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STUDENT ACTIVITIES OFFICE

Mission Statement

The Student Activities Office strives to enhance the overall educational experience of students and serves the campus community through development of, exposure to, participation in, and assistance with intellectual, spiritual, cultural, recreational, social, leadership, and employment opportunities. The office also fosters an environment which values differences, the freedom of expression, and the holistic development of students.

Staff Members

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Legends General Manager - Facilities and Programs	Aaron Perri	aperri2@nd.edu
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Student Union Secretary	Nancy Walsh	nwalsh@nd.edu
Student Union Bookkeeper	Deb Acrey	dbaldoni@nd.edu

For Further Contact Information:

315 LaFortune Student Center
Notre Dame, IN 46656

Phone: 574-631-7308
FAX: 574-631-8139

E-Mail: sao@nd.edu
Web Site: <http://sao.nd.edu>

STUDENT ACTIVITIES OFFICE WEB SITE

The Student Activities Office web site contains over 200 web pages full of information. Here is a brief sampling of some resources which you may find beneficial.

<i>The Source</i> on-line	http://sao.nd.edu/studentleadership/thesource/index.shtml
Activities Night	http://sao.nd.edu/studentgroups/programs/an/index.shtml
Club Advisor Resources	http://sao.nd.edu/studentleadership/advisorresources/index.shtml
Club Development Tools	http://sao.nd.edu/studentleadership/officerresources/development/index.shtml
Club Info	http://sao.nd.edu/studentgroups/groupresources/index.shtml
Club Officer Resources	http://sao.nd.edu/studentleadership/officerresources/index.shtml
Football Concession Stands	http://sao.nd.edu/studentgroups/programs/cstands/index.shtml
Forms and Paperwork	http://sao.nd.edu/aboutus/forms/index.shtml
Important Dates	http://sao.nd.edu/studentgroups/groupresources/clubdates/index.shtml
Residence Hall Events	http://sao.nd.edu/calendars/halls/index.shtml
SAO Facilities	http://sao.nd.edu/venues/index.shtml
Stepan Center	http://sao.nd.edu/venues/stepan/index.shtml
Student Group Listing	http://sao.nd.edu/studentgroups/listing/index.shtml

STUDENT ACTIVITIES OFFICE SERVICES

The Student Activities Office provides a wide variety of services, including:

Activities Night	Freshman Register	Poster & Banner Maker
Building Policy Questions	General Services Requisitions	Programming Resource
Box Office	Goods and Services Applications	Reservations (LaFortune, Stepan)
Club Resource Center with Club Mailboxes	Hall Table Approval	Scholastic Magazine
Contract Approval & Consultation Center	Juggler Magazine	Sound & Light Equipment Rentals
Dome Yearbook	Keys for LaFortune Offices	Student Organizations Advisement
Event Consultation	Leadership Awards Banquet	Summer Programming
Fieldhouse Mall	Maintenance Requisitions	Table Tent Approval
Football Concession Stands	Poster Approval	Training and Retreats

STUDENT ACTIVITIES OFFICE SERVICES (CONTINUED)

Contracting Entertainers

All contracts for entertainers must be routed through the Student Activities Office. If you are planning an event which will use a contract (e.g., bands, lectures, dancers, comedians, DJs, etc.) please contact us at least five business days before your event. All contracts must be approved and signed through the Student Activities Office.

Express Rentals

The Student Activities Office offers rental equipment for all recognized student groups. For more information, visit the Student Activities Office online at: <http://lafortune.nd.edu> Items available for rental include:

- | | | |
|--------------------|------------------------|------------------------|
| * Popcorn machine | * Cash boxes | * Portable card tables |
| * Sno-Cone machine | * Portable canopy tent | |

Leadership Resource Center

The Student Activities Office manages a small library of leadership development tools which are available to your group for use in LaFortune at no charge. Resources include: video tapes, books, icebreaker activities, Programming magazine, and apparel catalogs from approved vendors. The leadership resource center is located in the Club Resource Center on the 3rd floor of the LaFortune Student Center.

Retreats/Workshops

Any student organization/club may request the assistance of a Student Activities staff member to plan a retreat, workshop or educational session. Qualified professionals are available to present topics suitable to your group. For more information, call 631-7308.

Sound and Lights

The Student Activities Office has two portable sound and light systems available for rent. The first system is designed for use by bands and has sufficient power to be utilized in large facilities such as Stepan Center, LaFortune, the ballroom, and limited outdoor areas. The second system is designed for use for small coffeehouse acts, comedians, and lectures. Both systems are only operated by Student Activities facilities assistants. The group reserving the sound system will be charged for facilities assistants and rental fee. For more information, call 631-6912.

DICE (Dollars for Innovative and Creative Entertainment)

To keep students on campus and to provide alternative, non-alcoholic social options, the Student Activities Office started a program called "DICE." This program was developed to ensure that programming dollars supplied by the University through the Student Activities Office would be utilized for weekend programming by a wide variety of student groups. This money is in addition to the student activities fee that is allocated by student government to the organizations/clubs.

Student organizations/clubs can apply for additional funding for events. For more information and the application for DICE funding, visit: <http://sao.nd.edu/studentgroups/programs/dice/diceapplication.pdf>.

Guidelines are as follows:

- The event must be open to the entire campus.
- The event must take place on the Notre Dame campus on a Thursday, Friday or Saturday evening between the hours of 9:00 PM and 2:00 AM.
- No admission fee or required donation may be requested at the door.
- The event cannot be used as a fund-raiser for the sponsoring group.
- The event must be announced and advertised campus-wide. All publicity must be approved by the Student Activities Office.
- The event must be within the scope of the student group's mission.
- The student group must provide volunteers to staff the event.
- The Student Activities Office will pay for entertainment fees, facility rental, technical needs, poster printing and program-related expenses with the DICE funding.
- Any and all disputes regarding selected dates for entertainment, booking of entertainer or other matters will be resolved by the Student Activities Office.
- In order to ensure optimal planning, a Student Activities Office staff member will be assigned to assist the student group in event planning.

The DICE applications are reviewed by an administrative Student Activities Office committee and funds are distributed. This funding successfully allowed groups access to extra funding and creating weekend programming for the campus community.

LEGENDS

Legends of Notre Dame is a multi-purpose student social space located approximately 100 yards south of Notre Dame stadium. Legends offers regular programming every Thursday, Friday and Saturday night during the academic year including live entertainment (bands, comedians, etc.) and nightclub dancing in the club. These events are free and open to all Notre Dame, HCC & SMC students (ID required). The club is available for registered student organizations/clubs to rent all day Monday through Wednesday and until 7 PM on Thursday, Friday and Saturday. The rental fee is \$100 for up to 3 hours and \$20 for each additional hour. The rental fee includes the set-up of existing Legends tables and chairs and basic sound system usage (microphone, background music, etc.). Staffing, security and equipment may be required and additional charges may apply. Catering services including

receptions and buffets are also available. Reservations should be made at least two weeks in advance. Club rental reservations may be made by contacting Maureen Warter at 631-2988.

Legends is also a full-service sit-down restaurant offering lunch and dinner Monday through Saturday. Groups of up to 40 people can be accommodated in the semi-private raised dining area. A private dining room is available for up to 16 people. Birthdays and other special occasions can be celebrated at Legends with a customized cake. Cake orders require 24 hour advance notice. Reservations for the restaurant may be made at 631-2582.

CLUB COORDINATION COUNCIL INFORMATION

All club leaders should become familiar with the Club Coordination Council (CCC). Not only does the CCC allocate over \$200,000 in student activity fees/and funds from The Shirt project to eligible, undergraduate clubs, but the council also provides many opportunities for the development of organization/club activities.

The CCC is comprised of eighteen voting members, each with terms beginning in March and ending the following May. Members of the CCC are elected by their respective organization/club constituencies to serve in one of six club divisions (academic, athletic, cultural, performing arts, social service, special interest). Among the eighteen elected representatives, a division chair is appointed by the CCC president to oversee the activities of each division.

The CCC president serves a one-year term and is responsible for chairing all council meetings, while the CCC controller serves as a voting member on the financial management board. The CCC president also has the ability to appoint individuals for specific projects (appointed individuals are non-voting).

Club Coordination Council	314 LaFortune	ccc@nd.edu
CCC President	Beth O'Shaughnessy	oshaugh@nd.edu
CCC Vice President	Bryan Kreller	bkreller@nd.edu
CCC Controller	Joe Molosky	jmolosky@nd.edu
Academic Division		cacadem@nd.edu
Athletic Division		cathlet@nd.edu
Cultural Division		cultural@nd.edu
Performing Arts Division		perfarts@nd.edu
Social Service Division		socserv@nd.edu
Special Interest Division		specint@nd.edu
Advisor	Amy Geist	ageist@nd.edu

PROGRAMMING OUTLINE

The following outline provides a place to start when coordinating events and activities. While this is not a comprehensive listing of programs, the outline represents a few types of events sponsored by student groups. Be advised that depending on the nature of your event, there may be additional policies and/or paperwork that applies. Questions regarding programming should be directed to the Student Activities Office.

Bonfires, Pig Roasts, Etc.

Policies to Review

- Use of Outdoor Grounds
- Contracts (if hiring entertainment)
- Catered Functions (if serving food)

Paperwork to Complete

- Bonfire Permit
- Standard Form Entertainment Contract (if hiring entertainment)
- Temporary Food Service Permit (if serving food)

Bonfires can only be held on Holy Cross Hill, lasting two hours maximum (All bonfires must end by 11:00 pm).

If you are interested in coordinating a bonfire, contact the Student Activities Office before making any plans.

PROGRAMMING OUTLINE (CONTINUED)

Dinners on Campus/Serving Food at Events

Policies to Review

- Catered Functions, 16

Paperwork to Complete

- Temporary Food Service Permit
- Goods and Services Application (if you will be selling any merchandise besides food)

If you obtain food from the Huddle, you can charge it to your club's account by signing the back of the receipt, along with your group's account number. If you are collecting an admission fee, you can get a cash advance from the treasurer's office.

Educational Workshops

Policies to Review

- Contracts for all speakers, 3,12,19,24
- Catered Functions, 16

Paperwork to Complete

- Standard Form Entertainment Contract
- Temporary Food Service Permit (if serving food)

A contract must be signed and submitted no later than five business days before your event and must be executed through the Student Activities Office.

Fund-Raisers

Policies to Review

- Merchandising and Fund-raising, 19-20
- Merchandising of Notre Dame Items, 20
- Gaming Policy, 16
- Raffles, 21
- Solicitation, 21
- Use of University Buildings, 23
- Use of University Grounds, 23
- Contracts, 3,12,19,24
- Vendor Policy, 17
- Catered Functions, 16

Paperwork to Complete

- Goods and Services Application
- Temporary Food Service Permit (if serving food)
- Other forms TBD depending on the nature of the activity

All fund-raisers must be approved in advance by the Student Activities Office.

Please meet with a member of the Student Activities Office prior to planning your event.

Lectures/Guest Speakers

Policies to Review

- Open-speaker Policy, 20
- Contracts, 3,12,19,24
- Use of University Buildings, 23

Paperwork to Complete

- Standard Form Entertainment Contract

Contracts are required for any person from off-campus who will be presenting a lecture sponsored by your group and must be executed by a member of the Student Activities Office.

Movie Screening

Policies to Review

- Movies, 20
- Catered Functions (if serving food), 16

Paperwork to Complete

- Temporary Food Service Permit (if serving food)

Be sure to obtain the public performance rights before showing any movie. Contact Student Activities regarding title selection and ordering.

Party/Dance/Social Event

Policies to Review

- Contracts, 3,12,19,24
- Catered Functions, 16
- Raffles, 21
- Hall Dance Policy, 17-18

Paperwork to Complete

- Goods and Services Application (if selling merchandise)
- Standard Entertainment Contract
- Temporary Food Service Permit (if serving food)
- Dance Proposal (for dances only)

Be sure you have reserved a facility before you begin planning the details of your event. Check Agenda (<http://agenda.nd.edu>) to be sure no other major campus events are planned at the same time as your event. If you are collecting an admission fee, you can apply for a cash advance from the bookkeeper in the treasurer's office. You can sell tickets in advance through the LaFortune information desk and box office. Contact Student Activities before planning social events for guidance on applicable paperwork you will need to complete.

PROGRAMMING OUTLINE (CONTINUED)

Printing Merchandise (Shirts, Hats, etc.)

Policies to Review

- Licensed Vendors for Student Groups, 14
- Fundraising and Merchandising, 5,19-20
- Merchandising of Notre Dame Items, 20

Paperwork to Complete

- Goods and Services Application

The Student Activities Office will not approve the printing of any paraphernalia which condones the use of alcohol (e.g., steins, shot glasses, beer mugs, and most glassware). Be sure to attach a sketch of the artwork with your goods and services application. Do not order a product through a vendor until you have received the approved goods and services application. You may only use approved vendors. An updated list of approved vendors can be obtained from the Student Activities Office. Catalogs from approved vendors are also available in the Student Activities Office.

Rallies/Demonstrations/Petitions/Surveys

Policies to Review

- Use of Outdoor Grounds, 23
- Questionnaires and Surveys, 20-21
- Requests and Proposals, 21
- Demonstrations, 19

Paperwork to Complete

- Typed proposal
- Sample petition/survey

All petitions must be approved by the director of Student Activities. All demonstrations must be registered with the associate vice president for Residence Life. Be sure to reserve a facility/campus space for your event. Surveys must be submitted to the vice president for Student Affairs approval.

Retreat Off-Campus

Policies to Review

- Vehicle & Off campus Travel Information, 18
- Approved Charter Bus Companies, 15
- Trips and Transportation, 22
- Contracts, 3,12,19,24

Paperwork to Complete

- Waiver and Release of Liability
- Travel information must be submitted to the SAO at least 2 weeks in advance when traveling outside St. Joe County. At least 1 week in advance when travelling inside St. Joe County.

-Standard Form Entertainment Contract (if entertainment).

Please be aware of the University vehicle usage policy. All travel must be approved in advance by the Student Activities Office. Be sure to bring your facility contract to the Student Activities Office so that it may be properly executed by the University.

Travel Off-Campus

Policies to Review

- Contracts, 3,12,19,24
- Approved Charter Bus Companies,15
- Trips and Transportation,22
- Vehicle & Off campus Travel Information, 18

Paperwork to Complete

- Waiver and Release of Liability
- Travel information must be submitted to Student Activities (1week in advance for use of a personal vehicle and 2 weeks in advance for all other forms of travel.)
- Personal Vehicle Waiver Form (if using personal vehicle)

All travel must be approved in advance by the Student Activities Office. Consult the Student Activities Office for advisement on the most appropriate means of transportation.

