Self- Governed Student Organization (SGSO)

Guidebook

2018/2019
# Table of Contents

**INTRODUCTION**

Office of Campus Life Information  
5  
Meet the Staff  
6

**SELF-GOVERNED STUDENT ORGANIZATION (SGSO) DETAILS & INFORMATION**

Definition of a Self-Governed Student Organization (SGSO)  
8  
Requirements to be a Self-Governed Student Organization (SGSO)  
9  
Benefits of being a Self-Governed Student Organization (SGSO)  
10  
Responsibilities of being a Self-Governed Student Organization (SGSO)  
11  
Indiana University, University Policies, Student Organizations STU-01  
12  
Self-Governed Student Organization (SGSO) Mark & Style Guide  
13  
How to Order Apparel  
14  
Constitution & Bylaws  
17
Communication from Campus Life
18

FORMS

Advising Agreement
20

SGSO Agreement
21

Credit Card Usage & Form
26

Room Reservations & Form
28

Funding Request from SGA
30

Fundraising Guidelines
35

Fundraising Application
36

ADVERTISING & MARKETING

Marketing Support Request
39
EVENT PLANNING

Reserving a Room for Meetings & Events
41

Catering Options & Request Steps
43

Marketing Support Request
45

FINANCES

Finances
47

Depositing Funds
48

Purchasing Guidelines
49

Purchasing Card Restrictions
50

Credit Card Usage & Form
51

Money Matters
53

Inactive SGSO Financial Liquidation
54

FUNDRAISING

Fundraising Guidelines
56

Fundraising Application
57
Introduction
Campus Life Mission Statement

The Office of Campus Life is committed to enhancing the student life experience through development of, exposure to, and participation in social, cultural, intellectual, recreational, and leadership opportunities while enhancing the overall academic experience at IU East by strengthening student identity with the IU East community.

Need Help? Have a Question? Need Resources?

Contact the Office of Campus Life

Campus Life
Springwood Hall, Suite 107
(765) 973-8240

Office Hours:
Monday – Thursday
8:00 a.m. – 5:30 p.m.
Friday
8:00 a.m. – 5:00 p.m.
Meet the Campus Life Staff

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Self-Governed Student Organization (SGSO)

Details & Information
Definition of a
Self-Governed Student Organization (SGSO)

Organizations are separate from Indiana University and agree to and operate under the Self-Governed Student Organization Agreement (“SGSO Agreement”) in order to use university facilities and services, and receive benefits associated with the Indiana University name. SGSOs that have received permission to use “Indiana University” in the organization’s names must do so only in a locational sense (i.e. “The XZY Club at Indiana University”).

Organizations establish their affiliation with the campus through the Office of Campus Life and must renew that affiliation each year.

Membership

Membership is a privilege of only current registered students.
Requirements to be a Self-Governed Student Organization (SGSO)

There are ten annual requirements:

1. At least 5 active IU East student members
2. Advisor position filled
3. Copy of current constitution on file in PackLife
4. Participate in annual Student Organization Fair each Fall
5. Attend the Fall Leadership Lunch
7. Submit the Advising Agreement each fall. Deadline: 9/14/18
8. Submit the Self-Governed Student Organization Agreement each Fall. Deadline: 9/14/18
9. Participate in annual Student Organization Fair each Spring
Benefits of being a Self-Governed Student Organization (SGSO)

When a Self-Governed Student Organization becomes registered with the Office of Campus Life, Indiana University East, it shall be accorded the following privileges:

1. The right to petition the Student Government Association for financial assistance.

2. The right to conduct “fund generating” activities consistent with University Policy.

3. Assistance with advertising and promoting club events, activities, and meetings.

4. Use of University facilities subject to the establishment rules governing such use.

5. Use of shared student organization office space and supplies in the Campus Life Office.

6. Use of the Business Office to deposit money through a University account.

7. Status as a non-profit organization and the use of a special tax-exempt number when making purchases.

8. Utilization of the Printing Services at Indiana University East.
   a. Campus Life will print up to 50 copies per flyer/event free of charge for RSO’s

9. Use of University Bulletin Boards and other promotional procedures consistent with the University policy.

10. Use of the campus mail service within established guidelines.
Responsibilities of a Self-Governed Student Organization (SGSO)

SGSOs, which are registered in the Office of Campus Life, Indiana University East, are charged with the following responsibilities:

1. To conduct its affairs within the framework of University policies, state laws, and provisions stated within the constitution of the organization.

2. To operate according to democratic processes.

3. To conduct its fiscal affairs in accord with proper standards of good business management.

4. To notify and keep the Office of Campus Life and organization advisor informed of all activities, meetings, and events of the organization.

5. To comply with the Campus Poster Policy and remove all materials posted within 48 hours of a scheduled activity.

6. To regularly re-register in PackLife in order to maintain continued recognition status.

7. To bring any proposed constitutional modifications to the Office of Campus Life for review and approval before officially amending constitution.

8. To comply with all self-governed student organization fundraising guidelines and to submit fund generating ideas to the Office of Campus Life at least (14) days prior to event.

9. To operate and/or conduct all activities in a conscientious manner, consistent with recognized standards, in order to protect the health and safety of the general public, all individuals in the activities, and all University property.

10. To utilize University facilities, grounds, and equipment properly at all times in order to avoid damage and/or unnecessary abuse.

