to spend more than \$1,000?  
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.
- Who authorizes these expenditures?  
The ASWOU Director of Business and Financial Affairs authorizes the money and it is sent through the university approval queue where it is approved for final expenditure.

## **Invoices**

The other option that may come up is ordering something via internet or phone and you receive an invoice for the services instead of having something in advance. In this case, get the invoice (the actual document that lists costs and is used for payment) and turn it in to the ASWOU Office Coordinator. That person will make arrangements for paying off the invoice in a timely manner. Again, you must get pre-approval for expenditures from ASWOU!

## **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.

## **Special Arrangements**

There are two vendors in the Monmouth and Independence area that have special circumstances surrounding purchases. Talk to the ASWOU Office Coordinator about these vendors specifically. Office supply purchases are also a different consideration.

Bi-Mart in Monmouth has a list of approved people to purchase supplies without the need of purchase order numbers. This list is provided by ASWOU to Bi-Mart on an annual basis. Merely check in with the counter and explain that you are with WOU and ASWOU specifically and give your name. If your name is on the list, they will provide you with a card that will allow you to shop there. Bring a receipt back to the ASWOU Office Coordinator by the next business day.

Safeway in Dallas uses a Safeway Credit Card system. The ASWOU Office Coordinator has a credit card that could be used for purchases. Discuss options with her during normal working hours.

Office supplies are purchased through a state contract for less than other places typically sell them. Contact the ASWOU Office Coordinator with your needs and she will be able to order those items, charge it to your account, and arrange for delivery back to the ASWOU office within a few days, typically.

## **Contracts**

Anytime your organization or the university does business with a company that provides a service, such as a speaker, band, comedian, DJ or other group, the university must secure a contract with that group/person prior to the service starting. 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. To create a “Personal Services Contract,” do the following steps:

1. Visit the ASWOU Office Coordinator during normal working hours at least two weeks before the service is needed. Fill out the Personal Services Agreement form so she can begin the process.

**NOTE:** *Contracts take a long time to process and verify. You must plan ahead.*

2. The Office Corodinator will take information including costs, services to be provided, and arrange to get vendor information. Be prepared and have this information as well as vendor address, phone numbers, fax numbers, exact service start and end times, etc.
3. The Office Coordinator will create the Personal Services Contract and arrange to have it sent to the Business Office for approval.
4. The Business Office will create a check from the university to pay for the service provider.
5. If you have an invoice from the vendor, give that to the ASWOU Office Coordinator.

**NOTE:** If the contract is not done prior to the service starting, the vendor cannot be paid per state law.

No current state employees (student or otherwise) can receive money from the university for other services as part of a contract. You will have to work with Payroll and the Business office to get this person paid.

Do your homework prior to talking to ASWOU. That way you can guarantee the vendor will be paid. There are sometimes problems with the Business Office or other areas that cause the process to slow down, and that is why the lead time is required.

### Questions & Answers

- *What happens if these are not done correctly?*  
This is a sticky area whenever you deal with money and contracts. Original signatures are required on any contract and it must be received for processing before the service begins. If this does not happen, then simply put, the person cannot get paid under state law. It is in your best interest to talk to the ASWOU Office Coordinator well before you plan any events that may require a contract.

### **Lead Time**

Remember the following lead times for financial issues with student organizations:

- Purchase Order requests                      1 week in advance
- Personal Service Contracts                    2 weeks in advance
- Travel Advances                                 2 weeks in advance (see Travel Section)
- Bi-Mart, Safeway                                2 days (recommended to verify names on accounts)

## 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.

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.

## Ticket Sales and 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 Information Desk.

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) should request a cash box for the event. The cash box can come with a small amount of “starter cash” (up to \$50.00) which will have to be returned when your group is finished with the cashbox.
- 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 club account.
- Student organization members are not to walk away with monies.

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

## **Deposits**

ALL MONIES COLLECTED FOR A STUDENT ORGANIZATION MUST BE DEPOSITED INTO THEIR 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.

The cash will be documented and signatures will be taken from the individual(s) depositing the funds.

