

**Registered
Student
Organization**

***Advisor Handbook
McKendree University***



Current 9/16/2013

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Preface

The following handbook should serve as a reference to all advisors to Registered Student Organizations on the McKendree University campus. Information in this handbook has been adapted from various sources including the ACPA Commission for Student Involvement “Advisor Handbook” and others.

It is important that all advisors read through the handbook and complete the advisor contract. This contract should be completed and returned to Craig Robertson in the Campus Activities office to be kept on file.

If at any time you should have questions, please contact Craig Robertson at 618-537-6856 or croberts@mckendree.edu.



The Office of Student Affairs

The Office of Student Affairs is here to serve you through a variety of departments and programs all intended to help you succeed academically while promoting a positive self- image. Students are encouraged to fully participate in the life of the University. It is our purpose to help create an environment that enhances the quality of your educational experience. Student Affairs will assist you with your need to acquire residential living, sort out your career interests, provide an attractive campus social life, furnish good recreational facilities, direct you toward effective academic support services, offer supportive health and counseling personnel, and in many other ways work toward making your years at McKendree rich and fulfilling.

Below, you will find extensive information about the various departments, programs, and services that help frame student life at McKendree University. You are also encouraged to explore our online home at www.mckendree.edu/StudentLife/studentaffairs.aspx. If you have further questions, please contact us by email or stop by our offices. Student Affairs will always be available to help with your needs and questions.

Administrative Assistant6854

Julia Hagan

Campus Activities6856

Craig Robertson, Director

Oversees the 75+ student organizations on campus

Advises the Campus Activities Board

Oversees New Student Orientation

Approves promotional materials for student organizations

Campus Ministry6962

Rev. Tim Harrison, Chaplain and Director of Church Relations

Weekly Chapel services in Bothwell Chapel

Career Services.....6806

Jennifer Pickerell, Director

Jill Boehne, Assistant Director, ext. 6805

Focuses on the education of college students regarding internships, full and part-time employment opportunities

Programs include career fairs, etiquette and professional dinner, mock interviews, employment workshops

Alumni assistance is also available

Greek Life6548

Erin Lynam, Director

Oversees the Greek organizations and Inter-Greek Council on campus

Facilitates collaborative relationships and communication efforts between students, campus, the community, and governing bodies

Health and Counseling Services6503

Beth Ann Allan, Director

Amy Champion-Stahlman, Counselor, ext. 6416
Assessment and treatment of common illnesses, injuries and medical problems
Free comprehensive counseling services for students

Recreation @ MCK6420

Kim Smallheer, Director of Campus Recreation Services
Offers team, individual, and special event activities
Other tournaments include billiards, darts, softball, volleyball, basketball, and ping pong

Multicultural Affairs/ International Student Affairs6938

Brent Reeves, Director
Administers activities and events focusing on celebrating diversity
Provides support to students of color and international students
Advocacy, support and advising
SEVIS assistance and information, passport, visa, and employment permission information

Office of Student Affairs6854

Dr. Joni Bastian, Vice President for Student Affairs, Dean of Students

Residence Life.....6855

Mitch Nasser, Director
Programming staff consisting of Resident Directors, Resident Assistants and Community Coordinators
Assists in creating an active and vibrant campus

Erin Lynam, Assistant Director, ext. 6548
Initial Judicial Officer and manger of the Early Alert program

Leadership and Student Development6562

Sarah Klucker, J.D., Director of Leadership and Student Development
Liaison for the Study Abroad Program
Advocacy, support and advising
Emerging Leaders and Advanced Leadership Programs

Student Success and Retention6572

Jennifer Miller, Director of Student Success and Retention

Purpose of Student Organizations

The purpose of student organizations is to provide students with opportunities to participate in activities which develop their intellectual, emotional, spiritual, physical, and professional abilities. These organizations are important components to the academic life of the University. Every student is encouraged to become a member of any club that appeals to their interest.

Involvement with student organizations creates a connection between the student and the university and encourages persistence. Non-traditional students also benefit from involvement in these organizations. For this reason, it is important to encourage all students to get involved. It might require some creative thinking to overcome the obstacles that prevent nontraditional students from getting involved but it is possible and it is important.

Registered Student Organization Benefits

Official campus recognition is an honor and recognized organizations assume responsibilities and benefits. This is an organizational status and must be maintained. All organizations must re-register before mid-August of the Fall Semester each academic year. Upon recognition, organizations have the following benefits:

- Use of University facilities, equipment and services (within McKendree University policy guidelines) for purposes relative to organization goals. (some restrictions apply)
 - Only registered organizations may use campus facilities free of charge. However, if damage is done to the facilities the organization will be charged for the damages.
- Permission to conduct fundraising that will benefit members.
- Right to request funds from the Student Government Association or to access previously allocated funds.
- Right to participate in all University events.
- Use of the University name, mailing address and mailroom.
- Use of the University tax-exempt status.
- Establishment of a budget account with the business office for financial transactions.
- Use of desk or storage space in the lower Pearsons area.
- Use of electronic storage space for your organization
- Ability to maintain an organizational web site
- Recognition from McKendree University, which allows participation in traditional events such as the Involvement Fair, Bearcat Week, Homecoming, and Spring Fling.
- Permission to hold events, meetings and other activities on the McKendree University campus.
- Listings in campus publications.
- The use of on-campus printing and duplication services
- The use of campus vehicles (pending proper training and authorization)
- The right to assemble
- Participation in training and workshops geared towards strengthening your student organization

To continue privileges of a recognized student organization, the organization must abide by established University policies and regulations. By seeking official recognition, the membership of the student organization acknowledges that the organization will be operated in a fiscally responsible manner and that the University is not responsible for any financial obligation made by a student organization.

Responsibilities of Registered Student Organizations

Organization Registration

The purpose of the student organization registration is to keep accurate records of active student organizations. When a new group is formed, a registration form must be turned in to the Office of Campus Activities. Then, each subsequent year, an organization must only complete a renewal registration form and update their officers. See **Appendix B** for the New Student Organization Packet (also found online at <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>). RSO renewal information can also be submitted online via the Student Organization Resource web page.

The privileges listed for student organizations will be immediately suspended for any groups not registered.

Other Responsibilities:

- Complete and submit the Registered Student Organization Renewal Form before Mid-August.
- Continue to meet all requirements for initial recognition.
- It is helpful to review your constitution on an annual basis. If you are making updates to your constitution, please be sure to notify the Office of Campus Activities.
- Have representatives attend the required Organization Orientation.
- Maintain a membership of at least 7 members and have a current faculty or staff advisor.
- Register all events sponsored by the student organization. This can be accomplished by using the Event Registration form found at <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>.
- Accept responsibility for a member's behavior when:
 - She/he is acting as a member of the organization, with or without sanction
 - An event is held, officially or unofficially, in the name of the organization
- Receive approval from the Office of Campus Activities and/or other specified offices for
 - Promotional items
 - Fundraising efforts
 - Solicitation
 - Events and Postings
- Abide by all campus policies and procedures
- Maintain registration throughout the year by keeping officer, advisor, and membership lists current. Submit an updated Active Roster when necessary.
- **CHECK AND MANAGE YOUR MCKENDREE EMAIL ACCOUNT REGULARLY**
- Maintain your McKendree University issued website. It is a representation of your group and of the University. Please make sure that information is current and up to date.
- Avoid any activity, speech, or expression that may be deemed as:
 - Creating a clear danger of inciting violence or unlawful behavior
 - Advocating the physical harm, coercion, intimidation or invasion of the personal rights of any individual
 - Violating University policies on harassment
 - Advocating the willful damage, destruction or seizure of University property
 - Interfering with classes of University activities
- It should be understood that the requirements to become a registered student organization or to maintain recognition are not limited to those listed above.

Accessibility To All

- It is important that your organization is accessible to all interested students. McKendree University is a community of diverse people, which is a tremendous benefit for registered student organizations. Groups that are intentional about being inclusive in their recruitment and retention of members have the advantage of being able to interact with students from a variety of backgrounds and experiences, which strengthens the group experience for all students involved.
- The Office of Student Affairs is committed to fostering diversity within the student organization community. When we speak of civility and diversity, we are speaking not only about ethnic diversity, but also diversity of religion, national origin, sexual orientation, ability, age, gender, socioeconomic status, and other unique characteristics that make us who we are. As a leader in a registered student organization, it is important to consider how you can make your organization as inclusive as possible for all students. Consider questions such as:
 - **Where do you hold your meetings?**
 - Consider holding your meetings in locations where all students can feel comfortable, and not in establishments that might make some students feel unsafe.
 - **When do you hold your meetings?**
 - If your organization always holds your meetings at night, you might be excluding commuters or students who have family responsibilities.
 - **Are your meetings and activities accessible to students with disabilities?**
 - Let members know that you are willing to change meeting sites or provide accommodations for persons with disabilities.
 - **What do you talk about in your group? Is your group conversation inclusive, or do people use derogatory or hateful language?**
 - Educate yourself and your organization on how racist, sexist, or other forms of hateful language can be very damaging.
 - **How do you advertise your organization and its activities?**
 - If you only advertise in limited areas, it is likely that you are excluding some interested students from your organization. Think about how you can reach out by intentionally advertising in new ways and to new areas on campus. Remember that relying only on word-of-mouth advertising has a limiting effect on diversity!

For more information, or to discuss issues of diversity, inclusiveness, and equality more in depth, please contact staff members in the Office of Student Affairs.

Failure to comply with the conditions listed may result in the following:

- Discipline, suspension or revocation of the organization's charter
- Immediate cancellation of room use privileges
- Removal of officer from office and loss of official University recognition
 - *(ie. If an organization does not register with the Office of Campus Activities for the period of one academic year)*
- Removal of website link and access
- Loss of Student Government Association (SGA) or McKendree University allocated funding. This may include loss of privilege to solicit funds from SGA.
- Additional sanctions as deemed appropriate by the Office of Student Affairs or the Office of Campus Activities.

Organizations that lose recognition status for any reason must meet any terms established by the University for reinstatement, and then must reapply for recognition status if they want to resume function.

RSO Renewal and Update Processes

- At the beginning of each academic school year, each Registered Student Organization must complete the online renewal form, located on the Student Organization Resources page. **This is required to maintain recognition and to continue to receive the benefits of recognition.**
- After the election of officers, or if there is a change of officers, each group must send an updated list of officers and members to the Office of Campus Activities by completing the RSO Update form, located on the Student Organization Resources page.
- Contact information for the on-campus faculty/staff advisors, including phone number, department and email address should also be included. If any changes occur in the group's constitution, the group must send the new constitution to the Office of Campus Activities and have it reapproved.
- **IMPORTANT:** If an organization fails to meet the annual registration criteria, the Office of Campus Activities may deem the organization as inactive. Groups who remain inactive for a period of 2 years or more will be required to complete the submission process for re-recognition.

Revocation of an Organization's Recognition

Any on campus organization may be subject to having their constitution revoked if a grievance violation of University policy or a violation of stated purpose is filed with the Office of Student Affairs. A committee will then review the complaint and then make a recommendation to the Vice President for Student Affairs.

RSO Officer Training Sessions and RSO Forum Meetings

The Office of Campus Activities facilitates several RSO training sessions that are offered at the beginning of the fall and spring semesters. The office also encourages participation in several off campus leadership conferences each year. Each Registered Student Organization is required to send at least two representatives to one of the sessions.

Monthly forum meetings are held to generate discussion on topics pertaining to Registered Student Organizations. These sessions update an RSO's leadership on:

- Changes in policies and guidelines
- Resources and other support materials
- Traditional events and RSO involvement
- Requirements and timeline for RSO Renewal
- Section review of the RSO Handbook

Groups that fail to attend a session or to meet the requirements of renewal may lose recognition status.

Web Space, Email Accounts, and Snail Mail

Recognized student organizations are eligible to receive accounts that can be used for file storage, web site publishing, and receiving email. If your group is interested in an organization account, your Advisor should contact the Information Technology Department (IT) with the following information:

- Organization's official name;
- Desired organization account ID
- For web space, please contact the Web Content Manager, located in the University Communications Office with the name of the organization's web manager.

Organization accounts are similar to regular McKendree accounts; however, organization accounts must be renewed annually. This will enable Information Technology and University Communications to keep track of current organization maintainers and to update their information once the organization contact is no longer

affiliated with McKendree University. Groups will be notified before their organization account is about to expire and given the option to renew the account. If the organization account is not renewed, it will be suspended, archived, and deleted from the system.