Programming Checklist

	Date to be Completed	Person Responsible	Date Completed	Notes/Additional
Prior to Event				
Budget Breakdown	_____	_____	_____	_____
Set Goals	_____	_____	_____	_____
Target Audience	_____	_____	_____	_____
Reserve Rooms and Rain Location	_____	_____	_____	_____
Assess Equipment/Technical Requirements	_____	_____	_____	_____
Have Advisor Request Contract	_____	_____	_____	_____
8 Weeks Prior				
Deadlines on Tasks	_____	_____	_____	_____
Brainstorm Publicity Ideas	_____	_____	_____	_____
6 Weeks Prior				
Advisor/Student Activities Process Contract	_____	_____	_____	_____
Reserve Vehicle	_____	_____	_____	_____
Reserve Housing/Hotel	_____	_____	_____	_____
Process Check Request	_____	_____	_____	_____
Confirm Equipment/Technical	_____	_____	_____	_____
Reread Contracts and Contract Riders	_____	_____	_____	_____
4 Weeks Prior				
Begin Advertising: Newspaper, Radio, Buttons, Posters, Fliers, Table Tents, Brochures	_____	_____	_____	_____
Begin Ticket Sales	_____	_____	_____	_____
Arrange Food Service & Hospitality	_____	_____	_____	_____
Arrange Committees	_____	_____	_____	_____
Arrange Press Conference	_____	_____	_____	_____
Telephone Agent	_____	_____	_____	_____
Confirm Housing	_____	_____	_____	_____
2 Weeks Prior				
Specifics for Press Conference	_____	_____	_____	_____
Reread Contract	_____	_____	_____	_____
Confirm Payment Readiness	_____	_____	_____	_____
Confirm Crew	_____	_____	_____	_____
Full Force Advertising	_____	_____	_____	_____
Day Before				
Dry Run of Event	_____	_____	_____	_____
Prepare Introduction	_____	_____	_____	_____
Receive Performer's Check	_____	_____	_____	_____
Check on Hospitality	_____	_____	_____	_____
Day of Event				
Check on Hospitality	_____	_____	_____	_____
Check on Set-Up(s)	_____	_____	_____	_____
Welcome Performer	_____	_____	_____	_____
After Event				
Pay Performer Immediately	_____	_____	_____	_____
Clean Up	_____	_____	_____	_____
Immediate Evaluation	_____	_____	_____	_____
Thank You's	_____	_____	_____	_____

PUBLICITY HOW-TOS

Effectively publicizing events is one of the most important components of successful programming. Below you will find general information for frequently used publicity outlets at Notre Dame. Please be aware that the information contained on this page is for reference purposes only; prices, policies, and procedures are subject to change. Questions regarding publicity for club/organization events can be directed to the Student Activities Office by calling 631-7308.

Observer Ads(631-7471)

Specific information regarding *Observer* ads should be directed to *The Observer*. The following information is for reference only.

Observer ad rates (as of May 2005) are as follows:

Full page:	\$400.00
Half page:	\$200.00
Quarter page (vertical):	\$105.50
Quarter page (horizontal):	\$100.00
Eighth page:	\$ 50.00

The ad reservation deadline is two business days before your publication date, and you must have the camera-ready artwork submitted no later than 11:00 AM the day before publication. For example, if you wanted to run an ad on Friday, you would need to reserve space no later than 3:00 PM on Wednesday, and you would have to submit your artwork no later than 11:00 AM on Thursday.

Scholastic Magazine Ads(631-7569)

For specific information, contact *Scholastic Magazine*. The following information is for reference only.

Scholastic ad rates (as of May 2005) are as follows:

Inside Front:	\$225	Inside Back:	\$200
Full Page Inside:	\$175	Outside Back:	\$250
Half Page Inside:	\$100	Inside Color add	\$50
Quarter Page:	\$50		

Posters/Fliers

All posters and fliers must be approved in advance by the Student Activities Office. To get your posters or fliers approved, bring the original flier (before photocopying or printing) to Student Activities. A staff member will review your poster, and, if approved, will stamp your poster with the appropriate approval stamp. You will be required to sign a form stating that you will abide by the University regulations pertaining to posting. All copies hung on campus must have the approved Student Activities stamp.

Table Tents

As part of their service to our student community, the North and South Dining Halls assist student groups and organizations in advertising special events/activities by allowing placement of table tents on dining hall tables. There is significant demand among student groups for this form of advertisement. For this reason and because of the broad exposure afforded by dining hall table tents, certain stipulations must be met before approval for placement of table tents will be granted.

1. Approved table tents must advertise events and activities associated with approved student or campus organizations or sponsored/sanctioned by the University administration.
2. Table tents must be judged by Student Activities to be in good taste; they may contain no reference to alcohol.
3. Only three table tents may be placed on dining hall tables each day.
4. Each table tent design must be approved prior to placement by Student Activities.

Please visit the Student Activities Office in the LaFortune Student Center to request a table tent reservation. Student Activities will contact Food Services to inquire about available space. If available, the reservation will be placed at this time for no more than three consecutive days per week. Students may return to the Student Activities Office a day or two before placing table tents to pick up their permission slip. A copy is also sent to each of the three units where table tents may be placed (the Huddle, North and South Dining Halls). A copy of the approved permission form must be presented to a dining hall service manager or monitor before table tents can be placed. Student groups will place the table tents themselves; this is not done by dining hall staff. For all dining areas to be covered, approximately 760 table tents will be required.

PUBLICITY HOW-TOS (CONTINUED)

Banners

Custom-designed banners can be ordered through the Student Activities Office poster/banner maker. Forms for ordering banners and posters are available at the Student Activities Office.

The North and South Dining Halls assist student groups and organizations in advertising special events/activities by displaying banners prominently in the dining hall lobbies. Because of the prominence of these displays, certain stipulations must be met for their approval.

1. Approved banners must advertise events and activities associated with approved student or campus organizations or sponsored by the University Administration. Banners may not be hung which contain personal messages.
2. Only one banner may be hung in each of the dining halls for three days, once a week at a given time.
3. Each banner must be inspected and approved by Student Activities before being hung in the dining hall. Food Services' approval for placement is made on a first come, first served basis.
4. For the dining halls please have string already attached to the banner or it will not be accepted.

Please visit the Student Activities Office in LaFortune Student Center to request a banner reservation. Student Activities will contact Food Services to see if the space is available. If so, the reservation will be made at that time. Students may return to the Student Activities Office a day or two before the reservation to pick up their permission slip. A copy is also sent to each of the two dining halls. A copy of the approved permission form must be presented to a dining hall service manager or monitor before the banner will be accepted. If the group wants the banner back after the event, please notify the manager when the banner is dropped off, otherwise it will be discarded once the reservation is done. Banner space may also be reserved in LaFortune Student Center.

Information Tables

As part of their service to our student community, the North and South Dining Halls assist student groups and organizations in advertising special events/activities by allowing students to reserve a table in the dining hall lobby. There is significant demand among student groups for this type of advertising. For this reason and because of the broad exposure afforded by this form of advertising, certain stipulations must be met before approval for tables will be granted.

1. Approved table usage must advertise events and activities associated with approved student or campus organizations or sponsored/sanctioned by the University administration.
2. Only one student group may use a table. Two groups cannot share a table. Approval is generally given for a three day placement once a week. Given Student Activities authorization, Food Services' approval for placements is made on a first come, first served basis.
3. Due to space constraints, South Dining Hall can only reserve one table. There are no tables reserved during football weekends.

Please visit the Student Activities Office in LaFortune Student Center to request an information table reservation. Student Activities will contact Food Services to see if the space is available. If so, the reservation will be made at that time. Students may return to the Student Activities Office a day or two before the reservation to pick up their permission slip. A copy is also sent to each of the dining halls. A copy of the approved permission form must be presented to a dining hall service manager or monitor before the table can be placed. Student groups will place the table themselves; this is not done by dining hall staff. Set up of the table is 15 minutes prior to the start of lunch or dinner service. Students will replace the table and clean up all debris. An information table may also be reserved in LaFortune Student Center.

Easels

Easel space can be reserved for the LaFortune Student Center elevator lobby. Easel space is limited and you are encouraged to reserve space well in advance. All easel requests must be approved in advance by the Student Activities Office. To reserve easel space, stop by the Student Activities Office.

Agenda

Your group can have its event published on the official Notre Dame calendar. To be considered for inclusion on the calendar, email your event to saoevent@nd.edu. Questions regarding this calendar can be directed to Nicole Hackbarth, Student Programs Coordinator.

Press Releases

If you want to draw more local community to your event, consider using a press release. By working with the University's official press relations staff, the off-campus publicity for your event can greatly increase. For more information on press release opportunities, contact the Office of News and Information.

PUBLIC RELATIONS AND INFORMATION

The following is “*A Guide for Student Organizations*” which was provided by the Office of News and Information for the use of this handbook.

A Guide for Student Organizations

The Office of News and Information is in charge of media relations for the University. It will assist in publicizing student-sponsored events on campus if they are open to the general public and of general interest. Professionals in this department write and distribute the appropriate news releases needed to publicize campus events. This service saves student groups time and energy, not to mention money, as all copying and postage costs are covered by the department's budget. Ordinarily, news and information should receive information at least two weeks in advance of the event. Three weeks is preferred.

If a speaker visiting campus is of more than passing interest to the media, a news conference may be required. Professionals in news and information can provide counsel on the best timing for a news conference and issue invitations to the media. While news conferences are the most efficient means to handle a situation in which there is widespread media interest, they should not be called frivolously; not every campus visitor is news-worthy enough to justify a news conference. In addition, the Office of News and Information should be the contact point for members of the media requesting individual interviews. For these reasons, it is important for students to provide the department with a planned schedule for visiting newsmakers.

When media coverage is anticipated for any ticketed event, space should be reserved to meet the media's needs with the least inconvenience to the audience. Keep in mind that, while we can invite the media to cover events, we cannot guarantee their attendance. The final judgment of what is newsworthy is theirs. It is assumed that any event open to the public is also open to the media, and student sponsors should be helpful to the media when they show up unannounced. For example, it takes only five minutes to do a brief, stand-up television interview before a lecture.

Most people on the campus appearance circuit are familiar with and accommodating to the news media. Occasionally, though, there will be one who refuses to be personally available to the media. If the visiting newsmaker desires no media contact, find out in advance and let the Office of News and Information know. The media will respect requests not to be interviewed. However, there is no way to exclude media from public events. Anything a newsmaker does in the public forum is subject to reporting by the media.

Lastly, promotion that does not involve contact with the news media is the responsibility of the sponsoring student group. This includes on-campus posters, dining hall announcements, residence hall distribution of flyers, direct mail, paid advertisements, and public service announcements.

For more information, contact News and Information at 631-7367.

LOCAL MEDIA CONTACTS

Local Television Stations

WNDU-TV Ch. 16 (NBC affiliate)
54516 Business 31 N, South Bend * 631-1616

WSBT-TV Ch. 22 (CBS affiliate)
300 W. Jefferson Blvd., South Bend * 233-3141

WSJV-TV Ch. 28 (FOX affiliate)
58096 Co. Rd. 7 South, Elkhart * 679-9758

WBND-TV Ch. 58 (ABC affiliate)
3665 Park Place West, Mishawaka * 243-4316

Local Newspaper

South Bend Tribune
225 W. Colfax Ave., South Bend * 235-6161

Local Radio Stations

WNDV 92.9 FM
3371 W. Cleveland Rd., Suite 300, South Bend * 273-9300

WNSN 101.5 FM
300 W. Jefferson Boulevard, South Bend * 233-3141

WAOR 95.3 FM
237 Edison Road, Mishawaka * 258-5483

WRBR 103.9 FM
237 W. Edison Road, Ste. 200 Mishawaka * 258-5483

WSBT News Talk 960 AM
300 W. Jefferson Boulevard, South Bend * 233-3141

WVPE (NPR Affiliate) 88.1 FM
2424 California Rd., Elkhart * 888-399-9873

PUBLICITY BASICS

One of the areas which can greatly enhance the image of your student group is publicity. Whether it be a full-color poster, table tent, newspaper ad or simply a flier on bright paper, your group will be evaluated on the effectiveness of its publicity. The following information has been provided to assist your group in becoming more adept at publicizing your events.

In order to answer the Five W's (What? Who? When? Where? Why?), all publicity should include....

TITLE OF EVENT

BRIEF DESCRIPTION OF EVENT (if not a recognizable event, include a one-sentence description)

DATE (include day of the week and month/day)

TIME (if applicable, include an ending time, too)

LOCATION

ADMISSION FEE

SPONSORING ORGANIZATION(S) (include all pertinent logos for co-sponsors)

"FOR MORE INFO, CONTACT" (direct people with questions to web sites, phone numbers, or offices)

In addition to the basics, you should also consider making your publicity effective. Here are some hints to help make your publicity more successful:

- * Make the poster eye-catching to get your point across as people will not look at your poster for a long time.
- * Your poster should take no longer than 5 seconds to read.
- * Take a look around campus. What catches your eye?
- * Avoid using too many fonts on your posters. 2-3 should be sufficient.
- * Avoid using script fonts (especially all-caps scripts), as they are difficult to read.
- * Incorporate a black text box with white font inside -- this will increase visibility to your header.
- * Use clip art (most computer programs have some form of clip art already installed).
- * People are more likely to remember images than words.
- * Add a border to your entire poster (or essential, important elements) to keep people focused.
- * Test your poster before copying it. Put it on a bulletin board and stand about 10 feet away. If it is noticeable from this distance, you have accomplished your goal! If not, see which other posters stand out the most and incorporate some of their elements of graphics. (Please remember to take your poster down after this exercise!!!)
- * Color can make your poster unique. Fed Ex Kinkos has a color printer/copier which has very affordable rates.
- * Use no more than three colors.
- * If you can't afford color printing, order colored paper!
- * Fed-Ex Kinkos in Grace Hall has quite a few different paper styles to choose from, including: different weights and colors. Make sure you consider all your options.
- * Choose to use your posters effectively-where do you notice posters on campus? (Only hang posters in approved locations.)
- * Spread out your posters to cover the whole campus or place multiple in close locations for maximum impact.

CLUB RESOURCE CENTER

The Club Resource Center (CRC) was created to serve the needs of Notre Dame's 250+ clubs and organizations. Open during regular operating hours of LaFortune Student Center, the CRC is the "headquarters" for club activities and includes the following amenities:

- Club mailboxes
- Sign-up bulletin boards for club use
- Dry-erase board and study table for club tutoring programs
- Literature files for clubs to display pamphlets, brochures, and books to other clubs
- Three networked PC computers and a scanner
- Access to a color laser printer
- Student Groups Coordinator office
- Club Coordination Council (CCC) office
- Student Union Treasurer's office
- Postings of up-to-date club contact lists (for co-sponsorship coordination)
- Club deposit forms
- Application for Funds Transfer forms
- Student Union Bookkeeper's Office

FORMS AND PAPERWORK

■ Waiver and Release of Liability

This waiver must be completed, in addition to the online form, found at <http://sao.nd.edu/aboutus/forms/index.shtml>, whenever a student group travels off-campus. Completed waivers must be submitted to the Student Activities Office before leaving campus. Waivers are available from the Student Activities Office or on the web at <http://sao.nd.edu/aboutus/forms/index.shtml>.

