

# STUDENT ORGANIZATION REGISTRATION CHECKLIST

STUDENT ORGANIZATION NAME

**COMPLETE CONSTITUTION;** which includes:

Official organization name  
Purpose of organization  
Definition/qualifications of membership  
Discrimination clause

List of officer positions

Officer duties

Annual registration responsibility of \_\_\_\_\_ position.

CSI mailbox responsibility of \_\_\_\_\_ position.

Elections

Method:

Frequency: Semesterly, Annually, Other

Designated month(s):

Method of officer removal/succession

Removal

Succession

Dues/fundraising decisions, collection and purpose: Semesterly, Annually, Other

Method of Constitutional amendment

Review by Center for Student Involvement Staff

Creation/Revision date part of document

**PETITION & COMMUNIT SERVICE**

Required 20 printed legal names and signatures (check names for 10 with 7+hrs)

Eligible Faculty Advisor printed name and signature

Complete Volunteer Service Record hours and returned form

**REGISTRATION SHEET**

Complete information (must be completed within five weeks of recognition)

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSTITUTION OF  
OF EMPORIA STATE UNIVERSITY**

**ARTICLE I**

Name, Purpose & Membership

Section 1. The name of this organization will be \_\_\_\_\_.

Section 2. The purpose of \_\_\_\_\_ shall be:

2.1

2.2

Section 3. Membership

3.1 Membership in this organization is open to all students of Emporia State University.

3.2 No person shall be excluded on the grounds of race, creed, color, national origin, religion, age, sex, sexual orientation, handicap, Vietnam Era Veteran Status, or such other factors that cannot lawfully be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity within this organization.

**ARTICLE II**

Officer Qualifications, Designations, and Duties

Section 1. All officers must be degree-seeking students of Emporia State University.

Section 2. The Executive Council shall consist of the following:

2.1 President

2.2 Vice-President

2.3 Secretary

2.4 Treasurer

Section 3. The purpose of the Executive Council:

3.1 Shall be the planning and legislative body.

3.2 Shall fulfill the policies enacted by this organization.

3.3 Shall have the power to initiate programs and activities for all members.

3.4 Shall have the power to direct grievances and resolutions to the members.

Section 4. Duties of the president:

4.1 Preside at and conduct all meetings.

- 4.2 Shall act as the official host and representative of this organization in campus functions.
- 4.3 Shall be responsible for implementing legislation enacted by the organization.
- 4.4 Shall be responsible, with the consultation of the Executive Council, to see that this constitution is adhered to.
- 4.5 Shall have the power to call emergency meetings when necessary.
- 4.6 Shall turn in an officer update sheet to Associated Student Government Senate after each election.

- Section 5. Duties of the vice-president:
- 5.1 Shall fulfill the duties of the president as stated in Section 3 during the absence of the president.
  - 5.2 Shall oversee the committees of this organization.
  - 5.3 Shall, on a weekly basis, remove and appropriately distribute the contents of the organization mailbox located in the Memorial Union Center for Student Involvement.

- Section 6. Duties of the secretary:
- 6.1 Shall be responsible for maintaining accurate minutes of all meetings.
  - 6.2 Shall be responsible for correspondence to other organizations and individuals.
  - 6.3 Shall be responsible for maintaining an accurate record of member attendance at all meetings.

- Section 7. Duties of the treasurer:
- 7.1 Shall keep a record of finances of this organization.
  - 7.2 Shall be responsible for collection of the state dues from each member.
  - 7.3 Shall give a financial report at each meeting.

### **ARTICLE III**

#### Committees

- Section 1. Standing Committees
- 1.1 The following committees, which function as an integral part of the operations of this student organization, will be considered standing:
    - 1.11 NAME Committee
    - 1.12 NAME Committee
  - 1.2 The NAME Committee is responsible for ...
    - 1.21 The Vice-President shall serve as the chair of the NAME Committee with the committee membership consisting of...

1.22 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

1.3 The NAME Committee is responsible for...

1.31 The Vice-President shall serve as the chair of the NAME Committee with the committee membership consisting of...

1.32 The NAME Committee will give a report of their activities to the Executive Council at the regular Council meetings.

Section 2. Ad Hoc Committees

2.1 Ad-Hoc Committees are temporarily created to fulfill a necessary, but temporary, function within the student organization.

2.2 Ad-Hoc Committees shall exist through the creation of and at the discretion of the Executive Council.

2.3 The designated chair of each Ad-Hoc committee will give a report of their activities to the Executive Council at the regular Council meetings.

**ARTICLE IV**

Election Rules & Regulations

Section 1. Election of officers will be held on a semesterly basis.

Section 2. The offices of President, Vice-President, Secretary, and Treasurer will be elected each April and November.

Section 3. This election will utilize a written ballot, with a simple majority determining the winner.

**ARTICLE V**

Removal & Succession

Section 1. Removal

1.1 Violation of or disregard for any part of this constitution or the organization shall be grounds for removal charges against any of the elected officers.

1.2 The general membership shall vote on the removal resolution.

1.3 Removal shall be accomplished by a 2/3 majority of those members present.

1.4 Removal proceedings may be initiated by any voting member.

Section 2. Succession

2.1 In the event of removal, resignation, or vacancy of any elected officer, a special election shall be held to fill that position.

**ARTICLE VI**

Finances

Section 1. Dues will be collected from each member at the beginning of each fall semester.

Section 2. The purpose of said dues shall be to provide funding for the sponsoring of events, programming, promotions of the organization, and social activities.

**ARTICLE VII**

Amendments

Section 1. Any amendment to this constitution must be approved by a 2/3 majority vote of those members present and voting.

1.1 Any amendment(s) must be reviewed by the Center for Student Involvement staff for submission to the Associated Student Government to become part of the recognized student organization's official constitution.

**DATE APPROVED BY MEMBERSHIP**

**APPENDIX B**

**PETITION TO SEEK RECOGNITION**

We, the undersigned Emporia State University students, in order that the student organization be known as \_\_\_\_\_ may seek recognition from the Associated Student Government do lend our names and signatures to this petition.

Printed Legal Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____

As a faculty member of Emporia State University, I agree to advise the above named student organization.

\_\_\_\_\_  
Printed Name, Department, and Phone Ext.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TABLE OF CONTENTS

DEFINITION OF STUDENT ORGANIZATION	1
GENERAL POLICIES	1
RECOGNITION	1
A.    General Information	
B.    Benefits of Being a Recognized Student Organization	
C.    Recognition Procedure	
MAINTAINING RECOGNITION	4
A.    Constitution Revisions	
B.    Organization Changes	
DISCIPLINARY ACTION	4
REQUESTING FUNDS	5
A.    Fiscal Year Allocations	
B.    Reserve Fund Requests	
C.    Line-Item Requests	
APPENDICES	
A.    Sample Constitution	
B.    Petition to Seek Recognition	
C.    Student Organization Registration Checklist	
D.    Recognized Student Organization (RSO) Registration Sheet	
E.    Volunteer Service Record	

This manual has been developed to assist Recognized Student Organization (RSO) officers and faculty advisors in the management of their organization. The manual includes a wealth of information that applies to RSOs at Emporia State University, including policies, procedures, and necessary forms. Please understand that as policies, procedures, forms and the services provided for RSOs at Emporia State University continue to adapt and change this manual will do the same. RSOs will be provided updated information as it becomes available.

## ***AFFIRMATION OF VALUES STATEMENT.....***

Emporia State University is an equal opportunity institution of higher education where individuals of diverse backgrounds and beliefs come to learn and work together professionally and respectfully. As a university, we seek to create and uphold high intellectual standards within a learning community, to make those intellectual standards accessible to all who engage in the learning process, and to foster a curiosity about life and society that will lead to informed and involved citizenship in all of its forms. Learning requires critical thinking about the production of knowledge and the various beliefs that people may hold, as well as opportunities to test and actively engage with new ideas. As an institution of higher education in a pluralistic society, Emporia State University is committed to helping students, faculty, staff, and administrators acquire those skills necessary to enable them to think critically, to question intelligently, and to analyze complex and diverse ideas in order to become thoughtful, educated world citizens.

**ESU has a commitment to a positive, quality environment that nurtures academic and personal excellence in learning and teaching.**

Students, faculty, staff, and administrators share a responsibility for sustaining an environment that is conducive to learning, teaching, and personal growth. ESU sets high intellectual standards, offers stimulating and challenging courses, and provides quality activities and interactions within the university community.

**ESU has a commitment to recognize the value of diversity and the respect for individual ideas, opinions, and experiences.**

Students, faculty, staff, and administrators provide opportunities within and outside the classroom that foster contact with and respect for diverse groups of people and increased appreciation for pluralistic ideas and experiences. We value and welcome the benefits of diversity. Therefore, we expect and demand that the worth and dignity of all people be recognized without regard to any classification that might preclude a person from consideration as an individual.

**ESU has a commitment to academic and personal integrity.**

Students, faculty, staff, and administrators set the highest standards of personal integrity and thus will not resort to cheating, plagiarism, and/or the use of unauthorized materials. In addition, the university strives to foster an environment of objectivity, fairness, and impartiality.

**ESU has a commitment to open expression of ideas.**

In any institution of higher learning it is inevitable that people will hold a multitude of perspectives on a wide range of issues. Discussions at Emporia State University occur in a challenging, but physically safe, non-threatening environment without fear of retribution. Students, faculty, staff, and administrators value and strive to engage in constructive listening, principled dialogue, and respectful disagreement in all forms of communication.

