

Penn State Erie, The Behrend College

Student Government Association



Club & Organization

Resource Manual and Handbook

2004-2005

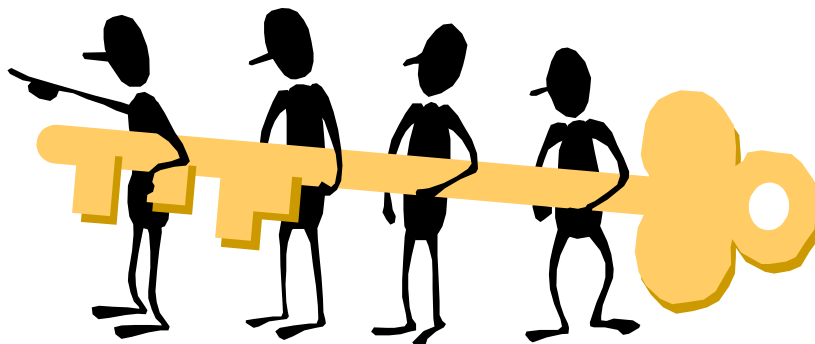


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Penn State Erie, The Behrend College is home to many hardworking clubs and organizations. These organizations provide beneficial opportunities to students, and are respected for their contributions and dedication to the College. Because they play such an important role on campus, it is important that these organizations run as effectively as possible. They should also be aware of their resources and campus regulations. This handbook provides basic information on everything that a student club/organization needs to know, as well as suggestions and tips that could help it run more efficiently. Most importantly, it also explains where to find more information if there is not enough provided here.

SGA Approved Club/Organization Registration

(See Appendix A)

Only registered, active clubs may utilize the services and facilities on campus that are provided for Clubs and Organizations. In order to be considered an active club at Penn State Behrend, the following requirements must be met:

- The President of each club must fill out and turn in the official Club/Organization Registration form before the deadline each semester. This provides contact information to the SGA Financial Supervisor and Treasurer in case there are questions or problems with the Club/Organization account, as well as to other offices on campus that may request the information.
- The President and Treasurer of each organization must attend one mandatory Treasury Training Session per academic year. If there is a change in officers in these positions after the original officers attended training, the new officers are required to make an appointment with either the SGA Treasurer or Financial Supervisor to have the training.
- A current copy of the club's constitution must be on file in the SGA office. In order to be considered current, a club must review and date their constitution every three years.
- If a club carries a negative balance in its account for more than 2 weeks, the club will be considered non-active.

Club Mailboxes

Each active club has a club mailbox located on the first floor (Suite A) in the Reed Union Building. Each club/organization should designate one person to check the mail on a daily basis and communicate any important information or announcements to the club/organization. A Treasury Request Form, Reallocation Form, SGA Budget packet, SGA Budget Appeal Form, SAF Form, and a copy of the Club/Organization Resource Manual and Handbook will be located in extra mailbox spaces in Suite A.

Copy Codes

Each club registered under the Student Government Association is entitled to use of the SGA copier. The president of your club/organization must include the names of those people needing a copy code on the SGA Approved Club/Organization Registration Form. Each member is given a separate identification code in order to track the number of copies made during a given time period. The charge is \$.04/copy and will be billed to the club account multiple times throughout the year. When your organization is billed, it is an automatic process. If you have allocated funds for copies, this money is used up first before charging your non-allocated account. The system is set up so that your club/organization is billed regardless of its ability to pay. This leaves the possibility of overdrawing the account and creating a negative balance. **(So it is important to track your expenses!)** Once this happens, your club/organization account will be put on hold. An account hold will be discussed later in this packet. A copy of the charges will be put in the club/organization mailboxes each time copy charges are processed. It is our intent to process copy charges at least once per month.

Keys for Offices

(If Applicable)

Keys for club/organization offices can be obtained at the RUB Information Desk. The president of your club/organization must include the names of those people needing a permanent key on the "SGA Approved Club/Organization Registration Form". Once the RUB Information Desk has processed the registration, the indicated people should stop by and sign out their keys. Temporary keys can also be signed out to anyone in the club/organization (unless otherwise indicated). Permanent key holders must turn in their keys by the date specified on the signature card to avoid having their student account assessed a replacement fee and/or put on hold.