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

### **Questions & Answers**

- *What kind of security is used with the cash?*  
It is a good idea to keep any of your proceeds from sales, etc. in a very safe place. ASWOU does have a small safe to keep monies collected. Once the money comes to ASWOU, it is deposited immediately so that the money is secure. It is a good idea for your organization to plan ahead for any security issues and monetary counting when the money is outside of the university's hands.

## **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 ASWOU Office Coordinator.

When an officer change occurs, make 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!

## **ASWOU Grants**

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 ASWOU. 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, you 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 sometimes 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.

### Questions & Answers

- *How easy is it to get a grant?*  
It is not a guarantee by any means. There is limited money for student organizations to use. It is often utilized for conferences, travel or other events that would benefit ASWOU or the university. Do your homework and get the details you need for an effective presentation. It is also wise to not plan or budget on receiving the full amount asked for.

## Travel

Western Oregon University supports travel by students and student organizations for areas that benefit the university or provide opportunities for students to learn and succeed. The process for traveling, however, can be time-consuming and involve a substantial amount of paperwork. It is therefore, very important to **start early**.

Another important key is to know that WOU does not use 15-passenger vans due to safety and rollover concerns. All vans may have a maximum of 12 passengers! Plan accordingly!

Below you will find the step-by-step process to be able to travel at WOU:

**Well Before Travel** (at least a month before or even at the beginning of the academic year)

- Anyone who might be driving state vehicles should go to Campus Public Safety and have his/her driver's license checked and cleared for driving. Forms available through ASWOU Office Coordinator. These authorizations last for one year.
- If anyone might be driving a 12-passenger van during the year, they must take a SAIF driving course. This ½ day course covers driving safety and participants receive a SAIF driving card valid for 3 years. Plan well in advance (beginning of the academic year) because courses are not always offered in a convenient location or on a regular basis.

### ***Travel Process (Land Travel)***

1. Get the following forms from ASWOU or on-line through the Student Leadership & Activities webpage:
  - Student Travel Request Form
  - Pre-Travel Authorization Form – [www.wou.edu/wou/forms.html](http://www.wou.edu/wou/forms.html)
  - Emergency Contact Form (enough for all travelers)
  - Liability Waiver Form (1 per traveler)
2. Are you using a state vehicle?
  - If yes, go to step #3
  - If no, then go to step #6
3. Contact ASWOU Office Coordinator to reserve state vehicles. Be sure you know how many, what type and destination. You will also need the Driver's License Numbers of those people that will be driving.
4. Are you using any 12-passenger vans?
  - Remember, 15-passenger vans do not exist. Plan for 12 people per van at the most and 10 if you have luggage.
  - If no, go to #6
5. Verify all van drivers have SAIF driving cards (including faculty and staff).
6. Turn in the travel request and pre-travel authorization forms to the Vice President for Student Affairs office once completed. Do so at least five days prior to travel, unless you are requesting a travel advance check and then do so 10 days in advance.
7. Pick up Salem Motor Pool access cards from ASWOU the business day prior to travel (unless other prior arrangements have been made).
8. Before leaving campus area to pick up the vehicles or starting travel, do the following:
  - Each traveler should have a completed liability waiver form filled out. These originals should be kept with an advisor or on campus.
  - The Emergency Contact forms should be completed by each traveler. A copy of them should be made and the originals delivered to Campus Public Safety from 8-5 p.m. Monday-Friday prior to your trip. The other set of copies should travel with the vehicles, sorted by who is in which vehicle in case of emergency or accident.
9. Pick up the vehicles from Salem Motor Pool – go east on State Street until you find Airport Road, make a right until you hit the motor pool entrance.

10. If you are receiving a Travel Advance, pick up the check the business day before at the Cashier's Office.
11. TRAVEL!
12. When completed, follow Motor Pool written instructions and return vehicles to Salem Motor Pool area.
13. Return the Motor Pool Access cards to the ASWOU Office Coordinator
14. If anyone needs to be reimbursed for specific travel expenses, or has received a travel advance check for the travel, they should fill out the Post-Travel reimbursement form within a couple of days following the travel. Return that form to the ASWOU Office Coordinator.