**ESU has a commitment to a collegial and shared governance.**

Students, faculty, staff, and administrators work together in a collegial manner to solve problems to benefit the university community in accordance with governance structure, policy, and procedures. This principle of collegial and shared governance requires mutual respect and civility, but does not exclude beneficial and constructive criticism. The principles of collegiality are also manifested concretely in a commitment to mutual respect for the purpose of strengthening all academic programs and collective endeavors. This commitment is essential as we mentor and support all our colleagues in their individual and collective endeavors of teaching, learning, scholarly activity, and service.

***DEFINITION OF A STUDENT ORGANIZATION.....***

A student organization is one in which the majority of members are currently enrolled students at Emporia State University and all executive officers of the organization are degree-seeking students. Only student organizations, when recognized by Associated Student Government, are eligible to request or receive allocated student fee monies.

***TO BECOME RECOGNIZED.....***

For more information about forming a recognized student organization, stop by or contact the Center for Student Involvement in the Memorial Union for a copy of the Student Organization Registration Handbook.

## ***MAINTAINING RECOGNITION.....***

### **ORGANIZATION CHANGES**

Once each academic year, after the month of elections indicated by the RSO, the Center for Student Involvement will send a registration form to each Recognized Student Organization requesting updated information. The RSO Registration Sheet must be completed and returned to the Center for Student Involvement, on the first floor of the Memorial Union, Box 4065, within two (2) weeks of receipt.

The RSO Registration Sheet is also submitted for officer/advisor changes due to resignation or removal.

If an RSO fails to provide the requested information within three (3) weeks, the Center for Student Involvement shall make further inquiry as needed. If, at the end of two (2) additional weeks, the Center for Student Involvement has not received any information from the student organization, it shall assume that the organization has ceased functioning and will recommend to the Student Senate that recognition of the student organization be rescinded.

### **CONSTITUTION REVISIONS**

When a Recognized Student Organization (RSO) wishes to revise its constitution, it is required to submit the revision to the Center for Student Involvement. Center for Student Involvement staff will review the constitution and submit the constitution and any recommendations to the Student Senate for final approval. All updated constitutions of recognized organizations are kept on file in the Center for Student Involvement.

### **ADVISOR**

All Recognized Student Organizations (RSO) at Emporia State University must have an Advisor. The Advisor must be a faculty member or an unclassified staff member at Emporia State University. The Main Advisor may not be a classified staff member or a graduate student at Emporia State University.

## ***STUDENT ORGANIZATIONS & ACTIVITIES OFFICE SERVICES.....***

The Center for Student Involvement offers the following services to Recognized Student Organizations (RSO), some on a first-come, first-served basis.

## **ACCESS TO OFFICE**

The office is open to all students and organizations during normal business hours (8-5pm).

## **MAILBOXES**

All Recognized Student Organizations have mailboxes in the Center for Student Involvement. Organizations are expected to clear them more than once a week during regular academic terms. Organizations who do not clear mailboxes on a regular basis will be sent a memo (to the president and advisor) seeking improvement of box usage.

## **STORAGE COMPARTMENTS**

The nine storage compartments located on the back dock of the Memorial Union are for student organizations' use for storage of organization materials at a central location. Groups are expected to keep the storage compartments in good order.

## **WAITING LIST**

**A waiting list will be maintained for Recognized Student Organizations who wish to use those services with space limitations.** Space usage will be evaluated on a semi-annual basis by the Center for Student Involvement office staff and space that is not being used effectively will be made available to the next student organization on the waiting list.

## **Computers for RSO Use**

The computers located in the back of the Center for Student Involvement are available for RSO business only. In addition, FREE printing is available for RSO business.

## **TV/VCR/DVD/ and Lounge**

The lounge located in the Center for Student Involvement is available for RSO use. A TV, VCR, and DVD player are available for use.

## **Workroom**

The workroom located in the back of the Center for Student Involvement is available for RSO use. Poster paper, Texas markers, and other art supplies are available to make posters and signs for RSO events and for other promotional uses.

## **Heart of America Room**

The Heart of America Room is located in the back of the Center for Student Involvement. To reserve this room for meetings, sign-up for a time slot with a student assistant at the front desk of the Center for Student Involvement. If the meeting is scheduled after 5pm, sign-up for the room by contacting Conference and Scheduling at ext. 5443.

# ***FACILITY SCHEDULING.....***

## **CONFERENCE/SCHEDULING**

All Recognized Student Organizations (RSO) have access to use campus facilities for programs and meetings. **Remember to ALWAYS check room availability before scheduling programs.** In order to schedule any non-academic facility on campus (Memorial Union, Albert Taylor Hall, etc), please call 341-5443 or stop by the Conference/Scheduling Center on the first floor of the Memorial Union. Organizations will need to provide the following information:

- Name of event
- Date(s) of event
- Starting and ending time of event
- Name of recognized student organization
- Name of contact person for event
- Address and phone number for contact person
- Desired room and room arrangement
- Whether or not food/refreshments will be served
- Whether or not there will be admission charge

**A copy of the scheduling form will be sent to the contact person. Verify the information when the form is received.** Remember to cancel Memorial Union facilities, rooms and space, if the reservations are no longer needed. There will be a **no-show fee of \$10** (pre-set room) **or \$20** (set-up requested) charged to the organization if the room or Memorial Union space reservation has not been cancelled.

**PLEASE NOTE:** Organizations desiring any type of food service on campus must work with the Dining Service company contracted by Emporia State University for such purposes. Dining Service provides a full range of services. The Dining Service office is located on the first floor of the Memorial Union. Be prepared to provide the following information:

- Type of food/refreshment desired
- Amount of budget/funding available
- Number of people attending
- Location where food is to be served

## **University Recreation Programs Department**

The University Recreation Programs is dedicated to providing many opportunities to explore recreational interests, and to enhance physical and emotional wellness. The Student Recreation Center provides a structured environment for a diversified population to recreate, exercise, and socialize, through a variety of programs including intramural sports, sport clubs, special events and activities, and informal recreation.

The Student Recreation Center features a 28,000 sq. ft. multipurpose court area with a three-lane jog/walk track around its exterior. The free weight and multipurpose exercise areas are equipped with state-of-the-art cardiovascular, variable resistance, and free weight equipment. The aerobic exercise

area is utilized to provide a wide variety of group and individual exercise classes. The commons area provides a social setting with big screen televisions, foosball, air hockey, pool, electronic darts, shuffleboard, and table tennis.

A 25-meter swimming pool and therapeutic pool are located in the Health, Physical Education and Recreation building. Outdoor facilities consist of softball fields, tennis courts, Olympic track, King and Wilson lakes and multipurpose green areas designed for field sports such as soccer, flag football, and rugby.

For information on hours of operation, program offerings, employment, or sports clubs, contact the Student Recreation Center at 341-6778, or visit our web site at <[www.emporia.edu/recsport](http://www.emporia.edu/recsport)>.

### **Student Recreation Center Use Policy**

The Student Recreation Center is designed for student recreation use only. All currently enrolled students gain entrance to the center by presenting their "Hornet Card". Memberships can be purchased by ESU employees and Alumni. All others can purchase guest privileges.

### **Scheduling**

Scheduling of the Student Recreation Center includes; open recreation, recreational programming, and special group reservations. At no time shall any group or individual use the Student Recreation Center, without supervision by University Recreation Programs staff and written permission from the Student Recreation Center director.

### **Priority Tier**

The scheduling of the Student Recreation Center is under the direct supervision of the Recreation Programs Director. The annual schedule is set in accordance with the academic schedule of the University. The hours of operation are set on an annual basis at the discretion of the administration of the university. Adjustments to operation hours can be made, if necessary. The priority of programming is (1) University Recreation Programs programming; (2) informal recreation; and (3) special group use.

### **Procedures and Reservations for Group Use Requests**

All reservations must be made in person at the Student Recreation Center. Requests will be made to the Student Recreation Center Director or to the Assistant Director in the Administration Offices of the Student Recreation Center. All requests for Special User Groups use during normal operation hours must be made at least 7 days in advance. All requests for Special User Groups outside of normal operation hours must be made at least 10 days in advance.

### **Group Use Requests During Closed Hours**

Groups must submit a Group Use Request at least 10 days in advance. The fee for the group use request will be determined by the following formula for assessing fees:

Supervision fee: Number of employees needed to supervise the building multiplied by 1.10% of standard hourly pay rate. The number of employees needed will be determined by occupancy numbers.

Administrative Fee: Assessed at 15% of the cost of Recreation Center Supervision.

### **REQUESTS DURING OPEN HOURS**

Special Group Use during open hours, will not be assessed a fee.

Groups must secure a reservation at least 7 days in advance.

Each specific group may reserve an area for group use, for a one hour time frame per week.

Only two hours per day, per area, on Monday, Wednesday, and Friday are allowed for group use of the Student Recreation Center.

Only one court or the walk/jog track in the Gymnasium Area can be utilized for group use at any given time.

The University Recreation Programs director reserves the right to refuse requests for group use, and based on availability, lead times for requests may be shortened at the director's discretion.

The Student Recreation Center shall not be utilized by any Individual or Group for fundraising, profits, or charity event purposes.

The Student Recreation Center is not available for rental, by anyone or any group, either affiliated or non-affiliated with the university.

### **Group Use of Outdoor Recreational Facilities**

Student groups can use outdoor areas by seeking approval from the Recreation Programs Director or the Assistant Director. There is no fee for using the areas, but intramural and recreational programming has priority use of the areas. Reservations for use of outdoor facilities can be made at the Student Recreation Center or by calling 620-341-6778.