In addition to offices, SGA is providing an option of a filing cabinet drawer to clubs/organizations. Many clubs/organizations need a central location to store their information and this is a great way to accomplish this with the lack of space we have. It has five separate drawers that will be locked. The filing cabinet will have permanent and temporary keys just like the club offices. In order to get a filing cabinet drawer there will be an application process and a SGA committee will review the needs and decide who will be allocated this space.

SGA Storage Room

The SGA storage room in Suite A (where the club mailboxes and offices are) is for club/organization use. However, it is locked at all times and only authorized people can sign-out the key. The key is located at the RUB Information Desk.

The storage room is a great way to store and recycle club/organization decorations. Each year so much money is put into club/organization decorations so if they are kept nice and stored properly then they could be used over and over and shared with other clubs for their events. Thus, there will be more money for other events, programs, etc.

Officer Transition

(See Appendix B)

It is very important to begin officer transition early in the year so you can identify emerging leaders. It is one of the most critical components in an organization to keep it strong and constantly improving from year to year. Communicating and passing down club/organization records are the most important things in preparing for the future.

The executive board (president, vice-president, treasurer, and secretary) should maintain adequate records and minutes of the group's activities. The files and records of the organization should be located in a central, easily accessible area. Avoid keeping records and minutes at an officer's home. It is important to your organization's future to have committee reports and other records available for reference to future officers and members. Thorough records can provide good ideas, and can help your organization avoid problems it encountered in the past.

It is also good practice to revise and update the organization's constitution so that it is an accurate reflection of the organization's purpose and goals. When you change the constitution, it is important that the advisor and all members have access to the new/ most current constitution. All new constitutions should be submitted to the Student Government Association office (first floor in Reed), where they are available to students, faculty, and other organizations. Feel free to visit the SGA Office (Reed 18) to look at the constitutions of other clubs and organizations.

Leadership Training

Leadership Unlimited

Leadership development activities are coordinated on an on-going basis for individual students and student clubs/organizations at the College. Leadership Unlimited is a new resource and program that the Office of Student Activities is providing to clubs/organizations. The group consists of advanced leaders that are trained in specific workshops. Leadership Unlimited can provide workshops to each club/organization based on their needs. It is a great resource to help improve and make your club stronger. Contact the Office of Student Activities at (814) 898-6171 or the Leadership Unlimited office at (814)-898-7559 for more information.

Advising

(See Appendix C)

Your organization's advisor should be:

- Resource
- Friend/Counselor
- Devil's advocate
- Sounding Board
- Facilitator
- Group Member

and someone who

- Picks up the pieces when necessary
- Assists in planning and goal setting
- Helps maintain direction
- Stimulates creativity and motivation
- Provides continuity
- Is accessible

Advisors should be informed of club/organization activities when their schedule does not allow them time to attend meetings. The Student Activities Office has a Club & Organization Advisor Manual available. This manual will help your advisor understand the position and the resources available to him/her.

It is important to choose an advisor that is able to take on the responsibilities of advising. The exact responsibilities of an advisor should be decided by the individual club/organization, and discussed with all members.

Keep in mind that an advisor is not supposed to be a rescuer and is not responsible for the failures of the organization. Because students make the decisions, it is the students who must assume the responsibility for the success or failure of the club/organization's sponsored programs and the organization itself. This is a fine line to walk; if an advisor sees failure coming, there is an obligation to identify that perception to the student leaders responsible and present alternatives for their consideration. The advisor does not, however, have the responsibility to impose solutions upon the club/organization. When a group does experience a failure, the advisor's role is not to accept responsibility for the mistake but to assist the club/organization in learning from that situation.

SGA Budget Process

Each semester any club/organization requesting funding from SGA must fill out a budget proposal. The budget proposal must include a breakdown of events that require funding. In funding the club/organization, the SGA Budget Committee will consider:

- ❖ The number of students being served.
- ❖ The demonstrated need and/or benefits of the programs or services being planned.
- ❖ The diversity and enrichment the program would bring to Behrend students.
- ❖ The strength of the application (Was it clear & concise? Was a good rationale given for the funding request? Was time & thought put into the proposal? Were there quotes and documentation?)
- ❖ The creativity or originality of the funding request.
- ❖ Is the program/event/service central to the club/organization?