11. To replace, repair, or pay for all University facilities, grounds, or equipment, that is lost, stolen, or unnecessarily damaged in the course of an event or activity that the organization conducts.
Indiana University, University Policies
Student Organizations STU-01

Reason for Policy

Indiana University’s philosophy of education is one that supports student self-governance. IU also recognizes that co-curricular activities give students opportunities to develop leadership skills that will help prepare them for life after graduation. Consistent with this philosophy, student organizations may exist within the structure prescribed by IU or independent of IU. As each Self-Governed Student Organization (“SGSO”) is responsible for its own actions, the SGSO Agreement formally recognizes the independent relationship of SGSOs with respect to IU.

Procedures

SGSOs shall register and execute the SGSO agreement annually prior to the organization participating in any activities in the fall semester and in accordance with procedures established by each campus student activities office.

History

This policy was established in 2016

- The full University Policy can be found at: http://policies.iu.edu/policies/categories/academic-faculty-students/academic-student-affairs/student-organizations.shtml#
Self-Governed Student Organization (SGSO) Marks & Style Guide

Self-governed student organizations (SGSO) on all Indiana University campuses now have an official branded mark for use on marketing materials and merchandise. Use of this mark indicates that an organization is an official SGSO at Indiana University.

This mark is designed to be used with (not in place of) an SGSO’s logo to indicate the organization’s affiliation with Indiana University. SGSOs are not permitted to use the trident in their logos.

- The full SGSO Marks & Style Guide can be found at: [http://policies.iu.edu/policies/categories/academic-faculty-students/academic-student-affairs/student-organizations.shtml#](http://policies.iu.edu/policies/categories/academic-faculty-students/academic-student-affairs/student-organizations.shtml#)
How to Order Apparel

Apparel (shirts and any logo items) must be ordered through the Office of Campus Life.

**Step #1:** Submit the following to Campus Life to begin the process:

1. Fundraising Request form
2. Order form that will be used to take orders (create your own)
3. Submit a sketch of the art design to be used on apparel, using the attached blank shirt

**Step #2:** Schedule meeting with Campus Life to discuss apparel order. Minimally, the President, Treasurer, and Advisor must attend this meeting

**Step #3:** Campus Life will work with vendor to obtain quotes

**Step #4:** SGSO will be notified of IU Licensing & Trademarks decision regarding shirt and art design

**Step #5:** SGSO will be notified of merchandise quote

**Step #6:** SGSO will then collect orders and submit final order to Campus Life.

**Step #7:** Campus Life will submit order with vendor. Print time is approximately 2 weeks.
Constitution & Bylaws

What is a constitution?

A constitution is a document that describes the organization and how it operates. Each Self-Governed Student Organization must have a Constitution on file with Campus Life and work with Campus Life if updates need made.

What are bylaws?

They are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine the two.

Reminders and suggestions.

With a little time and attention, you can write a constitution that will help prevent and/or minimize future problems within the organization.

NOTE: All club constitutions are kept on file in PackLife
Communication from Campus Life

Updates and information from Campus Life will be e-mailed to all Student Organization Presidents and Advisors. Only IU East e-mail address will be used.

It is then the responsibility of the President to disseminate the information to the entire student organization.
Forms
Advising Agreement

Fill this form out complete and return to the Office of Campus Life by Sept. 14, 2018.

The members of ____________________________________________________________
(Student Organization)

request that ___________________________ serve as advisor

for the ________ - ________ academic year.

Our mutually agreed expectations of our Advisor:

• 1)
• 2)
• 3)

As the representative of the named group, we have met with the advisor and have discussed the duties and responsibilities of being the leaders in this group. We agree to fulfill these duties to the best of our abilities.
President Signature: ____________________________ Date: __________

I have met with the Student Organization named above and have discussed the duties and responsibilities of the Advisor. I agree to fulfill these duties to the best of my ability.
Advisor Signature: ____________________________ Date: __________
Campus Office Address and Campus Extension: ____________________________
SELF-GOVERNED STUDENT ORGANIZATION AGREEMENT
INDIANA UNIVERSITY EAST

The Trustees of Indiana University (“IU” or “University”) recognize that the availability of a wide range of opportunities and benefits for its students enhances the University environment, and various organizations exist, which are comprised primarily of IU students, and desire that IU provide them with such certain opportunities and benefits. Upon agreement to and compliance with the terms herein, ____________________, a Self-Governed Student Organization (“SGSO”), will be entitled to certain benefits provided by IU, which are not generally made available to the public or to non-registered student organizations.

Accordingly, the parties agree as follows:

1. Relationship between IU and the SGSO

The SGSO is an independent entity or independent association of individual students. The University recognizes the important role played by the SGSO in engaging students, creating a diverse co-curricular environment, fostering the expression of students’ ideas and interests, and adding to the unique identity of Indiana University. The relationship between the University and SGSOs is viewed as consistent with the University’s philosophy of education and student self-governance. To this end, SGSO leaders and members shall assume the responsibility for the organization’s activities and conduct. The University shall make available certain staff and resources in The Office of Campus Life to answer questions regarding the relationship between the University and SGSOs and to provide education and services to support the effective functioning of SGSOs.

The parties agree that the SGSO operates independently and is not an agent, servant, or employee of IU, and neither has the authority to act for the other or commit the other to any activity, transaction, or agreement. Further, IU does not supervise, direct, or control the SGSO’s activities. However, the University does control its facilities, services, and property, and to the extent that such University assets or services are used by the SGSO in conducting its private affairs or activities, the SGSO may be under additional terms and conditions that govern the use of the specific facility, service, or property.