### **Group Use of Swimming Pool Facilities**

Student groups can use the swimming pool facilities during normal recreational operation hours by presenting their "Hornet Card" to the lifeguard on duty.

Use of the swimming pool facilities outside of normal operation hours requires a 10-day advance reservation and is assessed a fee of \$30.00 plus tax per hour.

## **SAUDER ALUMNI CENTER**

The Sauder Alumni Center is available for recognized student organization use. To schedule the Center contact the Events & Facilities Coordinator at 341-5440. Charges for the use of the Sauder Alumni Center vary depending on the event.

***ESU LICENSING PROGRAM.....***

## Use of Power E

# **PUBLICITY.....**

## **THE BULLETIN**

Contact *The Bulletin* in the Student Publications office, first floor of the Memorial Union, 341-5201, to announce your meetings, events, or to submit story ideas. The deadline for calendar items or classified announcements is noon Friday. *The Bulletin* is published twice weekly (Monday and Thursday) during the academic year and there is no edition in the summer. Contact *The Bulletin* for Corkboard information. You can also check out *The Bulletin* on the web at <<http://esubulletin.com>>

## **BUTTON MAKER**

Reserve a button maker through the Center for Student Involvement office, first floor of the Memorial Union, 341-5481, or through the ESU Printing Service. Cost to use the button maker is thirty-five cents.

## **CAMPUS COMMUNICATION**

Submit event information to be promoted to ESU faculty and staff via Email to [Campus\\_Communication@emporia.edu](mailto:Campus_Communication@emporia.edu).

## **CHANNEL 8**

Submit items to be broadcast on ESU's TV to TeleEducation Support, 115 Visser Hall, Campus Box 4061, or call 341-5478.

## **CHANNEL 20**

Submit items to be broadcast on Time Warner Cable, 342-3535, by completing a submission form at their office, 714 Commercial.

## **LED DISPLAYS**

Add your event to the LED display in the Memorial Union by contacting Conference/ Scheduling, first floor Memorial Union, 341-5443. Contact Twin Towers Residence Hall, 341-6743, for their LED display.

## **MEMORIAL UNION BANNER DISPLAY**

Reserve banner display areas in the Memorial Union Main Street area through the Conference/Scheduling, first floor of the Memorial Union, 341-5443. Please see the Policies & Procedures Section in this manual, page 25, to view the Banner Display Policy.

## **MEMORIAL UNION BULLETIN BOARDS & DISPLAY CASES**

Reserve bulletin boards and display cases through Conference/Scheduling, first floor of the Memorial Union, 341-5443. Bulletin boards and display cases have a maximum of two weeks for any one advertisement. Please see Policies & Procedures Section.

## **MEMORIAL UNION TABLE TENT DISPLAY**

To reserve space and obtain approval for table tent display in the Memorial Union Main Street area, Lakeview Cafeteria, or Hornet's Nest contact Conference/Scheduling, first floor of the Memorial Union, 341-5443. Table tents are approved on a first come first served basis. A maximum of three (3) tents on a table at one time is permitted. Tents may be displayed a maximum of five (5) working days prior to the event. Please see Policies & Procedures Section.

## **MEMORIAL UNION TABLES**

Contact Conference/Scheduling, first floor Memorial Union, 341-5443, to arrange for tables and chairs for event promotion in the Memorial Union.

## **POSTER ROUTE** (Special Events Board)

To advertise events, submit 70 copies of approved posters with a maximum size of 14" x 22" that include sponsor name (spelled out), event name, date, complete location and time to Center for Student Involvement, first floor of the Memorial Union, 341-5481. Posters must be submitted by **noon on Monday or Thursday during the Academic year and by noon on Monday during the summer session**. They will be posted Monday and Thursday afternoons during the fall and spring semesters and Monday afternoons during the summer sessions for a maximum of two weeks. Please see *Policies & Procedures Section*.

## **PRESS RELEASES AND ROUNDTABLE**

Submit event information and story ideas to the Director of Media Relations in the Public Affairs & Marketing office, 005 Plumb Hall, Campus Box 4060, 341-5454. Press releases are also forwarded to Channel 8 and *The Bulletin*, as well as to local and area media, depending on the nature of the event.

## **RESIDENCE HALL PUBLICITY**

Contact the Department of Residential Life, 3<sup>rd</sup> Floor South Morse Hall, 341-5264, to obtain approval for posting in the Residence Hall complexes. Only ESU departments and recognized student organizations may request flyers be posted or request that information be stuffed into mailboxes in either Morse Complex or Towers Complex. Keep in mind that posters submitted for display on the Special Events Board's Poster Route will be posted in the Residence Halls. The postings may not have either of the following:

- profanity or potentially offensive language
- promotion of an event involving alcohol

Residence Hall staff will assist in distributing information. Remember that the staff posting and stuffing advertisements is a privilege and a service; groups are asked to be reasonable in their requests.

Non-campus groups and businesses must send all promotions to students in the residence halls through the regular US mail addressed to individual residents' "room #" and "hall name".

## **SANDWICH BOARD IN UNION SQUARE**

Contact Conference/Scheduling, first floor of the Memorial Union, 341-5443, for permission to place sandwich boards in Union Square. Final approval is given by the Physical Plant, requiring five (5) working days lead time.

## **SIGNS ON WOOSTER LAKE BRIDGE/STAKED SIGNS ON CAMPUS**

Obtain the permission form from the Center for Student Involvement, first floor of the Memorial Union, 341-5481, for submission to the Physical Plant and approval of display materials. The request must be submitted 15 days in advance of the requested placement date, with a 15-day maximum display period.

## **SPORTING EVENTS ANNOUNCEMENTS**

Contact the Sports Information Director, located the Department of Athletics in the HPER Building, Campus Box 4020, 341-5526, to have your event announced at an ESU athletic event.

## **BUSINESS AFFAIRS / ACCOUNTING SERVICES**

### **General Information**

All Recognized Student Organizations (RSO) have the opportunity to use the accounting services of Business Affairs, 103L Plumb Hall, 341-5138. Included in this section is a list of requirements and instructions to assist student organization advisors and/or treasurers.

These policies and procedures must be adhered to for auditing purposes. It is the responsibility of the treasurer and advisor to see that these policies are followed. Any deposits or requisitions that do not adhere to these policies will not be accepted.

To assist in balancing organization Activity Accounts, a statement of Transactions and Balances will be sent each month to the Activity Account advisor (RSO faculty advisor) on campus (unless otherwise instructed). Each organization should retain these for their records.

### **Establishing An ESU Safekeeping Account**

In order to set-up an account through Emporia State University, you must first go to the Accounting Services office, 103L Plumb Hall. Take the following information with you: a memo from the faculty advisor of the organization or from the Center for Student Involvement office stating: 1) the Name of the Organization, 2) Officers (if known), 3) Faculty Advisor, and 4) Purpose of the Organization. After the approval process is complete, the organization will be given a Signature Card to fill out. The benefits of setting up an account on-campus as opposed to off-campus, is that there is no charge for accounting procedures and there is always someone to assist when questions arise.

### **Deposit Requirements**

Follow these instructions when making deposits to activity and departmental accounts. See ACTUAL Deposit Slip Form in the Appendices at the end of this manual.

- 1) All checks must be properly made out and endorsed. Both the written amount and the numerical amount must match. The check must be signed. The endorsement should be at the very top back of the left end of the check and should include the account and the treasurer's signature. A stamp can also be used. If the check is made out to a person or both a person and the organization, (for example: Suzie Q and ABC Club), the check must be endorsed by both the person and the organization's treasurer.
- 2) The treasurer must complete the Emporia State University Deposit Slip. Deposit forms can be ordered through Informs on the ESU computing network by contacting your faculty advisor. Take the completed deposit slip and all money to be deposited to the Cashiering Services/Installments Office, 104 Plumb Hall, 341-5170. The Cashiering Office will give you a receipt of all deposits made into the RSO's account.
- 3) Please do not send deposits with cash or coin through the mail. For your organization's safety, hand deliver your deposits. The Cashiering Services/Installments Office is open from 8:00 am – 5:00 pm, Monday through Friday (except on holidays when the University is closed).

## **Retail Sales Tax Information**

<<http://www.emporia.edu/esu/handbook/chap5.htm#5D-0305>>

Retail sales of goods and services made to the ultimate consumer are subject to both state and local sales tax. The current tax rate is 6.4%. It is recommended that the RSOs verify the current rate with the Cashier's office, 104 Plumb Hall, 341-5170. Only sales to wholesalers or educational institutions are exempt from sales tax. Exempt individuals or organizations must furnish a State of Kansas tax exemption certificate at the time of the sale, if one has not been supplied previously, or pay the sales tax. The RSO must maintain a file of the tax exemption certificates to substantiate sales when sales tax was not collected.

Examples of taxable sales include, but are not limited to: T-shirts, admission tickets, books and pamphlets, paper, computer disks, computer software programs, pens, pencils, paint, brushes, other art supplies, subscriptions, printing, test materials, test grading services, and prepared meals. Tuition and workshop registration fees are sales tax-exempt. However, if the registration fee includes a meal or snack, then that portion used to provide the food is taxable. If supplies are provided as a result of paying the registration fee, a portion of the registration fee equal to the cost of the supplies is taxable. If specific costs for the meals and/or supplies are not known, then an estimate of the fair market value of those items must be made and sales tax collected accordingly. The Controller's office, 104 Plumb Hall, 341-5413, will provide guidance on the taxability of specific sales items upon request.

The purchase price can either include sales tax or the sales tax can be added to the purchase price. Depending upon the practice followed, the formula for calculating the sales tax varies. The sales tax formulas are:

### Purchase price does NOT include sales tax:

Purchase Price times current tax rate equals Sales Tax.