### ***Travel Process (Air Travel)***

Get the following forms from ASWOU or on-line through the Student Leadership & Activities webpage:

- Student Travel Request Form
  - Pre-Travel Authorization Form
  - Emergency Contact Form (enough for all travelers)
  - Liability Waiver Form (1 per traveler)
1. Find the lowest fares for the trip on any airline. Contact Azumano Travel at (800) 334-2929 as the primary contact for air travel.
  2. Work with the ASWOU Office Coordinator for more information or to find low rates. Do NOT buy any tickets until you have received travel authorization signatures, however!
  3. Emergency contact lists and liability waivers should be completed. Contact list copy should be given to Public Safety and the other set should be taken with the travelers. Liability waivers should be held by an advisor or someone on campus.
  4. After all travel, receipts should be turned in to the ASWOU Office Coordinator.
  5. If a travel advance was received, the traveler should complete a "Post-Travel" reimbursement form and turn that in to the ASWOU Office Coordinator.

### **Questions & Answers**

- *How important is it to plan ahead?*  
Speaking from experience, it is imperative you plan early with travel. If you don't, then you may not be allowed to go on the trip!
- *Can we get airline tickets on PriceLine or other discount internet carriers?*  
If you want to, but it is a big risk since the time required for the travel forms is often greater than what you may hear from the travel clearinghouse. It is not recommended.
- *What if we don't have a van driver or Campus Public Safety clearance?*  
If you need these people for your trip and you don't have anyone, I would ask around for people who are authorized quickly and obtain names and contacts that can go. This is not a bendable rule and it protects the university and state of Oregon for liability, as well as provides increased safety.
- *What if our passengers will be switching around or we cannot ascertain who is in which vehicle for travel?*

You do the best you can. It is a good idea to cut up the emergency contact list into strips with the individual people on them and then put them in a separate envelope for each vehicle. That way if people switch vehicles for any reason, the emergency contact names can travel with them.

- What procedures are there for returning vehicles?  
It is best to contact Motor Pool and ask them about returning vehicles since there is more than one option depending upon the time of return.
- Does our advisor have to go on every trip?  
It is not a requirement for the advisor to travel with the group, but it is recommended. Note that the Vice President can sign off on travel requests without an advisor present, but s/he reserves the right to say 'no.'

## Policies

It is vital for students to know that the university has policies surrounding alcohol and other behavior while traveling on university business. Those policies can be found specifically by contacting the Vice President for Student Affairs office.

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 (as excerpted) 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. 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.

7. 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.
- 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 Campus 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.

### **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 should 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 838-8007 to inform the Public Safety office of the time, location, estimate of number of people involved, and severity of injury and damage sustained. 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 prohibiting safe travel.

## Your Advisor

Your advisor plays a key role in the success of your organization and often has an interest in the topic area. As such, utilize your advisor in multiple capacities and ask him/her to attend your events. Your advisor is a key connection to campus and can often provide advice and information to help you succeed.

Your advisor is there to assist the group, as well as the individuals in the group, succeed at the university. Below are some suggestions for the advisor's role and expectations in the group.

- Know the advisor's limits.
- Know the group's limits.
- Know what your group wants from the advisor.
- Know your group's goals.
- Allow the group members to run the organization.
- The advisor should be visible, accessible, and interested.
- Cherish the advisor's sense of humor.
- Know the officers (and members) by name.
- Keep a "big picture" approach to the organization, even when bogged down with details.
- Recognize things that are done well.
- Provide opportunities for leadership to officers and members.
- Allow the group to make mistakes and then discuss what went wrong so they can learn from them.
- Advisors should keep strict adherence to policies and guidelines and advise students to do so also.
- Advisor should know campus resources.
- Expect financial accountability and recordkeeping to be at the highest levels, but don't expect them to know how to do it without help.
- Remind students to balance academics and co-curricular involvement.

Your advisor can also assist with on-going training and development for officers and members of the organization. They also provide the history for the organization, having often been involved with the group for several years. This history can be invaluable about options and ideas for continued organization success.

Your advisor has a copy of the "Western Oregon University Student Organization Advisor Guide" which lists vital information helpful for the advisor. It is online and available for anyone to examine.