Questions regarding liability waivers can be directed to the Student Activities Office by calling 631-7308.

■ Bonfire Permit

Bonfires will only be held on Holy Cross Hill overlooking Saint Mary's Lake, and specific rules and regulations are stated on the permit. The signatures of your advisor/rector, Student Activities, and the ND Fire Department are required on the application. Bonfire permits can be obtained from the Student Activities Office or downloaded at: <http://sao.nd.edu/aboutus/forms/index.shtml>.

Questions regarding this form can be directed to the Student Activities Office by calling 631-7308.

■ Temporary Food Service Permit

Anytime a student group will be preparing food or ordering food which has been prepared off-campus to be served at an event, the group must complete a temporary food service permit. A temporary food service permit is not required if food is prepared and served by University Food Services. Permits must be signed by the following individuals/offices in this prescribed order: Advisor/rector, Event facility manager, Student Activities, Food Services, and Risk Management and Safety. Permits must be completely signed no later than five(5) business days before your event.

Questions regarding these permits can be directed to the Student Activities Office by calling 631-7308.

■ Off-Campus Social Event Form

Residence Halls and student organizations sponsoring events off-campus where alcohol will be served must receive permission in advance from the Student Activities Office. This form is signed by the owner/manager of the off-campus establishment stating that they will follow all prescribed local, state and federal laws regarding sale and distribution of alcohol. Please be aware that off-campus events may not be held at bars or taverns.

Questions regarding the off-campus social event form can be directed to the Student Activities Office by calling 631-7308.

■ Standard Form Entertainment Contract

If your group will be contracting a disc jockey, campus band, lecture, etc., to perform a service for your organization, you are required to process a standard form entertainment contract. A contract must be completed even if there is no fee for the performance. This standard contract protects your organization and the University from liability issues which may arise. Please be aware that paying contracts is the responsibility of the student group sponsoring the event. In order to pay a contracted individual or business, submit an application for funds along with a copy of the contract to the Student Union Treasurer's office. Students are not permitted to sign contracts.

Questions regarding contracts can be directed to the Student Activities Office by calling 631-7308.

FORMS & PAPERWORK (CONTINUED)

■ LaFortune Box Office Ticket Sales Agreement

If you will be selling tickets for your events through the LaFortune Student Center Information Desk and Box Office, you will need to complete a ticket sales agreement and submit it to the LaFortune operations manager. In addition to the ticket sales agreement, you will also complete an event information sheet which describes the event so that information desk staff members can answer questions about your event. There is a small fee for all tickets sold through the box office (for recognized student groups, .30 per ticket). Questions regarding the ticket sales agreement can be directed to the LaFortune operations manager by calling 631-5028.

■ M Form (formerly Facilities Requisition)

Student groups requiring special setups for indoor and outdoor events will need to complete this electronic M form. Some common needs for a facilities requisition include: tables, chairs and stages for events at Stepan Center and fieldhouse mall. You will need to use a separate M Form for equipment, power cart and/or electrical shop. Requisitions require your advisor/rector or the Student Activities Office to place an electronic submission to 100 Maintenance Center. Facilities requisitions should be submitted at least five (5) business days before your event. Questions regarding facilities requisitions can be directed to the Student Activities Office by calling 631-7308. Please note as of August 29, 2005, Landscape Services doesn't use an M Form.

■ DICE Dollars for Innovative and Creative Entertainment

At the beginning of each semester, student organizations/clubs can apply for additional funding for events for the following semester by filling out this application which is available in the Student Activities Office.

For more information and deadlines, please visit <http://sao.nd.edu/aboutus/forms/index.shtml>, see page 3

■ Goods & Services Application

The application has two main sections: one for fundraising activities and the other for printing (apparel) orders. If your student group is collecting money or selling an item, a Goods & Services Form must be completed. If you are ordering any imprinted items, please be aware that you must attach a sketch or original artwork when the form is submitted. This form requires the signature of your advisor/rector and is submitted to the Student Activities Office. Your group must wait for approval from the Student Activities Office before items may be ordered or your fund-raising activity can take place. Questions regarding goods and services applications can be directed to the Student Activities Office by calling 631-7308.

■ Special Event Room Request Form

All requests for classroom space by student groups must be processed using a special event room request form. This form requires an advisor/rector signature. Request forms can be obtained from the Student Activities Office. Questions regarding special event room request forms can be directed to the Assistant Director of Student Activities, Programming, by calling 631-7308.

■ Outdoor Grounds Request

If your from a registered student group (club, organization, residence hall) interested in reserving outdoor campus grounds, please complete the on-line grounds request form at <http://sao.nd.edu/venues/outdoor/index.shtml>. Before completing the form, please read the following:

- Not all requests will be approved.
- Certain locations on campus require additional approvals.
- Most reservations will require a meeting with a representative from the Student Activities Office to review all details of the use of the grounds.
- Requests for use of outdoor grounds should be submitted at least 4 days before the event. This allows time for the Student Activities Office to coordinate with other departments to ensure all proper approvals have been obtained.
- If you are to stake anything into the ground (poles, metal spikes, decorations, athletic equipment, etc.), you must submit a [Utility Locate Form](#) at least two business days before your event in order for all appropriate utility companies and campus departments to mark areas with underground systems so as to not damage them. You are encouraged to submit the form as far in advance as possible. This form is on-line at http://www.nd.edu/%7Eutildept/forms/documents/Utility_Locate_Form.pdf
- Snow fence can be ordered for residence hall dances through [Landscape Services](#).
- If your reservation involves a demonstration activity and you are from a registered student group, you must also register your activity with Mr. William Kirk, Associate Vice President for Residence Life at 631-6144.

■ Student Shop

In conjunction with a new initiative from the [Office of Business Operations](#), [Office of Information Technologies](#), and the newly created [ND Marketplace](#) program, the Student Activities Office has coordinated [STUDENT SHOP ND](#), an e-commerce solution which will allow recognized student groups to sell merchandise on-line. More information can be found at <http://sao.nd.edu/services/studentshop/index.shtml>. Contact Belinda Thompson, Business Manager, with questions 631-5028.

APPROVED LICENSED VENDORS FOR STUDENT GROUPS

Access Imprinted Sportswear

530 E. LaSalle Avenue
South Bend, IN 46617
574-232-1231

Ad Venture Promotions

27840 CR 4
Elkhart, IN 46514
574-262-3331

AP Image Team, Inc.

1620 N. Ironwood Drive
South Bend, IN 46635
574-259-7112

Cintas Corporation

835 United Dr
South Bend, IN 46601
574-232-3010

Cooper Commercial Graphics

3112 Lexington Park Drive
Elkhart, IN 46514-1167
574-294-5502

D'Michael and Associates

400 South West Street
Mishawaka, IN 46544
574-255-7651

Fast Signs

917 W. McKinley
Mishawaka, IN 46545
574-254-0545

Fiala & Smith Corporation

144 S. Broadway
Cassopolis, MI 49031-0101
269-445-8915

Flags International

10845 McKinley Highway
Osceola, IN 46561
574-674-5125

Foil Tone Graphics

52074 Lakeshore Dr
Granger, IN 46530
574-271-7003

Graphic-Tees

505 S. Logan Road
South Bend, IN 46615
574-287-4555

It's Tops, Inc.

315 S. Union Street
Mishawaka, IN 46544
574-259-8822

Locoli, Inc

100 N Center St
Mishawaka, IN 46544
574-255-2826

Logo Boys, Inc.

3505 N. Home Street, Ste.114
Mishawaka, IN 46545
574-256-6844

Midwest Athletic Equipment

517 N. Hill Street
South Bend, IN 46617
574-232-9550

Morgan Graphics Screen Printing

21639 Carriage Drive
South Bend, IN 46614
574-291-4510

PJ Marketing Services, Inc.

2533 Grape Road
Mishawaka, IN 46545
574-259-8843

Plastimatic Arts Corporation

3622 N. Home Street
Mishawaka, IN 46545
574-254-9000

Sports Image Apparel

58800 Executive Drive
Mishawaka, IN 46545
574-258-0571

Specialty Connection

3230 N. 5th Street
Niles, MI 49120
269-683-0955

Sports Minded Screen Printing

55601 Currant Road
Mishawaka, IN 46545
574-257-3880

Stephenson Marketing Concepts

6910 N. Main Street
Granger, IN 46530
574-273-8900

The Dugout

3222 Lincolnway West
South Bend, IN 46628
574-282-111

Additional businesses are considered for inclusion upon request.
For more information, contact the Student Activities Office by
calling 631-7308 or e-mail sao@nd.edu.

Listing current as of January, 2006

LICENSED VENDORS FOR APPROVED CHARTER BUS COMPANIES

The following bus companies have provided proof of adequate insurance and have been approved by the University for student organization usage. Please contact the bus company directly for reservations and cost information. All bus contracts must be submitted directly to the Student Activities Office for execution by the University.

Cardinal Buses, Inc.

P.O. Box 271
202 E. Winslow Street
Middlebury, IN 46540
1-800-348-7487
574-825-9405

Excellent Adventures

6215 Commodity Court
Ft. Wayne, IN 46818
1-800-552-3893

Free Enterprise System, Inc.

One Sodrel Drive
Jeffersonville, IN 47130
1-800-255-1337

Great Lakes Motorcoach

3933 Three Mile Road NW
Grand Rapids, MI 49544
1-800-722-9522
616-791-8831

Harmony Charter & Tours, Inc.

14018 S. Long Street
Crestwood, IL 60445
2150 Sagamore Parkway N
Lafayette, IN 47903
1-800-642-6645
765-447-9321

Indian Trails, Inc.

109 E. Comstock Street
Owosso, MI 48867
1-800-292-3831
989-725-5105

Lakefront Lines, Inc.

13315 Brookpark
P.O. Box 81172
Cleveland, OH 44181-0172
1-800-752-7574

Royal Excursions

P.O. Box 40
Mishawaka, IN 46546
574-257-8540

Spirit Tours

7953 S. Bennett Avenue
Chicago, IL 60617
773- 731-1400

White Horse Charters

69520 Shar-Sue Drive
Hartford, MI
1-800-380-3727

Additional charter bus companies are considered for inclusion upon request. For more information, contact the Student Activities Office by calling 631-7308 or e-mail sao@nd.edu.

LICENSED VENDORS FOR APPROVED DISK JOCKEYS

Bands Unlimited

P.O. Box 6577
South Bend, IN 46660
(574)243-9204

Music Machine

2112 Mishawaka Ave
South Bend, IN 46615
(574) 233-3100
www.themusicmachine.com

ProShow

14603 Brick Road
Granger, IN 46530
(574) 271-7469
www.proshow.com

WVFI

2nd Floor/LaFortune Student Center
(574)631-6888
www.nd.edu/~wvfi

Backstage Productions

1343 Riding Mall
South Bend, IN 46614
(574)291-6430
www.backstageproductions.com

In-Tune Disc Jockey Service, Inc

606 Stickler Ave
Mishawaka, IN 46544
(574)258-9484
www.intunedj.com

LICENSED VENDORS FOR APPROVED OFF-CAMPUS FACILITIES

Prior to making arrangements with any off-campus site, contact the Student Activities Office to verify whether or not the site has the appropriate insurance coverage. The Student Activities Office is located at 315 LaFortune Student Center, 631-7308 or e-mail sao@nd.edu.

Please remember that all facility and catering contracts must be submitted to the Student Activities Office for review and execution!

AN INTRODUCTION TO POLICIES AND PROCEDURES

Part of the development experienced through leadership positions with student organizations is learning, understanding, and interpreting policies and procedures.

The Source is provided as a reference to Notre Dame policies, procedures, and regulations which pertain to student groups. Please be aware that all recognized student organizations/clubs are required to follow all prescribed regulations set forth in this document, as well as any other policies which may be implemented throughout the academic year.

If you have a question about a policy, please contact the Student Activities Office. Student Activities staff members are available to guide you in learning which policies are applicable to your particular events.

STUDENT ACTIVITIES REGULATIONS

Bus & Motor Coach Contracts

For University-sponsored travel, only authorized bus and motor coach companies may be contracted and utilized. A list of authorized companies is available upon request from the Student Activities Office. Companies may be considered for addition to the list by contacting the office of Risk Management and Safety. Additionally, alcohol is not to be transported or consumed on contracted buses or motor coaches.

Campus Bands and Disc Jockeys

In order to advertise on campus, bands and disc jockeys must be registered in the Student Activities Office. At least one individual (or the individual in the case of disc jockeys) must be a member of the Notre Dame community. A list of registered bands and disc jockeys is available upon request to members of the campus and the local community.

Registered bands and disc jockeys which use amplified sound out-of-doors are restricted to the following: not to begin before 11:00 AM on any day and not to extend beyond midnight on Friday and Saturday nights, and 9:00 PM on other nights. Additionally, amplified sound is prohibited out-of-doors while academic classes are in progress. Exceptions may be made with permission from the Vice President of Residence Life, Student Activities.

For all off-campus performances, the name of the band or disc jockey appearing on the publicity must be at least three times the size of references to the establishment and location. References to the establishment and location may only appear once on each piece of publicity.

Merchandising on Home Football Games

By obtaining written permission from the director of Student Activities and LaFortune Student Center through a goods and services form, Notre Dame non-profit student organizations may apply to sell some items on the main campus. Limited stands will be granted for each game. Interested organizations should apply for a concession stand in the month of February prior to the season. If approval is granted, the student organization or residence facility must abide by all merchandising policies. Unauthorized sales or sales outside authorized areas will result in the merchandise being confiscated and disciplinary procedures. "The Shirt" is the only T-shirt that may be sold at these concession stands. All revenue from concession stands must be deposited within two working days following the operation of the concession stand.

Probation or Suspension of Clubs

Any club found in violation of *duLac* or University regulations as established by Student Affairs and Student Activities or rules of Student Senate and the CCC shall be considered for probation or suspension. The final decision for probation or suspension shall be made by the director of Student Activities and LaFortune Student Center. Any violation not directly involving Student Activities shall be considered by the Student Ethics Committee upon recommendation by the CCC.

Catered Functions

University Food Services is the official on-campus caterer. Thus, all catering done on campus will be provided by University Food Services. Exceptions to this policy may be requested by completing a Temporary Food Services permit available in the Student Activities Office. Groups gaining an exception must complete a required food preparation and service training workshop.