Included in the proposal should be items such as estimates from Housing & Food Services, maintenance agreements, detailed travel arrangements, and other information that describes the amount of money desired for the event. Please keep in mind that you should only request money for the following semester, not the entire year. Budget proposals must be turned into the RUB Information Desk by the designated date. Once this date has passed, the budget committee (consisting of the SGA President, Vice President, Treasurer, Financial Supervisor, Director of Student Affairs, Assistant Director of Student Activities, and six appointed student committee members) will meet to decide the final SGA budget. SGA budget meetings are closed. The budget allocations decided by the SGA Budget Committee are normally put in club mailboxes, emailed to club/organization presidents, and printed in *The Beacon* to notify the clubs/organizations. SGA allows appeals to be heard in response to the final budget allocations at the weekly SGA meeting. Once appeals have been heard SGA will vote on the final budget and notify clubs/organizations of their allocations.

The budget process is long and difficult. The budget committee must deny thousands of dollars in requests because of limited funding. Therefore, clubs/organizations must adhere to the guidelines the budget committee outlines in the budget allocations. Each dollar must be accounted for, so there can be no overspending.

SGA EMBLEM



A club/organization that is funded by SGA for any event, activity, trip, or program must include the SGA logo in their publicity. Publicity includes, but is not limited to, posters, signs, mass emails, *The Beacon* articles, etc. SGA is implementing this in an attempt to raise awareness of SGA's involvement with clubs/organizations. The emblem can be obtained from the SGA website at www.clubs.psu.edu/bd/sga SGA office (Reed 18), RUB Information Desk, or email us at behrendsga@psu.edu.

Allocated Funding vs. Non-Allocated Funding

Allocated funds:

- ❖ Funds given to clubs/organizations by SGA with a specified purpose. This money can only be used for the specified purpose.
- ❖ For example, if your organization is allocated \$10.00 for copies, that \$10.00 can only be used for copies. Any funds unused at the end of the semester will be drawn back. Those funds drawn back are then redistributed in the next budget process.
- ❖ If your organization would like to use your allocated funds to pay for something other than what was originally specified, you must complete a Reallocation Form, which can be obtained at the RUB Information Desk or in Suite A. On this form, you must explain why you would like to use the money for a different expense. The form must be approved before you can spend any of the money. You must turn it into the RUB Information Desk when completed. (See Appendix D)
- ❖ All reallocation forms will be reviewed at the weekly SGA meetings where your request will either be approved or denied based on SGA and University policy. SGA will not approve anything retroactive.

Non-allocated funds:

- ❖ Funds that are raised through fundraising, obtained through donations, or various other ways by each individual club/organization.
- ❖ These funds are accessed in the same manner as allocated funds. Requests must have the same documentation to ensure the money is accurately accounted for.
- ❖ Unlike allocated funds, non-allocated funds are not earmarked for a specific purpose. Your club/organization can use the money for any expense as long as it falls within the SGA and University guidelines.

Treasury Request Forms

(See Appendix E)

In order for the President or Treasurer of your organization to access any money in your club account, they must fill out a Treasury Request Form.

- When holding an event, whether on or off campus, the type of payment will be determined by the SGA Treasurer or SGA Financial Supervisor (i.e., University check, credit card, etc.) depending on the type of expenditure.
- Regardless of the type of payment, a form of backup documentation must be attached to the Treasury Request Form in order for it to be processed. Backup can be an original store receipt, the copy of the contract for a performance, an invoice, or any documentation that describes the organization's agreement to use the money in the specified manner.
- The Treasury Request Form and backup are subject to approval by the SGA Financial Supervisor and SGA Treasurer. If it does not meet SGA approval, it will be returned to the club with a note attached explaining the situation.

Methods of Payment

There are several different ways in which we are able to process payment requests depending on what is being purchased. We will determine what type of payment is appropriate for your request and aid you in the proper procedure for completing the paperwork. If you have any specific questions, please stop by the RUB Information Desk and we will assist you. The most important thing to remember is that most of our requests must be approved by University Park. **Therefore, you must allow at least 3 weeks for requests to be completed.**

Deposits

Deposits are made on a weekly basis. Clubs/organizations must bring their deposits to the RUB Information Desk where a Deposit Accountability Form will be issued. When the money is deposited, a copy of the Deposit Accountability Form will be given to the person depositing the money or mailed to the club/organization via their mailbox in Suite A. **IMPORTANT: All proceeds from fundraisers held on campus must be turned in for deposit.** This is in accordance with University procedure and allows for accurate accounting of all fundraisers.