As an independent entity, the SGSO is free to exist or disband at any time. The SGSO is fully responsible for its own activities, and the SGSO’s goals and activities are determined solely by the SGSO, subject to the limitations identified in this Agreement. Provided that the organization meets the requirements of an SGSO as set out by The Office of Campus Life in the Student Organization Guidebook, IU is willing to provide certain benefits to the SGSO. Any support of the SGSO by IU, including, but not limited to, the provision of certain opportunities, benefits, or access to resources, is not an endorsement by the University of the SGSO’s beliefs or goals. The SGSO recognizes that the organization is free to exist as a non-registered organization, outside of this Agreement and without the accompanying benefits.

2. Specific Registration Procedures

Some SGSOs engage in activities that involve inherent risk. As such, these SGSOs may be asked to pursue additional registration requirements as recommended by the campus student organization registration committee (“Committee”). This may include submission of a risk mitigation plan to the Committee for approval. This plan may be required to include an assessment of the risks, a member
education plan regarding the identified risks, and an explanation of how the SGSO plans to properly mitigate or protect against the identified risks. The SGSO acknowledges and agrees that any additional registration requirements, including the risk mitigation plan, shall not be construed to be a guarantee of the safety or security of the SGSO or its members, and that the SGSO is solely responsible for its own actions.

3. Representations

The SGSO represents that:

a. The SGSO has taken or will take all necessary institutional steps as required of registering or re-registering SGOS by The Office of Campus Life. Requirements are listed at http://www.iue.edu/campuslife/documents/Student-Organization-Guidebook.pdf.

b. The SGSO provided a copy of this Agreement to all members of the SGSO prior to submission for approval, and the membership approved the submission of the signed Agreement.

c. The SGSO is in compliance with and has reviewed all applicable IU guidelines and rules regarding student organizations, including the Student Organization Handbook, which can be viewed at http://www.iue.edu/campuslife/documents/Student-Organization-Guidebook.pdf.

d. The SGSO and its members are subject to the Indiana University Code of Student Rights, Responsibilities, and Conduct.

e. The SGSO’s activities and the activities of its members, whether or not sponsored or officially approved by the SGSO, do not and will not violate local, state, or federal laws or applicable University policies or procedures. Specifically, the SGSO acknowledges that the University has adopted a policy entitled Programs Involving Children (“PIC Policy”). By executing this Agreement, the SGSO is confirming that it is aware of the terms of the PIC Policy and accepts compliance with those terms, when applicable, as an express condition of this Agreement.

f. The SGSO acknowledges that the University is subject to certain limitations with respect to political activities, and the SGSO agrees to comply with IU policies regarding political activities when such policies apply to the SGSO’s activities.

g. The SGSO will comply with IU policies and procedures that apply to any individual or organization using University facilities or property.

h. The SGSO’s objectives are educational, charitable, cultural, social, or recreational and will not result in the personal or private financial gain of any member.

i. The SGSO is either a not-for-profit corporate entity or an unincorporated association existing pursuant to the SGSO’s constitution.

j. The SGSO is entering into this Agreement voluntarily and with the benefit of or having had the opportunity to obtain advice from independent legal counsel or another advisor of its choosing. Further, the SGSO, acting through its designated officer, has read the Agreement in full, understands it, and agrees to comply fully with its terms.

k. The signatory is an officer of the SGSO and is authorized by the members to execute the Agreement on the SGSO’s behalf.

4. Dealings with Third Parties

The SGSO shall not hold itself out as being part of, controlled by, or acting on behalf of the University. The SGSO shall take affirmative steps in all of its recruitment, business, and other
deals with third parties (including, for example, prospective members and businesses) to explain its independent relationship with respect to the University. SGSO shall, without exception, include the statement found in The Office of Campus Life’s Student Organization Guidebook (http://www.iue.edu/campuslife/documents/Student-Organization-Guidebook.pdf) explaining its independence from the University in any of the SGSO's written materials, including on its website, its social media pages, and its contracts with third parties. The statement should appear in a type and size that is clear and legible to the reader. Further, all masthead of any publication(s) produced by the SGSO must state: “An independent student publication.”

5. Use of the University’s Name, Symbols, or Other Identifying Marks

The SGSO will be permitted to use the “SGSO at IU” trademark and other University-provided branding elements in accordance with the Indiana University Trademark Policy found at: http://iu.licensing.indiana.edu/policies/mainpolicy.shtml

The Student Organization Style Guide can be found at: http://policies.iu.edu/policies/categories/academic-faculty-students/academic-student-affairs/student-organizations.shtml

The SGSO is not permitted to use any other IU marks, symbols, logos, mottos or other indicia of the University. SGSOs may only indicate an association with IU or with any specific IU unit in a locational sense (i.e. “______ Club at Indiana University East”). "The Indiana University East _______ Club" or any similar use of other University marks (e.g., “IUE Club” or “East Club”) is not acceptable and can never be used in any form, including as part of a top-level domain name or email address.

6. Advisors

SGSOs are required to have at least one advisor who must be currently employed as an IU faculty or staff member. Undergraduate students who are also employees do not qualify. Advisors provide support, consistency, and advice to student organizations, but do not act as supervisors of the organization’s activities. The process of recruiting or replacing an advisor is the responsibility of the SGSO. The Dean of Students reserves the right to remove an advisor in cases of misconduct.