Registered Student Organization Mail

All recognized student organizations are eligible to receive on and off campus mail in the Printing/Mail Services Office, located in Eisenmayer Hall. Updates from Campus Activities, departments within the Office of Student Affairs, and other student organizations may be distributed. Also, any packages that your organization receives will be left in the Printing/Mail Services Office and package pick-up slips for these will be placed into your organization's mailbox.

How to Address Mail for Student Organizations:

ON CAMPUS:

Name of Organization
Contact Person

OFF CAMPUS:

Name of Organization
Contact Person
McKendree University
701 College Road
Lebanon, IL 62254

Registered Student Organization Classifications

Registered student clubs and organizations are divided into six groups:

Academic Fraternities and Honor Societies

These organizations recognize a particular level of achievement in any one field, and membership is generally determined by grade point average. Membership in an honor society is an indication of a high level of student achievement.

Departmental Organizations

These organizations are usually affiliated with academic departments on campus or have a parent organization in the community. They are always centered on a particular course of study.

Religious/Faith Based Organizations

These organizations are religious based and offer fellowship with students with similar interests. Some of them are non-denominational while others have an emphasis on a particular denomination.

Service Organization

Service organizations provide volunteers for on campus and off campus community service related projects.

Social Greek Organizations

Greek letter fraternities and sororities provide opportunities for socialization, community service and special bonds with other students.

Special Interest Groups

Offer a variety of opportunities for students to interact with other students, faculty and staff who have similar interests and needs. Organizations like these usually cater to one specific aspect of campus life.

Advisor: Definition and Benefits

Defining “Advisor”

All registered student organizations must have a faculty or staff advisor. Advisors are expected to be actively involved in the affairs of their organizations. Beyond this technical definition, there is so much more.

Advising is a developmental process in which an advisor shares ideas and insights, provides a different perspective, counsels students, and facilitates learning to assist students in their academic, personal, and professional development. An advisor facilitates the maintenance of a strong organization by providing continuity and keeping new members and officers informed of the history of the organization. **The advisor does not control the organization or make all the decisions for the students but provides a balanced perspective so students can make the most informed decisions possible.**

What does it mean that advising is a developmental process? A developmental advising approach:

- Is concerned about human potential and growth.
- Requires establishing caring relationships with students.
- Encourages students to take responsibility for their actions.
- Provides opportunities for students to explore their ideas.
- Encourages values of volunteerism, civic engagement, and social responsibility.
- Builds connections between academic and student affairs to assist students in achieving goals.
- Engages the advisor and the student with both making equal contributions to the relationship.

The above description of the developmental advising approach was adapted from Academic Advising for Student Success and Retention (Hovland, Anderson & Associates, 1997).

Benefits of Advising

There are many benefits associated with becoming an advisor to a student organization.

Here are some:

- The satisfaction of seeing and helping students learn and develop new skills.
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences.
- Developing a personal relationship with students.
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests.
- Sharing one's knowledge with others.

Advisor Roles

There are many different approaches to advising and you will develop a style that is most comfortable for you and the students you work with. In most cases, it is best to be involved with the students and to talk them through the process they are going through when they are trying to turn their ideas into action. Students will challenge you to assume and work with different roles depending on the situation. Following are some of the roles you may assume as an advisor.

Mentor

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. Because of the nature of student organizations, your mentoring role may meet different needs. For our purposes, we are discussing mentors in terms of professional and personal development. These different areas of mentoring are not exclusive of one another and just because you are not in the same field as a student, it does not mean that he/she may not come to you for professional guidance. Also, when developing a student professionally, it is almost impossible not to help the student develop personally.

If the student is seeking an education and a career in your field, you may be asked to assist in his/her professional development. To be effective in this capacity, you will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. You may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field.

At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students' verbal and nonverbal communication. Students may want to talk to you about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

Team Builder

When new officers are elected or new members join the organization, you may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times.

Team formation does not occur by accident but rather through an intentional design and process. To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if you and the students have the time, a full scale retreat encompassing team building and goal setting could be planned) to engage students in this process. As the advisor, you may consider working with the student officers to develop a plan and to have them implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team. If you need resources on team building activities, the Department of Student Life members can provide them or the office can conduct a workshop with your organization.

Conflict Mediator

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. This is a natural part of running an organization and conflict that is properly managed can lead to a more successful and active group. If conflict is ignored and not handled, the potential for the organization to become inactive is increased. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization, ask them how they think they can work together, and to point out the organization's mission and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning in “out of classroom” activities is providing time for students to reflect on how and what they are doing. As an advisor, you will want your officers to talk to you about how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. Then be honest with them. Let them know when you agree with their self-perceptions and in a tactful manner let them know when you disagree. Remember any criticism you provide students should be constructive and you will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. When students discuss their weaknesses, ask them how they can improve those areas and how you can help them. Students usually have the answer to what they need; they just don't like to ask for help. Remember to have students reflect on their successes and failures.

The Campus Activities office can provide self-assessment tools for students to complete. There are also organizational and programmatic assessment tools available so groups can assess how they are functioning.

Educator

As you work with student organizations, students will undoubtedly look to you for guidance and assistance. In your work with them, you will find ample opportunities to help them learn. There may be formal educational moments such as workshops on how to run meetings or event planning or a seminar on topics related to the club's purpose. There may be informal moments when a student doesn't follow through on a commitment or when a project doesn't occur as anticipated.

As an advisor, your role of educator will often come through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing but sometimes this can be the most important action of all. Allow the students to make their decisions even if it is not in full agreement with your ideas. Sometimes students will succeed and other times they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

As an advisor, you may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. You will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. You can motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

Policy Interpreter

Student organizations operate under McKendree University policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more you know about McKendree policies the better advisement you can give to the students on their actions. You can find policies in the student handbook on the Student Government Association’s website or by contacting the Office of Student Affairs.

As an advisor you will assume numerous roles and all the possible roles are not even mentioned here. A key idea to remember is that you are an advisor not the leader. You provide guidance, insight, and perspective to students as they work on projects but you should not be doing the work. Students will learn if they are engaged. Be careful of being challenged into doing the work for a student project. The students make the decisions and they are accountable for those decisions and for the successes and failures of their groups.

Advising Do’s

Each advisor and organization leadership should openly discuss what kind of role the advisor should play with the organization. Some organizations have a pool of advisors to assist them with different aspects of the organization (financial, scholarship, programming, etc.) Some advisors have a high level of involvement with every aspect of the organization; others have a very limited role. It is up to the organization and the advisor to set the parameters of involvement.

With those thoughts in mind, the following list is a guideline to the “dos” of student organization advising:

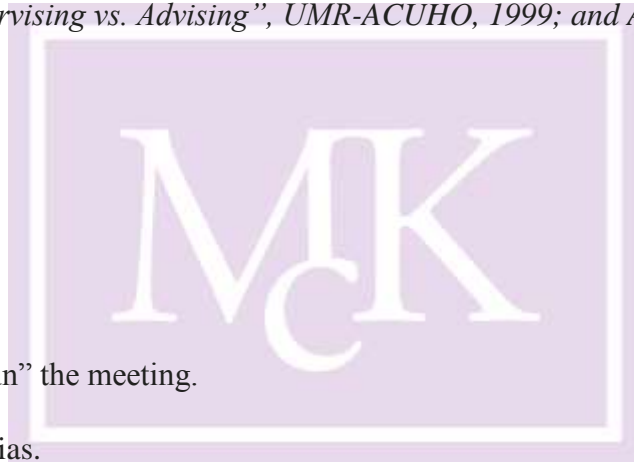
- Assist officers with procedural matters. Be knowledgeable of the organization’s purpose and constitution and help the general membership adhere to them.
- Be knowledgeable about, and comply with federal, state and local laws and ordinances, as well as campus policies. Inform the group of pertinent policies.
- Empower students to take action and to take satisfaction in seeing the student organization succeed.
- Allow the group to succeed, and allow the group to fail. Learn when to speak when not to speak. Remember to let the students make the decisions while you provide guidance and advice.
- Represent the group and its interests in staff and faculty meetings. Reach out to other advisors or departments (i.e. Student Organizations) for assistance.
- At the beginning, develop clear expectations about the role of the advisor and your relationship to the organization.

- Read the group's constitution.
- Get to know all of the members on an individual level. Learn what they want to get out of the organization. Maintain a complete officer and membership list with addresses and phone numbers (or know where to easily find one).
- Develop a strong working relationship with all the officers. Establish as needed meetings with individual members of the organization who need additional guidance in their officer or committee positions.
- Discuss concerns with officers in private and praise them in public.
- Meet with the officers and help them set goals. Encourage the Executive Board to disseminate reports (such as financial reports) to the general membership on a regular basis.
- Orient new officers and members to the history and purpose of the group and help them to build upon it. Help members look toward the future by developing long-term goals and communicating those plans to future members.
- Help to resolve intragroup conflict.
- Enjoy the impact you can have on the students' development. Help to develop the leadership potential within the group.
- Be visible and choose to attend group meetings and events. At the same time, know your limits. Establish an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
- Know your group's limits. Help students find a balance between activities and their academic responsibilities.
- Keep your sense of humor and enthusiasm. Share creative suggestions and provide feedback for activities planned by students.
- Serve as a resource person. The advisor does not set the policy of the group, but should take an active part in its formulation through interaction with the members of the group. Since members and officers in any organization are ordinarily active only as long as they are students, the advisor can serve as a continuity factor for the group.
- Be consistent with your actions. Model good communication skills and listening skills. Develop good rapport.
- Be available in emergency situations.
- Head off situations that might give rise to poor public relations for the student group or University.
- Introduce new program ideas with educational flavor; point out new perspectives and directions to the group; and supply the knowledge and the insight of experience.
- Carefully review monthly financial reports from the organization treasurer or business manager. Familiarize yourself with the group's financial structure, from where the treasury is derived (dues, fundraising), for what the money is used, how money is allocated, and how the money is budgeted; assist in budget development and execution.
- Learn the strengths and weaknesses of the group. Offer support when necessary; but also allow people to make their own mistakes and learn from them.
- Encourage feedback and the evaluation process.
- Plan and encourage attendance at leadership training.

- Do things right and to do the right things. Guide and assist students in becoming responsible leaders.
- Provide support. Give the group autonomy but offer feedback, even when it is not solicited. Let the group work out its problems, but be prepared to step in when called upon to assist.

Once again, this list is not meant to be totally inclusive or applicable to every organization, but it may serve as a guideline when determining the role that you will play. It is also important to bear in mind that the job of Advisor is not always an easy one. At times you may have to make a difficult decision or take an action which is not popular with the organization. It is important to realize that your first responsibility is to the health and well-being of the students and to uphold campus and community policies and regulations. It may be necessary on occasion to use your authority to ensure that you meet these responsibilities.

Some information provided by Jim Mohr, Advisor for Student Organizations and Greek Life, Eastern Washington University; Office of Student Leadership Development Programs at East Carolina University; and Jon Kapell, Associate Director of Campus Activities, Drexell University; and adapted from the Wesley College Student Organizational Manual and Boland, Paul A., Student group advising in higher education, ACPA Student Personnel Series No. 8; Schreiber, V. and Pflieger, E. "Supervising vs. Advising", UMR-ACUHO, 1999; and Adapted from Leader Bits, University of Kansas.



Advising Don'ts

- Know it all.
- Be the leader or "run" the meeting.
- Say I told you so.
- Impose your own bias.
- Manipulate the group, impose, or force your opinions.
- Close communications.
- Tell the group what to do, or do the work of the president or other members of the executive board.
- Take everything so seriously.
- Take ownership for the group, be the "parent," or the smothering administrator.
- Miss group meetings or functions.
- Be afraid to let the group try new ideas.
- Become such an advocate that you lose an objective viewpoint.
- Allow the organization to become a one-person organization.
- Be laissez-faire or autocratic.
- Assume the group handles everything okay and doesn't need you.
- Assume the organization's attitudes, needs and personalities will remain the same year to year.