EXAMPLE: Taxable sales of \$35.00

Sales Tax:  $\$35.00 \times .064 = \$2.24$

### Purchase price includes sales tax:

Purchase Price divided by  $1 +$  current tax rate equals Cost of Merchandise.

Purchase Price less Cost of Merchandise equals Sales Tax.

EXAMPLE: Sales including tax of \$50.00

Taxable sales =  $\$50.00 / 1.064 = \$46.99$

Sales Tax =  $\$50.00 - \$46.99 = \$3.01$

Standardized charts indicating the amount of sales tax when sales tax is not included in the purchase price are available from the Cashier's office, 104 Plumb Hall.

When sales tax is collected, the amount of the sales tax is to be entered as a separate item on the deposit slip. The Controller's office, 105 Plumb Hall, will accumulate all collected sales tax and transfer it monthly to the Kansas Department of Revenue. If sales tax is not collected and it is determined later that the sale was taxable, the University unit making the sale will be liable for the tax and any penalty assessed by the Department of Revenue. It is recommended that the Controller's office, 105 Plumb Hall, be consulted on sales where the taxability is uncertain.

## **Check Requisition Requirements for RSO**

Any requisition submitted for payment of miscellaneous expense or reimbursement to vendors or individuals must be supported with the original paid receipts or invoice from vendor. It is the responsibility of the faculty advisor and treasurer to make members aware of this requirement. Please submit the original check requisition and a copy to the Accounting Services office, 103L Plumb Hall. The original receipts or invoices turned into the Accounting Services office will not be returned to the organization, only the copy of the check requisition will be returned to the organization with the check.

A Social Security Number must accompany all check requisitions for any payment made to an individual. Payments made to an individual may be subject to federal and state payroll tax assessments and may be reportable on a Form 1099.

Original legitimate signatures are required on all requisitions by both the faculty advisor and the treasurer of the organization. Signatures of both the faculty advisor and the treasurer must be on file in the Accounting Services office, 103L Plumb Hall, before any requisition can be processed. Each time there is a treasurer or advisor change, it is very important that these new officers stop by the Accounting Services office, 103L Plumb Hall, and sign a new signature card.

Organizations should allow 2 days for processing of check requisitions, unless advanced arrangements have been made.

Check requisition forms are available from the Accounting Services office, 103L Plumb Hall. See ACTUAL Check Requisition Form in the Appendices at the end of this manual.

### **Returned Checks**

A check returned to the RSO by the University's bank will be deducted from the account to which it was originally deposited. The RSO will be notified of the returned check, and the check sent to the RSO for collection. The RSO should then contact the maker of the check and request payment for the amount of the check plus a \$30 returned check charge. If repayment is not made within ten days, a hold should be placed on the student's records by the RSO. When collection is made, a receipt should be provided. When the deposit slip is completed, the amount of the returned check should be re-deposited to the account originally credited with receipt of the original check and the amount of returned check charges collected entered on a separate deposit slip with the account number left blank. The account number for the returned check charge will be completed by the Cashier's office, 104 Plumb Hall.

## **ASSOCIATED STUDENT GOVERNMENT (ASG) FUNDING**

### **Budget Planning Process within your RSO**

Involve all members in the budget planning process by having a special meeting to discuss goals and priorities. This will ensure that future officers understand the budget process. Together, determine the amount of money to request for each category defined on the allocation request form (see previous page for example). This will avoid later complications such as readjustments and unspent or overspent monies.

The following items may help in the planning process:

1. Define the group's purpose, refer to specific organization constitution for guidance.
2. Set realistic goals:
  - a. Will it be a learning experience for the entire organization?
  - b. Does it fit the need and purpose of the group?

- c. Is it cost efficient?
3. Prioritize goals and be realistic.
4. Because funds may be tight, estimate as closely as possible what funds are necessary, and check out alternative funding sources.
5. Plan a budget for each event, checking the rules and regulations for the approved Associated Student Government expenditures. Include the budget breakdown by category and event.
6. Include all dates.

### Finance Allocation Guidelines

The allocation guidelines exist to provide consistency in allocating funds to different organizations. All funds requested must be justified to the ASG Finance Committee before any allocation will be approved. These guidelines shall be adopted for allocating funds to benefit as many Emporia State University students as possible. The Finance Committee may deviate from the guidelines if they believe a specific request warrants such action.

#### Guidelines

- A. Travel expenses will be funded according to current state guidelines. If state guidelines change, funding will change accordingly.
  1. Private car at the rate of \$.36 per mile  
State sedan at the rate of \$.36 per mile: *Funded if 1-4 persons are traveling.*
  2. State Mini-Van at the rate of \$.42 per mile: *Funded if 5-7 persons are traveling.*
  3. State Full-Sized Van at the rate of \$.50 per mile: *Funded if 8-12 persons are traveling.*
  4. In- and out-of-state mileages will be computed based on official state mileage charts.
  5. The purchase of all airline tickets will be facilitated with the help of ASG. Submit Travel Registration Form (available in the Center for Student Involvement-CSI) to the CSI Administrative Assistant at least 6 weeks prior to traveling. ASG has a maximum reimbursement amount of \$250 per passenger. If the airline ticket is greater than \$250 each person is responsible for paying the difference of the ticket before the ticket is purchased. ASG reserves the right to deny requests on the floor of the Senate as it sees fit. ASG provides partial funding for a maximum of 8 people for a regional conference and a maximum of 4 people for a national conference.

- B. Financial assistance for lodging will be as followed.

Regional Conference-A maximum of two hotel rooms will be provided

National Conference-A maximum of one hotel room will be provided

	<u>In-State</u>	<u>Out of State</u>
1-4 students traveling (One room)	\$50 Total	\$90 Total
5-8 students traveling (Two rooms)	\$100 Total	\$180 Total

- C. **Lodging** will not be funded within a 90-mile radius of Emporia.

- D. These guidelines shall not allow funding for:

1. National dues
2. Refreshments for meetings
3. Office supplies (exempting Associated Student Government)
4. Food on trips
5. Taxes (i.e., turnpike toll)
6. Sports organizations

7. Prizes
  8. Clothing
- E. The Student Senate will not allocate funds to any organization for the planning of, sponsoring of, or participation in activities, which foster or encourage the development of or advocacy of any specific religious or political outlook.
  - F. Registration for a conference or workshop shall be funded at a rate of 25 percent (25%) for each requesting organization member. However, the number of members to be funded is at the discretion of the Finance Committee.
  - G. Subscriptions and videos (rental and/or purchase of movies or blank tapes) shall be funded at the discretion of the Finance Committee. All purchased subscriptions and videos are to be placed at the discretion of the Finance Committee at the White Library or other resource center indicated.
  - H. Funds will be allocated according to the following criteria:
    1. Ratio of organization members attending a convention or directly benefiting from funds - compared to members of the organization.
    2. Student conventions will take priority over non-student/professional conventions.
    3. Benefits to the university as a whole by the organization.
    4. Community and campus service done by organization.
    5. Shall not exceed eight (8) students for regional conferences and four (4) students for national conventions.

### **How to Properly Request an Allocation (refers to forms that follow)**

The following is a checklist that organizations need to follow when requesting funds from Associated Student Government:

1. Must be a currently recognized student organization to request funds. All organizations eligible to receive an allocation will receive an application.
2. Forms must be TYPED and returned to the Center for Student Involvement office no later than the deadline specified in the application packet, which is usually around the first of March.
3. Along with the enclosed forms, organizations must also include the following:
  - a. A recent financial statement for the RSO. This statement is asking for how much your present balance is, what activities you have planned that will require you to remove money from this balance and your projected income and fund raisers.
  - b. A paragraph or brochure describing why the funds are requested
  - c. Allocation Request form. On this statement, list in importance (greatest to least) the need for funding. This will help ASG fund the most important things for the organization in case ASG is unable to fund entire request,
  - d. An alphabetized list of active member names,
  - e. A report of the volunteer service hours performed by the RSO during the current academic year. (20 hours per fiscal year). *This only applies to recognized student organizations that received ASG monies during that academic year.*

After submitting your request, a student senator will be assigned to assist with any questions concerning request. Allocation requests must be turned in to the front desk of the Center for Student Involvement around March 1. Your RSO will need to schedule a time to meet with the Fiscal Affairs Committee for an allocation hearing when turning in request. At this hearing the Finance Committee will ask questions pertaining to request. Hearings will begin in the second week of March. Please be prepared to state the educational value of request as well as any details pertaining to it.

**GENERAL INFORMATION**

Name of  
Organization \_\_\_\_\_

President's Name \_\_\_\_\_  
Advisor's Name \_\_\_\_\_

Phone Number \_\_\_\_\_  
On-Campus Extension \_\_\_\_\_

Purpose and benefits of organization \_\_\_\_\_  
\_\_\_\_\_

Membership Restrictions, if any:  
\_\_\_\_\_  
\_\_\_\_\_

Active Membership \_\_\_\_\_  
Total Membership \_\_\_\_\_  
Dues Per member \_\_\_\_\_

Funds other than ASG received during the 2002-2003 school year: (Mark all that apply along with the amount of funding)

Special Events Board: \_\_\_\_\_

Sponsoring Division: \_\_\_\_\_

ESU Foundation: \_\_\_\_\_

Donations: \_\_\_\_\_

Fundraising (List event and how much was raised):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Names and phone numbers of other officers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# EXAMPLE

**MUST ACCOMPANY ALLOCATION REQUEST**

**PLEASE TYPE**

## GENERAL INFORMATION

Name of  
Organization Alpha Kappa Iota  
President's Name John Smith Phone Number 343-9175  
Advisor's Name Bill Fredricks On-Campus Extension 5419

Purpose and benefits of organization: The purpose is to develop sound thinking and knowledge in marketing principles; and to promote friendly relations between students, faculty and business.