### Questions & Answers

- What happens if we lose our advisor?

It is the student organization's obligation to find another. In the meantime, the Leadership Development Coordinator can serve as an interim advisor for a period of no longer than one term while the group searches for a replacement. Make sure that you notify ASWOU of any advisor or officer changes.

## Event Planning Calendars

One suggestion for event planning is to create an event/programming calendar for the entire academic year. This should be completed in early fall term or late spring term for the following year. This will help guide the objectives and methods for success that your organization wishes to be involved with.

Brainstorm which activities your group wishes to do and an approximate timeline. Consider the following issues when scheduling your events, however.

- Other campus events going on at the same time.
- How much lead time is needed after the beginning of the term?
- When are mid-terms and how busy will students be?
- How late is too late in the term and getting too close to finals?
- Do you have activities bunched too close together so that students cannot get a break between planning them?
- When are retreats, trips and other events being planned that could disrupt program planning?

These are just a few suggestions, but the event calendar process is an extremely valuable tool that will help guide your organization throughout the year!

## Events on Campus

### **Assessment**

The first step in an effective event planning process is assessing 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, you may 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.

## ***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. Our efforts are to help you and your organization succeed in the event and apply an objective eye to the events that you plan!

Registration is required for the following events:

- Vendor space in the Werner University Center, except for recruitment tables and information tables – if a vendor is selling something, an event advisement must be done.
- Campus activities open to the general campus population or members of the organization.
- Any non-academic-sponsored event on campus.
- Fund-raising projects involving the use of university facilities and/or the use of a cash box.
- On or off-campus events which may create sound levels impacting classes in session or the surrounding public community.
- Off-campus events that are publicized on campus soliciting the participation of members of the university community.

## **Event Advisement Process**

- Students involved in planning events like those listed above must reserve space on line first in order 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 Student Night, MSU's 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. They 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.
- Identify other campus departments who will provide support for the success of your event.
- 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 been 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**

- Cancellation - your organization’s event may be cancelled.
- 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.
- Disciplinary action - your group may be subject to probationary or inactive status for repeated non-compliance with institutional policies.

### **Questions & Answers**

- What are some things covered during event advisement?  
Your event advisor will go over the logistical details of your program including diagramming space, making sure sprinklers don’t go off during a volleyball tournament, audio/visual needs are done, scheduling and marketing issues, staffing, lead time for events, and making sure you talk to the correct people on campus for your event!

## **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!

## **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.

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.

## 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, 2<sup>nd</sup> 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. 24 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

<b>Administration Building:</b>	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.
<b>APSC:</b>	One poster. Bulletin board inside main entry.
<b>Arnold Arms:</b>	1 poster. Only use bulletin board on left side of front doors.
<b>Campbell Hall:</b>	1 poster. No staples. Use bulletin board by west end, next to Rm. 111, to the right of the stairs.
<b>Cottage:</b>	1 poster. Bulletin board outside main entry (to the right)
<b>*Education Department:</b>	2 posters. Give to the office staff on the second floor for posting.
<b>ESL:</b>	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.)
<b>*Library:</b>	1 poster. East entrance vestibule.
<b>Natural Sciences Building:</b>	1 poster. Use bulletin board to the right of the main door under the sign saying, "Happenings in Next 15 Days."
<b>NPE:</b>	1 poster. Give to Athletics Department office staff.
<b>OPE:</b>	1 poster. Use bulletin board next to Room 105.
<b>*Residence Halls:</b>	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.
<b>Rice Auditorium:</b>	1 poster. Bulletin Board located next to room 104.
<b>Smith Hall:</b>	1 poster. Give to office staff in Room 102 for posting.
<b>Student Health Center:</b>	2 posters. Give to office staff for posting.
<b>Todd Hall:</b>	1 poster. Use bulletin board at the foot of the stairs, making sure the poster does NOT hang over the handrail.
<b>University Public Safety:</b>	1 poster. Give to secretary for posting.
<b>*Werner University Center:</b>	3 posters for campus-sponsored events. Give to front desk across from Wolf Express.
<b>West House:</b>	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!*

### Questions & Answers

- How effective are campus signs posted on bulletin boards?  
Although there are numerous locations for posters and signs, this method of advertising is minimally effective unless you do dramatic signs with eye-catching graphics. Keep this in mind with your marketing – you are fighting against a large number of other messages in the same location.
- What methods of advertising would you say are most effective?  
Sandwich boards along Monmouth Avenue do well, handing out fliers on the Plaza, campus-wide e-mails can work and word-of-mouth are typically effective methods of advertising. Anything creative and out-of-the-ordinary are the best methods.