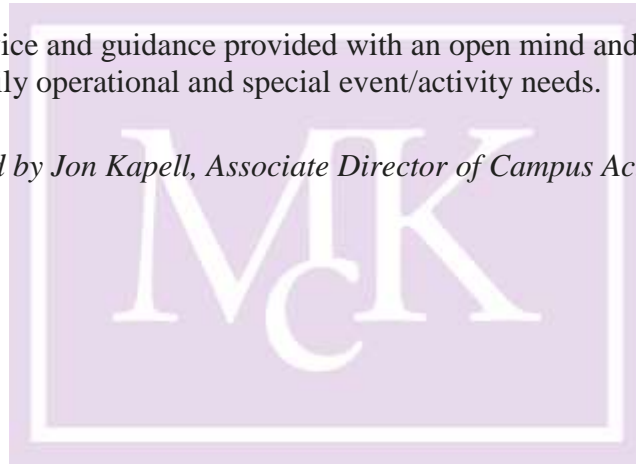
Some information adapted from Schreiber, V. and Pflieger, E. "Supervising vs. Advising", UMR-ACUHO, 1999

Responsibilities of the Student Organization to the Advisor

The responsibilities of Student Organizations to their advisor include, but are not limited to:

- Establishing and sharing a job description for the advisor that clearly defines his/her responsibilities and anticipated lines of communication anticipated.
- Notifying the advisor of all meetings, activities, and programs. Establishing an attendance schedule at organization meetings, which is mutually agreed upon by the advisor and the student organization.
- Providing copies of meeting minutes in a timely manner.
- Meeting regularly with your advisor to discuss organization matters.
- Consulting the advisor prior to making significant changes to the structure of the Organization.
- Consulting the advisor when any significant organization policy changes are made.
- Allowing the advisor to share their thoughts and ideas.
- Showing respect and value for the advisor whom the organization chosen to serve as guide and mentor.
- Considering all advice and guidance provided with an open mind and a sincere interest for improvement of daily operational and special event/activity needs.

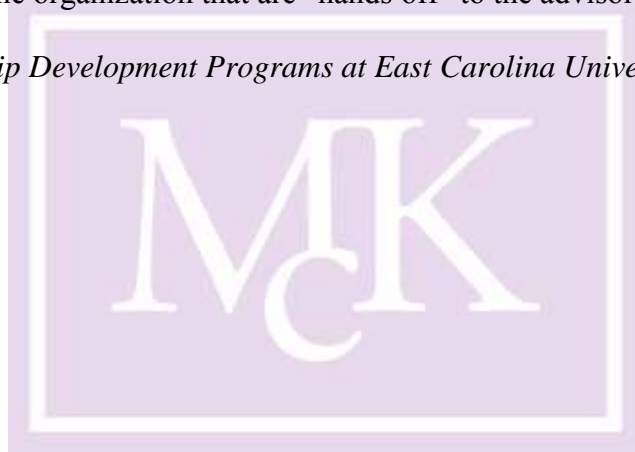
Some information provided by Jon Kapell, Associate Director of Campus Activities, Drexel University



Questions You May Want to Ask the Organization

- How much involvement is expected or needed?
- How often does the group meet?
- How many major activities does the group plan per semester?
- How experienced are the student leaders?
- How do your skills match the needs of the organization?
- What are some of the problem areas that your organization specifically needs advisory assistance in dealing with? Ask for past examples.
- What are some of the ways the Advisor can be more helpful to the group?
- Will the Advisor be a silent observer at meetings or an active participant?
- Should you interrupt during meetings if you think the group is getting off track? How? When?
- If things get unruly, should you interrupt or remain silent?
- Is the Advisor expected to give feedback? How? When?
- Are there areas of the organization that are “hands off” to the advisor?

Office of Student Leadership Development Programs at East Carolina University



Advisor Agreement Form

It is an honor to be asked by a student organization to serve as the faculty/staff advisor. Such a request implies respect, friendship and trust on the part of the students. The faculty/staff member should recognize that this responsibility carries with it additional demands on one's time. However, advising a student organization brings with it justifying returns, in that the advisor has the opportunity to work with students outside the formal classroom situation.

The relationship of the advisor to the group will vary not only with each organization, but also from time to time within the group. Areas with which the advisor will be concerned are (1) responsibility to the group (2) responsibility to the individual (3) responsibility to McKendree University.

1. Responsibility to the group

- A. There must be opportunities for the educational and personal development of student who participate as members of student organizations.
- B. The advisor should be well informed about all plans and activities of the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
- C. The advisor concerns him/herself with the maintenance of group process. At meetings or events the advisor observes how the students interact, encourages all members to communicate their opinions and ideas, and discourages domination of the group by any individual or group.
- D. The advisor is responsible for providing long-term continuity within the group, and should be familiar with its history.
- E. The advisor should assist in orientation of new officers.
- F. The advisor is recommended to attend the events sponsored by the group and to assist in setting the tone of the occasion.
- G. The advisor acts as a facilitator when the group is problem solving and assists the group members in identifying the central cause of problem situations. The advisor attempts to structure the problem-solving environment so that as many alternatives as possible are considered.
- H. The advisor should assist the group in the filing of the Student Organization Registration form, a requirement of the Office of Student Affairs and the Office of Campus Activities. This will renew the group's registration for each academic year.
- I. The advisor urges the student group to utilize campus resources such as the Office of Student Affairs and the Office of Campus Activities.
- J. The advisor encourages the group to recruit and openly accept new members from all segments of the campus community.

2. Responsibility to the Individual

- A. Group members may need guidance as they try to decide what degree they should participate in activities. The advisor should seek to assist the students in maintaining a balance between the academic and co-curricular aspects of student life.
- B. The advisor should encourage students to accept responsibility for specific parts of the program, helping them to recognize the importance of their role in relation to the group goals.
- C. The advisor gets to know the students belonging to the organization and builds a rapport with them so that communication can be open and honest.
- D. The advisor works with individual students to assist them in their personal growth and their development of leadership skills.

3. Responsibility to the University

- A. The advisor oversees the financial procedures followed by the organization in the handling of McKendree University funds. The advisor should encourage the usage of the Office of Student Affairs and/or Office of Institutional Advancement for assistance.
- B. The advisor should be aware of the organization's financial status. He/she should encourage maintaining efficient and legible financial records.
- C. The advisor assists the Office of Student Affairs in implementing the policies for student organization developed by the Office of Student Affairs. The advisor should become familiar with the policies and procedures listed in the current Student Organization Manual.

Advisor Signature _____ Date _____

Name of Organization _____

President/Representative Signature _____ Date _____

Signature: _____ Date: _____

This contract is effective for _____ semesters (how long) and may be renewed each year thereafter upon the agreement of both parties.

Supplemental Materials

Officer / Advisor Transitions

As a leader of a McKendree University Registered Student Organization you have a tremendous opportunity to make your leadership last! An important part of leadership is passing on what you have learned and gained from your experience. We encourage each officer and advisor to take the opportunity to meet with new officers and/or advisors to share your experience.

Below are some general reminders of important information that you should be sure to pass on:

Personal Experience Information to Pass On

- Your successes and challenges as an officer in the organization
- Personal goals for the organization and where things currently stand
- Suggestions for goals the new officers should work toward
- The professional relationship between the officer and advisors – what should new officers expect of the advisor

Files/Documents/Information to Pass On

- Organization's Constitution and Bylaws
- Goals/strategic plans/vision of the organization
- Current list of members and their contact information
- Advisor contact information
- Any documents such as agendas, letters, and memos (Best if you can provide a CD or Flash Drive with these documents so the next officer/advisor can save to their computer and edit.)
- Financial documents including budget, bank information, checkbook, etc.
- Any login information or passwords

It is important that new officers and advisors are aware of the requirements to stay an active and officially recognized RSO. Please be sure to pass these along to the next leaders so that your organization stays officially recognized! For more information please visit the RSO Resource page at <http://www.mckendree.edu/student-life/involvement/rso/index.php> or contact the Campus Activities at 537-6854.

Other Information and Questions

Craig Robertson, Director of Campus Activities

The Lair, Deneen Center

McKendree University

701 College Road

Lebanon, IL 62254

618-537-6856

<http://www.mckendree.edu/student-life/involvement/rso/index.php>

The Role of the Advisor Checklist

This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations. **Directions:** The advisor and each officer should respond to the following items, then meet to compare answers and discuss any differences. For any items, which are determined not to be the responsibility of the advisor, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale.

- | | | |
|------------------------------------|--------------------------------------|---------------------------------|
| 1. Essential for the advisor to do | 2. Helpful for the advisor to do | 3. Nice, but they don't have to |
| 4. Would prefer not to | 5. Absolutely not the advisor's role | |

1. Attend all general meetings _____
2. Attend all executive committee meetings _____
3. Attend all other organizational meetings _____
4. Explain College policy when relevant to the discussion _____
5. Help the president prepare the agenda before each meeting _____
6. Serve as a parliamentarian of the group _____
7. Speak up during discussion _____
8. Be quiet during general meetings unless called upon _____
9. Assist organization by signing forms only _____
10. Attend advisor training if offered by McKendree University _____
11. Speak up during discussion when he/she has relevant information or feels the group is making a poor decision _____
12. Take an active part in formulation of the creation of group goals _____
13. Indicate ideas for discussion when he/she believes they will help the group _____
14. Be one of the group except for voting and holding office _____
15. Request to see the treasurers books at the end of each semester _____
16. Check the secretaries minutes before they are distributed _____
17. Receive Copies of official correspondence _____
18. Store all group paraphernalia during the summer and between officer transitions _____
19. Keep official file in his/her office _____
20. Inform the group of infraction of its bylaws, codes, and standing rules _____
21. Keep the group aware of its stated objectives when planning events _____
22. Mediate interpersonal conflicts that arise _____
23. Be responsible for planning a leadership skill workshop _____
24. State perceptions of his/her role as advisor at the beginning of the year _____
25. Let the group work out its problems, including making mistakes _____
26. Insist on an evaluation of each activity _____
27. Take the initiative in creating teamwork and cooperation among officers _____
28. Let the group thrive or decline on its merits; do not interfere unless requested to do so _____
29. Represent the group in any conflicts with members of the College staff _____
30. Be familiar with College facilities, services, and procedures for group activities _____
31. Recommend programs and speakers _____
32. Take an active part in the orderly transition of responsibilities between old and new officers _____
33. Cancel any activity when he/she believes it has been inadequately planned _____

**Adapted from Ball State University*

Defining the Role of the Faculty/Staff Advisor

The faculty/staff advisor of an organization will have the ability to serve and enhance the student organization. He/she will foster personal and leadership development of the students he/she advises and works with. For the relationship between an advisor and the organization to be effective, open and honest communication must be established from the beginning. Therefore, this worksheet is being made available so that both parties can communicate to each other what they want from the Advisor-Organization Relationship.

To receive the greatest benefit from this exercise, both the Faculty/Staff advisor and Officers of the organization should review each item. Organization members should check off those items that they expect from the Advisor. The faculty/staff advisor should check off those items he/she feels are appropriate for him/her to fulfill. From this, both parties can come to an **Agreement** as to the role of the Faculty/Staff Advisor.

The Advisor is expected to...

	Organization	Advisor	Agreement
Attend all the general meetings of the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attend all officer meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call meetings of the officers when the Advisors feel it is necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain University policies when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain University policy to the general membership once a year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help the president prepare the agenda before each meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serve as parliamentarian to the group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak up during discussion when you feel the group is going to make a poor decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Be quiet during general meetings unless called upon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exert your influence with officers during meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide resources and ideas to your group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take an active part in formulating goals for the group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Act as a member of the group, except voting and holding office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive a copy of all correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request the treasurer's books at the end of each semester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep the official files in your office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Let the group work out its problems, including making mistakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request a written evaluation at the end of each semester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancel any activities that you believe may have been inadequately planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve all candidates for office in terms of scholastic standing; periodically check officers' GPAs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take an active part in officer transition and training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Represent the group in any conflict with members of the campus staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take the initiative in creating teamwork and cooperation among officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mediate interpersonal conflicts as they arise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veto a decision when it violates a by-law or the constitution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keep the group aware of its stated goals, purpose and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Worksheet courtesy of Ball State University*

RSO Faculty Advisor FAQs

What are my main responsibilities as an advisor?

There are multiple roles you might find yourself fulfilling as an RSO advisor: mentor, team builder, conflict mediator, reflective agent, educator, motivator, and policy interpreter, just to name a few. Research has shown that students benefit tremendously when they have positive contact with faculty/staff members outside the classroom. Being an RSO advisor can be time-consuming, but it can also be some of the most satisfying work you do. Mainly, your role is to be there and to be available to your group.

How involved you will be with the RSO will depend upon conversations you will have with the President and executive board of the RSO and can vary from group to group.

Please secure a copy of the McKendree University RSO Advisor Handbook. It has wonderful information that will be helpful to you as you work with your group. If you do not have a copy, please visit <http://www.mckendree.edu/student-life/involvement/rso/index.php>, click “Student Organization Resources”.