Membership Restrictions, if any: Active Membership 26  
Must be a full-time student with Total Membership 35  
interest in the field of business. Dues Per member \$10.00

Funds other than ASG received during the 2002-2003 school year: (Mark all that apply along with the amount of funding)

Special Events Board: \_\_\_\_\_

Sponsoring Division: \$50 for annual conference

ESU Foundation: \_\_\_\_\_

Donations: \_\_\_\_\_

Fundraising (List event and how much was raised):

Car wash that raised \$45

\_\_\_\_\_  
\_\_\_\_\_

Names and phone numbers of other officers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALPHA KAPPA IOTA  
ALLOCATION REQUEST  
*(Fiscal Year Date)*

**EXAMPLE**

I.	Annual Conference, St. Louis, MO February 2003 (4 people)		
A.	Mileage 782 miles x \$.24 (State Sedan)	\$187.68	
B.	Lodging 1 quad x \$80.25 x 1 night	<u>80.25</u>	\$267.93
II.	Speaker Honorariums		
A.	Fall 2002	\$ 25.00	
B.	Spring 2003	<u>25.00</u>	<u>\$ 50.00</u>
<b>TOTAL REQUEST</b>			<u>\$317.93</u>

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ALPHA KAPPA IOTA  
INCOME STATEMENT  
*(Starting Checking Balance – Projected Checking Balance)*

**EXAMPLE**

Checking Account Balance, <i>(Current Date)</i>		\$282.00
Projected Income and Fund Raisers	\$650.00	
Projected Expenses	<u>(625.00)</u>	
Projected Net Income		<u>\$ 25.00</u>
Projected Checking Account Balance, <i>(Projected Date)</i>		<u>\$307.00</u>

## **Allocation Hearing**

The representatives of the RSO may be asked to briefly present some general information about the organization concerning its purpose and past activities. The Finance Committee will ask the representatives to clarify the information submitted on the allocation request form.

### Sample questions

- 1) If only part of the funds requested for a project can be allocated, will the RSO still be able to carry out that project?
- 2) What program is most significant if all programs cannot be funded?
- 3) What other sources of funding are anticipated for the current fiscal year (i.e., divisional, fundraising, donations, etc.)?

The RSO representatives will be able to contribute any details that they feel are pertinent to the funding procedure. They can also ask any questions of the Finance Committee regarding information or procedures still unclear to them.

The allocation hearings will take place during March. RSOs may schedule hearings at the time an allocation request is submitted by signing up on the available appointment sheet.

## **Procedures For Spending Allocated Funds**

When RSOs are allocated funds through Associated Student Government they will receive a manual that will detail the process and procedures to effectively spend allocated funds. If you have any additional questions about this manual, visit the ASG web page at <<http://www.emporia.edu/asg/home.html>> or contact the Center for Student Involvement office, first floor Memorial Union, 341-5481.

## **Readjustment of Allocated Funds**

See ACTUAL Readjustment of Allocated Funds Form in the Appendices at the end of this manual.

Any RSO that desires to make a change to their allocation from Associated Student Government (after the allocation has been approved by the University President) must complete an Allocation Readjustment Request Form and submit it to the ASG Finance Committee at least six weeks prior to the event. Any questions related to readjustment of allocated funds should be directed to the Chair of the ASG Finance Committee.

## **Reserve Fund Allocations**

Recognized student organizations may request funds from the ASG Reserve Fund provided that such a fund was established in the previous year's ASG allocation legislation and approved by the University President.

Any recognized student organization may request funds from the reserve fund regardless of any previous funding they have been allocated by Associated Student Government, except for RSO's that receive funding from their own student fee line-item.

To request funds from the reserve fund, Recognized Student Organizations (RSO) must do the following:

1. At least six weeks before the event/trip is to take place the RSO should submit a request containing the following:
  - a. A detailed list including amounts of expenditures that the group would like to be reimbursed for.
  - b. A statement describing why assistance from the reserve fund is necessary.
  - c. Contact information for individuals in the organization that are directly involved in the event/trip.
  - d. This information should be submitted to the Chair of Finance Committee of Associated Student Government located in the Center for Student Involvement, located on the first floor of the Memorial Union.
2. Individuals from the organization must make themselves available to the Finance Committee to explain their request and answer any questions from the committee.
3. Upon approval by the Finance Committee of an allocation from the reserve fund, legislation will be prepared and sent before the Student Senate. This legislation presented by the Finance Committee to the Student Senate may call for either full or partial reimbursement of the event/trip.
4. At the Student Senate meeting at which this legislation comes up for debate, at least one member of the student organization must be present to answer any and all questions about the reserve fund request.
5. Upon passage of the bill by the Student Senate and signature by the President of Associated Student Government and the President of Emporia State University, all current procedures for accessing funds apply.

### **Other Possible Sources of Funding**

In the past, these groups have co-sponsored lectures and campus-wide programming:

#### Union Activities Council

UAC is not a funding group; rather, they are a programming body. If UAC co-sponsorship is considered, contact should be made well in advance of selecting the program, 341-5481.

#### Special Events Board

The Board needs to be contacted early in the spring so that they can decide on their sponsorship and plan accordingly, 341-5481.

Other groups sometimes co-sponsor activities pertaining to their group; i.e., Performing Arts Board, Women's Resource Center, etc. Other student organizations with similar goals and interests may co-sponsor activities together.

## ***POLICIES & PROCEDURES.....***

## **BOARD OF REGENTS POLICY ON STUDENT ORGANIZATIONS & ACTIVITIES (9C-02)**

The established policy of the Board of Regents of the State of Kansas prohibits discrimination on the basis of sex, race, religious faith, national origin, age or physical handicap within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.

The responsibility for compliance with this policy lies with each organization. In discharge of this responsibility, each organization shall acknowledge its understanding of this policy. Such acknowledgement shall assure that there exist no restrictions on membership, either local or national, which violate this policy. (9-24-65; 1-21-77)

Determination of Appropriate Student Activities and Fees: The chief executive officer shall be ultimately responsible for reviewing proposed expenditures from fees required of every student as a condition of enrollment and as determining whether such expenditures are in support of an appropriate student activity.

## **BOOKSTORE POLICY (1/01)**

The Memorial Union Bookstore is operated by an independent corporation in contract with Emporia State University. This agreement, in exchange for identified consideration and terms, guarantees the contractor to be the sole operator of the Memorial Union Bookstore and supplier of textbooks, spirit wear and other university merchandise, as well as other merchandise determined to be of need or interest to the Emporia State University on campus community. Per contract, the Memorial Union Bookstore retains the first right to be the provider of any items intended for resale at Emporia State University.

RSOs desiring to offer university apparel or other items sold through the Memorial Union Bookstore for fundraisers, award prizes for events, etc. may follow the procedure below:

1. Requests for items must be submitted to the Manager of the Memorial Union Bookstore in writing at least 4 weeks prior to the date needed. Requests should include the following information:
  - a. Department or recognized student organization (group) making the request
  - b. Contact person including name, phone number and local address
  - c. Type of item being requested (clothing, mug, key chain, etc.)
  - d. Quantity of item requested, including size, if clothing
  - e. Graphic choice
  - f. Nature of request (donation, purchase at cost, co-sponsorship, etc.)
2. The Manager of the Memorial Union Bookstore will respond to requests within three business days. Should the Memorial Union Bookstore choose to not produce the items

requested, permission may be granted in writing to seek and secure alternative sources for the product.

3. In no case may the resale or distribution of items be granted in writing without the express permission of the Memorial Union Bookstore.

## SPECIAL EVENTS

### BULLETIN BOARD GUIDELINES FOR DISPLAY OF POSTERS

Special Events provides the opportunity for recognized student organizations and divisions and/or administrative areas of Emporia State University to publicize upcoming events through means of bulletin boards located in each building on campus. When space permits, ESU departmental flyers announcing non-event information of interest to the general student population may also be posted. This information pertains only to Special Events bulletin boards; it is in no way the policy for posting materials on departmental, Associated Student Government or Union Activities Council bulletin boards. Individuals or organizations need to check with these groups to determine their guidelines.

Materials may be displayed two (2) weeks in advance of the event unless the demand for bulletin board space is too great. In that case, every attempt will be made to display the materials for one week. All materials must be approved by Special Events in the Center for Student Involvement off of the Main Lobby in the Memorial Union. All posting will be done by personnel hired through the Center for Student Involvement for that purpose. In order for materials to be posted, it is necessary to comply with the following guidelines:

1. Student organizations must be recognized by Associated Student Government in order to post information for upcoming events. No commercial advertisements will be posted unless they relate to events sponsored by recognized organizations.
2. Materials need to include the name of the event, date, time, place (on-campus building name, room name and/or number or off-campus name and street address) and the sponsoring organization's full name.
3. Only the required number of materials, according to desired distribution, will be accepted for posting. If specialized distribution is required, the preferred Special Events bulletin board(s) should be indicated in writing, for posting.
4. Due to bulletin board space limitations, materials **cannot** exceed 14" x 22".
5. Materials will be posted only by the person hired specifically for that purpose and only on designated Special Events bulletin boards.
6. No poster or flyer will be approved if it promotes profanity, discrimination (racial, sexual, age, disability, etc.), exploitation (as described in university policies), religious or political views, alcohol or drug abuse, or illegal activities.
7. Unauthorized materials will be removed and discarded without notification.
8. Materials are to be taken to the Center for Student Involvement for approval. The number of posters or flyers required, depending upon coverage desired, are as follows:

Building Distribution Only	25
Residence Halls Only	45
Total Distribution	70

- Materials promoting course offerings and schedule changes will not be accepted.
- Any exceptions will be authorized by the Executive Secretary of the Special Events Board.