Account Hold

Account holds occur as soon as the SGA Financial Supervisor or SGA Treasurer becomes aware of a negative balance. Because of the various automatic charges, it is possible this could happen multiple times throughout the year. It is important to keep enough money in your account to cover charges that may be automatically billed. Once you have a negative balance, the club's treasurer has two weeks to submit an action plan and timeline to settle the balance, or the account is put on hold and a memo will be sent via the club or organization mailbox in Suite A. The SGA Treasurer also sends a notice to your club/organization advisor and the Office of Student Activities. Please keep in mind that you will not be able to carry out ANY type of event or expenditure when your club account is on hold, and if you have a website, the contents may be locked.

Student Activity Fee

The Student Activity Fee is charged per semester to all students so better programming can be provided at the College. There is one proposal call each year for the following academic year for programs that are year long in nature and/or planned before fall break. The Student Activity Fee committee holds back approximately \$80,000 in Just-In-Time Funds. There are proposal calls held each month starting from the beginning of the fall semester until the money is gone. The committee meets to discuss the proposals and decide on the final allocations. All SAF meetings are open so you can discuss your proposal with the committee. The committee consists of the Director of Student Affairs (co-chair), SGA President (co-chair), 3 other staff members (one non-voting), and 7 students. Proposal forms are at the RUB Information Desk, Student Affairs, and Student Activities. You may also get it off the website at www.pserie.psu.edu/activity/saf/index.htm. Please check the website for guidelines and additional information.

SGA Funding vs. SAF Funding

SGA

- Small budget
- Once a semester
- Smaller events
- Only registered clubs can access funds
- Closed meetings

SAF

- Large budget
- Many opportunities
- Larger events
- Anyone can access funds
- Open meetings

Community Service/Philanthropic Events

(See Appendix F)

Clubs/organizations should be tracking and reporting the amount of hours their members are volunteering for community service. You should also be tracking how much money you are giving to charitable or philanthropic events. Forms are available at the Center for Service Leadership at the Smith Chapel. The Center compiles information regarding the service efforts of students and student clubs/organizations. By tracking and reporting this information your club/organization will be recognized and possibly awarded for your contributions in service activities. Please turn the forms in at the Smith Chapel or Office of Student Activities.

If you have any questions please contact Kelly Shroust at kaw148@psu.edu.

Volunteering

Many clubs/organizations find it rewarding to do volunteer work as a group. Contact the Center for Service Leadership in the Smith Chapel for a list of volunteer opportunities in the Erie area. There is a Community Resource handbook that lists organizations and agencies in the Erie community who need volunteers. Groups can also join volunteer activities already going on at Behrend.

Alternative Break Trips

- The Center for Service Leadership in partnership with the student organization, Reality Check, offer service learning trips to students during University breaks. These trips usually focus on community service. Trips take place during Fall Break, Winter Break, and Spring Break. Numerous destinations will be available to interested students, faculty, and staff.

Diehl Adopt-A-School Program

- The Center offers several tutoring and mentoring programs at Diehl Elementary School working with individual students and classes. Applications can be picked up in the Center for Service Leadership at the Smith Chapel.

United Way

- United Way is Penn State Behrend's official philanthropy. Student support benefits the many Erie-area service providers. The student United Way campaign involves students in citywide projects such as the annual "Day of Caring".

Event Planning

If your club/organization is planning an event, your best resource is the Office of Student Activities (x6171). Student Activities will be able to best assist you if you visit them as far ahead of time as possible. It is NEVER too early!! It is also a good idea to check out the following website:

<http://activities.bd.psu.edu/eventplanning/index.htm>

There is a **Master Calendar** of Events located in the Office of Student Activities and on the web. In order to avoid scheduling conflicts with other organizations and clubs, student organizations should consult the Master Calendar before planning an event or program. It is also advised that newly scheduled events be posted on this calendar as soon as possible so that other groups are aware of your organization's plans. Go to www.pserie.psu.edu/campuscal/index.html to check the calendar out.

Band/DJ/Comedian/Speaker

Contracts

Go to the Office of Student Activities for specific guidelines, and keep in mind this is a general overview. Most professional vendors need a few months notice, so plan ahead. Fill out the Treasury Request Form to make sure you have the funds to pay for the event. They'll need to fill out a contract, so please seek assistance at the Office of Student Activities. See what equipment the act will need, and if the campus provides that sort of equipment. If the campus won't provide the equipment you need to look off-campus. Keep this in mind when you agree on a contract price with the act. If you're using allocated funds, you need to make sure you don't overspend.