### **Valsetz Dining Hall 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 Public Information.
- 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)

## Signs and Other Guidelines

Easels, lawn signs, and banner space is 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 in the WUC. These can be reserved during your Event Advisement meeting or on-line beforehand.

### Banners

- Locations above the WUC elevator, 2<sup>nd</sup> 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, 1<sup>st</sup> and 2<sup>nd</sup> 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.

## Questions & Answers

- What should I do if sandwich boards or easels aren't ready for my event?  
When picking up sandwich boards or easels for the WUC, contact the Information Desk for service or for problems.
- Where can I make banners?  
The student organization lounge on the lower level of the Werner University Center has large markers and butcher available to make a banner.

# **Specific Event Issues**

So, you have some ideas for events on campus, but are not sure how to make it happen. Below you will find some topic areas that require extra planning and consideration for successful completion.

## **Movies**

You may have rented a video or DVD and seen the FBI warning at the beginning talking about criminal fines and jail time for unauthorized public viewing of the movie. Well, that is exactly the problem with showing a movie to the public on campus.

The Werner University Center obtains a license to show cinematic movies on campus to the public. Signed contracts and purchase orders are necessary! It isn't as simple as going to Hollywood Video and renting one!

Student organizations cannot show a cinematic movie on campus in a public viewing format without a license. Some exceptions to this may be for educational movies shown in university settings that you may have seen in a class. What does this mean?

If you want to show a movie on campus, you should contact a distributor of motion pictures in advance (two weeks is good) and plan on spending the money for the showing (about \$400-700 per showing). Swank is the company that the University Center contracts with for its movie series. If you charge admission to a movie, the movie distributor will charge either the set fee or ½ of the returns on the movie, whichever is higher.

Student organizations can show home movies or anything else that doesn't have a copyright without paying the distribution fee. If you have additional questions, contact Student Leadership & Activities staff.

## Questions & Answers

- What are some good locations to show movies on campus?

The Werner University Center Columbia Room will hold about 200 people with surround sound, the Den about 50-60, while the Pacific Room can hold over 500. Any classroom auditorium on campus can work, as can an outdoor location like the Drive-In Movie for New Student Week. Perhaps you even want to arrange a “Dive-In Movie” in the pool and show Jaws?

## **Food**

The university has specific policies about food being served on campus. There are two different areas of interest – food served at meetings and social events. Food served at events off campus informally and paid for by the students themselves are not part of any policy. There are considerations with food if any of the following conditions are met:

- Food is being served at a meeting
- Food is being purchased for a guest, students or travel purposes
- Hosting a gathering using university funds

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>

ASWOU will have forms for any of these situations mentioned above regarding food. It is important to abide by the policies or payment for the food will not be allowed!

### **Questions & Answers**

- *So can we order pizza for our meeting?*  
Yes, as long as it is a closed meeting, not open to the general public. You may want to make sure that your student fees are going to good causes and not just food for its members, however!
- *What about other private food?*  
Privately purchased or prepared food or beverages will be permitted only if they are consumed in the privacy of an office, student lounge, employee lunch room or within a residence hall and are not open to the general public. Office parties, student birthday parties, office pot lucks, etc. are not a part of this policy.
- *What about food during meetings?*  
Obtain a food form from ASWOU or the Student Leadership & Activities webpage prior to the meeting and verify that you are following WOU food policy guidelines. It would be wise to check this out well in advance.