## **DINING SERVICES POLICY (11/00)**

Sodexo, the food service provider at Emporia State University, has the exclusive rights to **ALL** food service on campus. This policy includes the Memorial Union and all other buildings on campus. When a Recognized Student Organization (RSO) is planning an event on campus where food will be served the RSO must contact Dining Services Catering office, second floor the Memorial Union, at 341-5907. Please give ample notice to the Catering office in order for them to properly prepare for the RSO event.

## **EQUAL EMPLOYMENT OPPORTUNITY, EQUAL EDUCATIONAL OPPORTUNITY & NON-DISCRIMINATION POLICY (1A-05)**

Emporia State University values and welcomes the benefits of diversity, and pledges to current and prospective students, faculty, staff, administrators, and the public that we expect and demand the worth and dignity of all people be recognized without regard to any classification that might preclude a person from consideration as an individual. The University regards inappropriate behavior, unfair treatment or harassment of any individual to be inconsistent with its goals of providing an atmosphere in which students, faculty, staff and administrators may safely learn, work, and live.

Emporia State University is committed to equal employment opportunity, equal educational opportunity, and non-discrimination in the operations and administration of all University programs and services. All decisions with reference to employment (including, but not limited to, selection, discipline, promotion, or termination) and all decisions with reference to student status (including, but not limited to, admission, academic achievements, or discipline) will be made without regard to age, race, color, religion, gender, marital status, national origin, handicap or disability, status as a Vietnam Era Veteran, sexual orientation, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

Students who feel they have been discriminated against on the basis of any item set forth in the Equal Employment Opportunity, Equal Educational Opportunity and Non-Discrimination Policy should contact the Vice President for Student Affairs (341-5267) or the Affirmative Action Officer (341-5379). Staff, faculty, or members of the public should contact the Affirmative Action Officer. (FSB 00005 passed by Faculty Senate 11/7/00; approved by President 11/14/00)

## **MEMORIAL UNION PROMOTIONAL BANNERS & POLICIES FOR USE (4/92)**

- All banners hung within the Memorial Union must be approved and adhere to the applicable policies prior to being hung.
- Only banners advertising for and provided by a department or division of Emporia State University or a RSO may be displayed in the Memorial Union. The Memorial Union Associate Director may specifically approve any exceptions. In no case will banner promotion for

commercial firms be allowed even if sponsored by a recognized ESU department or organization.

3. Banners may be displayed a maximum of ten (10) working days prior to an event.
4. The following information is required on all banners hung in the Memorial Union:
  - a) full name of the sponsoring department or organization with the exception of university-wide student organizations or events using an established logo;
  - b) banners in languages other than English must have an English translation as part of the banner; and
  - c) complete event information (time, date, location, cost) is suggested, however "teaser" banners are permissible.
5. For safety reasons, banners will be hung and removed by Memorial Union staff. Banners will be removed the morning following the event or at the end of the reservation period. Banners will be disposed of unless other arrangements have been made with the Student Organizations, Activities & Special Events office manager.
6. No more than nine (9) banners may be displayed at one time with no more than two banners per organization or department. Reservations for banner space may be made with the office manager in the Student Organizations, Activities & Special Events office, first level, Memorial Union. Priority will be given on a first-come basis. Banner size may not exceed 84" x 21" (Banner spaces 1 - 3) or 180"x21" (Banner spaces 4 - 9). Banners may be two-sided or one sided.
7. All banners will be approved and authorized by the office manager in the Student Organizations, Activities, and Special Events Office. Should the request for banner space be denied, the sponsor may appeal to the Associate Director of the Memorial Union. Banners promoting profanity, discrimination, alcohol or drug abuse, or illegal activities, or not adhering to other sections of this policy will not be approved.
8. Banner spaces approved within the Memorial Union are located in the Main Street area on the first floor.
9. The Memorial Union Staff reserves the right to remove any incorrectly placed banners. Unauthorized materials will be removed and discarded without notification.

## **MEMORIAL UNION BULLETIN BOARD AREAS & POLICIES FOR USE (3/00)**

### **Memorial Union Promotional Materials General Regulations**

1. No materials may be taped or tacked to the walls, doors, windows, or floor in the Union unless approved by the Memorial Union Director or Assistant Director for Operations.
2. No promotional material will be approved if it promotes profanity, discrimination, alcohol or drug abuse, or illegal activities.
3. Unauthorized material will be removed and discarded without notification.

### **Memorial Union Bulletin Board Policy**

The Memorial Union provides the opportunity for recognized student organizations, divisions, and/or administrative areas of Emporia State University to publicize upcoming events through the means of bulletin boards. The following information pertains to Memorial Union bulletin boards; it is in no way the policy for posting materials on departmental bulletin boards, Associated Student Government bulletin boards or Union Activity Council bulletin boards. Individuals or organizations need to contact these groups to determine their guidelines.

1. The Memorial Union has two (2) general display boards

- a. Board #1 is located directly across from the ID Office on Main Street. Dimensions are 9' 3 1/2" x 3' 10 3/4"
  - b. Board #2 is located on the landing of the Hornet's Nest Stairs. Dimensions are 7' 3" x 3' 8"
2. Materials may be displayed for two (2) weeks. They will be scheduled from Monday to Monday. Reservations for bulletin board displays may be made in the Conference/Scheduling Office, first level, Memorial Union. All materials need to be removed by the organization or department on Monday morning at the end of the reservation period.
  3. Student organizations must be recognized by Associated Student Government in order to post information for upcoming events; no commercial advertisements will be posted unless they relate to events sponsored by recognized student organizations.
  4. Materials promoting profanity, discrimination, alcohol or drug abuse, or illegal activities, or not adhering to other sections of this policy will not be permitted.
  5. The Memorial Union staff reserves the right to remove any incorrectly placed materials. Unauthorized materials will be removed and discarded without notification.

## **Memorial Union Special Bulletin Boards**

1. Free Board: located at the SE entrance of the Hornet's Nest is provided so that any individual or group can post information without approval.
  - a. This information can include personal or classified items.
  - b. There is a two (2) week limit on posting items to allow for as many posters as possible.
  - c. Unauthorized posters will be removed and discarded without notification.
2. Job Announcement Boards: these boards are provided to list job openings in the Memorial Union as well as job openings throughout campus. Employment information is processed and updated by Human Resources, 2<sup>nd</sup> floor, Plumb Hall.

## **Memorial Union Table Tent Policy**

3. All table tents distributed within the Memorial Union must be approved by the Conference/Scheduling Office, first level, Memorial Union and adhere to the applicable policies prior to being distributed.
4. Only table tents advertising for and provided by a department, division, or a recognized student organization of Emporia State University may be displayed in the Memorial Union. Any exceptions must be approved by the Memorial Union director. In no case will table tents be displayed that promote commercial firms.
5. Table tents may be displayed for one (1) week prior to an event. They will be scheduled from Monday to Monday. Reservations for table tents may be made through the Conference/Scheduling Office.
6. The following information is required on all table tents distributed within the Memorial Union.
  - a. full name of the sponsoring department or organization with the exception of university-wide student organizations or events using an established logo (i.e. "Swarm")
  - b. table tents in languages other than English must have an English translation as part of the table tent
  - c. complete event information (time, date, location, cost) is suggested, however, "teaser" table tents are permissible

7. Distribution and removal of table tents is the responsibility of the sponsoring organization or department. All table tents must be removed by the sponsoring organization no later than 12:00 noon the day following the event. Failure to do so may impact the ability to reserve and place table tents for the remainder of the semester.
8. No more than three (3) different table tents may be displayed at one time with no more than one table tent displayed per organization or department. Table tent size may not exceed 8"x4".
9. Table tents promoting profanity, discrimination, alcohol or drug abuse, or illegal activities, or not adhering to other sections of this policy will not be approved.
10. Areas approved for table tent distribution and placement within the Memorial Union:
  - Main Street, first level, Memorial Union
  - Lakeview Cafeteria, first level, Memorial Union
  - Hornet's Nest, lower level, Memorial Union
  - Corky's Corner, lower level, Memorial Union
11. The Memorial Union staff reserves the right to remove any incorrectly placed table tents. Unauthorized materials will be removed and discarded without notification.

## **Memorial Union Display Case Policy**

12. Scheduling of the display cases will be through the Conference/Scheduling Office, first level, Memorial Union.
13. The Memorial Union has five (5) display cases available. Two on Main Street across from the Nectar, and three in the West Lobby area. The dimensions of the display cases are as follows:
  - a. Display Cases on Main street across from the Nectar - 44"x40"x6"
  - b. West Lobby north display case - 50"x46"x8"
  - c. West Lobby south display case - 42"x46"x8"
  - d. Display case in West Lobby by Hornet's Nest elevator – 65"x46"x8"
14. These display cases are provided for scheduling by recognized student organizations, divisions, and/or administrative areas of Emporia State University. They are not intended for displays by an individual. There is a two (2) week limit on scheduling a display case unless pre-approved by the director of the Memorial Union. They will be scheduled from Monday to Monday. All materials need to be removed by the organization or department on Monday morning at the end of the reservation period.
15. Display cases promoting profanity, discrimination, alcohol or drug abuse, or illegal activities, or not adhering to other sections of this policy will not be permitted.
16. Inappropriate displays will be removed without notification.
17. If the display cases are damaged by an organization or University department, the Memorial Union will have the unit repaired and the organization or University department will be charged for any costs incurred.