Inactive and Defunct Club Policy

A club shall be considered inactive or defunct according to the following:

1. If no registration paperwork is submitted to the Student Activities Office during the spring semester, the club is considered inactive. If a club fails to submit registration forms for two consecutive spring semesters, the club will be considered defunct.
2. No advisor or club officers as contacts for the club
3. No activity during the academic year

Once a club is considered defunct by the Club Coordination Council or the Student Activities Office, immediate suspension and revocation of funding shall be enacted.

Gaming Policies (e.g., raffles, door prizes, casino nights, etc.) All gaming activities need the prior written approval of the Assistant Director of Student Activities, programming. Requests need to be submitted at least eight (8) weeks before the event and the total value of the prizes may not exceed \$1,000.

Publicity and Press Relations

The Articles of Administration for the University Relations Division provide that press relations are the responsibility of the Department of News and Information and the Department of Sports Information. Students or student organizations/clubs seeking news coverage of their events, programs, and activities in other than campus media should avail themselves of the expertise and useful relationships of these offices. In the interest of good

STUDENT ACTIVITIES REGULATIONS(CONTINUED)

order and to ensure regular receipt of press material and credentials, student correspondents for newspapers, magazines, television, radio stations, and other media should notify the Department of News and Information and/or Department of Sports Information of their name, address, and journalistic affiliation at the beginning of each academic year or immediately upon undertaking such duties.

Student Activity Fee -- Public Inspection File

Copies of all Student Activities fee expenditures are available for review in the Student Activities Office by any student enrolled at the University. Files may not be removed or duplicated.

Vendor Policy

Student organizations/clubs and University residence facilities are required to fill out a Goods & Services permit before ordering and/or purchasing items for distribution or resale (e.g., favors, T-shirts). The product must be purchased from an approved licensed vendor of the University who has been given the right to produce merchandise ordered by student groups. A list of licensed vendors can be obtained from the Student Activities Office.

Websites

Student organizations/clubs and residence halls that wish to incorporate Notre Dame trademarks into their *www*. organizational home pages may not do so without prior written approval from the director of Student Activities and LaFortune Student Center.

Student groups desiring IFS space need prior approval from the director of Student Activities and LaFortune Student Center. A student group's IFS space may be withdrawn by the director of Student Activities and LaFortune Student Center.

Vehicle and Off-Campus Travel Regulations

If your club wishes to rent a vehicle for off-campus travel, you must rent vehicles through Transportation Services. If your group wishes to travel off-campus but within St. Joseph County you may now use personal vehicles to do so. Please refer to page 18 for further information on vehicle and off-campus travel policies.

General Guidelines for All Hall Events and Dances

When planning a hall or club activity, SYR, tent dance, or off-campus formal, it is necessary for hall/club leaders to ensure that the focus of the event will be on *group-wide* activities rather than on private gatherings in student rooms. Events which allow students to travel freely between the hall event and private gatherings over the course of the evening will not be approved.

General Guidelines for All Dances

* Because these events are intended to involve the majority of the residence hall/club community, residents or members who plan not to attend the dance or residents who have left the dance early are not permitted to have parties or other social gatherings during or after the dance.

* \$3.00 per person should be spent on food and non-alcoholic beverages for both on and off-campus dances to ensure there is sufficient food for the nature of the event.

Exceptions can be made through the rector and/or SAO if the theme of the dance lends itself to less expensive food.

* The Hall Presidents' Council and SAO strongly encourage residence halls/clubs to strive for at least 60% participation of the residence hall/club community to truly maintain the character of the event as an all-hall/club dance and to ensure the event's financial viability. For the event to occur, at least 50% of the residents/members of the hall should be planning to attend.

* Guests should arrive to join or pick up residents/members no more than 75 minutes prior to the beginning of the dance.

* All participants must be present at the dance no later than 30 minutes after the official start time of the dance.

This time may be adjusted to take into account the distance of the dance venue from campus.

* No readmission is allowed once a student has left the dance.

* Once the dance begins, no social gatherings are permitted in private rooms in the halls.

* If the resident leaves before the dance is over, he or she may return to their residence hall room. Guests will not be permitted back into the hall, except in residence hall's 24 hour lounge.

Guidelines for Tent Dances

* Only four tent dances campus-wide per night are allowed.

Should more than four halls/clubs apply to Student Activities to have tent dances on the same night, selection will be determined by a lottery with some priority given to halls/clubs with a record of successful dances during the previous academic year; those that have experienced problems with dances during the past year may be given lower priority.

* The dances must be spread out geographically across campus (e.g., if Stanford and Farley hosted tent dances on the same night, only one could take place on North Quad).

* Suitable out-of-hall location for inclement weather must be secured in advance.

* Halls/clubs must demonstrate that equipment has been purchased or contracted (tent with sideflaps, snow fencing, fans, etc.).

* One uniformed NDSP officer is required for every 150 people. *Cost is approximately \$100 per officer.*

* Dance area must be secured by snow-fencing and/or natural borders (wall of a building, etc.). *Snow-fencing is free from the University Landscape Services; halls must pay the labor cost for set-up and tear-down.*

* Bands can play music until midnight. Recorded music can be played until 1:45 AM.

* Students attending the dance should wear attire appropriate for the theme and formality of the event; hall staff will monitor this expectation.

STUDENT ACTIVITIES REGULATIONS (CONTINUED)

- * The tent should have only one entry/exit point:
 - a. All admitted guests will receive a wrist band, which they must wear while they're at the dance. *Cost of wrist bands is approximately \$25 per 1,000 bands.*
 - b. Entry point should have a hall staff member/club officer checking names against a list of ticket-holders for admittance.
- * Dance participants should NOT be allowed back into rooms once the dance has begun.
 - a. Re-entry into halls by dance participants is allowed only for restroom access. A hall staff member, club officer or security officer should monitor the entrance to the hall.
 - b. First floor of hall should have ample male and female restrooms.
 - c. Consider limiting the number of participants allowed entry into the dance at one time (no more than three at once, etc.).
 - d. Hall staff, club officers, and/or security officer should ensure that access to basement and upper floors is restricted for dance participants.

* "GENERAL GUIDELINES FOR ALL DANCES" (see page 17) regarding guests' arrival time, pre-parties, etc. should be followed.

Guidelines for Off-Campus Formals

- * Charter transportation must be used.
- * "GENERAL GUIDELINES FOR ALL DANCES" (see previous) regarding guest's arrival time, pre-parties, etc., should be followed.

VEHICLE AND OFF-CAMPUS TRAVEL INFORMATION

If your club wishes to rent a vehicle for off-campus travel, you must rent vehicles through Transportation Services. A vehicle request form is available on the Transportation Services web site at <http://transportation.nd.edu>. That form must be signed by the Student Groups Coordinator in the Student Activities Office (SAO) and can then be taken to Transportation Services to proceed with the rental. There is a charge for these rental vehicles which is outlined on that website and your club's account number must be included on the rental form.

If your group wishes to travel off-campus but within St. Joseph County you may now use personal vehicles to do so. At least seven days in advance please visit the website <http://sao.nd.edu/aboutus/forms/index.shtml> in order to fill out the online travel request form. You must also obtain a personal vehicle waiver form, which will be available in the Student Activities Office as well as on the website at <http://sao.nd.edu/aboutus/forms/index.shtml>.

Only University students, faculty, and staff are eligible to drive Transportation Services motor pool vehicles. Students who will be driving any University vehicle are required to attend a mandatory training/orientation session sponsored by Transportation Services. Continued use of vehicles is dependent on compliance with policies as outlined at the driver seminar. Drivers must be 18 years of age in order to drive outside St. Joseph County.

There is a \$500 deductible in the University's insurance policy. Groups using vehicles are responsible for paying the deductible in the event of an accident. A student using a personal vehicle agrees that the University will not respond to any claim for damages to that vehicle, whether insured or not insured, including deductibles. Groups wishing to transport non-University passengers must abide by the guidelines established by the office of Risk Management (631-5037). Vehicle driver and all passengers are required to use seatbelts.

University Vehicle or Bus/Train/Plane Travel

- * Student Activities Travel Request Form
<http://sao.nd.edu/aboutus/forms/index.shtml>
submitted at least 2 weeks in advance
- * Waiver and Release of Liability Form
<http://sao.nd.edu/aboutus/forms/index.shtml>
- * Transportation Services Vehicle Request Form
<http://transportation.nd.edu>
- * Bus Contract (if applicable)
Routed through SAO
- * Travel Itinerary submitted to SAO
- * Please see the Transportation Services Office web site for the Risk Management vehicle policy.

Personal Vehicle Travel

- * Student Activities Travel Request Form
<http://sao.nd.edu/aboutus/forms/index.shtml>
submitted at least 1 week in advance
- * Personal Vehicle Waiver Form
(for driver of personal vehicle)
<http://sao.nd.edu/aboutus/forms/index.shtml>
- * Waiver and Release of Liability Form
(for passengers riding in personal vehicle)
<http://sao.nd.edu/aboutus/forms/index.shtml>

UNIVERSITY POLICIES

Advertising, Posters and Announcements of Activities

Student organizations/clubs and residence facilities may use University bulletin boards to announce activities and to advertise, provided the posters receive a stamp of approval from the Student Activities Office. Non-University, nonprofit organizations must obtain the same stamp of approval from the director of Student Activities to post on campus.

All signs and posters placed on any University bulletin board must not exceed 17" x 23" and must reflect good taste. Signs are to be posted only on bulletin boards and are not to be attached to trees, posts, sidewalks, or the interior or exterior walls of buildings, including stairways. The advertising of alcohol is prohibited on campus. If signs and posters do not comply with these requirements, they will not be allowed to be posted. These directives do not apply to the interior of residence hall rooms.

Non-University businesses for profit are not allowed to use University bulletin boards. Those businesses may advertise in *The Observer* and *Scholastic*.

To have announcements, table tents, or banners in LaFortune, banners or a table in the dining halls, students must first obtain written permission from the Student Activities Office who will reserve the space from the director of University Food Services.

Advertising for events involving the use of alcohol, which directly or indirectly refers to alcoholic beverages in any form, may not be posted or distributed on any University property, including bulletin boards, residence facilities, academic buildings, trees, posts, or other property on University grounds.

Publications funded in full or in part by the University, or by University-solicited funds, or bearing University sponsorship by use of its name, may not contain advertisements promoting alcohol or events that have alcohol as their focus.

Baggage Trucks

Alumni Association geographic area clubs sometimes run baggage trucks as a convenience for students from their regions each May and August. Only those baggage trucks which are authorized by the Alumni Association geographic clubs and which follow the requirements established by the Alumni Association are permitted to offer such service.

Computer Listings

Permission from the Student Activities Office is required, and granted on an extremely limited basis, for any student or student organization to receive a computer listing of students, parents of students, faculty and/or staff. A nominal fee is charged for this service.

Contracts

All proposed contracts with non-University agencies (such as travel bureaus, airlines, buses, bands, speakers, disc jockeys, facilities for off-campus events, etc.) which will involve student organizations/clubs or University residence facilities must be initiated and approved by the Director of Student Activities or the Director's delegate. The Director of Student Activities forwards all such proposed contracts to the Vice President for Student Affairs, who in turn forwards proposed contracts to the vice president and general counsel

for review. When this review is complete, the executive vice president, or by delegation the Vice President for Student Affairs, executes such contracts. The University is liable only on contracts processed in this manner and only when such contracts are executed by the Executive Vice President, or by delegation the Vice President for Student Affairs. The University will not assume legal liability for contracts executed by a student, student organization, or residence facility. The Student Activities Office is available for consultation and additional information on procedures relating to contracts.

Demonstrations

All demonstrations must be registered in writing with the Associate Vice President for Residence Life and also must observe the following rules:

- a. All demonstrations must be peaceful and orderly.
- b. Only members of the University community may organize or lead a demonstration on campus.
- c. Demonstrators may not impede the freedom of the University community.

Eligibility for Student Activities

Satisfactory academic and disciplinary standing is required in order to be eligible for student body office, class office, hall office, or membership in the campus life council, hall resident's council, student government, or any judicial board. The same requirement applies to cheerleaders, officers of campus clubs, organizations, or activities. Current academic or disciplinary probation renders a student ineligible for any of the offices or positions mentioned above. If a person has been placed on disciplinary probation in writing by the Office of Residence Life and Housing, he or she is not eligible for any of the above positions or for participation in varsity athletics. Only individuals enrolled as students are eligible to hold a student leadership position.

Fund-Raising and Merchandising

Student organizations/clubs and University residence facilities are eligible to apply for permission allowing them to engage in a merchandising activity on the Notre Dame campus. Students not affiliated with a residence facility or student organization/club are prohibited from engaging in any type of merchandising activity without permission. Eligible groups that wish to engage in any type of merchandising activity that would take place on campus and/or involve Notre Dame students must submit a Goods and Services permit to the Student Activities Office according to the established guidelines. Goods and Services Applications will be considered on the basis of benefit to the students, the uniqueness of the service to be offered, and the credibility of the organization involved to deliver a quality product.

Goods and services application forms are approved by the director of Student Activities. Both exclusive and non-exclusive concessions may be applied for through this process. If exclusive rights are granted through a special concession (such as the Birthday Cake Concession), a payment of a fee will be required for such exclusive rights. Any organization/club receiving approval to merchandise must submit a financial summary to the Student Activities Office once a semester or upon completion of the fund-raising project.

UNIVERSITY POLICIES (CONTINUED)

The following restrictions are placed upon all those granted permission.

- a. Door-to-door sales or solicitation are prohibited in the residence facilities.
- b. Group sales, demonstrations, or parties are prohibited in residence facilities.
- c. All advertising posters must be officially stamped at the Student Activities Office. Any posters without this stamp of approval will be removed by building personnel. Advertising posters must contain the following:
 - *Sponsoring organization's name;
 - *Description of product or service and prices;
 - *Date and location of sale.Those granted permission may advertise in any of the campus media with these same restrictions.
- d. Advertising may not publicize the address or telephone number of any University residence facility as a business office or headquarters.
- e. University residence facilities may not serve as a center of commercial activity. Telephones and mail addresses of University residence facilities may not serve as telephones or addresses for a business office. University residence facilities may not be used to store inventory.

The above merchandising regulations do not restrict an individual student from inviting and completing a business transaction in his or her room, e.g., with an insurance salesperson or pizza delivery person.

Hall food sales which involve only the sale of food and nonalcoholic beverages are not considered an interhall matter since this activity primarily involves a service provided by members of a given hall for members of the hall. Students involved in hall food sales should contact the rector of their respective hall to discuss their particular situation.

Failure to comply with the merchandising policy will result in disciplinary sanctions that may include a fine, revocation of the vendor's permit, confiscation of merchandise, and/or suspension or probation of the student organization.

Individual students, businesses, and groups from off campus are not allowed to sell any items on home football weekends. The department of athletics has granted exclusive rights to a concessionaire to sell souvenirs in the stadium area.