## **Food Service 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. Student 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

- No alcohol beverages may be sold or served on the WOU campus. Alcohol is allowed at the Gentle House with permission of the WOU Foundation and other guidelines.
- Appeals to any provision of this policy must be done in writing to the Vice President for Business and Finance.

### ***Dances, Concerts, Live Music***

If your organization is looking at doing a dance on campus, there are specific provisions for Public Safety to assist with crowd control. Public Safety will have at least one uniformed officer (full time or student) at live music events, dances, concerts or similar activities. Events with 100 or more people and a live band playing for dances will have a minimum of two uniformed officers at all times.

For dances in the Werner University Center, your student organization will be charged to have special events staff monitor entrance and exit doors of the facility. If there are less than 250 people planned, three special events staff are required (unless no admission is charged, in which case it is four). If there are to be more than 250 people, four special events staff members are required. More information about this is available during the Event Advisement process.

#### **Questions & Answers**

- *How do I hold a successful dance?*  
Your event advisor will be able to assist with successful hints and tips but the following are good guidelines:
  - Have upbeat, varied music from a good DJ
  - Advertise early and often
  - Provide some other incentives to go – food, drinks, prizes, etc.
  - Have a catchy theme to go with the dance
  - Utilize campus marketing extensively for the few days prior to the dance
  - Use word-of-mouth with all organization members and get commitments for people to come.

### ***Campus Spaces***

Your organization has the ability to reserve almost any public, classroom, or open space on campus for your activity, given enough notice and planning. Some of the examples for campus locations you can reserve (barring any conflicts) include:

- Classrooms and lecture halls
- Meeting rooms in the Werner University Center

- The Grove
- New PE and Old PE Gyms and associated other rooms
- The Football stadium
- Vendor or information tables in the WUC
- Plaza space
- Computer labs
- Rice Auditorium

Ask your event advisor or contact the Werner University Center scheduling for more information about these facilities.

## **How To Guides**

The sections below offer questions and answers to frequent areas of concern for student organizations. These are in addition to the areas offered after each section. If you have additional questions, you may find information elsewhere in this guide or online. You may also receive answers by contacting Student Leadership & Activities directly.

### ***How do I work with troublesome or difficult people?***

This can be a tricky subject to say the least. The definition of troublesome or difficult is varied and may require specific approaches to people. Your advisor should be able to give you some good suggestions on how to work with difficult people in your organization. Here are some suggestions for specific problems during meetings or events and how to answer them according to *Dealing with Difficult Participants* by Pike and Arch.

- Cel. Phones – a tough one, but make sure you communicate when breaks are to be, ask before an event for people to turn phones off or switch to vibrate mode
- Domineering – Use small groups, rotate group leadership, dramatize the holding of the floor (use an object like a ‘talking stick’), or have a private discussion with the person and his/her behavior.
- Skeptics – Use practical examples, diffuse negative energy by turning negative statements into positives, initiate a private discussion.
- Socializer – Use small groups, rotate groups, decrease the volume of your voice, ask a directed question.
- Bored – Change the pace, exaggerate the negative, remain practical, and emphasize the usual or the physical.

This book (with a lot more suggestions) is available in the Leadership Development Coordinator’s office with the Leadership Library and is available to check out.

### ***I have a conflict in my organization, now what?***

Conflict is not necessarily a negative situation!

Interpersonal conflict that gets in the way of the organization achieving its goals or preventing members from having a positive experience is, however!

First, address the conflict directly and rapidly. Simmering conflict between individuals doesn't go away by avoiding it...it usually grows instead. Bring any parties involved together and ask them to talk about the issues involved. Go through a mediation process if necessary to get a compromise between the parties involved.

If the conflict involves an issue or discussion, then the organizational meeting is the best place to bring up the concerns. Encourage an open dialogue about the concerns, but explain that there may not be one best solution and that some people may have to compromise or "agree to disagree" as the situation warrants.

For more specific suggestions, talk to your advisors or the Student Leadership & Activities office for help and advice.

### ***Our last event fell apart and no one showed up.***

Know that you are not alone! Even the most successful programmers and activity presenters will have times when things just did not go right. Below you will find some things to think about for next time (and there WILL be a next time) you plan an event.