Fundraising

There are a few things to keep in mind when you decide you want to do some fundraising:

- The RUB info desk has a collection of fundraising catalogues, and other information to help you decide what to sell.
- All Fundraising plans must first go through the Office of Student Activities. That is where you will fill out the necessary forms and reserve a room, table or lobby space to hold your fundraiser.
- The RUB Information Desk is the place to go to request Seed Money. Seed money is the starting money you will need that will allow you to make change for your fundraising customers.
- If your Fundraiser involves the selling of tickets (raffle or admission) or any type of small game of chance (punch cards, bingo, etc.) you will need to fill out an additional form and request a **Small Games of Chance License**. The RUB Information desk is where you go to get these forms, and to obtain the pre-numbered, pre-printed tickets for your event, which are the only tickets you can use for your event.
- All money raised on campus **MUST** be deposited in your on campus account, per University policy. So, you must return all of the money after the fundraiser, including the seed money, to the RUB information desk. If it is after hours, or on the weekend, the money may be deposited in the SGA drop safe, near the SGA office.

Advertising

The Beacon

The Beacon is read by a large proportion of the Penn State Behrend community, and is therefore a good publicity medium. There are several ways in which to capitalize on *The Beacon's* circulation:

1. **Articles** - An article in *The Beacon* can be written either by a member of your organization or by a *Beacon* staff member. In order to secure a staff reporter to cover an event, it is necessary to contact *The Beacon* News Editor or Main Editor.

2. **Club Reports** - Another way to utilize *The Beacon* would be to submit a regular column about the activities that a club sponsors. If this is not possible, then meeting time announcements can be made through *The Beacon*.

3. **Advertisements** - Organizations wishing to advertise an event in *The Beacon* may do so by contacting *The Beacon* Office. Student organizations recognized by SGA may be eligible for an advertising discount rate. However, SGA money cannot be used for advertisements in the Beacon.

4. **Calendar of Events** - *The Beacon* runs a weekly listing of programs and activities sponsored by student organizations. This listing is FREE and lets everyone on campus know the date, time and location of your event. To have your activity listed in the calendar, stop by *The Beacon* Office (Near the BackRoom, Reed Union Building - first floor) and fill out an information form.

NOTE: Anything submitted to *The Beacon* should be typed and must be submitted one week in advance of the desired publication date. *The Beacon* reserves the right to edit material submitted.

On-campus mailboxes

Located downstairs in Reed Building near the mailroom. All full-time undergraduate resident students have their own on-campus mailboxes. Commuting students may request a mailbox by contacting the mailroom. Organizations can promote their event by distributing flyers in student mailboxes. Call the College Post Office, 898-6236 for specific details.

There are also club/organization club mailboxes located in Suite A. You can advertise or ask for another clubs help easily by using this resource.

Need to buy office supplies?

If ever you need to buy office supplies, we have an easy and money saving way to do it! Just stop by the RUB Information Desk, and ask to see the Staples office supply catalog. All you have to do is pick out the items your organization needs, fill out the order form, and turn it in with a Treasury Request Form. We'll take care of ordering the items for you. We currently have a business account set up with Staples in which we receive anywhere between 25-45% of book prices and we are tax exempt. Your office supplies typically arrive within 2-5 business days (unless special or backordered) and the discounted price is billed directly to your account.

Need to rent a car/van?

If your club/organization is planning a trip out of town that requires alternate transportation, here are a few things to keep in mind:

- **Plan ahead!** Almost anywhere you rent your vehicle from, you will get a better deal if you make reservations weeks in advance. In order for us to pay the vendor, we also need at least 3 weeks notice to ensure that all paperwork is complete prior to your trip.
- Check with our Maintenance and Operations Dept. on campus. They have vehicles available that can be billed directly to your club account. Although they charge per mile, they provide you with a gas card to fuel up and you get paid by your club to drive. You must have an advisor, staff/faculty member or a graduate assistant drive—students are not allowed to drive University vehicles. They must also have a valid Pennsylvania license.
- There are two drivers available if given notice. It would cost your club/organization \$10.00/hour for wage plus \$0.58/mile for the van.
- If you choose to go with a rental agency off-campus, keep in mind that it must be a MAJOR rental agency. The University is required to work with National Rent-a-Car, which should be the first place you call. If National does not have what you need for the time you need it, you may choose from Champion Ford Rent-a-Car, Hertz, or Enterprise.