What is my liability as an advisor when taking student trips?

An Advisor's liability is minimal if the Advisor's involvement is limited to providing guidance and assistance to an RSO. Advisors can and should also alert an RSO to risks of injury and liability in connection with its activities. All students taking trips on behalf of the University should be registered with the Office of Student Affairs. Those students attending must complete a Trip Registration Form and sign the waiver. These forms are found at <http://www.mckendree.edu/student-life/involvement/rso/index.php>.

Can an Advisor rent a car for Registered Student Organizations?

We do not recommend that advisors rent vehicles for RSOs. In the event of an incident or mishap an Advisor could be held personally liable for the actions or wrongdoing of an RSO. An RSO member should make car rental arrangements on behalf of the RSO, or contact the Office of Administration and Finance for assistance. In most cases, a University vehicle is available for use by individuals meeting the eligibility requirements to drive a University vehicle.

Can an Advisor make travel arrangements for Registered Student Organizations?

An Advisor should limit his/her involvement to providing overall guidance, information and resources. An RSO member should make travel arrangements on behalf of the RSO or contact the Office of Student Affairs for assistance.

Can an Advisor drive students to a conference?

In the event that an advisor uses his/her own vehicle, he/she is providing transportation at his/her own risk. We recommend that if an advisor is driving, he/she contact Operations to see if a vehicle is available. Then necessary forms must be completed. These forms are found at <http://www.mckendree.edu/student-life/involvement/rso/index.php>. Please note that students are not allowed to drive University vehicles unless they meet the required criteria (see Vehicle Policy) and have passed the required driver training course.

When my RSO members are traveling to an event or to a conference, do I need to attend as well?

It is not mandatory that advisors travel with RSOs. Advisors can be helpful in ensuring that all trip participants have signed all the trip registration forms.

Where can I find trip registration forms?

These forms are found at <http://www.mckendree.edu/student-life/involvement/rso/index.php>. Every student who is traveling must complete these forms prior to departure.

Am I responsible for any misbehavior or problems caused by the group?

Assuming you have not accepted certain responsibilities for the RSO, including signing contracts; making travel plans; pledging financial backing; and providing financial services (as an accountant or auditor), no. Please contact the Department of Student Affairs if you become aware of anything related to your group's behavior that causes you alarm.

As an Advisor can I sign a contract for the RSO?

No. Contact the Office of Administration and Finance for guidance in this area.

Do I need to attend every meeting of my RSO?

Although we encourage you to be present at meetings, we realize with your hectic schedules it would be impossible for you to be at every meeting. What we do suggest is that you attend as many meetings as possible, but to meet with the RSO officers on a regular basis.

Do I need to attend every event my RSO sponsors?

It may be impossible to attend every event, but we do encourage you to be present when possible. Depending on the nature and location of the event, and recommendations from the Office of Student Affairs, the presence of an advisor or other McKendree official may be required for the entirety of the event. It means a lot to the students to see their advisors at their events, and it also helps increase their confidence levels. If you cannot attend the events, it is a good idea to be available as the students plan the events so you'll know what's happening and what they're doing. Sometimes, students think they have crossed all the t's and dotted all the i's, but they need some help in planning and should welcome your helpful suggestions. The Campus Activities Office is also a helpful resource in helping plan events.

Does my RSO receive funding?

Currently a limited number of student organizations receive departmental funding; however all are eligible to apply for funding through the Student Government Association.

If my RSO needs additional funding for travel or programming, how does it go about getting those funds?

Every RSO, has the opportunity to petition the Student Government Association (SGA) for funding. The full explanation of how SGA works is outlined in the Student Government Budget Request Packet. To obtain a copy of this packet, please visit <http://www.mckendree.edu/student-life/involvement/rso/index.php>, click "Student Government Budget Request Packet."

What is the process for an RSO to purchase anything?

There are specific guidelines that an RSO must follow in order to use its University-granted money. The Office of Administration and Finance handles all transactions. There are many steps to the process outlined in the RSO Handbook (Page 13).

What is the SGA?

McKendree Student Government Association is the officially recognized Student organization of McKendree University which represents all undergraduate students of McKendree University. Student

Government Association (SGA) is the main student governing body that is responsible for taking fund requests for all RSOs.

My RSO takes in organizational dues and raises money in other ways. May we put that money into a McKendree account?

All McKendree RSOs are required to maintain a McKendree University account. This may be obtained by contacting the Office of Administration and Finance. Maintaining a McKendree account also allows for the use of the University's tax exempt status. Some national organizations may require that an off campus account be set up. Please contact the Office of Administration and Finance for assistance on setting up those types of accounts.

If we are a national organization and our bylaws require an off-campus account, how do we open a checking account?

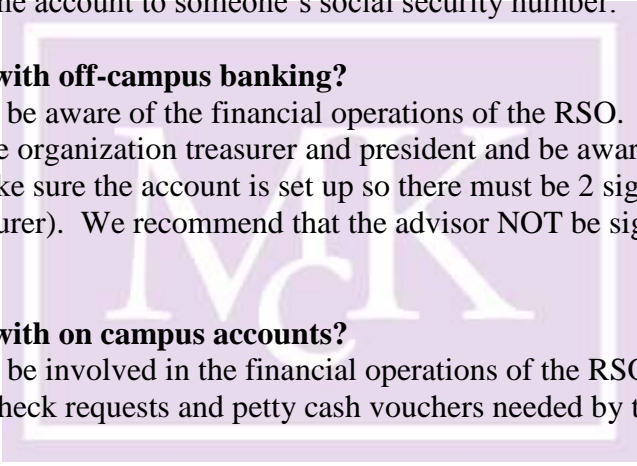
We still recommend maintaining a McKendree University account. If, through consultation with the Administration and Finance Office, an off-campus account must be established, the account should be opened with a local bank in Lebanon. *Please note that neither McKendree University nor the Office of Student Affairs will be held responsible for mismanaged accounts or personal credit issues.* Please also note that you cannot use McKendree's Tax ID Number. The organization must apply for or use its own Tax ID Number, or attach the account to someone's social security number.

What is the Advisor role with off-campus banking?

Advisors are encouraged to be aware of the financial operations of the RSO. You should review the monthly statements with the organization treasurer and president and be aware of how money is being spent. You should also make sure the account is set up so there must be 2 signatures on every check (The President & the Treasurer). We recommend that the advisor NOT be signatory on checks just to limit liability.

What is the Advisor role with on campus accounts?

Advisors are encouraged to be involved in the financial operations of the RSO. The signature of the Advisor is required on all check requests and petty cash vouchers needed by the RSO.



Advisor Evaluation

To be completed anonymously by students in the RSO.

Please check the appropriate response.

	Yes	No
Do you know your advisor's name?	<input type="checkbox"/>	<input type="checkbox"/>
Have you sought advice from your advisor?	<input type="checkbox"/>	<input type="checkbox"/>
Has your advisor had a positive impact on your organization?	<input type="checkbox"/>	<input type="checkbox"/>

The advisor...

1-Strongly Agree 2-Agree 3-Undecided 4-Disagree 5-Strongly 6-Disagree

1. Assists in goal setting for the group	
2. Attends meetings regularly	
3. Supplies useful information about College policy and procedures	
4. Aides group leaders in running effective meetings	
5. Gives leaders autonomy over group projects	
6. Is reachable	
7. Is approachable	
8. Sets high expectations for student success	
9. Gives support and encouragement to group members	
10. Models appropriate behavior	
11. Generally has a good relationship with leaders and members	
12. Has developed appropriate boundaries with group members and leaders	

Icebreakers & Teambuilders

Name Aerobics

This is designed to learn names in a fun and interactive way. Stand in a circle facing each other. The first person to start will introduce themselves by doing an action for each syllable of their name. For example: Jennifer has 3 syllables so would have 3 motions. The entire group should repeat the name and motions after each person has introduced themselves.

Evolution

This is a game of rock-paper-scissors. There are 4 levels of evolution (Egg, Chicken, Dinosaur, and Human) and all participants begin at the same level, the Egg. Participants may evolve up or down a level depending on whether they win the rock-paper-scissors. For example, if 2 Chickens play the winner becomes a Dinosaur and the loser becomes an Egg. Only similar beings may play each other to evolve.

To be an Egg, participants should be squatted down on their heels. To be a Chicken, participants should be hunched over low with arms like chicken wings. To be a Dinosaur, participants should be standing tall with arms up overhead. Once participants evolve to human, they are finished and may sit down until the rest of the group is done. The game is finished when there are only 3 people left (one Egg, one Chicken and one Dinosaur).

Switcharoo

Have everyone find a partner and stand across from one another, forming two long parallel lines. Tell one of the partners to study the other's appearance. Once study time is over, have the studier turn around while the other person changes 3 things about his/her appearance. Once the appearance is changed, the studier will turn around and try to guess what has been changed. Repeat with opposite roles for each partner.

Frisbee Anyone?

Have a Frisbee at a meeting. Throw it around the room and have the catcher answer questions or tell something about themselves to the rest of the group. Once each person is finished talking, throw the Frisbee to someone else.

Balloon Tower (need balloons, masking tape)

Create small groups of 2-6 people. Each group will be required to build a tower of balloons using only masking tape. The catch is that nobody can talk and one of the group members is blindfolded.

Consider giving a time limit in which to create the Tower, or adding additional "disabilities" to other group members for more challenge.

What's in your Wallet?

Each person places their wallet or purse into a large shopping bag. Once they have been collected, the facilitator draws one wallet out of the bag and mentions some of the items in the wallet. The other participants should guess the owner of the wallet based on what is in it.

A Great Pair

This game is where a slip of paper with the name of a “famous” person is delivered to each person in the group. After all the slips of paper have been distributed, the task of the participants is to find their “partner.”

Name Game

Break the group into several smaller groups (use another game to achieve this), so each group has about six to eight people. Designate one of the members in each group to start the activity by stating their name with an adjective beginning with the first letter of his/her first name. For example, “Hi my name is Terrific Tim.” The next person then says, “That is ‘Terrific Tim’ and I am _____.” repeat this process until each person is introduced. Keeping the groups small will ease the anxiety about learning names. When a group feels comfortable with the names of its members, it can join with another group and go through the same or similar process to learn even more names.

Name Arrange

Now that everyone has been introduced, arrange yourselves alphabetically by your first name, **WITHOUT TALKING!** When you are done, or think you are done, check your group by calling out your names. Give a big cheer when you’re done! This is also an example of a Quick Line Up.

Name Arrange, Two

Now arrange yourselves alphabetically by last name, **WITHOUT TALKING!** Check your group and when you’re done give a cheer!

Name Toss (Name Juggling)

Use soft, ‘hand-sized’ juggling instruments (no knives or combustibles, please) as your main medium for this activity. Yarn balls, rubber chickens, soft Frisbees, fox tails (tennis balls stuffed into a sock) work very well. Arrange the group into a circle. For large groups, break them down into smaller groups of six to ten people. Start off with one person holding a “ball.” This person tosses the ball--underhanded only, please, to another person in the group. This person catches the ball and tosses to another. This progresses until each person has caught the ball. The last person to catch the ball tosses it back to the person who tossed first. The next round of tossing is accompanied by the names of the people in the group. The tosser calls out his or her name and asks the person to whom s/he first passed the ball his/her name. The second person replies and the first tosses the ball. The second person, now with the ball, asks for the name of the person to whom s/he tossed the ball in the first go-round. This continues until all names are called out and the person who started this whole thing once again has the ball. The third session begins exactly like the second, except the tosser just calls out the name of the person who catches the ball. The pattern of tossing is the same, but after the second person has called the name and tossed the ball to the third person, the first person calls out the name of the second person and tosses him/her another ball. Keep adding balls until the air is filled with the names of everyone in the group and the collisions of numerous air-borne objects. Follow that one?

Shoe Game

Everyone takes off their left shoe and throws it into a pile in the middle of the circle. Mix the shoe pile for a few moments. Everyone must then select a shoe, other than their own, and find the owner. They then exchange information about themselves, such as, name, home town, living group, major, reason for joining SAC, what they hope to get out of being a member of SAC, an embarrassing moment in his/her life, a moment for which they are proud, etc.

Mingling Scrabble

Each person is given a card with a letter of the alphabet printed on the card. Tell the group their task is to arrange themselves in to create words and use every letter in the group. The group can come up with many words or just a few longer words, but every letter must be used. After arranging themselves into these words, the individuals then introduce him/herself to the other people in the group. The individual's then exchange thoughts about his/her favorite recreational activity, magazines s/he reads, etc. The group can then be directed to make new words and find new people. Be sure to include a proportionate number of vowels to the consonants. Also, go easy on the X's, Q's and Z's.