- First, look at past failures or disappointments and brainstorm/ask for feedback about what went wrong. Using past information is invaluable when it comes to planning future events.
- What else was going on during the time/date/location of your event? Was it during American Idol? That is tough competition! Other times to be wary of are big sports events, Monday Night Football or other popular TV shows. Other campus programs can also be a barrier to successful events if you plan against them.
- Was the cost too much? Was the location not good?
- Was it something that people didn't have an interest in? Did you do the assessment component of event planning?
- What kind of marketing did you do? Successful events have significant amounts of marketing for the 10 days prior to the program. Did you use multiple methods and start early? Were they visible? Did people take the time to notice them and read them?
- How was the participation from members of the organization? This can help diagnose issues about what went wrong. If no one from the organization showed to the event, then it was either not the right event or it was communicated poorly.

Organization is a key for any successful program. Brainstorm tasks and then divide them up in a manner that gets more people involved. Express your reliance upon people and try to make organizational meetings or other sessions fun, with games, cookies, Red Robin trips afterwards, etc. Remember, you are fighting multiple things for attention and time, so make it more attractive than what currently exists!

### ***Our group can really use some icebreakers and teambuilding.***

There are literally hundreds of different icebreakers and teambuilders that exist for a variety of situations. The Leadership Library in Student Leadership & Activities has resources for you to use when planning warm up activities. If you want something topical on a specific area such as communication, teamwork, group dynamics, diversity, etc., talk to the Leadership Development Coordinator, who can help you out with these areas.

Alternatively, you can find some online. This guide will give you some different ideas to get your group going! Check it out at [www.wou.edu/student/sla](http://www.wou.edu/student/sla) and follow the link!

### ***We have great ideas, but no one wants to organize anything, it is always the same people.***

This is another common situation for student organizations. Everyone has some great ideas for things they want to see, but no one wants to take the time to see them carried out. Here are some suggestions to get past this roadblock:

- Start small and enlist support with smaller tasks. If you ask someone to do something simple, such as make a phone call, it will get that person invested in the activity without them really knowing it. Rely up on them for larger tasks in the future.
- Provide a reward for assisting with an event. Perhaps a small pizza party for those that help with an event will help motivating people to participate and lend a hand.
- Appeal to a sense of guilt...but don't do it very often. Sometimes guilt can be effective on a rare occasion to solicit help in an event.
- Ask the others what they would do to increase participation in the event. In answering the question, group members are forcing themselves to answer the question and to prompt assistance later.
- Brainstorm resources available to assist with the completion of the successful program.
- Utilize people outside the organization to assist as needed. Friends, roommates, significant others may all work to assist with the effort.
- Invite the advisor to come in and assist with set-up and other efforts. If the advisor can make a show of participating, it will set the tone for others to do so as well.

### ***We are low on cash.***

Rarely do you hear an organization say that they have too much money. It is obvious that you must take some time to raise the money needed to present other activities. Here are some ideas that may work for raising money on campus.

- Sell something related to your organization. This will advertise the group as well as raise money.
- Sell something that students can't resist. Posters, jewelry, candy, flowers, condoms, clothing...these are all things that most college students find fun and inviting to purchase.
- Do a car wash or bake sale.

- Do a community can and bottle drive.
- Invite vendors to campus and collect the easy money.
- Auction off some service or advice that your organization can make money on. Just do NOT call it a “slave auction” because of connotations!
- Conduct a raffle for some large prize.
- Solicit ASWOU or other larger campus organizations for funding.
- Ask for IFC over-realized funds through ASWOU.
- Sell organizational clothing or memorabilia to members at a rate above cost.
- Conduct a “loose coins” change drive.

### **Questions & Answers**

- What about other topic areas not listed here?  
This is definitely not an exclusive list of topics. If you have a topic and would like an answer that could be asked publicly, contact Jon Tucker at [tuckerj@wou.edu](mailto:tuckerj@wou.edu) and he will respond back, making sure you have the correct information!

**If you would like additional information on any topic, please ask! We are committed to making this document user-friendly and useful for every student organization on campus!**

**Thanks for your commitment to student organizations and to Western Oregon University!**