By obtaining written permission from the Director of Student Activities, Notre Dame nonprofit student organizations and residence facilities may apply to sell some items on the main campus. Limited stands will be granted for each game. Interested organizations should apply for a concession stand in the month of February prior to the football season. If approval is granted, the student organization or residence facility must abide by all merchandising policies. Unauthorized sales or sales outside authorized areas will result in the merchandise being confiscated and disciplinary action.

Merchandising of Notre Dame Items

The University of Notre Dame controls all sales of products bearing the University's trademarks. All imprinted items (e.g., hats, shirts, uniforms, painter's caps, glassware) which contain words, pictures, symbols or logos representing "University of Notre Dame," "Notre Dame," "ND," "Irish," "Fightin' Irish," the leprechaun, the Golden Dome, the University seal, or any other trademarks of the University must be approved first by the Student Activities Office and then by the licensing department. These approvals must be obtained prior to ordering or imprinting any items. Unauthorized sales will result in disciplinary action.

Movies

All student-sponsored movie dates must be approved by the Student Activities Office. Upon approval, the sponsoring organization/club must reserve a facility for the showing of the film with the Student Activities Office and/or the registrar's office. Sponsoring organizations/clubs must adhere to all policies regarding the use of the facility in which their film is shown. They are responsible for all costs incurred (i.e., projectionist, film rental, equipment rental, viewing rights). All organizations/clubs are encouraged to use the resources of educational media and the Student Activities Office for assistance in ordering films, and obtaining viewing rights producing effective publicity.

Open-Speaker Policy

Notre Dame students and student organizations/clubs are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They should exercise this freedom by the use of orderly means which do not disrupt the regular and essential operation of the University.

Notre Dame students may invite and hear any person of their own choosing. The routine procedures required by the University before a guest speaker may be invited to appear on campus are designed only to ensure orderly scheduling of facilities, adequate preparation for the event, and conduct of the occasion in a manner appropriate to an academic community. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

Questionnaires and Surveys

All students, groups of students, or student organizations/clubs wishing to distribute a questionnaire or initiate a survey are required to request permission from the Vice President for Student Affairs by submitting a copy of the questionnaire or survey instrument, along with a written explanation of the project's purpose and

UNIVERSITY POLICIES (CONTINUED)

rationale, to the Office of Student Affairs. This policy applies to all questionnaires or surveys, regardless of the audience (e.g., Notre Dame students, faculty, staff, other academic institutions, representatives of any private or public corporation).

Raffles

Any raffles sponsored by a student organization/club or residence facility must first be approved by the Director of Student Activities. Alcohol and cash may not be awarded as prizes.

Religious Groups at Notre Dame

Notre Dame is a Catholic university with its own religious programs, which serve both the Catholic members of the community and persons of other denominations and faith traditions as well. The Congregation of Holy Cross, the professional staff of the Office of Student Affairs and the pastoral staff of Basilica of the Sacred Heart have exclusive responsibility for the pastoral care of Notre Dame students as it is coordinated by the Campus Ministry Office. All other religious organizations, Catholic or of another faith, that seek to become involved in direct pastoral ministry, evangelization or catechesis on this campus or using University structures, facilities, or services must also be approved and directly supervised by the office of campus ministry for their individual programs. Authorization for such groups is dependent on services that can be offered which are beyond the scope of the office of campus ministry. Any religious group, Catholic or of another faith, which is not financially accountable to the University or which is served, supported, or organized by clergy or staff not directly coordinated by the office of campus ministry, will not be approved.

A group of another faith which is clearly organized to serve the religious needs of students of other faiths will be given approval and will receive the complete cooperation of the office of campus ministry. On the other hand, any group which seeks to proselytize Catholic students or which in any way is disrespectful of, or antagonistic to, the doctrine and tradition of the Catholic church will not be approved.

These guidelines are in no way intended to infringe upon the open speaker policy of the University, nor are they meant in any way to inhibit the religious freedom of our students. Rather, these guidelines seek to clarify the requirements necessary for religious groups to receive institutional support or organizational cooperation from the University administration.

Requests and Proposals

Any student or group of students, including any branch of student government or any student organization or club, wishing to submit an official request or proposal (other than a purely personal communication) to the President, a Vice President, a member of the Board of Trustees, or a member of any University advisory council, must first submit the request or proposal in writing to the Vice President for Student Affairs, who will in turn submit it to the individual(s) concerned.

Solicitation

Approval of the Director of Student Activities is required for any and all solicitation of funds, clothing, books, votes, signatures, petitions, memberships, subscriptions, or similar activities on the campus or within the University buildings. Door-to-door sales and/or solicitation is always prohibited in residence facilities.

Soliciting Advertising

Permission from the Vice President for Student Affairs or his or her delegate is required in order for any student or student organization/club to solicit advertising or to accept paid advertisements for any purpose. Student publications and other groups soliciting advertising must conform to federal, state and municipal regulations.

Soliciting Corporate Sponsorship

Any student wishing to solicit corporate sponsorship for any purpose or project affiliated in any way with the University must obtain permission in advance. A written proposal should be submitted through the Director of Student Activities to the Vice President for Student Affairs or the vice president's delegate. The proposal will be reviewed and forwarded to the University committee on marketing and licensing for a decision regarding approval.

Soliciting Funds

Permission from the Vice President for University Relations is required for any student, group of students or student organization/club to solicit funds from anyone outside the University, including alumni and the parents of students. Before seeking such permission, the Vice President for Student Affairs must be consulted.

Student Media

The University of Notre Dame recognizes that student media can be valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They can be a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion.

Student media should be free of censorship and advance approval of copy, and their editors and managers should be free to develop their own editorial policies and news coverage. At the same time, this editorial freedom entails the corollary responsibility to be governed by the canons of responsible print and broadcast journalism and allows for the expression of various points of view. All student media are subject to the same policies that govern all student organizations/clubs.

Editors and managers of student media which are supported by recognized University bodies (student government, colleges, departments, etc.) should be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures.

All student media should carry a prominent statement that the opinions expressed are not necessarily those of the college, University, or student body.

UNIVERSITY POLICIES CONTINUED

Student Organizations Establishment

To be considered an official University-recognized student organization/club, a club's purpose must be consistent with the University's mission, whether it be spiritual, moral, intellectual, cultural, social, athletic, or recreational. No organization/club, or member of any organization/club on behalf of the organization/club, may encourage or participate in any activity which contravenes the mission of the University or the moral teachings of the Catholic church. Establishment of, or membership in, social fraternities or sororities is considered contrary to the educational and residential mission of the University and is consequently prohibited. Information for establishing a new club can be accessed at <http://sao.nd.edu/studentgroups/listing/prospectivegps/index.shtml>

Registration

To retain official University recognition, the organization must register annually with the Student Activities Office. Registration does not automatically constitute recognition. Recognition can be denied by the Director of Student Activities. Student organizations/clubs must be registered annually in order to receive official University recognition, have the privilege of sponsorship of activities, have use of University facilities, and be eligible to raise funds and receive an activities fee allocation. Registration applications may be obtained from the Student Activities Office in LaFortune Student Center during February of each academic year. (It is also possible for newly founded organizations to apply at other times.) Organizations/clubs which receive University recognition will be given a charter for the given school year. To remain in good standing for the entire academic year, an organization/club must furnish the Student Activities Office with a constitution, a financial report summarizing each year's activities, and a yearly report of its activities. Organizations/clubs must also have a full-time faculty or staff member willing to serve in the capacity of advisor.

Good Standing

Student organizations/clubs must comply with all University regulations as well as with local, state, and federal laws. No organization/club, or member of any organization/club on behalf of the organization/club, may encourage or participate in any activity that contravenes the mission of the University or the moral teachings of the Catholic church. Failure to comply with these standards may result in sanctions, including, but not limited to, probation or suspension of the organization/club.

Violations of this policy by a student organization/club are resolved by the Director of Student Activities, or, at the discretion of the Director, by a panel convened by the Director. The student organization/club, through its president, will receive written notification of the alleged violations, will be provided the opportunity to present information responding to the alleged violations, and will have the opportunity to meet with the Director of Student Activities or with the panel convened by the Director.

The president of the student organization/club may submit a written request for review of the decision by the Director or panel to the Vice President for Student Affairs within five (5) business days of the rendering of the decision. The decision of the Vice President for Student Affairs is final.

Student Purchases

A student may not charge purchases to the University or any University budget account without proper administrative approval. Any charge incurred without this authorization is the responsibility of the student, who alone is liable for the payment.

Ticket Sales and Promotion of Activities

Ticket sales or the promotion of activities may be done in the dining hall lobbies and in LaFortune Student Center. Permission must be obtained in advance from the Student Activities Office and, for the dining halls, also from the Director of University Food Services. Tickets may be sold through the LaFortune Student Center Information Desk and Box Office. This service is provided for all departments, residence facilities, and recognized student organizations/clubs. For each sale, a Box Office Ticket Sales Agreement must be completed (Please see page 13 for further details).

Trips and Transportation

Any student organization/club wishing to conduct or sponsor a trip must obtain prior approval from the Director of Student Activities. It is expected that student trips will be planned so as not to interfere with academic classes. Trips may not take place during study days or finals week. The sponsoring organization/club must provide a list of students going on the trip, together with a signed waiver form from each participant. Blank waiver forms are available in the Student Activities Office. Please see page 18 of the Source for more information about travel.

A student representative from the sponsoring organization/club must accompany the trip. Additionally, all overnight trips must include the participation of a University representative. The sponsoring organization/club is responsible for recruiting a full-time faculty or administrative staff member willing to serve as a University representative. The name, address, and telephone number of the University representative must be submitted along with the travel request form.

UNIVERSITY POLICIES (CONTINUED)

Unofficial Student Publications

Approval for the sale and distribution of student and community literature on campus must be obtained from the Director of Student Activities. The University of Notre Dame should not prohibit the orderly distribution of student literature on campus except that which could be reasonably construed to be in violation of the law.

Use of University Buildings

Students or student groups wishing to schedule any activity or wishing to use University buildings and grounds must first contact the Student Activities Office.

The University calendar office, located in the Center for Continuing Education, schedules the use of the library, law, and engineering auditoriums, and the library lounge. Permission must also be obtained from the Director of Student Activities.

LaFortune Student Center and Stepan Center are scheduled through the Student Activities Office. The Joyce Center, Legends and

Washington Hall are scheduled through their respective managers.

Classroom space use after 5 PM is scheduled through the Office of the Registrar.

For use of a residence facility, the prior written permission of the rector must be obtained before approval by the Student Activities Office will be granted.

Use of Outdoor Grounds

The Associate Vice President for Residence Life and Housing regulates use of the lakes and property adjoining the University. This also includes all parking facilities. North and South Quads and the grounds surrounding Saint Mary's Lake may be reserved for use in the Office of the Associate Vice President for Residence Life and Housing; the Saint Joseph's Lake beach area may be reserved for use in the office of RecSports. Stepan fields may be reserved for use in the office of RecSports.

STUDENT UNION FISCAL POLICIES

The following fiscal policies are found in Article XVIII of the Student Union Constitution (as of July 1, 2004).

Section IV

1. Allocated funds may not be used for the purchase of alcoholic beverages, tobacco products, or other controlled substances of any kind.
2. Student activity fees may not be used for charitable contributions.
 - a. Charitable contributions shall include, but not be limited to, direct donations to charities or individuals, and gifts, prizes, and awards for non-students.
 - i. Gifts purchased with funds from the Office of the President's administration account with the express purpose of furthering relations between the Notre Dame student union and relevant bodies shall not be considered charitable contributions.
 - ii. In the special case that the giving of gifts or prizes is inherent to the nature of an event being sponsored by a student union organization, appeals of sub-clause a. of this clause may be made to the Financial Management Board prior to the holding of the event.
 - b. Student activity fees may be used to fund Notre Dame students' participation in service work.
 - i. Student activity fees may be used to pay for the supplies and expenses involved in the activity or project, including, but not limited to, transportation and food.
 - c. Fund-raising events may be sponsored by an organization/club if the purpose of the event is to educate, entertain, or increase student participation in a cause.
 - i. The net profit of a fund-raising event may be donated to charity.
 - ii. The total revenue from a fund-raising event may be donated to charity if the sponsoring club or organization obtains the approval of the Student Union Treasurer's Office prior to the event
 - d. The Financial Management Board shall grant approval to appeals for exceptions to this clause if all of the following are met:
 - i. The event furthers the mission and purpose of the club.
 - ii. The event educates or entertains the students of the University.
 - iii. Use of student activity fees does not violate any of the other provisions of the fiscal bylaws of the student union.
3. Allocated funds may not be used for the support of candidates whether federal, state, local, or University level.
4. Ethnic organizations are eligible for funding provided that their programming will promote greater cultural awareness and understanding within the Notre Dame community.

STUDENT UNION FISCAL POLICIES(CONTINUED)

Section V

1. The salaries, if any, of elected and/or appointed officials shall be approved by the Financial Management Board and the student senate.
2. Any event which has sum obligations greater than \$5,000 shall be approved by the Financial Management Board.
3. Any disbursement over \$5,000 shall be reported to the treasurer and approved by the Financial Management Board.
4. Individuals who violate items 3 or 4 of Section IV are personally and legally liable to the University for such actions.
5. Bids for programs scheduled for the next fiscal year, previous to the initial budget allocation meeting, may be made with Financial Management Board's approval.
6. In the event that approval from Financial Management Board is needed while school is not in session, the organization/club seeking approval must notify the Student Union Treasurer. At such time, the Student Union Treasurer must contact and receive approval from a majority of the Student Union Treasurer's Office. In the event a majority of the Financial Management Board cannot be reached, the Student Union Treasurer may grant approvals. In the event the Student Union Treasurer is unable to grant approvals, the Director of Student Activities must be contacted in order to grant approval.
7. The senate may hear appeals of Student Union Treasurer's Office decisions and reverse these decisions by a two-thirds vote of all senate members.

UNDERGRADUATE CLUB/HALL ACCOUNTING PROCEDURES

All financial transactions for undergraduate student organizations/clubs must be processed through the Student Union Treasurer's Office. The treasurer's office is located in the Club Resource Center (314 LaFortune), and, during the academic year, is open Monday through Friday from 8:00 AM until 4:00 PM. All organizations/clubs must follow the student union fiscal policies found on page 23-24. The following information is a brief summary of the most frequently used Student Union Treasurer's Office guidelines (the full document is available from the treasurer's office in the CRC). For questions, please contact the treasurer's office by calling 631-7417.

Reimbursements

If you have incurred an expense for your organization/club which has been budgeted for, you may apply for a reimbursement by completing an Application For Funds. In addition to completing the application, you will also need the following:

- * Original, itemized receipt from vendor/company and credit card receipt
- * Advisor's signature on receipt
- * If obtaining a reimbursement for an invoice, you will need to submit a canceled check or credit card statement showing proof that you have paid for the invoice.

Please be aware that checks take approximately seven to ten days to process.