What's My Flavor?

Student's, when in small groups, disclose their favorite ice cream flavor and the reasons for the flavor being his/her favorite. This may reveal something about that person and act as a means to further conversation. What do you say to those folks who like Rocky Road, eh? Either they are really devout in faith or enjoy four-by country!?!

Spool of Thread

Pass around a spool of thread and instruct each person to tear off a piece. Don't tell them why or how much to pull off. Each person then wraps the thread around his/her index finger. Everyone takes turns telling something about her/himself for each wrap of thread.

M & M's

Pass a bowl full of M & M's around the room. Instruct the group to take some of the chocolate treats, but don't eat them. Once everyone has selected the delicious candies, tell the group that they will disclose one piece of information about themselves for each M & M they took from the bowl. You can do the same thing with rolls of toilet paper.

Knots

Divide the group into smaller groups of eight to ten people. Players stand in a circle and place their hands into the center of the circle. Join hands with two different people, neither of whom are standing next to you. A human knot is born! The goal is to untie the knot without letting go of hands. Be sure to be respectful of your neighbors! What you do may not be the best for them, so check it out before you work it out.

Stand Up

Try this one in pairs first, then groups of three, then fours and work up to the entire group. Sit on the ground, back-to-back, knees bent and elbows locked. Try to stand up without falling down. For the large group, sit as tightly packed as possible and work in unison!

Secret Celebrity

The leader pins the name of a famous celebrity on the back of each person. Each person must then solicit information from the other members of the group in order to name the celebrity. A good activity for times when people are waiting in line.

Balloon Game

The entire group makes a huge circle and puts their arms around their neighbor's shoulders. As the music plays, they pass balloons around the circle using their legs. Start with three or four balloons. When the music stops, the person holding the balloon is eliminated from the group.

As the group gets smaller, take balloons away. Eventually there will be two people left and only one balloon.

Electricity

Player's stand in a circle and face in towards the center. One player begins the game by doing an action and "sending it" around the circle. After each person in the circle has done the action, the next person sends another action around. You can send two different actions the opposite way!

Quick Line Up

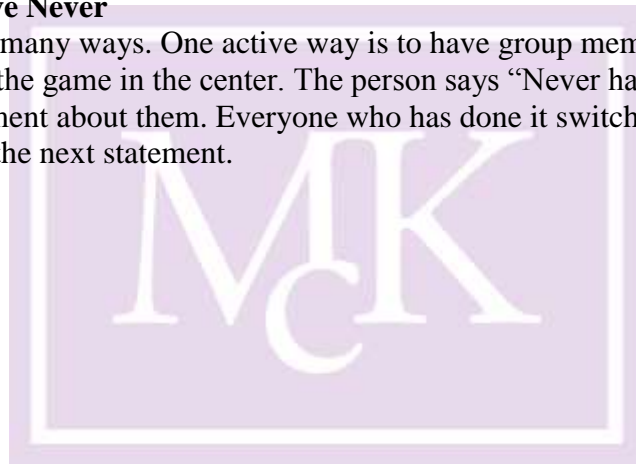
The leader calls out a variety of commands to the group and they line up according to the command as quickly as possible. Examples: Line up according to age; height; year in school; alphabetical by first name; alphabetically by last name.

Two Truths and a Lie

Each member of group says three statements about themselves, two truths and one lie. The first member to accurately guess which statement is a lie goes next.

Never Have I Ever/ I Have Never

This can be played many ways. One active way is to have group members stand in a circle with the person starting the game in the center. The person says "Never have I ever _____" and reveals a statement about them. Everyone who has done it switches spots and whoever is left in the center gives the next statement.



Membership and Recruiting

New members are the lifeblood of every organization. They bring new ideas, increase the organization's person power, foster organizational growth, prevent member burn out, and take over leadership roles when you leave.

People join organizations for many reasons. They want to get involved, meet people and make new friends; they want to develop skills and have fun. Groups need new members because they bring new ideas and talents, in addition to replacing old members. It is vital that an organization has a well-conceived and executed recruitment and retention plan.

Recruitment and Retention is the responsibility of every member of your organization! Every member must be involved in the planning and implementation of a recruitment and retention campaign. Some organizations create a Membership Development Committee that oversees the design and implementation of a recruitment campaign, maintains membership information, plans and implements members training programs, coordinates the leadership selection/election process and plans social functions to enhance team building.

The following suggestions will help make your organization's recruitment efforts more successful:

Know and Understand Your Organization

It is important that both the leadership and the membership know what the organization goals and objectives are.

- Have an organizational meeting to discuss goals and objectives. Are your goals still accurate? Is it time to update them? Where do you plan for the organization to be in six months? A year?
- Decide on a direction to take. During this "organizational housekeeping" process, a certain theme or direction should become clear. What is this?
- Develop a membership profile. What type of people do you need to help the group succeed? Who would you like to have joined? Who would complement your current membership?

Set Recruitment Goals

Now that you know the type of people you are interested in recruiting, the next step is to set some recruitment goals. How many new members can your organization reasonably assimilate into the group? Will you allow people to join at any time or only during a pre-designated recruitment period? Will you hold a mass meeting or is membership by invitation only?

- Keep your membership profile in mind. When designing your recruitment strategy, ask yourself what places do these prospective members most likely frequent? Do they have special interests? What kind of publicity would attract their attention?
- Remember what made you get involved. Probably the most important step in designing a recruitment strategy is for you to think back to when you first became involved. What attracted you? How were you recruited? If you weren't, how did you hear about the group? Why have you stayed involved?

Get Everyone Involved

Have your current members identifying people they know who might want to get involved. Personally invite them to attend a meeting. Word-of-mouth is the best and least expensive type of publicity you can use.

- Talk about your group. Tell people what you have to offer them. Ask them about themselves – and really listen.
- Sell your organization and the benefits of membership. Tell them how the organization can benefit someone like them. Personalize the message to each potential member. Let them know how their talents, skills, and interests would help the organization.

Design an Advertising Campaign Using Visual Elements

Recruitment campaigns need to have a visual element as well. Have those members with artistic talents work on your posters, flyers, banners, bulletin boards, etc. Be creative. Get the publicity up early enough. (Read the section in this handbook regarding Publicity and Promotion to make your publicity as effective as possible.) Your publicity can be effective only if it's noticed.

Plan a Special Welcoming Meeting

Many groups find it beneficial to have a meeting or ceremony to welcome new members. Group participation in some form of official initiation process is one way to make your members feel wanted, needed and appreciated.

Hold an Orientation for New Members

Developing and conducting an organizational recruitment campaign is very important. Yet, as we all know, retaining these new members is another matter entirely.

- Don't make a mistake – Train your new recruits. All too frequently, groups skip any form of orientation and just place their new recruits directly on committees or organizational projects.
- Teach them about your organization. Although involvement is crucial to the longevity of the group, understanding the organization and its goals and objectives, structure, norms, and taboos is equally as important. By taking the time to orient new members to the privileges and responsibilities of membership, you create a more educated membership – people who can and will make significant contributions to the organization.
- Elements of a successful orientation program:
 - The rights and responsibilities of members
 - Organizational governance, operating policies, and procedures
 - Organizational history, traditions, and programs
 - Assimilation of new members into the organization
 - An overview of campus services, activities, programs for student organizations
 - Information about any support groups or affiliations a group may have

Adapted from Ball State University Downloads for Student Organizations and Advisors

Illinois Hazing Law

Attached is a copy of the text of this law for you to copy and distribute to each member of your organization. The text defines "hazing", and describes the penalties for violating the law. The McKendree University hazing policy may be found in the Student Handbook.

§ 720 ILCS 120/0.01. Short title

Sec. 0.01. Short title. This Act may be cited as the **Hazing Act**.

§ 720 ILCS 120/5. Hazing

Sec. 5. **Hazing**. A person commits **hazing** who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person.

§ 720 ILCS 120/10. Sentence

Sec. 10. Sentence. **Hazing** is a Class A misdemeanor, except **hazing** that results in death or great bodily harm is a Class 4 felony.

Acknowledgment Form Regarding Illinois Hazing Law

Name of Organization

As President or designated chief officer of the student organization cited above, I certify that I have received a copy of the Illinois Hazing Law and that the organization understands and agrees to comply with the provisions of the Illinois Hazing Law.

President/Chief Officer's Name

Local Telephone Number

President/Chief Officer's Signature

Date

Advisor's Signature

Date

Hazing “Myths and Facts”

Myth #1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools, and other types of clubs, and/or organizations.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others—it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there’s no malicious intent, a little hazing should be OK.

Fact: Even if there’s no malicious “intent” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy, and alienation.

Myth #5: If someone agrees to participate in an activity, it can’t be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group. In Texas, the fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.

Myth #6: It’s difficult to determine whether or not a certain activity is hazing—it’s such a gray area sometimes.

Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions.

Make the following inquiries of each activity to determine whether or not it is hazing.

- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to family members, to a professor, or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes,” the activity is probably hazing.

Adapted from: StopHazing.org, Educating to Eliminate Hazing. Copyright StopHazing.org 1998–2005. www.stophazing.org

Fundraising and Event Planning

Many student organizations have big plans and excellent ideas for programs or services. However, few organizations have the finances to make these plans real. It is important for student organizations to have some kind of fund raising plans and to execute those fundraisers with the utmost professionalism, accountability, and legitimacy.

Fund raising events can be a lot of fun for all involved. It is important to make the fundraising project a group effort and to get as many people involved as possible. Not only will you have more help to accomplish your goals, but you will also get more people interested in giving money. The key to being successful in fund raising is to be creative and to keep your goal in mind. Members of your organization will not get excited or interested in your fund raising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure that the reason you are raising money is a legitimate cause, and let everyone know why you are raising funds.

Funding Sources for Student Organizations

The McKendree University Student Government Association is the representative voice of the student body. Student Government Association serves three primary roles: to distribute funds to registered student organizations, to sponsor campus events and initiatives, and to promote communication between the students, faculty, and administration.

Please familiarize yourself with following details regarding budget request procedures before you complete your application:

- SGA budget funds come from a special budget designed to assist need- based projects that provide an educational and developmental opportunity to McKendree University students.
- This fund is a sub-budget delegated each year out of the Student Activities Fee and is available to any Registered Student Organization (RSO). There is a limited amount of money available, so not all requests will be granted and not all requests will be fully funded.
- Due to its nature, it is important that the projects be of maximum benefit to the student body. It is also expected that the applicant RSO have had made an effort to fundraise prior to the application; RSO's failing to do so, can be denied funding. It is not recommended that organizations apply for funding multiple times in a semester.
- Budget Requests must be turned in by Friday at noon to be considered for the following Monday's meeting. Packets may be submitted electronically to the SGA Treasurer, or may be dropped off in the SGA mailbox. The SGA mailbox is located in Clark Hall, Room 107. The SGA Treasurer will review applications. The RSO representative will be contacted by the SGA Treasurer to set up your meeting.
- A RSO representative will have five minutes to present the request to SGA. You should be able to answer questions regarding your request. The Meetings are held on Monday nights at 9 pm in Piper Academic Center. Barring extenuating circumstances, you will not be allowed to schedule an alternate meeting time. SGA reserves the right to investigate the funding request further or delegate the request to the Office of Student Affairs.
- The RSO representative will then be contacted by the SGA Treasurer regarding the monetary award. Award may be picked up from the Business Office in 2-3 business days of notification. **Registered Student Organizations must have an account with the Business Office to receive funding.**
- After the allocated funds have been spent, it is the responsibility of the student organization to submit all receipts, invoices, and proofs of purchases to the SGA Treasurer or SGA office. If

justification of expenditures is not provided, the student group puts itself at risk of fining, revoking of recognized status, freezing of assets, and will be responsible for replacing the funds spent. Additionally, the student group will be unable to apply for future funding.

Student Organization Solicitation Policy

Fundraising provides opportunities for organizations to finance or subsidize activities not funded by the Student Government Association (SGA). Monies raised in these activities are put in a restricted account in the McKendree University account system. Unlike the funds allocated by SGA, the monies raised from fundraisers will be deposited in a special account that carries over from year to year. Approval for minor fundraisers is provided by the Office of Campus Activities. To schedule a fundraising event, please see the section on fund raising in the manual.