7. Taxes

The SGSO shall not use the University's taxpayer identification number or the University's tax-exempt status in connection with any purchases or sales by the SGSO, any gifts to the SGSO, any interest or other income of the SGSO, or any other activity or purpose of the SGSO. For guidance or assistance with the SGSO’s tax-related issues, the SGSO is responsible for directing inquiries to the appropriate taxing authority (e.g., the Internal Revenue Service or the Indiana Department of Revenue).

8. Liability, Insurance, Defense, and Indemnity

The SGSO and its individual members understand and agree that IU, along with its officers, employees, and agents, will not be liable for any injury, harm, or damages of any kind whatsoever arising out of or in connection with the SGSO’s activities, nor will IU be liable for any of the SGSO's contracts, torts, or other acts or omissions, or those of the SGSO's directors, officers, members, staff, or activity participants.
Certain activities or events in which an SGSO uses the University’s facilities may require proof of insurance coverage that is paid for or otherwise provided by the SGSO. The SGSO understands and agrees that it, its members, and its activity participants are not protected by the University's insurance policies or self-insurance plans, and the University will not provide any legal defense for the SGSO or any such persons in the event of any claim against them. The SGSO may seek legal counsel from IU’s Office of Student Legal Services when appropriate.

The SGSO shall defend, indemnify, and hold harmless the University, and its officers, employees, and/or agents from and against any and all claims made against the University in connection with an SGSO’s acts or omissions, including but not limited to, torts, liabilities or claims under contract, criminal actions, or any claims related to the violation of any of the terms, covenants, and conditions herein or the rules, regulations, ordinances, and laws of the federal, state, municipal, or county governments. The SGSO and its members understand that they may be held personally liable, collectively or individually, for any debts or obligations owed to the University or third-party entities.

9. Student Organization Accounts

If the SGSO is not a registered non-profit entity or corporation, the SGSO may apply for a Student Organization Account (SOA) through the Office of Campus Life. To be approved for an SOA, an SGSO must be approved by The Office of Campus Life and the organization must be in good standing with the University. The treasurer of the SGSO must attend an SOA training session and be an enrolled IU student. To receive an SOA, the SGSO cannot have an outside bank account. An SGSO that engages in any fundraising activities shall comply with the guidelines and policies set out in The Office of Campus Life’s Student Organizations Guidebook.

10. Use of Facilities and Access to University Technology

The SGSO is eligible to use certain University facilities and access certain services and resources, subject to the terms and conditions that the University sets for such facilities, services, and resources. If designated student activity space is assigned to the SGSO, the description of such space and any special conditions applicable to its use shall be communicated by the University.

11. Terms of Agreement

This Agreement becomes effective on the date it is approved by an authorized University official and shall terminate on August 29, 2017, unless terminated earlier by The Office of Campus Life. The SGSO must have its status renewed annually. The University and the SGSO each reserve the right to terminate this Agreement at will upon written notice. The University also may issue a warning or suspend or terminate this Agreement with or without conditions for good cause. Failure of the University to enforce any of the provisions of this Agreement shall not be construed as a waiver of the terms of the Agreement or as a breach of the Agreement.
12. Notices

Any notice under this Agreement shall be deemed given when sent by electronic mail to the signatory’s primary IU email address.

13. Entire Agreement; Amendment Process; Signatures

This Agreement incorporates the parties’ entire agreement concerning this matter, supersedes any prior or contemporaneous understandings regarding its subject matter, and may only be revised by written amendment signed by authorized representatives of both parties. The parties acknowledge that in accepting this Agreement they are not relying on any oral or written statements not included in this Agreement.

The undersigned attests that he/she is agreeing to all applicable provisions of the Agreement above, and that by signing this Agreement is warranting that he/she is an officer of the organization duly authorized by its members to sign such Agreements. Further, the undersigned is voluntarily accepting the benefits herein in exchange for being bound by the terms herein, including remaining a separate and independent organization, bound by University policy and any and all other applicable laws.

IN WITNESS THEREOF, the parties have executed this Agreement:

Name of

___________________________ _____________________________        __________
SGSO President (Printed)         SGSO President (Signature)     Date

___________________________ _____________________________        __________
SGSO Advisor (Printed)          SGSO Advisor (Signature)     Date

Authorized by Indiana University East Dean of Students

___________________________ _____________________________        __________
Dean of Students (Printed)         Dean of Students (Signature)     Date

Authorized by Indiana University East Director of Campus Life

___________________________ _____________________________        __________
Director, Campus Life (Printed)         Director, Campus Life (Signature)     Date

Submit to the Office of Campus Life by 9/14/18
Credit Card Usage

The Office of Campus Life has one credit card specifically for Self-Governed Student Organization purchases.