## **Memorial Union Banner Policy**

1. All banners hung within the Memorial Union must be approved and adhere to the applicable policies prior to being hung.
2. Only banners advertising for and provided by a department or division of Emporia State University or a RSO may be displayed in the Memorial Union. The Memorial Union Director

must approve any exceptions. In no case will banner promotion for commercial firms be allowed even if sponsored by a recognized ESU department or organization.

3. Banners may be displayed a maximum of ten (10) working days prior to an event. They will be scheduled from Monday to Monday. Banners need to be brought to the Conference/Scheduling office on the Friday prior to the week your banner is scheduled.

4. The following information is required on all banners hung in the Memorial Union:

- a. Full name of the sponsoring department or organization with the exception of university-wide student organizations or events using an established logo;
- b. Banners in languages other than English must have an English translation as part of the banner; and
- c. Complete event information (time, date, location, cost) is suggested, however "teaser" banners are permissible.

5. For safety reasons, banners will be hung and removed by Memorial Union staff. Banners will be removed the morning following the event or at the end of the reservation period. Banners will be disposed of unless other arrangements have been made with the Conference/Scheduling office.

6. No more than nine (9) banners may be displayed at one time with no more than two banners per organization or department. Reservations for banner space may be made with the Conference/Scheduling office, first level, Memorial Union. Priority will be given on a first-come basis. Banner size may not exceed 84" x 21" (Banner spaces 1 - 3) or 180"x21" (Banner spaces 4 - 9). Banners may be two-sided or one sided. Holes need to be punched and reinforced in the banner for hanging. No glitter or any other materials that may fall on the floor may be used on the banners.

7. All banners will be approved and authorized by the Conference/Scheduling office. Should the request for banner space be denied, the sponsor may appeal to the Director of the Memorial Union.

Banners promoting profanity, discrimination, alcohol or drug abuse, or illegal activities, or not adhering to other sections of this policy will not be approved.

8. Banner spaces approved within the Memorial Union are located in the Main Street area on the first floor.

9. The Memorial Union Staff reserves the right to remove any incorrectly placed banners. Unauthorized materials will be removed and discarded without notification.

## **UNIVERSITY POLICY ON BEVERAGE ALCOHOL & OTHER DRUGS**

### **3M.01 ALCOHOL POLICY** (Approved by President 12/05/01)

1. Upon approval of the President, Emporia State University permits the service or consumption of alcoholic liquor on campus subject to the following guidelines. For purposes of this policy, alcoholic liquor includes all beverage alcohol. The form to request permission to serve/consume alcohol is available in the ESU Memorial Union Conference and Scheduling Office, and must be completed in order to initiate the request for approval process. A 30 day lead time is required.

2. The sale of alcoholic beverages is prohibited. For organizations or individuals desiring to serve alcohol, (1) events must be by invitation only; (2) those served must be at least 21 years of age; and (3) alcohol must be included in the price of the ticket for the event. The sponsor of the event is responsible for obtaining the permits and/or licenses necessary for that event from appropriate governmental agencies. Call ESU Conferences and Scheduling for information on obtaining applicable licenses and appropriate forms. Service or consumption of alcohol is intended to be limited to specific events, i.e., luncheons, dinners, or receptions which honor

individuals and which occur in connection with official University events, fund-raising activities for University programs, or special permission of the President.

3. Promotional materials and/or invitations must state the actual times the bar will be open. The bar will close at least 30 minutes prior to the scheduled conclusion of the event.

3-104

4. The sponsor of any event involving alcoholic liquor shall implement precautionary measures such as checking ID or refusing to serve to reasonably assure that alcoholic liquor is not accessible or served to persons under the legal drinking age or persons who appear intoxicated.

5. ESU follows all federal, Kansas, and local laws regarding the service and consumption of alcohol. Event sponsors as well as the individual consumers are to adhere to the law. Sponsors, and not ESU, will be responsible for determining and fulfilling all federal, state, and local requirements for their event.

6. Event sponsors are responsible for the purchase of beverage alcohol to be served.

7. Non-alcoholic beverages and food shall be available in the same place as the beverage alcohol and featured as prominently as the alcohol.

8. Consumption of alcohol is permitted only in the following non-classroom areas and outside grounds immediately adjacent thereto.

A. Plumb Hall (1<sup>st</sup> and 2<sup>nd</sup> floor lobbies and Presidential Office Suite only)

B. Visser Hall Atrium

C. King Hall (Bruder Theatre lobby and Gilson Room only)

D. Beach Hall Rotunda and Shepherd Music Center Rotunda

E. Cremer Hall Lobby (Koch Lounge and Roe R. Cross Room)

F. Sauder Alumni Center

G. Anderson Library

H. Hutchinson Family Pavilion

I. Memorial Union

9. Related Policies for the Memorial Union

A. The Memorial Union food service staff must provide bartending service. All non-University events at which alcohol is served will be assessed a \$100 charge. Damages or clean-up beyond that of normal use will be charged at the rate of \$30 per hour. Clean up beyond that of normal use is at the determination of the Memorial Union staff.

B. The Memorial Union Corporation reserves the right to intervene, control, prohibit, or stop any event or activity it deems unlawful or hazardous to the health, safety, or security of its students, patrons, or clients, or may cause damage to the building or premises.

C. Organizations may not use the Memorial Union building for the promotion of alcoholic or cereal malt liquor.

10. Related Policies for Sauder Alumni Center/Hutchinson Family Pavilion

A. For organizations or individuals desiring to serve alcohol in the Center, (1) events must be by invitation only; (2) those served must be at least 21 years of age; and (3) if alcohol is included in any manner in the price of the ticket for a reception, or dinner, the sponsor of the event is

responsible for obtaining the temporary permits necessary for that event from the appropriate governmental agencies. 3-105

11. Other areas approved by the President.

NOTE: All applications for temporary alcoholic liquor license shall be made 30 days prior to date of event.

This policy shall be reviewed annually by the alcohol advisory committee.

## **UNIVERSITY POLICY ON DEMONSTRATIONS OF DISSENT & PROTEST**

One of the freedoms in the academic community is the recognition by the university of students' right to orderly demonstration of dissent and protest. This freedom does not allow disruption of the ongoing functions and mission of the university, nor can such student action be allowed to endanger the health, safety, or well-being of others. In order to understand the procedural policy and responsibility involved in such demonstrations, it is strongly recommended that students communicate with the Vice President for Student Affairs, 323 South Morse Hall, prior to such action.

Students or student organizations who wish to express themselves publicly on the issues may use Union Square between Plumb Hall and the Memorial Union. Arrangements for such use can be made with the Conference/Scheduling Office located in the Memorial Union.

## **TRAVEL POLICY & PROCEDURES**

<<http://www.emporia.edu/esu/handbook/>  
Click on University Policy Manual (current)

All travelers are expected to be familiar with the State of Kansas Employee Travel Expense Reimbursement Policy Manual (1-800-748-7400) The State Travel Center, and the Travel Center for State Employees, State Department of Administration for specific rules and regulations concerning official travel. If a department has questions regarding travel, contact Accounts Payable x5145, or x5134.

**Every individual driving a state vehicle must be a state employee and must have a valid driver's license.** University employees are reminded that citizens of Kansas are encouraged to report state vehicles they believe are being used improperly. Employees should always be aware that they are accountable for the state vehicle they are assigned, how it is driven, where it is driven, and where it is parked.

## **RSO TRAVEL REGISTRATION (8/01)**

One of the benefits of involvement in Recognized Student Organizations at Emporia State University is that students frequently have the opportunity to travel away from campus to conferences or other places for business or educational experiences related to the organization. Students participating in RSO-related travel are required to complete the RSO Travel Registration form prior to their departure. Students have a responsibility to provide the University with information about their RSO travel, which will allow the university to better serve students and their organizations. See ACTUAL RSO Travel Registration Form in the Appendices at the end of this manual.

## STATE VEHICLE RESERVATIONS 3H.04

<<http://www.emporia.edu/esu/handbook/>  
Click on University Policy Manual (Current)

The University maintains a fleet of vehicles for use by University personnel as needed. The University maintains liability insurance only. No medical insurance is carried on the driver or passengers. Departments are billed for the usage of these vehicles on a per mile basis plus any turnpike tolls charged on the K-Tag assigned to each vehicle.

The motor pool consists of the following vehicles and rates, effective July 2004:

<u>Number</u>	<u>Type</u>	<u>Capacity</u>	<u>Rate/Mile</u>
12	Automobile	6 passengers	.36
1	Mini-Van	7 passengers	.42
8	Van, full-sized	12 passengers	.50

Once the trip has been approved a vehicle can be reserved directly through the use of the CAR system on the mainframe computer. When reserving a vehicle allow sufficient time for pickup and return. However, to provide for maximum usage of vehicles, do not reserve a vehicle for too long creating slack time. Vehicles should not be picked up prior to the reserved time.

Reservations must be made with an appropriate state account number. A RSO may use a state vehicle for official travel or they may use a private car as well. The department whose state account number is used is responsible for the cost of the reservation. The RSO will reimburse the department. The RSO will not pay directly for the use of the state vehicle.

## STATE VEHICLE RESERVATION PROCEDURE

It is necessary to reserve state vehicles in advance for travel on official university business. State vehicles are reserved frequently. As soon as travel is anticipated, make your reservation. For assistance, talk to RSO faculty advisor or the Administrative Assistant of the Center for Student Involvement.