Process

1. Download the Fund Raiser Proposal from the [Student Organization Resources](#) page on the McKendree University website or pick it up from the Campus Activities Office, located in The Lair.
2. **Schedule a brief (10-15 minute) review meeting with the Director of Campus Activities at 618-537-6856. The completed Proposal Form must be turned in at least two (2) weeks prior to the start of the activity. In addition, if your event will be held on campus other than in a classroom, the Event Registration Form must be completed to officially reserve space. Classrooms must also be reserved for use. Both forms can be found on the [Student Organization Resources](#) page on the McKendree University website.**
3. To complete approval for your on campus fundraising event, you must have the following:
 - a. Confirmation of your reserved space from the University Operations Department
 - b. A copy of the approved Fund Raiser Proposal Form with necessary signatures. A Fund Raiser Permit will be issued when your request is approved.
4. Once your event is over, the permit must be returned to the Campus Activities Office.

Policy

1. Only McKendree University registered student organizations and approved clubs are allowed to engage in fundraising activities.
2. All fundraiser proposals must be on file with the Office of Campus Activities **two (2) weeks** prior to activity. Examples of acceptable fund raisers include, but are not limited to bake sales, merchandise sales, and other non-taxable items.
3. All fundraising activities (both on and off campus) must be approved by the Director of Campus Activities. **In addition, Event Registration Forms must be completed to officially reserve space on campus.**
4. Permission will not be granted for the sale of products or services that conflict with University policies. For example, RSO fund raising activities may not involve the sale of alcoholic beverages or tobacco products.
5. On-campus fundraising events may only be held on two consecutive dates at a time and are limited to a maximum of 3 hours. Fundraising events extending beyond the established time period require approval.
6. All registered student organizations are required to have a lockable collection box or bank bag on site to store collected funds. These items are available from the Campus Activities Office.

7. Fundraising events involving the sale of products with the McKendree name, logo, or mascot must be approved by the Office of University Communications and Marketing **BEFORE** printing or production.
8. No group can solicit funds from individuals or businesses without approval from the Office of Campus Activities. If necessary, additional approval may be required from the Department of Advancement, Alumni, and Parent Relations. Any request of this type may delay the processing of your Fund Raiser Proposal.
9. Gifts made directly to organizations are NOT eligible for a tax deductible receipt.
10. **Prize Receipts:** When a prize to be awarded for an event or fundraiser is purchased through the use of funds from your McKendree account or if a member of the organization will be reimbursed by funds from your McKendree account for the purchase of prizes, the recipient of the prize(s) and representatives of the organization (member administering the prize and the group's advisor) must sign a prize receipt. Prize receipts should be done in triplicate - One copy should remain with the recipient, one should remain with the sponsoring group for their records, and a third must be returned to the Office of Administration and Finance within 3 business days of the event.
11. The Registered Student Organization must be prepared to demonstrate that all proposed sales activities comply with local and state sales tax rules and regulations. Student leaders responsible for the fund raising activity are required to consult the University Comptroller (537-6981) before making their application with the Office of Campus Activities. If a license is required for the fund raising activity, the RSO is solely responsible for securing the license in compliance with applicable law. McKendree University complies with the Illinois Raffle Act and Illinois Gambling Statutes. <http://www.gambling-law-us.com/Charitable-Gaming/Illinois/Raffle-Act.htm>

NOTE:

*Completing the Fundraiser form does not reserve a room or space for your fund raiser. You must still complete the Event Registration Form, which is located at: https://www.mckendree.edu/student-life/involvement/rso/resources/event_registration.php. Your registration for the space must be approved by University Operations. An Event Registration Form is required to use tables in the Piper Academic Center hallway. A maximum of 2 groups will be allowed to use the area at a time.

Fiscal Responsibility and Accounting

Finances

Each organization is responsible for its own finances. **Officers are considered responsible for the payment of debts incurred during their term.**

All organizations must complete all transactions through their McKendree issued account unless otherwise approved. The treasurer may be asked to make a full account of the organization's finances at any time. Financial records may be audited by the University at any time. If any financial difficulties arise during the school year, they should be brought to the immediate attention of the Office of Student Affairs.

Money Matters

Managing your organization's finances can be a trying experience, but preparation and organization can put you on the path to success. Healthy finances will ensure a strong future for your organization by allowing you to recruit members, plan activities, and develop your organization's vision. This section will provide some basic tools you can utilize to maintain fiscal responsibility and ensure that your

organization remains in good financial standing with SGA, Student Activities, and the entire student body.

Developing a Budget

The best first step on the path to fiscal responsibility is to develop and maintain a detailed organization budget. It is best to have all members of your executive board work together to develop your budget; this will limit the possibility of missing revenue sources or possible expenditures. It is also good to refer to copies of your past budgets when developing a current or projected budget for your student organization.

When developing your budget, remember to be realistic and conservative. A well-organized budget has two parts: income and expenses. Income could include fundraising revenue, departmental contributions, and any other planned revenue sources. When projecting your income, list all sources and add up all contributions, then subtract 10% of the gross income just in case everything doesn't come through.

Expenses include any money you plan to spend throughout the course of the year. You should project expenses for all events; big and small. Remember to include expenses for national membership dues (if applicable), supplies, promotional materials, travel, and conferences.

Once you have developed thorough lists of income and expenses, subtract your total expenses from your total income. That difference is the amount of money you need to raise through additional fundraising or requests for monies allocated by SGA.

Managing Your Budget

Once your organization has finalized a budget, refer to it often and update it as needed.

Your organization will stay on track toward reaching its goals if it maintains a budget that accurately reflects income and expenses. It is fiscally responsible to make every attempt to stay within your set budget. Fiscal responsibility will aid your organization's future financial planning. It is highly recommended that a point person, preferably your authorized signer, keep track of all expenditures, deposits, and other income in an excel spreadsheet.

While most organizations use a treasurer or other financial officer to manage financial matters, it is important that more than one person understands the financial operations of the organization. Make sure organization members, especially program planners who spend money understand the organization's financial operations for events and initiatives. A lack of understanding could lead to disregard for paying bills and controlling expenditures. If more members understand revenue potential and expenditure constraints, they will be more willing to work within them.

It's normal for your budget to change and shift throughout the year. If you find that your organization would like to make a purchase or plan an activity that was not budgeted for in the beginning of the year, then your budget will have to be rearranged to compensate for the unexpected cost or your group will have to find another source of income to cover it. Likewise, if a purchase turns out to be significantly more expensive than predicted, you will have to adjust to cover this cost (another expense will have to be cut or additional income will need to be added).

Organization Accounts

Every organization with even the most basic income or expenses is required to open a university account with the Office of Administration and Finance, located in Wildy Hall. All organizations that receive

SGA monies must access those funds through an on-campus account. Your McKendree University-issued accounts offer the following benefits:

- Tax-exempt status for purchase pre-arranged with Student Activities
- Ease of purchasing goods and services from campus vendors (Computer Store, Catering, Bookstore, Printing and Mailing, etc.)
- Historical record-keeping of purchases and deposits
- Security of funds

To open an account, a request must be made by the President of the RSO and the Advisor to the Office of Administration and Finance, located in Wildy Hall.

Accounts are designated by account numbers. Every student organization is assigned a unique account number. The Office of Campus Activities and or Office of Administration and Finance may run an activity report, or account statement. Those reports show all financial transactions that took place during the previous month along with totals for the fiscal year to date (remember: the fiscal year runs from July to June, not January to December). Transactions are grouped by object codes: these designate types of expenses (postage, food, printing, etc.) or income (donation, ticket income, special allocation, etc.). Activity reports can be distributed to student organizations via email if requested.

Account Access and Authorized Signers

While every member of your organization should have an understanding of your group's finances, access to your account is restricted to one or two individuals and your Advisor, who should be trained to authorize all transactions that are processed in the Office of Administration and Finance. These authorized signers are required to verify all transactions with their signature prior to submission for payment. This includes all reimbursements, check requests, on-campus purchases, and journal entry transfers. **Certain requests may require the signature of the Vice President for Student Affairs or appropriate department head.** If a request is received in the Office of Administration and Finance that is not signed by one of your organization's authorized signers, that request will be held until proper authorization is received.

This policy will ensure that all transactions are being authorized by individuals who have a thorough understanding of your organization's budget and who are trained on the various policies and procedures that govern the University's financial system. In order to register as your organization's authorized signer, an individual must attend training sessions offered by the Office of Campus Activities at the start of each semester: Accounting and Budgets training. The authorized signer's signature will be placed on file and used to verify that all transaction requests have been authorized by the proper individuals.

Off-Campus Accounts

To protect the interests of student organizations and the university, **no recognized student organization is permitted to hold an off-campus bank account.** Special permissions may be granted to organizations that are campus chapters of nationally-recognized organizations with 501(c)(3) status; in those cases, the off-campus account must be in the name of the national organization; however this permission must be granted by the Office of Student Affairs and Office of Administration and Finance. No organization can open a bank account under McKendree University's name.

Accessing Your Funds

All funds deposited with the university must be handled in accordance with university policy. There are multiple ways to access these funds; however the type of transaction required is usually dictated by the

ultimate destination of the funds. For example, there is one procedure for paying an individual by check for goods and services they provide to your organization and another procedure for transferring funds electronically to another department or organization on campus. Details of how to make payments and deposits follow. The Office of Administration and Finance does not have account check books and cannot give organizations cash from their accounts.

Making Purchases

Transfer of Funds

When utilizing a campus service (Dining Services, Print Shop/Mailroom, etc), a simple transfer of funds can be made out of organization accounts. The Office of Administration and Finance receives internal billing invoices and approves payment, in consultation with the student organization, from appropriate accounts.

Direct Billing

Certain off-campus vendors or merchants have the ability to bill your McKendree University Club or Organization when purchases are made. These bills come directly to the Office of Administration and Finance and will be billed directly to the student organization responsible for making the purchase. Names of organizations must be clearly indicated on the bill so that payment is made from the correct account.

Purchase Orders

If your group is making a purchase for over \$250, a purchase order is required PRIOR to ordering any items or services. A purchase order number can be requested from the Office of Administration and Finance by the organization's advisor. As a courtesy, this must be done at least 48 hours in advance of the purchase. Purchase order forms must be completed with the name of the company, account number and goods ordered.

All requisitions must be signed by the advisor of the Organization, or if needed, director of the department or the department chair. If the requisition is over \$500.00 it must be signed by the Vice President of that department or the Provost. These steps must be followed in order to receive a purchase order number. Goods and Services over \$250.00 are not authorized without a purchase order number. Let the Administration and Finance office know if they are expected to place the order. When the invoice is billed to you, please verify that the goods have been received and send the invoice to accounts payable.

When purchases are contemplated and the cost of the goods or services is:

- Under \$500 - Only one telephone bid need be obtained, unless the item is highly competitive.
- \$500 up to \$2,999 - Three telephone bids must be obtained. Information concerning the bids will be included on the requisition.
- Over \$3,000 - Three written bids are required. The bid request will be signed by the Vice President over the area involved.

Exception to above will only be in bona fide emergencies and will require approval of the Vice President for Administration and Finance.

Check Request for Goods and Services

Every check written from your account will have McKendree University's name on it, so student organizations must satisfy the purchasing guidelines and policies set forth by the university's purchasing department before making off-campus purchases. Several criteria must be met before such a purchase can be made. First, you must establish that your preferred vendor is in the University financial system. A vendor is defined as any business entity or individual that provides goods or services to your organization for a fee. Check with the Office of Administration and Finance to verify if the vendor you want to use is in the database. If the vendor is not listed, they will work with you to have the company or individual added. If you wish to pay an individual who is already employed by McKendree University, you must arrange payment with the Accounts Coordinator in Student Activities.

Once it is determined that the vendor you would like to use has been entered into the database, submit a Check Request form, which can be found on the Club and Organization Resources website.

This form should be used for all payment requests that result in a check being issued from your University account to pay for goods or services received from an off-campus vendor or individual. It can also be used to make pre-payment arrangements for purchases that may need a purchase order (PO). This form should be filled out in its entirety, including all information about the vendor; the purchase details, the timeline for payment, and be accompanied by supporting documentation such as a bill, invoice, quote, contract, or agreement. Please note that checks are currently cut on Monday, Wednesday, and Friday.

If this form is submitted with a quote in order to have a PO created for goods and services that will be received at a later date, be certain to deliver the final invoice, referencing the PO, to the Office of Administration and Finance in order to have the final check cut and sent to the vendor.