See the Purchasing Guidelines for more detailed information, Page 50

Step #1: Check out the credit card from Campus Life (for up to one 24-hour period)

Step #2: Make your purchase (all purchases MUST be tax exempt)

Step #3: Return credit card to Campus Life along with original receipt(s) and the completed Self-Governed Student Organization Credit Card Usage Form in order to explain what you purchased and why
SGSO

CREDIT CARD USAGE FORM

Name of SGSO: ________________________________________

Date: ___________

Student Checking Out Card: _____________________________

Phone #: __________________

** NO TAX ** We are a Tax Exempt Institution

May need an individual vendor tax card (example: Wal-Mart) Ask if you are not sure

Name or Nature of SGSO Event: __________________________

Date of the SGSO Event: _________________________________

Location of the SGSO Event: ______________________________

Name of business where purchase(s) made: _______________________

**Purpose of Purchase(s):**

** When purchasing food items and fewer than 20 students are attending the event, list the names of those individuals **
Reserving a Room for Meetings & Events

Room Reservation Form

Need a space to hold your club meeting? There are many spaces to choose from on campus. For starters, Campus Life has a conference room which is perfect for meetings.

- Stop by Campus Life to reserve this space.

Need another type of space?

- Graf area
- Table/chairs in a hall area

Let Campus Life help you make your reservations.

**Step #1:** Print and fill out the SGSO Room Reservation Form

**Step #2:** Submit to Campus Life

**Step #3:** Campus Life will submit application to appropriate departments
SGSO Room Reservation Form

Date: ____________________ SGSO: __________________________________________

DATE OF EVENT: ____________________________________________________________

Space NEEDED: ____________________ Building: ____________ Room: ____________

Time From: ____________ To: ____________

Event Name & Description: (Provide brief description and purpose of event)

______________________________________________________________________________

# of Participants: ____________________

Services and equipment requested (distributed on first come –first served basis):

If Yes - PROVIDE SPECIFIC NEEDS (estimate if you aren’t sure yet):

Physical Plant support YES ________ NO ________

Needs: □ Chairs (□folding, □black or □blue) ____, □ round tables ____, □ 6 ft. tables ____, □ 8 ft. tables ____, □ bistro tables ____, □ podium, □ chain stanchions ____ □ other equip./assistance □ Recycling bins □ Extra trash cans

DESCRIBE SET UP (or attach diagram):

Audio Visual Support YES ________ NO ________

Needs:

Other Needs:

□ Need -- Tablecloths not provided unless arranged in advance

Contact Person (person in charge and present)

Name _______________________________ Phone ____________________________

IUE- ____________

Mail ________________________________

Address or Room Number: ____________________________

Signature of Applicant: ____________________________________________

SGSO Advisor name & e-mail ____________________________

Campus Life Staff Signature ________________________________________

Children Involved? Yes___ No___

If yes – there are additional requirements _______________________________
Student Government Association
Indiana University East

Funding Proposal Process

Please Note: It is very important that you complete this packet in its entirety before and after your event. Please read all directions carefully.

Thank you for coming to SGA!
Any Self-Governed Student Organization can apply for funding. This application contains the necessary directions and format for submitting a proposal. Proposals which are vague and not specific may cause a delay in the decision making process. Proposals should include the following:

- **Name of SGSO**
- **Contact Information**: Name, e-mail address, phone number of individual submitting proposal
- **Description of request**: What, when, where, why
- **Purpose and benefits**: Why it should be considered? What are the goals? What is the number of students benefited?
- **Funding breakdown**: approximate overall cost and itemized cost breakdown (fees, food, honorarium, travel)
- **Fundraising activities**: any activities planned to help support this activity (fundraising activities must be pre-approved)
- Provide any flyers or documentation available
- SGA encourages on-campus activities which will engage large groups of students

**IMPORTANT**: An officer of the student organization must present the funding request in person during a regularly scheduled SGA meeting. This will help clarify any questions regarding the proposal.

**Deadline for Submission**: *At Least 3 Weeks Prior* to activity/event you are requesting funds for. Requestor will be contacted to schedule presentation during an SGA meeting.

The SGA meets every other Monday at noon in Campus Life.
Funding Proposal Form

Name of Self-Governed Student Organization:  
________________________________________________

How many active members are in the organization:  _______________

Name of Student Requestor:  _____________________________

IUE E-mail Address: _______________________    Phone: ____________

Name of event/activity, date, and description:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Purpose:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Benefits, including how other students will be impacted:
____________________________________________________________
____________________________________________________________
____________________________________________________________
____________________________________________________________

Budget:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TOTAL EXPECTED COST</th>
<th>CLUB CONTRIBUTION</th>
<th>OTHER CONTRIBUTION</th>
<th>AMOUNT REQUESTED</th>
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Total Event Cost: $____________
Total Amount Requested: $________________

Fundraising Activities and Results (must be pre-approved):
____________________________________________________________
____________________________________________________________
____________________________________________________________

Location of the event: _________________________________________
Anticipated attendance: ___________
Is this an annual event? YES or NO
Has this event taken place before: YES or NO

If additional space for explanation and details is needed, please attach sheet.

Please note: If funding is granted, an ‘Evaluation of Student Activity Funds Form’ must be completed and returned to the Office of Campus Life no later than one week after event. Failure to do so may result in future funding proposals being denied.

Signature of Applicant & Date : ____________________________
Signature of President & Date : ____________________________
Signature of Treasurer & Date : ____________________________
Signature of Advisor & Date : ____________________________

--------------------------------------------------------------------- for internal use only---------------------------------------------------------------------

Signature of recipient: _____________________________________
Date received: __________ Meeting date this item will be presented: __________
Action taken by SGA: ________________________________________
**Evaluation of Student Activity Funds Form**

**Required:** Submit to Campus Life within one week after scheduled activity

**Evaluation of Event:**

Name of Self-Governed Student Organization: _______________________________________________________

Name of event/activity & date: ________________________________________________________________

How many of your organization members attended? _____

How many people attended that are not members of your organization? __________

What changes to this event/activity would you make in the future? ________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Was all of your requested funding used? __________________________

**Required:** 1) Include a short summary describing how you achieved your goals and the benefits that students and the campus received.