- We are not permitted to use Rent-a-Wreck for rental vehicles. They do not carry the necessary insurance to cover you as a driver. This means that you would be held liable for anything that happens to the vehicle, you, or another car or person while you have the vehicle in your possession. University Park will not approve any purchase orders for Rent-a-Wreck, which also means you would have to pay for anything yourself.
- Please see Lynn Oborski if you wish to rent a car/van.

Need food for your event?

If you are planning to have food at one of your events/meetings, there are some important guidelines you must follow:

- You must go through either Housing & Food Services or Bruno's if your event/meeting is being held in any of the residence halls, apartments, or residential vicinity.
- You may utilize either Housing & Food Services, Bruno's, or an approved caterer (see Penn State Behrend Approved Catering List) for an event being held in any of the academic facilities on campus, including the Reed Union Building. Catering is considered to be any food or beverage in which someone must cook, prepare, and/or serve or provide accommodations to do so. Purchasing light, pre-made or pre-packaged snacks (such as chips, cookies, pizza, veggie tray, etc.) from off-campus is not considered catering.
- If you are having a meeting in which you would like to have pre-packaged snacks, cans or bottles of non-alcoholic beverages, or pre-made restaurant foods (such as pizza, Chinese food, etc.) from off-campus vendors, you may do so **ONLY** in the designated areas above and only if these conditions are met:
 - ❖ You are responsible for picking up the food at the location and cleaning up everything associated with your event afterward.
 - ❖ You must be able to obtain a written price quote (detailed) prior to the meeting (if food is being paid for by University Credit Card).
 - ❖ The vendor must be willing to accept University Visa Card authorization over the phone.
 - ❖ If you chose not to use the University Visa payment method, an individual of your organization may pay for the items and be reimbursed **ONLY** with an itemized receipt (pending organization fund availability).
 - ❖ You are responsible for providing your own eating utensils, napkins, cups, etc. if you purchase your snacks from off-campus.

Housing and Food Services can save you some money by allowing you to cook your own food for your events with their supervision when you make your catering requests through them. An example would be if you are having a cookout on campus and are serving burgers and hot dogs, you could grill your own.

The most important thing to remember when having an event/meeting catered is to **PLAN AHEAD!** You will get a much better deal on prices and you can ensure all personnel involved will have plenty of time to make your event/meeting the best it can be.

Rules & Regulations

Hazing

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any registered student organization. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance or any other stress, such as

sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme or any willful destruction or removal of public or private property. Any activities as described in this definition upon organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any registered student organization that commits hazing is subject to disciplinary action by the appropriate registering organization. (For more information please go to the Office of Student Activities in the Reed Union Building.)

Posting guidelines for posters, notices, and handbills

1. No poster, handbill, or any other form of announcement may be placed on, attached to, or written on windows, woodwork, glass doors, vinyl wall covering or plaster. Please respect and utilize approved posting areas identified within all buildings on campus.
2. With the exception of the Reed Union Building, posters, handbills, etc., must be fixed to identified bulletin board areas. Within the Reed Union Building, posters must be placed upon cement walls and/or bulletin boards. Do not post in the Reed Wintergarden, on plaster walls, or on wood surface areas.
3. All posters must be hung with masking tape or thumbtacks (on bulletin boards). Do not use duct tape or Scotch tape as they remove paint causing damage and any such damage will be billed to your organization.
4. Documents posted on the Penn State Behrend campus by approved clubs and/or organizations should not number more than 120 documents per event. There should not be more than 25 (twenty-five) documents in any building.
5. All posters, flyers, handbills and other materials must be removed within 48 hours after the event by the sponsoring organization. A removal fee may be assessed to any organization failing to remove materials.
6. No poster, handbill, or any other form of announcement may be placed on, attached to, or written on any structure or natural feature of the campus. This includes the surface of walkways (chalking), roads, posts, waste receptacles and trees.
7. Posters and publicity should be presented in "good taste." Advertisements depicting alcohol use or abuse, sexist remarks or pictures, and/or insensitive references to individuals or groups are strongly discouraged.
8. Any disregard for these guidelines by an individual, group or student organization could result in the suspension of the privilege to advertise on campus.
9. Student Government Association, authorized personnel, Office of Student Activities, and the Reed Union Building will be responsible for the enforcement of this policy.
10. Questions about exceptions or modifications to this policy (such as hanging sheets and banners, painting windows, etc) should be referred to the Director of Student Activities in the Reed Union Building.
11. All posters and flyers should clearly identify the organization sponsoring the information posted.
12. Posting within residence halls is limited to bulletin boards. The Office of Residence Life, second floor, Reed Union Building (898-6111), must approve all postings in the Residence Halls.