Direct Charges

Your organization/club can purchase many of your items on campus by directly charging them to your account. Some places which accept charges include: Bookstore, Educational Media, Morris Inn, The Huddle, Burger King, Subway, Anthony Travel, Sbarros, Starbucks, FedEx/Kinkos and Legends.

Deposits

If you need to deposit funds to your University account, bring your checks/cash and a completed deposit slip (available in the CRC) to Notre Dame Federal Credit Union. Deposits may also be made after business hours. All funds and deposit slips can be placed in a deposit bag (available in the CRC) and dropped in the night depository slot of the Notre Dame Federal Credit Union in the LaFortune basement.

Purchase Orders

Organizations/clubs are strongly encouraged to use

purchase orders when paying for goods. Instead of students having to pay for goods up front, purchase orders will charge the amount of the sale to your organization/club's account. For more information on using purchase orders, contact the Student Union Bookkeeper's Office.

Off-Campus Purchase Requisitions

The Student Union Treasurer's Office has a cooperative agreement with Gordon's Food Service and Martin's Supermarket (Ironwood and SR 23 store only). All organizations/clubs and halls are asked to use these purchase requisitions instead of paying for items out of their own pockets.

Paying Contracts

Organizations/clubs are responsible for ensuring that contracts routed through the Student Activities Office are paid. After a contract is submitted to the Student Activities Office, the organization/club will receive a copy of the contract. Submit the contract and an Application For Funds to the treasurer's office for payment. Please be aware that checks made payable to individuals may take up to two weeks to process.

Gifts

If you are purchasing gifts for your club advisor, a guest speaker, or a special guest, follow these guidelines:

- * If the person is not related to the University
Name is required
- * Your advisor or another faculty/staff member
Name & SS# required
- * A member of your club
Name & SS# required

Please be aware that gifts are considered taxable income, and individuals will be subject to pay the associated income taxes on gifts you purchase for them.

UNDERGRADUATE CLUB ACCOUNTING PROCEDURES

What Should I Use?

If planned in advance, almost all of your organization/club's financial transactions can be accomplished without club members having to pay their own money up front. The following are some frequently made expenditures, and how to obtain payment.

- * Purchasing food/items for a meeting
Charge items at The Huddle or Subway.
- * Paying for a hotel room at a conference
Use Anthony Travel and charge to your account
- * Purchasing airline tickets
Use Anthony Travel and charge to your account

- * Ordering T-shirts
Purchase Order
- * Organization/club luncheons/dinners
Charge your meals to your account at Morris Inn, Greenfields, Burger King or Subway.

FOR FURTHER INFORMATION, REFER TO THE STUDENT UNION TREASURER'S OFFICE GUIDELINES HANDOUT (AVAILABLE IN THE CRC).

UNDERGRADUATE CLUB FUNDING PROCESS

Registered undergraduate organizations/clubs may request student activity fee and Shirt money funding through the Club Coordination Council (CCC). The CCC allocates funds in four primary ways:

- 1) allocation process each spring semester;
- 2) contingency funding through organization/club appeals;
- 3) a spending review at the end of the Fall semester;
- 4) the CCC loan fund.

Allocation Process

1. Organizations/clubs complete, and return a registration packet including a funding request in the spring semester (typically at the end of February).
2. CCC division representatives meet individually with officers of each organization/club to review the budget request. This meeting is required to receive funding.
3. The CCC representatives meet to determine a recommended allocation based on the interview and budget proposal. The CCC president and the council representatives review the recommendations to ensure that they are consistent with the priorities identified by the executive cabinet. The CCC president presents the recommended allocations to the Student Union Treasurer's Office for review.
4. The Student Union Treasurer's Office reviews the proposed budgets and recommends a lump sum organization/club allocation for senate approval. The CCC adjusts their recommended organization/club allocations accordingly, and the CCC president presents the revised allocation for senate approval.
5. If an organization/club is unsatisfied with their allocation, they may appeal to the entire CCC. If still unsatisfied, they may appeal to the Student Union Treasurer's Office. They may then appeal to the senate. The senate decision is final.

Appeal Process

Sometimes unanticipated funding needs arise during the year. The CCC maintains a contingency fund for this purpose. After exhausting all other possible funding sources, organizations/clubs may appeal to the CCC for contingency funding. Organizations/clubs may appeal once per semester and should follow this process:

1. Clubs pick up an appeal packet from the CCC office in the CRC located at 314 LaFortune Student Center. The organization/club completes the packet and submits three copies of the request to the CCC for consideration.
2. The club meets with the CCC division representatives from their respective division to discuss their appeal and answer any questions. The division representatives present the appeal to the entire CCC at the CCC's general meeting. The CCC President may request that organization/club officers attend this meeting to answer further questions. The entire CCC discusses the appeal at the meeting and votes on an amount.

Spending Review

Near the end of fall semester the CCC conducts a spending review of all organizations/clubs it represents. The review allows needy organizations/clubs to receive additional funding and allows reallocation of unused funds. The review occurs as follows:

1. CCC division representatives meet with officers from each organization/club they represent to review the organization/club's spending, budget, and future plans.
2. The division representatives discuss possibilities for additional funding, restriction of fund use, or removal of funding for individual organizations/clubs and present their recommendations to the entire CCC for approval.
3. The CCC reviews the recommendations, makes any necessary changes, and votes. Final numbers are subject to the CCC President's approval. If an organization/club is unsatisfied with the spending review they may appeal to the Student Union Treasurer's Office. If they are still unsatisfied they may appeal to the senate. The senate decision is final.

Loan Fund

Sometimes organizations/clubs may experience temporary funding shortages that result in the need for a loan. The CCC may allocate contingency funds for the purposes of a loan based on the following process:

1. Organizations/clubs pick up a loan packet from the CCC office in 314 LaFortune. They complete the packet and submit three copies to the CCC for consideration.
2. The organization/club meets with the CCC division

UNDERGRADUATE CLUB FUNDING PROCESS (CONTINUED)

representatives from their respective division to discuss their request and answer any questions. The division representatives present the request to the entire CCC at the CCC's general meeting. The organization/club coordinator may request that organization/club officers attend this meeting to answer further questions.

3. The entire CCC discusses the request and votes on the

loan amount and terms of the loan. The organization/club officers must then sign a loan agreement form agreeing to comply with the terms of the loan and accepting any penalties for default.

4. If an organization/club is unsatisfied with the loan decision they may appeal to the Student Union Treasurer's Office. If they are still unsatisfied they may appeal to the senate. The senate decision is final.

COLLABORATION

As the number of clubs increases from year to year, funding gets more competitive. In order for organizations/clubs to provide campus with quality programs, they must find other financial resources (in addition to membership dues). By collaborating with other student organizations and/or departments, clubs are given the opportunity to produce large-scale events without spending tremendous amounts of their own money.

Executive cabinet manages a collaborative programming fund which is intended to promote collaborative programming among organizations/clubs and residence facilities. Guidelines for applying for collaboration funding can be obtained from any of the following representatives of executive cabinet: student government, SUB, HPC, CCC and the class councils.

In order to assist with collaborative efforts, the following are some examples of collaboration which should be considered when coordinating programs with other organizations:

- * Visit club/hall council meetings and ask for input on collaboration ideas.
- * Split the entire cost of an event.
- * Reschedule annual events so that they are scheduled closely with other major events.
- * One organization/club pays for and organizes publicity (press releases, ads, posters, etc.).
- * Assign members from different organizations/clubs to volunteer as ushers/stage hands/guest hosts.
- * Offer discounts to large organizations, classes and/or residence facilities.

For more information on co-sponsoring events or for a listing of clubs which may be suitable for co-sponsorships, contact a staff member in the Student Activities Office.

ADVISOR GUIDELINES (CLUB OFFICERS READ THIS, TOO!)

As an organization/club advisor, you play an integral role in the development of student leaders. As a University administrator working in an advisory capacity, you have various responsibilities. These responsibilities have been divided into the three following areas:

I. Responsibilities to the Organization

1. Be familiar with the organization/club's constitution (Constitutions are filed electronically in the Student Activities Office. To request an updated copy, e-mail sao@nd.edu).
2. Learn about pertinent University policies and procedures and advise officers on adhering to them.
3. Agree to be a University representative to the student group (meet with University administrators, if needed; work to ensure University policies and procedures are explained to the organization/club).
4. Attend organization/club meetings and/or executive meetings, as needed.
5. Be aware of all plans and activities of the group, including programming, trips, expenditures, etc.
6. Be present at the events or activities sponsored by the group, especially off-campus events.
7. Authorize all financial reimbursements made to organization/club members by signing receipts organizations/clubs submit to you (please be sure to review all items which have been purchased to ensure they are not violations of student union fiscal policies).
8. Sign the student organization registration form and all subsequent change of officer forms to verify that the students listed on the forms are the actual officers.
9. Provide insight and assistance with the orientation of newly elected student leaders.
10. Visit the SAO website and complete the Advisor Role Activity with the student leaders.

II. Responsibilities to Student Leaders

1. Be available to the members of the organization/club. At times, they will need advice, guidance, or just a sounding board to bounce off their ideas.
2. Meet with organization/club officers on a consistent basis to gain an understanding of the club's progress toward its goals and learn how you can foster leadership development. If you don't know how to help, just ask the club leadership - they'll tell you!

ADVISOR GUIDELINES (CLUB OFFICERS READ THIS, TOO!)

3. Encourage members to play an active role in the governance of the organization/club.
4. Encourage all members to be part of the planning process and supportive of group decisions.

III. Responsibilities to the University

1. Consider yourself as a person who works with students, not one who controls or directs the group's events and/or operation. Please remember...this is a *student* organization/club.
2. Meet with Student Activities staff members, as needed.
3. Review account activity. Contact the Student Union Treasurer's Office (631-7417) with any accounting questions you may have.
4. Become familiar with University policies and procedures.

Suggested Advanced Responsibilities

1. Attend organization/club officer meetings to provide advice and guidance during discussions.
2. Attend organization/club meetings to become acquainted with other members of the organization/club.
3. Attend the club advisor reception offered by the Student Activities Office during the fall semester. Meet other advisors and learn about the "ins and outs" of policies and procedures.
4. Provide reflection sessions for organization/club officers and/or members. Encourage students to reflect on what they have learned from being a part of a student organization/club.
5. Meet with the organization/club treasurer and educate them on accounting procedures with the University. Encourage students to plan in advance so they do not rely on reimbursements.
6. Attend the organization/club's allocation interview with the CCC.
7. Provide historical information and feedback when necessary.
8. Attend the club awards banquet -- meet other organization/club advisors and student leaders.

Something to Keep in Mind When Working With Student Leaders

1. Please do not direct the activities of the organization/club. Allow students to make their own decisions and learn from those experiences.
2. Failing is part of the learning process. Mistakes and poor decisions will happen. While it may be your first reaction to intervene and fix all of the mistakes you see, this is not the role of the advisor. Take advantage of failures, and use them as teachable moments with students. On the other hand, while it may be easy to sit back and say "everything is a learning experience, I won't interfere with what they say or do," it is your responsibility to ensure that students understand what the consequences could be for a decision they make. In other words, be proactive when a potentially controversial/policy-related situation/decision arises.
3. Please do not control the finances of the organization/club. Part of the educational experience students learn in leadership positions is how to formulate a budget and maintain records of expenditures. Your primary role regarding finances will be to monitor the expenses, provide feedback on the budget, and approve reimbursements for expenditures.
4. Organization/club members must have original, itemized receipts in order to get reimbursed. Please keep in mind that the University will not reimburse clubs for alcohol or alcohol-related paraphernalia (alcoholic beverages, shot glasses, beer mugs, etc.).

The Role of the Advisor

The following activity is intended to clarify the role of advisor by providing both the organization/club and the advisor the opportunity to decide the extent to which the advisor will be involved with the organization/club.

Directions

Using the scale below, the advisor and organization/club officers complete this activity individually.

After completing the inventory, compare responses to develop a stronger relationship between the advisor and the organization/club.

Answers which vary more than 2 points either way should be discussed immediately.

-2	Strongly Disagree	0	Neutral	+1	Agree
-1	Disagree			+2	Strongly Agree

Club **Advisor**

Attendance

_____	_____	Attend all regular meetings of the organization/club.
_____	_____	Attend officer meetings.
_____	_____	Attend organization/club's campus-wide activities and events.

The Role of the Advisor

___	___	Attend organization/club's internal activities and events.
Meeting Involvement		
___	___	Assist in the preparation of meeting agendas.
___	___	Ability to call emergency meeting of officers, if deemed necessary.
___	___	Interrupt during meetings to inform members about possible violations of University policy.
___	___	Interrupt during meetings to inform officer/members about violations in constitution/bylaws.
___	___	Present personal point of view during discussions at meetings.
___	___	Be quiet at meetings unless asked for input.
___	___	Review minutes for accuracy before distribution.
Goal Setting		
___	___	Participate in goal setting process.
___	___	Provide feedback to officers on progress towards goals.
___	___	Require committees to follow up with advisor on progress towards goals, with frequent updates.
Club Development		
___	___	Coordinate leadership development workshops on topics created by organization/club officers.
___	___	Research and present leadership development opportunities available on campus, etc.
___	___	Explain University policies and procedures to general organization/club membership.
___	___	Cancel events when he/she believes they are poorly planned.
___	___	Take the initiative to instill teamwork, cooperation and collaboration within the club.
___	___	Use influence with club officers between meetings to get things accomplished the right way.
Representation		
___	___	Speak on behalf of the organization/club to the campus community.
___	___	Speak on behalf of the organization/club to the general public.
___	___	Assist with mediating conflicts with the University administration, other clubs, offices, etc.
Elections		
___	___	Attend all elections, interviews, etc.
___	___	Provide organization/club officers feedback on each candidate.
Additional Roles		
___	___	Receive copies of all official correspondence.
___	___	Review/proof all official correspondence (newsletters, proposals, letters, etc.) before mailing.

WHAT IS THE STUDENT UNION?

In order to achieve the greatest possible contribution to our community, we endeavor to make efficient and effective use of the resources available, to communicate student convictions clearly and willfully to faculty, administrators, and trustees, and to achieve consensus within the University community on formulation and execution of policy. -from Preamble to the Student Union Constitution

The student union is the composition of the representative body for undergraduate students at the University of Notre Dame. The following is a brief description of each of the organizations which comprise the student union. There are two branches within the Student Union: the Policy Branch and the Programming Branch.

The Executive Policy Board governs the actions of the Policy Branch. Its membership is as follows:

Student Body Vice-President (serves as Chair)	Policy Branch Controller
Chief Executive Assistant	Student Union Website Administrator
Senate Standing Committee Chair	Academic Delegate
Ad Hoc Committee Chair	Student Union Secretary

WHAT IS THE STUDENT UNION?