2) Submit copies of receipts with this evaluation form.

**Evaluate Your Experience with SGA**

(Optional) To help us better serve you and other SGSO’s on campus, please insert a short summary describing your experience with SGA. Include in it what you liked about your funding request experience, what you did not like, and/or what you did not understand. We will be happy to answer any questions and address any concerns to make it a great experience for all SGSO’s on campus. We appreciate your feedback.

___________________________________________

Signature, Title, and Date
Fundraising Guidelines

Fundraising encompasses all events and activities where funds are raised or collected by an organization, excluding membership fees or dues. This includes the solicitation of goods, services, or monetary donations.

1. Only SGSO’s registered with and recognized by the Office of Campus Life are allowed to engage in fundraising activities.
2. All fundraising activities must be approved by the Office of Campus Life and the Office of Gift Development.
3. **A fundraising application must be submitted to the Office of Campus Life at least three weeks prior** to the fundraising event in order to receive consideration.
4. The Director of Marketing and Communications must approve fundraising activities involving the sale of products with the name and/or logo of Indiana University East prior to printing or production of the items.
5. Bake sales, 50/50 drawings, and raffles are prohibited.
6. A registered SGSO is permitted to have three fundraisers per year, but no more than two fundraisers per semester.
7. Fundraising activities are also subject to facility reservation requirements.
8. Should two organizations request approval for the same or similar fundraising events during a semester, priority will be given to the organization that submitted the required application first.
9. Upon receipt of the application the Office of Campus Life has 48 hours to respond to the request.

Fundraising Ideas

The following suggestions are types of fundraisers which an organization may want to sponsor:

- Holiday sales – ex: flowers on Valentine’s Day
- Plants, flowers, balloons
- Arts/Crafts
- Carwash
- Candy grams
- Candles

Fundraising checklist

1. Brainstorm innovative ideas! How will your fundraiser “stand out” from all the rest?
2. Make a fundraising plan! – determine your audience, create a goal, consider the time of year, list the resources needed, collaborate with others, plan creative advertising
3. Plan and collaborate with your advisor.
4. Notify the Office of Campus Life – **turn in application**
5. Conduct your fundraiser and have some fun!
   If you have specific questions about student organization fundraising guidelines, please contact the Office of Campus Life at 765-973-8240.
FUNDRAISING APPLICATION

Self-Governed Student Organization:

Student Applicant:

Local address

IUE E-mail address       Daytime phone number

Date(s) of fundraiser   Time(s)    Location(s)

Description of fundraiser:

1. Does the fundraiser event involve the sale of food?     YES         NO
2. Does it involve amplified sound/music?               YES            NO
3. Does it involve an outside vendor?               YES                NO
4. Does it involve the sale of items with the IU, IU East name or logo?     YES               NO
   (Submit a copy of the design attached to this form.)
5. Does it involve the solicitation of community businesses or individuals?       YES                NO
   (If yes, you must answer questions 5a, 5b, and 5c below.)

5a. Purpose of solicitation: Describe the benefit(s) this request will have on your organization

5b. Description of item(s) requested

5c. Method of contact – phone, face-to-face, or letter (if letter, attach a copy)

Anticipated income from fundraiser ($)  Anticipated expenses ($)  Anticipated profit ($)  

Expense items (please list)

How will your organization use proceeds from this fundraiser?

(See other side)
The undersigned, in connection with and as part of the above application for a fundraising activity, certifies that the information listed above is correct to the best of his/her knowledge and belief.

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Complete and return to Office of Campus Life, Springwood Hall.

Depending on the event, additional space for information may be needed. In such cases, please attach to application. It is important to accurately articulate the full scope of your plan.

Fundraising applications must be submitted to the Office of Campus Life at least three weeks prior to the fundraising event in order to receive consideration.

If you have any questions, call Campus Life at (765) 973-8240.

-- for internal use only--

Date received in Campus Life: ________________
Approved by Office of Gift Development: ________________________________
Approved by Director of Marketing (if required): __________________________
Approved by Office of Campus Life: ________________________________
Advertising & Marketing
Marketing Support Request

Need help with creating flyers, advertising on WolfVision, What’s Up, or other advertising??

Step #1: Visit: packlife.iue.edu

Step #2: ‘Create an Event’ on your SGSO page

   This will advertise the event on PackLife

Step #3: Do you want to apply for marketing support?

   Click: Yes

Step #4: After the event is approved, the marketing support request is submitted to the marketing department by Campus Life
Event Planning
Reserving a Room for Meetings & Events
Room Reservation Form

Need a space to hold your club meeting? There are many spaces to choose from on campus. For starters, Campus Life has a conference room which is perfect for meetings.

- Stop by Campus Life to reserve this space.

Need another type of space?

- Graf area
- Table/chairs in a hall area

Let Campus Life help you make your reservations.