Contracts and Agreements

It is important to note that a contract or an agreement is almost always required when you need to pay a business or individual for services. A service can be described as anything that does not involve the purchase of tangible goods. This can include, but is not limited to, lectures, musical performances, tech support, set up and tear down of equipment, food preparation and service, design work, or website support. Please be certain to work with the Office of Administration and Finance well before you enter into any sort of agreement with a vendor for any type of service performed on or off campus. Any service that is provided on campus or as part of any official McKendree University sponsored event must have an agreement that is signed and executed by an authorized university official. As students are not able to sign and execute agreements or contracts as representatives of the university, it is imperative that you communicate with Office of Administration and Finance to receive proper guidance on the development and authorized execution of any agreement. Student organizations may act as the **SPONSOR** of an event, but are not considered the **PURCHASER**, and are **NOT** authorized to make such agreements independently. The Director of Administration and Finance is authorized to represent the University and will facilitate contractual agreements on behalf of student organizations.

Services provided off campus as part of a non-university sponsored event can have agreements that are signed by individual students; however you should still work with the Office of Administration and Finance to ensure that you are looking out for the best interest of your organization as represented in any written contract.

The contracts process is lengthy, so any contracts to be signed by a university official must be advanced to the Office of Administration and Finance at least 2 weeks in advance of your purchase.

Reimbursements

If a member of your organization spends his/her own money to purchase goods for your group, he/she can submit a request to be reimbursed for that expense. Reimbursement requests must be supported by a valid proof of purchase. Acceptable proofs of purchase include: a register receipt, a credit card receipt, a credit card billing statement showing payment transactions, an account statement from the checking or credit card account that was used for the purchase, or a canceled check. Reimbursements are processed much more efficiently when the proof of purchase is well-supported.

Receipts and other supporting documents should be attached to a Check Request form and turned in to the Office of Administration and Finance. Please fill out the form in its entirety and make sure you provide a detailed description of the purchase including all pertinent information. Reimbursements may be processed within the same week they are submitted.

Gifts Cards, Prizes, and Awards

If your organization uses the RSO's account to pay for or reimburse a member for any sort of prize or gift to any individual who participates in a contest or drawing, it is strongly encouraged that a prize receipt be filled out by the recipient to ensure the University is compliant with IRS tax laws. If requested by the Office of Administration and Finance, these forms must be submitted with the corresponding receipt, invoice, or purchase request. Please see the above section on Fundraising for clarification.

Deposits

To deposit cash or checks to your organization's account, funds must be taken to the Business Office, located in Wildy Hall. Communicate the amount and account for which the funds will be applied. Be sure to obtain a deposit receipt (this is important for tracking your deposits and budgeting).

Cash Handling Procedures

It is imperative that organizations maintain proper cash handling procedures. Any time an organization receives income from fundraisers, sales, dues, or other organization activities, all money should be taken to the Business Office for deposit. Under no circumstances should organizations maintain a significant amount of money in an unsecured location or in the possession of any member.

Planning Your Fund Raiser

- Set a goal.
- Ask for suggestions from your members. What do the members want to do? Brainstorm for ideas.
- Find out what has been done before. What worked? What didn't? Why? How can you improve?
- Check into local and state regulations. Check University policy.
- Involve all segments of your group, not just the officers. People contribute to what they create. Get as many volunteers for your project as possible. Make sure they understand the cause and are willing to contribute their time and effort.
- Determine your market: college students, community, parents, etc.
- Know your overhead.
- Advertise wisely.

- Let everyone know your expectations in advance and update on progress. Using a goal poster is a great idea; make sure that poster is displayed prominently.
- Recognize everyone involved in the planning and implementation of the fund raising project. Reward those who achieve. Make certificates, ribbons, or other type of small rewards for everyone who volunteered for the project.
- Thank supporters. Give your big donors some kind of tangible reminder of how they contributed to a good cause. Create and maintain good will with these contributors, because they will tend to help in the future.
- Complete a written evaluation or report. Make sure you include:
 - Contact names, addresses, and phone numbers
 - Time lines and important dates
 - Suggestions of things to do differently

A Few Fundraising Ideas

The following are ideas for creative fund raising projects. This list just touches the surface of all the many projects available to raise money. Just be creative and do some great brainstorming for other ideas.

- Bake sale
- Spaghetti dinner
- Recycling drive
- Candy sale
- Rummage sale
- Drive-in movie
- Marathons
- Decathlons
- Pig Roast
- Best beard contest
- Road rally
- Car washes
- Talent show
- Invitational turtle races
- Handmade boat contest
- Kite flying contest
- Paper airplane contest



Here are more ideas...

- Sell candy canes at holiday time
- Sell stadium seat cushions
- Sell buttons with school spirit slogans
- Pool/board game/bowling tournaments
- Sell flowers for special occasions
- Hand out advertising flyers for companies

And even more ideas...

- Cartoon, horror movie, special films festival
- Product testing for local or national companies
- Pancake breakfast before hunting or fishing season
- Get on lists to act as group test subjects for surveys
- Euchre (or other card games) tournaments or marathons
- Carnival booth at Homecoming, Greek Week, or Family Weekend
- Pie auction. Bid for privilege of throwing a pie into another person's face
- Sell small throw pillows with the name of your organization glued on in felt
- Sell miniature paddles with the Greek letters or your organization's name painted on it
- Check with local trucking or car rental companies to wash their vehicles on a regular basis
- Watermelon contests (i.e. seed spitting, eating the fastest, the most (timed), throwing, stack-relay)

Planning an On Campus Event

It is not uncommon for student organizations to sponsor events both on and off campus. Your events help add to the community at McKendree by providing a means to accompany in-class learning. The following is a step by step process to make your events happen through the event registration process.

- 1. The most important step is to plan ahead!**
2. Formulate your idea for an event or activity.
3. Check out other happenings on campus to determine what date and time would be best to hold your event. Places to check are the main Campus Calendar at: www.mymck.mckendree.edu. To filter just Registered Student Organization events, click on Student Life in the Right Navigation Column.
4. Check with the Event Registration Coordinator to determine which facilities are open that would be appropriate to hold your event in. Here is a brief overview of some space on campus:
 - a. Ames Dining Hall – can hold up to 200 people, not accessible during normal meal hours
 - b. Classrooms – check with Academic Records Office to schedule their usage
 - c. Pearsons Hall (1828 Café) – holds up to 150 people
 - d. Hettenhausen Fine Art Center – capacity 500 people (check with the Director for usage)
 - e. The Lair – capacity 120 (check with the Director of Campus Activities for usage)
 - f. Residence Halls – most halls have a lounge that can be reserved for general use
 - g. McKendree West Clubhouse – building space, meeting room, and a pool!
 - h. Bothwell Chapel – can be reserved when not being used for other purposes
5. Other spaces available for reservation are open area on campus including:
 - a. The Quad
 - b. Front Lawn
 - c. Sand Volleyball Court
 - d. Intramural Field
 - e. Statham Gymnasium at MPCC
 - f. Intramural Gym

Make sure that you have a rain location secured if you are planning an event for outdoors!

6. Once you have your event date and location chosen you should register the event with the Event Registration Coordinator. This can be done by going online to the Student Organization Resources Page (<http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>) to complete the online Event Registration Form. This form can also be obtained by stopping by the Coordinator's Office in Pearsons Hall 2nd Floor, and completing the Event Registration Form.

7. What events should be registered? If the answer to ANY of the following questions is YES, then you should register your event:
 - a. Are you publicizing your event to the entire campus?
 - b. Is it being held in a public space in a University facility?
 - c. Are you charging admission for the event or raising funds for your club or organization?
 - d. Do you have a 3rd party vendor coming to the event?
 - e. Are you transporting people off-campus for this event?
8. By registering the event, you are automatically qualifying your organization to take advantage of many publicity opportunities through the Office of Campus Activities. You are also able to pick up an event planning checklist (see Appendix L) to assist you in knowing what you need and who you need to contact to smoothly plan your event.
9. At an event meeting the following criteria, an advisor or other responsible University staff or faculty person is strongly encouraged to be present throughout the event:
 - a. If the event has an admission charge
 - b. If there is a 3rd party vendor who is being paid for its services
 - c. If the event is advertised to the general public (outside of McKendree University)
 - d. If the event is being held off campusThough it is not required that this staff person is the advisor, it is strongly recommended to insure continuity of knowledge regarding the event.

Off Campus Events and Conference Guidelines

Every student attending an off-campus activity or conference on behalf of a student organization is acting as a representative of McKendree University. To that end, courtesy and respect for others must be demonstrated at all times. Mature, professional conduct is expected of every student. It is highly encouraged that the student organization advisor or designee attends the conference to provide guidance and support to the student delegates. Please observe the following guidelines for students traveling on behalf of the University or attending an off-campus University sponsored event.

1. Register the event with the Office of Student Affairs by completing the Student Travel Form and waiver. This form can be found on the Student Organization Resources Page: <http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>.
2. Students must provide a list of participants, contact information, and departure and arrival times to the Office of Student Affairs at least 1 week **PRIOR** to departing campus.
3. An informational meeting must be held prior to departure from campus to insure that each participant is well informed of the arrangements and itinerary of the trip.
4. Students are responsible for their behavior and will be held accountable while traveling on behalf of the University.
5. Student Government Association, The Office of Student Affairs, and McKendree University do not condone or tolerate underage consumption of alcohol at University sponsored/supported or affiliated functions. Students of McKendree University are expected to abide by the laws of the state that they are in at all times.
6. Respect should be shown at all times for others and all non-personal property.

If an advisor or student leader feels that any student has not adhered to these guidelines and has behaved in a manner that is unprofessional, illegal or irresponsible, that student could face sanctioning as pertained to the University regulations document upon return to campus.

Promoting Your Event

If you want people to attend your event, meeting, or activity, you must make them aware of when it is going to happen. Here are some points to consider when publicizing your event.

- 1) Approval - All events, promotion, and publicity must be approved by the Director of Student Services. If approval is not obtained, much time, effort, and planning may be lost. Note: All posters and flyers must be stamped for approval in the Office of Student Affairs.
- 2) Timing - Put the material out soon enough for people to make plans to participate but not so early that they won't attend. A lot of this depends on the public you are trying to reach. If it is a specific group you want to target, you may do several mailings. If it is a large group in one community, you may do posters. The closer you get to an event; you may want to use several forms of publicity.
- 3) Appeal - The material should appeal to the people you want to attend the event. This depends on the theme, the event, and when the event will take place.
- 4) Location - You must put publicity materials in the traffic areas of the people you want to reach. You want them to hear what is going on and see what your organization is doing.
- 5) Type - The following is a list of various publicity material you can use to advertise your event. Publicity can be either very expensive or you can make it creative without spending a bundle of money.

Banners	Posters	Flyers	Balloons	Newsletters	Brochures	Table
Tents	Sign-up Sheets	Chalking	Mailouts			
- 6) Information - Be sure to include all the information in the publicity that the person needs to know. Who - what - when - how much - where, are the vital questions that must be answered for the public. Be sure to give your organization credit for sponsoring the event on your publicity.
- 7) Coordination - Delegate publicity duties to everyone on the committee. It is everyone's responsibility to let people know about an event.
- 8) Budget - Check your budget. It is important to invest money into the area of publicity, so don't forget this in planning for an event.
- 9) Evaluate - How did everything go? Write down every type of publicity you used, and then think about some of the other ideas you could have applied.

Publicity Policies

The following policies govern how events can be publicized on campus:

Posting information on campus

- All posters, announcements, advertisements, etc. placed in public areas on campus must be approved by the **Director of Campus Activities, located in Lower Deneen (The Lair)**.
- The Director approves materials for all off-campus vendors, including community service announcements.

Signs, Posters, etc.

- Signs may not be attached to painted surfaces.
- Signs may not be placed on glass anywhere on campus.
- Signs may not be attached to traffic signs, buildings or other permanent structures without approval. Individuals and groups are encouraged to demonstrate good judgment and avoid offensive or lewd comments or drawings on all publicity material. Any materials found objectionable may be rejected for posting by the approving authorities.

- Signs posted without approval will be removed and the individual group responsible for posting the signs may be restricted from further use of bulletin boards on campus.
- Free-standing signs may be used in the Quad area in the middle of campus as long as they:
 - **Do not block sidewalks**
 - **Aren't near shrubbery or easily damaged plants**
 - **Do not pose a safety problem**
 - **Conform to sizes specified**
- The signs must be approved by the Director of Student Services (just like posters and flyers) and removed within five days or after completion of event.

Political advertising (by off-campus candidates) is not allowed on campus.

Signs will be monitored. All signs without approval or left past their designated limit will be removed.

The approving department will monitor this process.