Office of Student Activities

Reed Union Building
898-6171

The Office of Student Activities provides the following services for student organizations:

1. Reserve Rooms within the Reed Union Building
2. Fundraising Forms
3. Event Voice Mail to all students living on campus
4. Event E-Mail to all Penn State Behrend students, faculty, and staff
5. Event advisement and planning
6. Speaker/Band/ DJ Contracts
7. Leadership Kits
8. Support with new programming ideas
9. Leadership Unlimited
10. Center for Activities Sign-ups
11. Greek Life
12. Service

The Office of Student Activities is the first place to start when planning an event or starting a new organization. They can help guide you in each step of the process.

Any questions, comments, or concerns about the information mentioned above should be directed to the Office of Student Activities, located in the Reed Union Building at 898-6171.

The Reed Union Building (RUB) Information Desk

898-6242

The SGA Financial Supervisor, SGA Treasurer, and Manager of the RUB Information Desk provide the following services for student organizations:

1. Copy codes for the SGA copy machine
2. Obtaining Club Mailboxes
3. Club/Organization Office Keys
4. Club/Organization Voice Mail/Telephone Support
5. Table/Chair sign out
6. Easel sign out
7. Event/Program sign-ups
8. Reports
9. New Club Process
10. Budget Support (SGA/SAF)
11. Club/Organization Vehicle Requests
12. Use of Digital Camera
13. Club/Organization Work Orders
14. Club/Organization Registration
15. Use of fax machine for club/organization business only
16. Club/Organization Directory
17. SGA Suggestion Box
18. Information about obtaining web space for registered Club/Organizations

The Reed Union Building (RUB) Information Desk is the central location for students, faculty, staff, and visitors of Penn State Behrend to obtain a variety of information about the College, upcoming events,

local entertainment, and club/organization support. Behind the scenes, all club/organization financial matters are handled, which includes but is not limited to processing Treasury Request Forms, club/organization registrations, Student Activity Fee proposals, tracking all deposits, fundraising and other income, requesting checks, purchase orders, and other forms of payment to accommodate club/organization spending.

All clubs/organizations are required to do the following each semester:

- 1) The president must complete and turn in a SGA approved club/organization registration form including information regarding all executive members, copy codes, and permanent keys (if applicable) of their club/organization in order to be recognized by the Student Government Association.
- 2) The President and Treasurer of each club/organization must attend several training sessions designed to aid in their expenditures and operations throughout the academic year. Any other club member may attend, but it is required that the President and Treasurer of each club attend.

WPSE Radio/AM 1450

Reed Union Building

Penn State Behrend's radio station includes occasional announcements for non-profit organizations, provided that the events are open to the community. Announcements with complete information (who, what., where, when, and why) should be submitted in writing to the General Manager's Office at least four weeks before the event. (Reed Union Building - first floor, 898-6495 for General Manager's Office)

Media and Instructional Support Center (MISC)

Irvin Kochel Center

MISC is an in-house printing and copying service. All payments for services will be made through an MISC invoice submitted to the RUB Information Desk. Your club/organization will then be billed.

Some of the printed items an organization can obtain from MISC include: greeting cards, promotional fliers, newsletters, calendars, stationary, tickets, signs, certificates, and extra large posters created from 8 1/2" x 11" paper. Other services are also available.

One of the goals of the Greener Behrend Task Force is reduction of paper use for the college. Therefore in this effort, M.I.S.C. will begin duplex copying (making back to back copies) as a standard procedure. They do realize that for some this may not be acceptable at times. Therefore, please be sure to specify on the copy request form that one-sided copying is required. They will certainly honor those requests. Otherwise, any copy or print jobs not specifically requesting single sided, will automatically be done back to back. Please make sure you and the members of your club are aware of this procedure.

Web Space Support for Clubs and Organizations

All Registered Clubs and Organizations at Behrend may obtain webspace to create and maintain their own website. The Student Organization Web Service provides this webspace. To access this webspace, go to <http://www.clubs.psu.edu/info/> or go to the RUB Information Desk.

How to Contact Us

If you need assistance with anything or have any questions, comments, or concerns, please feel free to contact us.