**Step #1:** Print and fill out the Application for Use of Facilities

**Step #2:** Submit to Campus Life

**Step #3:** Campus Life will submit application to appropriate departments
**SGSO Room Reservation Form**

**Date:**

**SGSO:**

**DATE OF EVENT:**

**Space NEEDED:**

**Building:**

**Room:**

**Time**

**From:**

**To:**

**Event Name & Description:** *(Provide brief description and purpose of event)*

**Services and equipment requested (distributed on first come –first served basis):**

If Yes - PROVIDE SPECIFIC NEEDS (estimate if you aren’t sure yet):

**Physical Plant support**

YES ________ NO ________

**Needs:**

- □ Chairs (□folding, □black or □blue) ____, □ round tables ____,
  - □ 6 ft. tables ____, □ 8 ft. tables ____, □ bistro tables ____, □ podium,
  - □ chain stanchions ____ □other equip./assistance □Recycling bins □Extra trash cans

**DESCRIBE SET UP (or attach diagram):**

**Audio Visual Support**

YES ________ NO ________

**Needs:**

**Other Needs:**

- □ Need -- Table cloths-not provided unless arranged in advance

**Contact Person** *(person in charge and present during use of facilities)*

**Name**

**Phone**

**IUE-**

**Mail**

**Address or Room Number:**

**Signature of Applicant:**

**SGSO Advisor name & e-mail:**

**Campus Life Staff Signature**

**Children Involved?**

If yes – there are additional requirements ________ Yes___ No___
Catering Options & Request Steps

Campus Policy regarding food

Food and snacks must be purchased through The Den or Brewfus when utilizing Self-Govered Student Organization (SGSO) funds (food/drinks for meetings, events, etc.).

Step #1: Go to iue.edu/theden
Step #2: Click Catering (in left menu bar)
Step #3: Click Login (on right menu bar)
Step #4: Select desired food/drink items and add to cart
Step #5: View Cart, verify order
Step #6: Fill in “Event Details” section
  *Must completely fill out this section*
Step #7: Fill in “Billing Information”
  *Must completely fill out this section*
  - Department Name: type in your SGSO name here
  - Account Type: Student Organizations
  - Account Number: enter 23.675.27 & YOUR SGSO SUB ACCOUNT
  - Advisor’s Name: enter correct info
  - Advisor’s E-mail: this ensures advisor receives copy of order
  - Contact Person: your first & last name
  - Phone: your phone number
  - E-mail: your IUE e-mail

Step #8: Special Instructions: Type “This is a student organization event, please honor 50% discount”
Catering Request Steps

**Step #9:** Hospitality Information
   *Must completely fill out this section*

**Step #10:** Check the last box at bottom of form and enter this e-mail: rrieder@iue.edu

**Step #11:** Click Save

**Step #12:** Scroll to top, click “Submit Request” in right menu bar

**Step #13:** You will receive a confirmation e-mail

**Prices and menu can be found at:** www.iue.edu/foodservices/catering

**Orders MUST be submitted to The Den at least 8 days prior to date of event**

**In order to guarantee the 50% discount, the Catering Event Form must include the correct account number information**
Marketing Support Request

Need help with making flyers, advertising on WolfVision, What’s Up, or other advertising??

Step #1: Visit: packlife.iue.edu

Step #2: ‘Create an Event’ on your SGSO page
   This will advertise the event on PackLife

Step #3: Do you want to apply for marketing support?
   Click: Yes

Step #4: After the event is approved, the marketing support request is submitted to the marketing department by Campus Life
Finances
Finances

Each SGSO is responsible for maintaining their own financial records.

Each SGSO will have an account set up through the Bursar once they have shown the desire and need to complete financial transactions, i.e., making deposits and purchases.

Account balances can be obtained by contacting the Director of Campus Life.

It is HIGHLY recommended that the treasurer obtain an account balance from Campus Life at least twice per semester.
Depositing Funds

Every Self-Governed Student Organization has an account set up with the IU East Business Office. All organization funds are to be held in this account.

Depositing funds is simple. Take the funds to the Student Accounts/Bursar’s Office, located in Whitewater Hall, and ask for the funds to be deposited into the SGSO account. Provide the account number at that time. A receipt will be provided after the deposit. The receipt will have the account number, date, and amount deposited. Forward this receipt to the individual within the SGSO that maintains the financial records.

It is HIGHLY recommended to check the SGSO account at the end of each month to check for accuracy, just as one would handle a personal bank account.

Each organization is responsible for maintaining their own financial records. It is the organization’s responsibility to point out any discrepancies to the Campus Life Office as soon as they are noticed.
Purchasing Guidelines

The Office of Campus Life has one credit card specifically for Self-Governed Student Organization purchases. The following guidelines apply:

- The card must be signed out by an organization Officer or Advisor.
- Availability of the card will be on a first come first serve basis.
- The card must be returned to Campus Life within 24 hours, no exceptions will be made. The original receipts must be returned with the credit card. Receipt copies will not be accepted.
- All purchases must be processed as tax exempt. Use the tax exempt number printed on the credit card.
- Credit Card purchases are limited to $100.00
- Gift Cards of any kind are not permitted to be purchased.
- Failure to follow these guidelines could result in your organization’s loss of the credit card privileges.

Some businesses will invoice or bill your organization. Check with the business about this option. This works well when ordering fundraiser items or when paying for membership fees.

To pay an invoice or bill, bring the original to the Office of Campus Life. Be sure to include a note with the organization name along with contact information and a contact person from the organization.