NOTE: SIGNS ARE DEFINED AS ANY PRINTED, PAINTED OR DRAWN MATERIAL, REGARDLESS OF SIZE.

Banners

Banners made by your organization or obtained through outside sponsors, etc. cannot remain on campus for more than two consecutive weeks. Banners must be removed within 48 hours after the event.

Sidewalk chalk

Sidewalk chalk can only be used on walking areas that are concrete. Sidewalk chalk cannot be used within 10 feet of an entrance to a building. Sidewalk chalk is not to be used on any surface not on the ground, including, but not limited to, trash cans, ashtrays, trees, benches. Do not crowd other messages. Your messages could be damaged when others are removed. Include the Date of the event in all of your messages. You are responsible for removing your messages when they expire. A spray bottle with mild detergent and a scrub brush will be available in the Campus Activities office. Questions about the banner and sidewalk chalk policies should be directed to the Director of Campus Activities, located in Lower Deneen (The Lair), (618) 537-6856.

Campus Activities eSource, McKendree Review Newspaper, and other publications

The Campus Activities eSource is a weekly electronic publication that showcases events sponsored by Registered Student Organizations and the Office of Campus Activities. The eSource is distributed weekly via the campus email system to faculty, staff, undergraduate, and graduate students. Information that the organization would like in the Campus Activities e-Source must be submitted to the Campus Activities Office by 4pm on Tuesdays. To access the Event Registration Form, visit the Registered Student Organization Resources Page (<http://www.mckendree.edu/student-life/involvement/rso/resources/index.php>). Completing the form also give you the opportunity to have your event posted on the Student Life calendar.

Information to be posted in the McKendree Review must be submitted in compliance with their posted deadlines via email at: mckreview@mckendree.edu. Information about press worthy events open to the general public should be sent to the Director of Media Relations in the University Communications Office.

Advisor Information

Guidelines for Advisors:

The student organization advisor assumes guidance and informational roles in relating to the student organization by:

1. Having a working knowledge of the University's policies as they relate to student organizations.
2. Keeping students informed of University policies and procedures and helping/guiding the group to insure proper adherence.
3. Having a concern for the ongoing function of the student organization. This can be actualized by attending executive board and student organizational meetings.
4. Being informed of all meetings and programs sponsored by the organization.
5. Having concern about the development of leadership skills of the members; particularly the officers, and by promoting and supporting group interactions and decision making.
6. Serve as a resource in recognizing, addressing and assisting in resolving problems and issues confronting the group. The key word is resource not source.
7. Being present at functions sponsored by your student organization. (Advisors are highly encouraged to be in attendance at specific events, or must find another faculty or staff member to attend in their absence.)
8. Helping the group achieve its goals by sharing expertise, insight, ideas and making recommendations when appropriate.
9. Interpreting University policies in order to keep the organization's and the institution's best interests in mind.
10. Recommending suspension of privileges if the advisor believes that the organization is planning to, or has violated state and/or University policies.
11. The voluntary association between an advisor and an organization should continue as long as both parties believe the relationship is productive and mutually satisfying.

Campus Policies and Procedures

All Registered Student Organizations are bound by the information in the McKendree University Student Handbook, which can be found at: www.mckendree.edu. Particular attention should be paid to the Campus Regulations and Judicial Procedures Document. A registered student organization can be found in violation of those policies just as an individual student can. Questions about discipline cases should be addressed to the **Office of Student Affairs, Clark Hall, Room 107, (618) 537-6854**.

Responsibility at Group Functions

Any McKendree University student and/or guests responsible for disorderly conduct at any function sponsored by the University or by any University organization is required to leave the function immediately.

Responsibility for the enforcement of these regulations rests with the advisor, officers or appointed representative(s) of the organization sponsoring the function and the Public Safety Officer(s) at the function.

FILM VIEWING POLICY

Film/video licensing to screen movies

Video Tapes and DVDs that are available for purchase, rented from many commercial establishments, or checked out of the library are for home viewing purposes only. This means they can only be viewed in your private living spaces. For campus purposes, that means your residence hall room. (For home purposes, it means anywhere in your private residence). Same rules apply for movies/television shows that are videotaped at home on VCRs or TIVO.

Therefore anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchase for film currently runs \$300-\$600 per showing for popular titles from major movie distributors. Independent films could cost less but must be negotiated with the holder of the copyright for those particular films. [Swank Motion Pictures](#) is a film distributing company that works with college environments and handles most commercial grade film titles. For pricing and availability you may contact them at 1-800-876-5577.

Many of you may know that there is an exception to the public performance fees for college and universities. That exception is only in the case of face-to face classroom instruction by a faculty member. The faculty member may show the film/movie outside the normal class period (at night for example) however; it is only for those students who are registered for the class. The movie must also be shown in spaces that are designated for instruction; in a residential college, library screening-rooms (and individual carrels) are usually also considered spaces designated for instruction. (Even in some cases a residence hall might qualify). In most cases library screening rooms, residence hall or student union lounges, cafeterias do not qualify. It is best to ask before screening a movie in these areas.

A faculty member cannot show it for his/her class and then open it up to the rest of the campus. In order to invite others, the public viewing rights must be purchased. Acceptable attendance for films in which the copyright is not purchased only include students registered for the class, the instructor and guest lecturer(s).

Purchasing public viewing rights does not depend on variables such as audience size or charging of admission. Regardless if it is 3 people versus 300 people, size is not considered in determining if public viewing rights need to be purchased. (Size may, however, influence the amount of the public performance fee). Likewise you still have to purchase the copyrights even if you are offering the movie/film to the audience for free. Because we are a non-profit educational institution we do qualify for the face-to-face teaching exemptions. However, that does not mean that because we are a not profit educational institution that all films/movies shown here are exempt. Only those with an instructor present with students enrolled in his/her class qualify. This principle holds true no matter how much educational or intellectual value is contained in the film.

Showing a film is a fun and easy event to organize. Nevertheless, you must always keep in the forefront that just because you purchased the film, rented or checked it out, you cannot turn that Video Tape/DVD into a program. Public performance rights must be purchased and secured before advertising any event related to movie/film viewing. Failure to adhere to these guidelines (even if done so innocently and inadvertently) can result in fines from \$750 to \$30,000 per showing. If admission is charged to the event and the organization/person receives some commercial or personal financial gain, fines can range upward to \$150,000 plus a year in jail.

If you have further questions, please contact the Office of Campus Activities.

VEHICLE POLICY

DRIVER CERTIFICATION PROGRAM

Drivers of University-owned, rented or leased vehicles must register with the Operations Coordinator and complete the driver certification process. This is a one-time training/certification program, and drivers who have not completed the certification will not be allowed to operate a University-owned, rented, or leased vehicle.

The certification process consists of:

- (1) Providing a copy of your valid driver's license;
- (2) Completing a DMV (Department of Motor Vehicles) check annually; and
- (3) Accomplishing an internet-based, interactive, safe driving course. This course takes approximately 1 hour and 15 minutes and the Operations Coordinator can provide information about how the course can be accessed.

Individuals intending to drive University vehicles are responsible for scheduling the certification.

VEHICLE POLICY

The University maintains a fleet of vehicles to support collegiate activities. Vehicles are not provided for personal use, or rented to off-campus agencies or persons. A minimum of four passengers is required for van usage. The Director of Operations for the University is the program administrator with the Operations Coordinator providing back-up. The requirements contained in this policy apply to both rented and university-owned vehicles.

Van trips are limited to an area within a 400 mile radius of the University.

McKendree University also maintains a fleet of work vehicles for the Physical Plant and Operations departments.

Students, faculty, and staff must be certified by the Operations Coordinator in order to drive University-owned or rented vehicles. Certification includes:

- (1) Must be 21 years of age.
- (2) Providing a copy of a current, valid driver's license.
- (3) A successful report from the State Department of Motor Vehicles annually.
- (4) Successful completion of an appropriate internet-based, interactive, safe driving course administered by the Operations Coordinator or a designated representative.

Trips within a 200 mile radius require one certified driver. Trips between 200 and 400 miles require two certified drivers for each van used. This applies to both rented and university owned vehicles.

Files are maintained by the Operations department regarding student certifications. These certifications are active and in effect until a student graduates or otherwise severs connection with the University. However, a successful Department of Motor Vehicle check is required annually. Drivers may not operate a vehicle if prescription drugs are being used and warn of drowsiness or impaired performance. License revocation by the State of Illinois, or any other state, will render persons ineligible to drive University vehicles.

Van availability may be checked by calling the Operations Coordinator at ext. 6958. If the Operations

Coordinator is not available, contact the Public Safety office. A fully completed van reservation form listing names of certified driver(s) must be forwarded to the Operations Coordinator at least 10 working days in advance of trip. If two or more requests are turned in for the same trip, each one must list the intended certified driver(s).

Vans are picked up at the physical plant building on Monroe Street and returned to the same location. If the physical plant is closed, vans are procured by calling the Public Safety Department at 6911 or 792-3500. A drop slot is located in the front door of the physical plant building for after-hours return of van keys and van forms (with mileage recorded).

User Responsibilities:

- (1) Seat belts must be worn by all occupants without exception.
- (2) The driver must maintain order among passengers so that he/she may devote full concentration to operating the vehicle.
- (3) The driver must ensure that trash is picked up and properly disposed of, and that any spills are cleaned up promptly to avoid setting of the stain.
- (4) All spills and any damage to the vans, interior or exterior must be reported upon return of the van.
- (5) All maintenance problems (engine knocking, brakes, steering, etc.) must be reported to the Director of Operations as soon as the van is returned to University.
- (6) Smoking or the use of any tobacco product is prohibited inside the vans and alcohol and non-prescription drug use are strictly forbidden.
- (7) The driver of the vehicle assumes responsibility for all fines resulting from traffic violations.

Emergency Situations:

Vehicle Disabled:

In the event that the van becomes disabled or in any way not drivable, the driver should park in secure location, or take the van to nearest auto repair facility, and call Public Safety at 792-3500 to report and receive further instructions. The driver shall procure other means of transportation and keep receipts when renting any vehicle.

Accidents:

In the event of an accident, the following steps must be taken;

- (1) Determine injuries to passengers and seek medical assistance, if necessary, at once.
- (2) If another vehicle is involved, exchange insurance and license information (in glove compartment) with the other driver. **Do not comment on fault. Do not leave the scene of the accident until the proper local authorities have cleared you to do so.**
- (3) If van is not drivable, call Public Safety at (618) 792-3500 to inform University of situation and location of vehicle, and to receive further instructions.
- (4) Procure other means of transportation (rent van--keep receipt).
- (5) Driver should write down details of the accident as soon as possible, being as specific as possible, and submit the report to the Director of Operations of the University upon return. Our insurance company demands immediate reporting of the accident.

University departments will be charged a per mile mileage charge to cover gas, maintenance,

depreciation, insurance, etc. These charges will change (increase) from time to time to reflect increases in these costs to the University. The University community will be notified by the Vice President for Administration and Finance when these increases occur. If a user needs to purchase gas/oil in the course of the trip, reimbursement will occur via departmental channels upon presentation of all receipts. Fluid levels should be checked each time the vehicle requires gasoline.

At all times, it is expected that the driver and passengers will ensure a positive image of McKendree University regarding rules of the road, and courtesy to other drivers.

Please Note: If a McKendree University student uses their personal vehicle for University events, they should be aware that their own auto insurance will need to respond to any vehicle accidents while in route. This also applies to injuries to their passengers.



RSO Award Opportunities

The Office of Campus Activities and the Office of Leadership and Student Development hosts and presents the annual Involvement Awards each spring to recognize outstanding registered student organizations. Because all registered student organizations are welcome to apply, an Involvement Award is one of the highest honors an organization can receive at McKendree. The awards are given in over 10 organizational categories.

All registered student organizations at McKendree in good standing with the Office of Campus Activities are eligible to apply. Student organizations may self-nominate for any and all applicable categories. There are separate applications for each award category and additional questions for each of the special awards. If you are uncertain about the category, you may wish to look closely at the questions that are specific to each category. When reviewing your application, the Award Selection Committee will only consider those activities that your organization participated in and that fulfill the organization's mission statement and the scope of the category.

The Offices of Campus Activities and Leadership and Student Development support the concept of "doing what you can with what you have." Thus, organizations with small memberships and few financial resources will not be penalized when compared to larger organizations with more financial resources in the same category. Applications for the Involvement Awards are available in January at the first RSO President Meeting. They will be due Mid-March. Winners will be announced in a ceremony during the annual event held in April.

***Please note: This event is currently in proposal and development stage (September 2012).**