The organizations of the Programming Branch share program events designed to meet the programming needs and wants of their organizations and/or the constituents they represent. The Executive Programming Board serves as the organization to coordinate these activities. Its membership is as follows:

Chief Executive Assistant (Chair)
SUB Chairperson
HPC Co-Chairs
Class Vice-President

CCC Vice-President
Off-Campus Vice-President
SUB Director of Programming
Student Union Website Administrator

Student Body President and Vice-President. Presiding over the student union are the student body president and vice-president, who are elected on one ticket every February to one-year terms starting April 1. As the chief executives of the student union their primary role is to ensure the efficient operation of all student entities and organizations/clubs.

Council of Representatives (COR). Chaired by the student body president, the COR is the primary means by which the president is able to coordinate the operations, priorities, and programming of the student union. The COR also serves as an advising body for the student body president. It also approves nominations for appointed office, the Student Union budget, deliberates and approves any changes to the Student Union budget and makes decisions regarding the use of the collaboration fund.

Student Union Senate. Chaired by the student body vice-president, the student union senate is composed of one elected member from each undergraduate residence hall and one off-campus senator. The senate serves as the primary policy body of the student union, advancing the position of the undergraduate student body on all issues concerning campus life. The senate also serves to regulate the student union through the constitution and its bylaws and is responsible for the annual budget, fiscal policies, and election regulations of the student union.

Judicial Council. Chaired by the judicial council president and aided by the vice-presidents of elections and advocacy, the judicial council is composed of a representative from each dorm and peer advocates. In the first of its two roles, the judicial council runs the elections of the student union in accordance with the regulations established by the senate. The judicial council also provides assistance to undergraduate students accused of violating University rules and regulations.

Financial Management Board. Chaired by the student union treasurer, the Student Union Treasurer prepares an annual budget in accordance with the policies established by the senate. The Financial Management Board's Office also hears appeals for additional funds, is responsible for the production and marketing of *The Shirt*, and controls the operations of the student businesses through the Student Business Board. In addition to the student union treasurer, two assistant treasurers, and the controllers or treasurers of the executive cabinet organizations compose the Policy Branch of the Student Union Senate Treasurer's Office.

The Programming Branch, Office of the President. Run by the chief-of-staff, the Office of the President exists to advance the agenda of the student body president through a staff designed to protect the interests of students in all areas of University life, provide services to the undergraduate student body, and advance the policy priorities of the student union.

Student Union Board (SUB). SUB is the primary programming body of the student union, attempting to access the needs and wants of the undergraduate student body and provide services and social, intellectual, and cultural opportunities that enhance undergraduate student life. SUB coordinates many campus-wide events, including the following: Fall Mall, Literary Festival, AnTostal, major concerts, weekend movie series, etc.

Hall President's Council (HPC). The Hall President's Council serves as a forum for the hall presidents of each of Notre Dame's twenty-seven residence halls to exchange information, coordinate programming, and discuss matters of residence life. Each hall has between one to three voting representatives (depending on number of residents).

Club Coordination Council (CCC). The CCC is composed of the club coordinator and fifteen club council representatives, three from each of the five club divisions, all who serve to provide cohesive club programming. Together, these officers divide the funds allocated by the Student Union Treasurer's Office among over 250 undergraduate student organizations/clubs. The CCC also informs organizations/clubs of the regulations surrounding the usage of funds and the obligations as event sponsor to ensure adherence to these regulations.

Class Councils. The class councils exist to promote the well-being of their respective classes by sponsoring functions that promote unity among class members. The freshman class elects one representative from each residence hall to the council. The other three classes elect a president, vice-president, secretary, and treasurer, on one ticket each in February who are then free to choose council committees that best serve to meet the needs of the class in any given year.

Off-Campus Council. The off-campus council exists to promote the well being of off-campus students by sponsoring functions and disseminating information to off-campus students. The elected off-campus council presidents have discretion as to how to structure the council to accomplish this goal.

Student Government 2005-2006

Student Body President -	Dave Baron
Student Body Vice President -	Lizzi Shappell
Chief Executive Assistant -	Liz Kozlow
Student Union Treasurer -	Adam DuVall
Student Union Secretary -	Alyce Baumgartner

RELATED OFFICES

The Student Activities Office is the administrative office to which all student clubs and organizations report. In addition to the services and support student groups receive from Student Activities, over two-thirds of Notre Dame's clubs have additional advisement and support through "related offices." The following list of related offices will provide a brief overview of the relationships clubs have with these areas. Newly elected club leaders are encouraged to contact their respective related areas as soon after they have taken office as possible.

RECSports

Clubs Served: All club sports teams.

Contact: Dave Brown, Assistant Director, Club Sports
Office: 223 Rolfs Sports Recreation Complex Phone: 631-6192 E-Mail: Brown.146@nd.edu

Services Offered: * Assist in planning and hosting team competition and tournament times.
* Obtaining sites for practice and competition.
* Completing expense reports and other forms.

Responsibilities of Clubs Served:

- * Oversee general operations of club, including schedules, forms and conduct
- * Serve as a liaison between the club and RecSports
- * Insure compliance to ND club sport policies and operating procedures
- * Maintain a current list of addresses, phone numbers and e-mails for the club officers and members
- * Submit all necessary forms, including an annual report of club sport activities, to RecSports.
- * Determine location of all your club sport equipment - submit semester inventory to the club sports office.
- * Insure financial obligations are met and account for club funds.
- * Insure that your club has an up-to-date constitution.
- * Supervise fund-raising projects
- * Inform incoming president of duties and responsibilities prior to change of officers.

Web Site: <http://recsports.nd.edu>

CAMPUS MINISTRY

Clubs Served: All organizations/clubs with a religious component to their services or activities.

Contact: Priscilla Wong, Assistant Director of Campus Ministry
Office: Coleman-Morse Center Phone: 631-5653 E-Mail: Wong.12@nd.edu

Services Offered: * Assistance with planning spiritual retreats.
* Assistance with planning events involving a religious aspect.

Responsibilities of Clubs Served:

- * Meet annually with the campus ministry staff to evaluate needs.
- * Coordinate religious-related events with campus ministry staff.

Web Site: <http://campusministry.nd.edu>

CENTER FOR SOCIAL CONCERNS (CSC)

Clubs Served: All organizations/clubs in the service/social action division of the CCC.

Contact: Rosie McDowell, Director, Student Outreach for Service and Social Action
Office: 105A Center for Social Concerns Phone: 631-0468 E-Mail: rriordan@nd.edu

Services Offered: * Targeting service learning opportunities with local service agencies.
* Developing service-related programs.
* Transportation, meeting space, and other resources.

Responsibilities of Clubs Served:

- * Keep the CSC informed of all service-related initiatives.
- * Attend service/social action meetings, as requested.

Web Site: <http://centerforsocialconcerns.nd.edu>

INTERNATIONAL STUDENT SERVICES AND ACTIVITIES (ISSA)

Clubs Served: All undergraduate and graduate organizations/clubs which serve the international student community.

Contact: Ireneo Bong Miquiabas, Director of International Student Services and Activities
Office: 204A LaFortune Student Center Phone: 631-3825 E-Mail: imiquiab@nd.edu

Services Offered: * Provide resources for students and family members to adapt to United States and ND culture.

Responsibilities of Clubs Served:

- * Keep ISSA abreast of cultural events sponsored by organizations/clubs.
- * Attend International Tables.

Web Site: <http://www.nd.edu/~issa/>

MULTICULTURAL STUDENT PROGRAMS AND SERVICES (MSPS)

Clubs Served: All ethnic clubs for historically underrepresented groups.

Contact: Iris Outlaw, Director of Multicultural Student Programs and Services
Office: 210 LaFortune Student Center Phone: 631-6841 E-Mail: ioutlaw@nd.edu

Services Offered: * Assist with event planning(i.e., contracts, logistics).
* Assist with budgeting, policy issues, and coference attendance.

Responsibilities of Clubs Served:

- * Attend monthly diversity council meetings.
- * Coordinate contracts and documentation for respective events.
- * Submit post-event reports.
- * Provide MSPS with meeting schedules and provide election dates and officer transition information.
- * Attend MSPS leadership summit.
- * Provide MSPS with a listing of all activities for the academic year.

Web Site: <http://www.nd.edu/~mmps/>

GRADUATE CLUB INFORMATION

Graduate organizations/clubs also have advisement through additional offices. These offices provide support, guidance, and more importantly, function as a liaison between student groups and their respective programs. The two main contacts for graduate clubs are:

MBA Clubs Andrea Paulus, Director, Student Services, MBA Program, 276 MCOB, 631-3280 (apaulus@nd.edu)

Law Clubs Peter Horvath, Director of Student Services, 103 Law School, 631-5365 (phorvath@nd.edu)

Unlike undergraduate organizations/clubs, graduate organizations/clubs do not have the availability of the services of the Student Union Treasurer's Office for bookkeeping procedures, and therefore, their accounting needs must be managed by the club officers and advisor. The following procedures apply only to graduate organizations/clubs (all undergraduate groups must use the Student Union Treasurer's Office). MBA and law school organizations/clubs should speak with their appropriate contacts (see above) for guidance on club accounting matters.

ACCOUNTING INFORMATION FOR GRADUATE CLUBS

Checks

Checks are used to pay individuals or companies for services rendered when an exact amount of money is involved. Checks are also used to reimburse group members for expenses they paid for themselves. In order to cut a check from your University account, complete a check/cash requisition, attach original, itemized receipts (charge slips will not be accepted as itemized receipts) or invoices, and submit to General Accounting (836 Grace Hall). Please note that checks take seven to ten days to process. Checks made out to individuals who are not affiliated with the University (guest lecturers, etc.) will also require an individual payment for services form to be completed and routed through Human Resources (these checks may take longer to process). If you decide to pick up the check, it will be available in Accounts Payable (725 Grace Hall). Also, please be aware that your advisor/rector must approve all check requisitions (don't forget to have your advisor/rector sign the requisition).

Purchase Orders

If you are purchasing items from a vendor off-campus which will involve a variable cost, we suggest using a purchase order (**PO**). Please see your advisor regarding the BuyND purchase order system.

Cash Advances

If you require a cash advance (start-up cash for concession stands, cash box for an event, etc.), complete a check/cash requisition and take it to General Accounting (836 Grace Hall). After general accounting approves the form, you will be directed to the Notre Dame Federal Credit Union (LaFortune Student Center basement) where turn in the form. Please make sure you specifically request what types of bills and coins you need. All money advanced to your club must be redeposited to the cashier within two days after the event.

Direct Charges

On-campus expenditures can be charged directly to your University account. This includes FedEx/Kinkos, Bookstore, Ed Media,

Catering by Design, Huddle, Subway, Morris Inn, Anthony Travel, etc. The amount of the charge will most likely be deducted from your University account by the end of the month. Note: This only applies to Notre Dame departments and offices. You cannot use a direct charge off-campus.

Deposits

In order to deposit money into your University account, complete a deposit slip, make an extra copy, and take it to the Notre Dame Federal Credit Union for deposit. Please be aware that you must submit two copies of the deposit slip (one will be processed, and one will be stamped and returned for the club's records). Note: If you are depositing more than two checks, an adding machine tape of the check amounts must be included. Deposits are handled immediately and recorded within three business days. All checks must be stamped for endorsement before depositing.

Inter-Departmental Charges

When you hold events, you can pay for expenses to other departments (or clubs) by completing a standard charge form. The form must be signed by your advisor in the departmental approval section. After completing the form, send it to General Accounting (836 Grace Hall).

Individual Payment for Services

This form is used to pay an individual for services rendered who is not an ND student and does not have a federal tax identification number. An example of this is an off-campus DJ you are paying directly.

UNIVERSITY RESOURCES

Education Tech Services -- Classroom & Special Events

Dan Zakrowski - 631-6424 - Room 009, McKenna Hall

Web Page: <http://oit.nd.edu/equipment>

Equipment rental for any area of campus (other than DeBartolo Hall) includes: slide projectors; TV monitors & VCRs; microphones; large sound systems; stereo cassette recorders; 16mm projectors, screens, LCD plates, large screen video projection, computer projection, overhead projectors, video cameras, CD player, and sound podium. Price book available on request. **MUST MAKE RESERVATIONS FOR EQUIPMENT AT LEAST 48 HOURS IN ADVANCE.** Delivery, setup, and return is available.

DeBartolo Media Services

631-8782

Open Monday through Thursday 8:00 AM - 10:00 PM, and Friday 8:00 AM - 5:00 PM

Use of media-on-call system or rental equipment for non-class activities within DeBartolo Hall. Student use of DeBartolo requires approval by the Student Activities Office. Price book

available on request. **RESERVATIONS FOR EQUIPMENT AND/OR OPERATOR 48 HOURS IN ADVANCE, PREFERRED.**

Media Resource Center

631-5515 - First Floor, DeBartolo Hall

Open 8:00 AM - 9:00 PM Monday through Thursday

Open 8:00 AM - 5:00 PM Friday

The media resource center is a resource for the entire campus of audio and video materials for classroom presentations. Consultation is available to help faculty or students locate appropriate classroom materials from a variety of rental or purchase sources. Carrels available for individual viewing and one room for small group showings.

UNIVERSITY RESOURCES

Catering by Design

Vanessa Easterday - 631-7859

Sixth Floor, Grace Hall

Open 8:00 AM - 5:00PM Monday through Friday

<http://food.nd.edu/catering/studentmenus.php>

Catering By Design provides a full variety of services to meet your needs. Whether it be for club meetings, dorm dances, or for that special group outing, check out their student group pricing for everything from fruit to burgers. Catering By Design also provides a full line of products for football concession stands, as well as birthday kits and cakes.

Multimedia Services Photo Services

Wes Evard - 631-7630 - Room B002, DeBartolo Hall

Web Page: http://oit.nd.edu/presentation_technologies

Offers photography of campus events and activities, computer-generated color slides, electronic image manipulation, and many custom photographic services.

Multimedia Services Video Production Services

Claude Devaney - 631-8776 - Room B002 DeBartolo Hall

Web Page: http://oit.nd.edu/presentation_technologies

Provides broadcast-quality video recording of events. They can also edit videos, including Avid video editing for digital files.

General Services

General Services can provide the following equipment for your organization events: tables, chairs, risers, podiums, stanchions, staging, scaffolding, and volleyball poles (nets are not

included, contact RecSports 631-8327).

General services will deliver and pick up the above items as requested. The charges for these services are based on the current labor rates. Items requested to be set up will increase the fee. Exception -- this does not apply to football concession stands (the Student Activities Office provides specific instructions for football concession stands).

The requisition must be received by General Services at least 10 days prior to the event. Organizations will be charged additionally if items are damaged or not returned.

Academic Media Resources

Traig Foltz - 631-3752 - Room B002, DeBartolo Hall

Web Page: http://oit.nd.edu/presentation_technologies

Offers various audio recording and production services, audio duplicating and editing, etc. Price book available on request.