It is important to communicate with the Office of Campus Life regarding purchases. If you have questions about your organization’s account, contact The Office of Campus Life at 973-8240.
Purchasing Card Restrictions

P-Card Restrictions

In addition to the expenditure policies outlined in the IU Purchasing Policy Manual, the following items are strictly prohibited from being purchased on the card:

- Animals
- Capital Equipment
- Cash Advances
- Furniture, furnishings
- Orders to University employees for personal service
- Personal Purchases and the use of personal reward cards that benefit the employee and not the university. (An inappropriate expenditure is one that is ‘personal’ in nature and is not for the purpose of the institution.)*
- Plants and flowers
- Purchases from on-line auction sources. (e-bay, etc.)
- Purchases involving trade-in
- Radioactive materials
- Recurring Payments – with the exception of where the Purchasing Department may specifically direct its use, the Procurement Card shall not be used for the acquisition of goods or services where multiple, repetitive, or installment payments are necessary to complete the transaction.
- Reimbursements to IU employees
- Travel or travel-related expenses, including reimbursement*
- Vehicles, boats, trailers (anything requiring a title) \
- Weapons, ammunition
- Any procurement transaction restricted by IU policy is also restricted on a p-card transaction.
- Purchases that can be made from the established contracts.

***Reminder: Only Coca Cola brands of beverages may be purchased ***

Credit Card Usage & Form

The Office of Campus Life has one credit card specifically for Self-Governed Student Organization purchases.

See the Purchasing Guidelines for more detailed information.

**Step #1:** Check out the credit card from Campus Life (for up to one 24-hour period)

**Step #2:** Make your purchase (all purchases MUST be tax exempt)

**Step #3:** Return credit card to Campus Life along with original receipt(s) and the completed Self-Governed Student Organization Credit Card Usage Form
SGSO

CREDIT CARD USAGE FORM

Name of SGSO: ____________________________________________

Date: _______________

Student Checking Out Card: ________________________________

Phone # : _______________________

**NO TAX**  We are a Tax Exempt Institution

May need an individual vendor tax card (example: Wal-Mart) Ask if you are not sure

Name or Nature of SGSO Event:

________________________________________________________

Date of the SGSO Event: _______________________________

Location of the SGSO Event: ____________________________________________

Name of business where purchase(s) made:

________________________________________________________

**Purpose of Purchase(s):**

________________________________________________________

** When purchasing *food items* and *fewer than 20 students* are attending the event, **list the names of those individuals** **
Money Matters

Requesting Funds from SGA
Must be submitted 3 weeks prior to activity/event

STEP #1: Complete form, obtain necessary signatures and submit to Campus Life. Funding Proposal will be forwarded to Student Government Association president.

STEP #2: A representative from your organization will then be invited to present the proposal at the next SGA meeting.

STEP #3: You will be notified of the decision by the following day.

Fundraising
Must be submitted 3 weeks prior to activity/event

STEP #1: Complete form, obtain necessary signatures and submit to Campus Life. Also, submit any additional information that will assist with understanding the nature of the fundraiser/ fundraising event.

STEP #2: You will be notified of the decision within three days.
Inactive Self-Governed Student Organization
Financial Liquidation

At the end of each IU fiscal year, all SGSO’s will be assessed by the Office of Campus Life.

Student Organizations that fail to comply with the requirements of maintaining Registered SGSO status will be coded as “Inactive”.

If a Student Organization is inactive for at least four years, the funds in that account will be transferred to the Campus Life General Fund and the inactive SGSO account will be closed.
Fundraising
Fundraising Guidelines

Fundraising encompasses all events and activities where funds are raised or collected by an organization, excluding membership fees or dues. This includes the solicitation of goods, services, or monetary donations.

1. Only SGSO’s registered with and recognized by the Office of Campus Life are allowed to engage in fundraising activities.
2. All fundraising activities must be approved by the Office of Campus Life and the Office of Gift Development.
3. **A fundraising application must be submitted to the Office of Campus Life at least three weeks prior** to the fundraising event in order to receive consideration.
4. The Director of Marketing and Communications must approve fundraising activities involving the sale of products with the name and/or logo of Indiana University East prior to printing or production of the items.
5. Bake sales, 50/50 drawings, and raffles are prohibited.
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3. Plan and collaborate with your advisor.
4. Notify the Office of Campus Life – **turn in application**
5. Conduct your fundraiser and have some fun
# FUNDRAISING APPLICATION

**Self-Governed Student Organization:**

**Student Applicant:**

Local address

**IUE E-mail address**

**Daytime phone number**

**Date(s) of fundraiser**

**Time(s)**

**Location(s)**

**Description of fundraiser:**

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5a. **Purpose of solicitation:** Describe the benefit(s) this request will have on your organization

5b. **Description of item(s) requested**

5c. **Method of contact** – phone, face-to-face, or letter (if letter, attach a copy)

**Anticipated income from fundraiser ($)**

**Anticipated expenses ($)**

**Anticipated profit ($)**

**Expense items (please list)**

**How will your organization use proceeds from this fundraiser?**

(See other side)
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Fundraising applications must be submitted to the Office of Campus Life at least THREE weeks prior to the fundraising event in order to receive consideration.

If you have any questions, call Campus Life at (765) 973-8240.

-- for internal use only--

Date received in Campus Life: ______________________

Approved by Office of Gift Development:

________________________________________

Approved by Director of Marketing (if required):

_______________________________________

Approved by Office of Campus Life: ______________________