For questions pertaining to SGA Budget/Financial Matters:

Deanna Sieberkrob
SGA Treasurer
RUB Information Desk
(814) 898-6211
djs452@psu.edu

Lynn Oborski
SGA Financial Supervisor
RUB Information Desk
(814) 898-6211
lmo10@psu.edu

For questions pertaining to SGA Policies and Guidelines:

Scott Soltis
SGA President
(814) 898-6220
sms520@psu.edu

For questions pertaining to Student Activity Fee Budget/Financial matters:

Stacey McCoy
RUB Information Desk Manager/SAF Budget Coordinator
(814) 898-7135
sqm2@psu.edu

For questions pertaining to Student Organization Office Space:

All office space is assigned to Student Organizations at the office of Student Activities.

To place a work order for computer problems:

Go to: **<http://activities.bd.psu.edu/eventplanning/index.htm>** and click on the link for computer work orders.

Check out these informative websites:

<http://activities.bd.psu.edu/eventplanning/index.htm>

<http://www.clubs.psu.edu/bd/sga/>

<http://www.pserie.psu.edu/student/group/studentToolbox.htm>

<http://www.pserie.psu.edu/activity/saf/index.htm>

Contact List

Student Affairs

-- x6111, Second Floor, Reed Union Building

Dr. Ken Miller, Director of Student Affairs
Amanda Knerr, Associate Director of Student Affairs
Jill Parker, Assistant Director of Resident Life
Andy Herrera, Director of Educational Equity
Meeghan Trumbull, Coordinator of Residence Life
Jill Yeckel, Coordinator of Residence Life
Jaime Russell, Coordinator of Residence Life
Lauri Enterline, Disability Specialist
Mary Trott, Office Manager
Betty Hamilton, Staff Assistant
Debbie Hayes, Staff Assistant

Student Activities

-- x6171, First Floor, Reed Union Building

Chris Rizzo, Director of Student Activities and the Reed Union Building
Kris Motta Torok, Assistant Director of Student Activities
Chris Fox, Coordinator, Student Organizations and Program Development
Dianna Malinowski, Staff Assistant
Christa Morris, Staff Assistant

Smith Chapel

--x6609/6610, Larry and Kathryn Smith Chapel

Kelly Shrout, Coordinator of Service and Student Activities
Fr. Mike Allison, Catholic Campus Ministry
Sr. Mary Drexler, Coordinator, Catholic Campus Ministry
Nicole Miller, Coordinator, Protestant Campus Ministry

WPSE

--x6495/6491, First Floor, Reed Union Building

Ron Slomski, Director and General Manager, WPSE
Val Engelleiter, Traffic Manager, WPSE

Career Development Center/Personal Counseling Office

-- x6164, First Floor, Reed Union Building

Mary Beth Peterson, Director, Career Development Center
Andrew Watters, Associate Director, Career Development Center
Carrie Payne, Coordinator of Placement & Internships
Sue Daley, Director of Personal Counseling
Allison Parr-Plasha, Personal Counselor
Linda Suroviec, Office Manager
Linda Kaleta, Staff Assistant
Carol Morey, Staff Assistant

Club Office Phone Numbers

ASIAN STUDENT ORGANIZATION (ASO)-- x7142

ASSOCIATION OF BLACK COLLEGIANS (ABC)-- x6318

THE BEACON -- x6488, x6019

COMMUTER COUNCIL-- x6452

INTERFRATERNITY COUNCIL-- x6088

INTERNATIONAL STUDENT ORGANIZATION—x6318

JOINT RESIDENCE COUNCIL (JRC)-- x6297

HUMAN RELATIONS PROGRAMMING COUNCIL (HRPC)--X6030

LION AMBASSADORS-- x7211

LION ENTERTAINMENT BOARD (LEB)-- x6221

LION ENTERTAINMENT BOARD EXECUTIVE OFFICE—x7559

MULTICULTURAL COUNCIL (MCC)-- x6098

NATIONAL SOCIETY OF BLACK ENGINEERS (NSBE)-- x7142

ORGANIZATION OF AFRICAN STUDENTS (OAS)—x7142

ORGANIZATION OF LATIN AMERICAN STUDENTS (OLAS)-- x6318

PANHELLENIC COUNCIL-- x6088

RETURNING ADULT STUDENT ORGANIZATION-- x7159

STUDENT GOVERNMENT ASSOCIATION (SGA)-- x6220

STUDENT GOVERNMENT ASSOCIATION TREASURER-- x6211

TRIGON—x7162

WOMEN TODAY—x6030