Academic Media Resources

Graphic Design Services

Anne Kolaczyk - 631-8679 - Room B002 DeBartolo Hall

Web Page: http://oit.nd.edu/presentation_technologies

Provides support on projects requiring special design, including: logos, advertisements, brochures, publications, forms, charts/graphs, computer graphics, animation, etc.

FACILITY RESERVATIONS

Reserving a facility other than those managed by the Student Activities Office is relatively simple. For classroom reservations, complete the special event room request form, available outside 315 LaFortune Student Center. The following is a listing of other facilities organizations/clubs may reserve.

Center for Social Concerns Rooms

A group wishing to reserve one of the rooms must complete the CSC facilities contract and obtain the proper signatures. Only registered student organizations, CSC sponsored groups, administrative offices, and University departments are authorized to use the CSC facilities. Any group requesting use during hours other than normal operating hours must first confirm availability of a CSC student assistant to work during the event. Names of authorized workers can be obtained when picking up the contract. The name of the student manager along with the agreed-upon payment for his services, must accompany the completed contract. For more information, call 631-5293.

Washington Hall Theater

Washington Hall is the seventh oldest existing building on campus and is listed on the National Register of Historic Places. To schedule an event in Washington Hall, please contact Ryan Willerton in the SAO at 631-7308 or by email at rwillert@nd.edu.

The hall is available for use seven days per week; but access to the hall is highly competitive. Please visit:

<http://www.nd.edu/~washhall/> to view the current schedule.

Scheduling for 2004-2005 will begin in January 2005.

Washington Hall technical director, Greta Fisher, (631-2805) will assist all groups in use of the hall's lighting and sound systems. Washington Hall cannot provide designers, ticket takers, ushers, or technical staff for your event. A representative of the booking organization acting as "production manager" should be present in the hall while the facility is in use by the organization. While always important, the presence of the production manager is essential if the booking organization has contracted with an artist from off-campus to perform.

To preserve the inherent beauty of this marvelous 19th-century theater, no smoking, eating, or drinking is allowed in the auditorium. Smoking is not permitted anywhere in the facility. No tape or staples may be used on walls, woodwork, or doors.

Sports Facilities Reservations --

For your convenience, some facilities may be reserved in advance. Contact the appropriate facility to determine availability of area and to submit necessary information. Failure to be at the facility at the assigned time results in forfeiture of reservation.

FACILITY RESERVATIONS

Joyce Center Gyms 1 & 2, Fieldhouse Courts --

Court availability is based upon Joyce Center schedules, with varsity and intramurals having priority. Courts may be reserved by organized teams on a limited basis and must be confirmed by 12:00PM Thursday for the following week. Call 631-6192.

Joyce Center Rink --

May be rented by teams and groups. Call 631-5247.

Joyce Center Squash/Racquetball Courts --

May be reserved from 24 hours to one week in advance and not on same day as desired reservation. Call 631-5267 or in person at the issue room in the Joyce Center.

Loftus Sports Center -- May be reserved on a limited basis by organized groups and must be confirmed at least 24 hours in advance. Call 631-6192.

Outdoor Fields--

Generally, fields are not reserved except for organized RecSports approved activities. However, for special events, these facilities are available on a first-come, first-served basis when not scheduled for classes, varsity events, RecSports, or other formal programs. Fields must be reserved seven days in advance. Contact RecSports for special reservation requests. Call 631-6192.

Riehle Playing Field (by Stepan Center) --

May be reserved on a limited basis by organized teams or groups and must be confirmed seven days in advance. Call 631-6192.

Rolf's Aquatic Center--

May be reserved by groups with a minimal fee charged. Call 631-5982.

Rolf's Sport Recreation Center--

Any club wishing to reserve an activity room at the RSRC may submit a request in writing to the assistant director of the RSRC. Every attempt will be made to accommodate requests, but there are no guarantees. The first priority for all activity rooms will be RecSports classes, then RecSports clubs, then general student groups, and, when available, individuals.

Standing Reservations--

Will generally be made available only for organized leagues, clubs, classes or organizations at low demand times and must be approved in advance by RecSports or facility director (631-5100). Reservation forms must be signed and on file at RecSports.

Special Events--

Reservations for recognized university organizations are available. Requests must be made to RecSports or facility director and include special requirements. Requests should be made at least two weeks in advance. Call 631-5100.

CAMPUS FACILITY LISTING

Officially recognized student organizations/clubs have the ability to reserve campus facilities. Most room reservations are arranged by completing a special-event room request form, available from the Student Activities Office (315 LaFortune Student Center). These rooms, listed below with an *, require the request form to be completed in order to reserve a room. For reservations of other facilities, contact the offices listed below for further details. The registrar's office can be reached via e-mail at: roomreq.1@nd.edu

To view pictures of most campus facilities, visit: http://www.nd.edu/~asmund/classrooms_browse.html

NOTE: ALL CLASSROOM SIZES ARE SUBJECT TO CHANGE AT ANY TIME.

VENUE	CAPACITY	ARRANGEMENTS	CONTACT	PHONE
Brownson Hall *			Registrar's Office	1-5133
Room 300	60	Tablet Arm Chairs		
Room 307	27	Seminar		
Center for Social Concerns			Center for Social Concerns	1-5293
Coffee House	30	Tables and Chairs		
Library - 2 nd floor	18	Table with Seating		
Room 124 *	150	Desks with Stage	Registrar's Office	1-5133
Coleman-Morse Center *				
Room 201	19	Seminar	Nahid Erfan	1-7904
Rooms 230, 231	20	Classroom	Nahid Erfan	1-7904
Rooms 234, 243	30	Classroom	Nahid Erfan	1-7904
Room 242	22	Classroom (tables)	Nahid Erfan	1-7904
Room 330	43	Classroom	Campus Ministry	1-8545
Cushing Hall of Engineering *			Registrar's Office	1-5133
Room 205	60	Tablet Arm Chairs		

CAMPUS FACILITY LISTING (CONTINUED)

VENUE	CAPACITY	ARRANGEMENTS	CONTACT	PHONE
Room 302	50	Tablet Arm Chairs		
Room 303	70	Tiered Floor		
Room 311a	45	Tablet Arm Chairs		
DeBartolo Hall*			Registrar's Office	1-5133
Room 101	465	Theater Style		
Rooms 102/141/155	263	Theater Style		
Rooms 129/138	108	Tiered Floor		
Rooms 126/131/136/140	96	Tiered Floor		
Rooms 116-120/125	50	Tiered Floor		
Rooms 207-210/213-217	50	Tiered Floor		
Rooms 310-313/316-320	50	Tiered Floor		
15 Classrooms	19	Seminar		
17 Classrooms	30	Tablet Arm Chairs		
10 Classrooms	20	Tablet Arm Chairs		
Dining Halls			Catering by Design	1-7859
North Dining Hall	Variable	Contact for Setup		
South Dining Hall	Variable	Contact for Setup		
Oak Room	120	Tables and Chairs	University Catering	1-7859
Greenfields	96	Contact for Setup		
Earth Science Building *			Registrar's Office	1-5133
Room 101	50	Tablet Arm Chairs		
Room 102	80	Tablet Arm Chairs		
Fieldhouse Mall	Variable	Contact for Setup	Student Activities	1-6912
LaFortune Student Center			Student Activities	1-6912
Foster	10-40	Tables and Chairs		
Montgomery Theater	88	Fixed Seating		
Notre Dame Room 10-100		Tables and Chairs		
Room 108	25	Tables and Chairs		
Sorin	30	Fixed Seating		
Law School Auditorium	175	Theater Style	Asst. Dean's Office	1-7528
Legends of Notre Dame Nightclub	629/160	Standing/Seated	Legends	1-2982
Main Building *				
3 Seminar Rooms	27	Seminar	Registrar's Office	1-5133
Malloy Hall				
Rooms 220, 320	27	Seminar	Registrar's Office	1-5133
Morris Inn Banquet Rooms			Banquet Department	1-2013
Notre Dame Room 88		Banquet Style		
Center Dining Room	220	Banquet Style		
Alumni Room	50	Banquet Style		
Trustee's Room	36	Banquet Style		
Council Room	36	Banquet Style		
Donor's Room	15	Banquet Style		
Nieuwland Science Hall *			Registrar's Office	1-5133
Room 118	142	Fixed Seating		
Room 123	122	Fixed Seating		
Room 127	215	Fixed Seating		
Room 180/182	30	Fixed Seating		
Room 184	63	Fixed Seating		
O'Shaughnessy *			Registrar's Office	1-5133

CAMPUS FACILITY LISTING(CONTINUED)

VENUE	CAPACITY	ARRANGEMENTS	CONTACT	PHONE
Room 107, 108, 109	19	Seminar		
Room 215A	20	Tablet Arm Chairs		
6 Rooms	25	Tablet Arm Chairs		
5 Rooms (114-118)	45	Tablet Arm Chairs		
Room 204	84	Tablet Arm Chairs		
Room 339	17	Seminar		
Room 242	50	Tablet Arm Chairs, Tiered		
Pasquerilla Center			Registrar's Office	1-5133
Room 102	36	Classroom		
Room 105	48	Classroom		
Room 107	72	Classroom		
Rooms 109, 112, 114	56	Classroom		
Room 116	40	Classroom		
Reckers				
Reckers	84	Fixed Seating	Reckers Manager	1-8638
Hospitality Room	96	Tables and Chairs	Catering By Design	1-7859
Rolfs Sports Recreation Center				
Meeting Room	25	Conference Room	RecSports	1-5100
Snite Museum of Art				
Annenburg Auditorium	304	Theater Style	Museum Shop	1-7961
Stepan Center	2,000	Contact for Setup	Student Activities	1-6912
Washington Hall	571	Theater Style	Washington Hall Manager	1-5956

* Completed room request form required.

LAFORTUNE STUDENT CENTER ROOM RESERVATIONS

LaFortune Meeting Rooms

LaFortune Student Center provides various conference and meeting rooms ranging in capacity from 10-100 people. Reservations may be made through the Student Activities Office. Recognized student organizations/clubs may reserve space at no charge. Reservations must be made by noon on the business day before the scheduled meeting time. Reservations may be made on a weekly basis by semester only. Specific rooms may be set up to accommodate various meeting styles — lectures, banquets, workshops, receptions, etc. There is limited equipment available for meetings such as easels, audiovisual equipment, and flip charts. These items must be requested when the reservation is made. Cancellations must be made two (2) working days prior to the meeting date. Failure to cancel a reservation may result in loss of the privilege to reserve facilities through Student Activities. Call 631-6912.

LaFortune Ballroom

The LaFortune Ballroom is available for reservations through the Student Activities Office for special events, dinners, dances, lectures, and other appropriate events. Reservations must be made 7 working days prior to the requested event. Events in the Ballroom are only open to the ND/SMC communities unless prior permission is granted in writing through the Student Activities Office. There is a \$10/hour rental charge for the use of the Ballroom by student organizations/clubs. A reservation form must be signed by the organization representative, including advisor's signature, in order to reserve the Ballroom. Final approval and confirmation of the reservation will be made by the assistant director of Student Activities, Facilities.

Creek House

Creek House, an off-campus house located to the north of campus in a residential neighborhood, is available to student groups for retreats, workshops, seminars, etc. It is not available for regular meetings. More information and reservations can be made by contacting the Student Activities Office at 631-6912.

LAFORTUNE STUDENT CENTER ROOM RESERVATIONS

MEETING ROOM RESERVATIONS

- Reservations for LaFortune Student Center, meeting rooms are made available through the Student Activities Office in room 315 of LaFortune Student Center. The office is open from 8:00 AM to 5:00 PM Monday through Friday, and reservations may be made during that time only.
- Reservations are granted on a first come, first served basis. The LaFortune Student Center staff reserves the right to adjust space assignments in order to accommodate as many groups as possible.
- Reservations must be made by noon on the business day before the requested date.
- Officers of student organizations/clubs are the only representatives permitted to make reservations for that specific organization/club in person.
- Advisors are not permitted to make reservations for student organizations/clubs.
- For co-sponsored events, the reservation form must list ONE student in charge, ONE advisor, and ONE budget number. However, in addition the Student Activities Office must be informed of all organizations/clubs involved in the co-sponsored event.
- Reservations for the Ballroom are approved when the reservation form is signed by the assistant director of Student Activities, Facilities. Reservations for these areas may require further documentation, (i.e., goods and services application, entertainment contract, etc), and may also require a meeting with the assistant director before final approval.
- All furniture and equipment within LaFortune Student Center must remain in the facility and within the room assigned. Special requests for furniture arrangement and audio/visual equipment in meeting rooms should be submitted at the time of the reservation.

OTHER STUDENT ACTIVITIES MANAGED VENUES

Fieldhouse Mall

Fieldhouse Mall may be reserved through Student Activities. Reservation of Fieldhouse Mall does not include the North Quad.

Stepan Center

Stepan Center is a 21,000 sq ft. multipurpose venue. It is available for use as a special event facility, as well as for weekly use. Registered student groups may reserve Stepan Center through the Student Activities Office at least seven (7) working days in advance of the event. There is no rental fee for registered student groups to use Stepan Center. Chairs and/or tables may need to be ordered for special events. General Services will deliver and set up chairs and tables and tear down after the event at a cost to the student organization/club.

LAFORTUNE STUDENT CENTER ROOM RESERVATIONS

Changes

The person who made the initial reservation is the ONLY person who can make changes to the reservation or cancel the reservation.

To plan a successful event, communication is crucial. Any changes to an event that may affect the Student Center must be communicated immediately to the reservationist or assistant director of Student Activities, Facilities. If there is ANY change to sound requirements, setup of room, number of attendees, time of event, etc., the facility personnel must be informed in a timely manner. A change in one program often affects many other details in a facility. If there is any doubt about whether information is relevant, please communicate it to Student Activities.

If an event in the Ballroom or Stepan Center is not canceled within seven business days of the scheduled event, a \$100.00 cancellation fee will be charged against that group's account.

Audiovisual Equipment

Equipment may be reserved by groups which have a confirmed reservation in LaFortune Student Center. Equipment will be reserved on a first come, first served basis.

All groups will be charged for the use of the equipment. A budget number must be presented at the time of the reservation.

Equipment will be set up in the appropriate area or meeting room by the LaFortune staff. Upon completion of the reservation, room users should leave the equipment in the room. LaFortune equipment is for LaFortune use only; use of the equipment outside of the building is prohibited.

Groups using the equipment are responsible for returning it in the same condition in which it was received. Notification of any problems or damage should promptly be communicated to the Student Activities Office or building manager. Any repairs to damaged equipment will be the responsibility of the group which reserved the equipment.

A list of available equipment and applicable fees can be found online at lafortune.nd.edu.

DIRECTIONS TO CAMPUS

For directions to Notre Dame, please visit <http://www.nd.edu/visitors/dir.shtml>

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