The necessary information to determine state vehicle availability is as follows:

1. Identify the type of state vehicle needed according to the number of passengers and/or luggage to be transported.
2. Beginning date and time the vehicle will be picked up to load and leave Emporia.
3. Date and time the vehicle will be returned to Emporia State University. Provide the driver adequate time to return the vehicle. **DO NOT BE LATE**; the vehicle has been reserved for another trip as soon as it is returned.

Once it is determined that a state vehicle is available, the following minimum information is necessary to make the state vehicle reservation:

1. Name of driver (last name first)
2. Phone number of driver
3. Department identification for which the travel is occurring

4. Social Security Number of the driver
5. State account number to which the state vehicle expense is to be charged. More than one state account number may be entered with designations as to either dollar amounts or percentages appropriate for each account number to be charged. A local account number is not appropriate.
6. Destination: may be a city and state or other location
7. City and state of destination
8. Names of the passengers included in the vehicle
9. Reason for the trip: conference or meeting name being attended

If for some reason the travel is cancelled, simply call the Center for Student Involvement and release the reservation. **Should a state vehicle be reserved, not used, and not cancelled, there will be a charge to the appropriate state account number.**

## **STATE VEHICLE PICK-UP/RETURN PROCEDURES 3H.04**

<<http://www.emporia.edu/esu/handbook/>  
Click on University Policy Manual (Current)

The driver will go to the Power Plant (east door) to pick up the reserved state vehicle. The Power Plant personnel will require the driver to sign a reservation form and complete the Statement of Personal Usage form (if applicable).

The driver will receive the keys to the vehicle as well as a state credit card (inside the wallet on the key chain). Instructions on what to do in case of an accident are in the vehicle with the vehicle registration and proof of insurance. The state credit card is to be used only for expenses related to the state car to which it is assigned. Under no circumstances is it to be used to purchase gasoline or other products for a private vehicle.

Each vehicle should have a full tank of gas. It is the driver's responsibility to verify the tank is full. If it is not full, the driver should notify Power Plant personnel to have the vehicle fueled.

Vehicles should be returned to the Power Plant. Park the vehicle in the spaces reserved for state vehicles on the east side of the Power Plant. Return the keys and credit card and any gasoline receipts to a Power Plant employee with the ending mileage. The date and time the vehicle was returned and the ending mileage should be recorded by the Power Plant employee. The driver of a state vehicle must notify the department secretary of personal funds used to pay for gasoline, oil, or other expenses related to the state vehicle and must submit receipts to be reimbursed.

Employees may park personal vehicles in the University parking lots east of the Stormont Maintenance Center. A temporary parking permit is available from Power Plant personnel and will allow for free parking while the individual is driving a state vehicle.

## **POLICY ON USAGE OF 15-PASSENGER VANS 3H.0402**

(Revised 7/19/02)

Purpose: The purpose of this statement is to set forth University policy with regard to the usage of 15-passenger vans for transportation of University employees and/or students.

I. Preamble

It is recognized that a 15-passenger van (hereinafter "Van" or "Vans") will often be the most effective means of transportation for certain activities and events involving University employees and/or students. This policy statement is intended to implement uniform standards of usage in an effort to maximize the safety of those utilizing the Van.

## II. Policy Statement

1. All van usage must be in compliance with applicable municipal, state and federal requirements.
2. Van drivers must be full-time or part-time employees of the University or have an appointment as a graduate assistant. Undergraduate students may not be van drivers. An exception is granted for on-campus use and trips less than 5 miles from the University main campus.
3. Prior to driving a van, drivers must complete a National Safety Council class on Van Driving and Safety.
4. No driver shall operate a Van more than ten hours in any twenty-four hour period. The Van driver must take a mandatory thirty minute rest break every four hours.
5. The Van driver will be personally responsible for any and all traffic or parking citations, tickets or fines received while operating a Van.
6. All occupants of the Van must use a seat belt at all times of operation.
7. No van will be used to transport or carry more than twelve passengers (including the driver) at any one time.
8. No luggage may be stored on top of a Van.
9. This policy is applicable to the usage of all Vans, whether owned, rented or leased by the University.

## III. Implementation

This policy shall be included in the ESU Policies & Procedures Manual and shared with appropriate constituencies of the University.

## IV. Effective Date

This policy will become effective as of June 25, 2001; revised 7/19/02.

Approved: Ray Hauke, Vice President  
Reviewed: Kay Schallenkamp, President  
June 22, 2001

## **ACCIDENT REPORTING REQUIREMENTS 3H.0401**

Click on University Policy (Current)

If an accident occurs involving a privately owned or state-owned or leased motor vehicle being used for official state business, the following action should be taken:

1. The vehicle operator or some other reliable person should immediately report the accident to the Highway Patrol or other law enforcement agency.
2. Immediately notify the faculty advisor of the accident. If the student is unable to do so, then the first student having knowledge of the accident should make the notification.
3. The faculty advisor will notify the vice president of the affected area and ESU Police & Safety.
4. Statements should not be made to anyone except law enforcement officers, Power Plant personnel, or University administration.
5. Identifying information of other parties involved in the accident should be obtained.
6. The student involved in the accident is responsible for protecting state property from theft or further damage. If the student is not able to do so, then the student's faculty advisor or first student having knowledge of the accident should do so.
7. Damaged vehicles shall be towed to state property to avoid storage charges.
8. Notify the Director of Administration and Facility Maintenance in University Facilities x5331 for liability insurance purposes if damage to other property was involved.
9. All copies of information should be forwarded to the Controller's Office. The Controller's Office will report to the State Department of Administration as appropriate.

A copy of the accident reporting requirements will be kept in each vehicle with the vehicle registration and proof of insurance.

## **APPENDICES.....**

**A DEPOSIT SLIP  
CHECK REQUISITION**

**B RECOGNIZED STUDENT ORGANIZATION (RSO) REGISTRATION  
SHEET**

**C RECOGNIZED STUDENT ORGANIZATION (RSO) TRAVEL  
REGISTRATION FORM**

**D OUT-OF-STATE TRAVEL EXPENSE**

**REQUISITION/AUTHORIZATION FORM  
TRAVEL DETAIL VOUCHER FORM**

***E* ASG ALLOCATION READJUSTMENT REQUEST FORM  
ASG RESERVE FUND FORM**

## **HOW TO FILL OUT A DEPOSIT SLIP**

1. Fill in current Month, Date, and Year.
2. Fill in the RSO account number.
3. Fill in a T, if this is a taxable sales item
4. Fill in source code, which is **ALWAYS 8900** for local RSO.
5. Fill in the Amount of each item (i.e. cash, checks, money orders, etc.)
6. Description of each item being deposited.
7. Total cash to be deposited.
8. Total checks to be deposited.
9. Total deposit amount of checks and cash.

## **HOW TO FILL OUT A CHECK REQUISITION**

1. Fill in correct name of recognized student organization.
2. Fill in account number for RSO.
3. Fill in the current Month, Day & Year
4. Provide correct name of person/vendor to be paid. Make sure to have the social security number if paying to an individual. Attach invoice, receipts, and other supporting material to the Check Requisition.
5. Fill in the person/vendor's street address.
6. Fill in the person/vendor's City, State, and Zip Code.
7. Leave blank.
8. Fill in description of article or service to be printed on the check stub, 21 characters allowed per check.
9. Fill in the amount of the check.
10. Treasurer's signature.
11. Recognized student organizations Advisor signature.
12. Recognized student organizations on-campus phone extension.



**HOW TO FILL OUT AN RSO REGISTRATION SHEET**

1. Official Name of Organization.
2. Organization Web Site address. Please mark if you would like your site publicized through the Student Organizations & Activities office web site.
3. Month(s) of your Organization Election(s).
4. Number of ESU Student Members (required).
5. Circle meeting schedule of your Recognized Student Organization (RSO).
6. Circle time frame of when your RSO collects Member Fees. Make sure you answer the amount of Member Fees collected and how often.

**EXECUTIVE OFFICER INFORMATION**

7. Name of the current officer, which will be the contact for the RSO.
8. Title of the current officer, which will be the contact for the RSO.
9. On-campus mailing address for the RSO.
10. Emporia address of the current officer.
11. Daytime phone of the current officer.
12. Nighttime phone of the current officer.
13. Personal email address of the current officer.

**OTHER OFFICER INFORMATION**

14. Name of other officers.
15. Title of the other officers.
16. Financial officer (Treasurer) name.
17. Financial officer's daytime phone.
18. Financial officer's personal email address.

**ON-CAMPUS & ADDITIONAL ADVISOR INFORMATION**

19. Name of the RSO's on-campus advisor.
20. Department of the on-campus advisor.
21. Box number of the on-campus advisor.
22. Office building and room number of the on-campus advisor.
23. On-campus phone extension for the on-campus advisor.
24. Signature of on-campus advisor.
25. Name of the RSO's additional advisor (if this pertains to the organizations).
26. On-campus or Emporia address of the additional advisor.
27. Daytime phone number for the additional advisor.
28. Personal email address for the additional advisor.

**ADDITIONAL INFORMATION FOR THE RSO**

29. Please write a BRIEF description of your RSO.

**ORGANIZATION ACCOUNT INFORMATION**

30. Primary institution name (bank, credit union, ESU safekeeping).
31. Type of Account being used (checking, savings, investments).
32. Number of transaction signatures required by the financial institution.
33. Secondary institution name (bank, credit union, ESU safekeeping), if applicable.
34. Type of Account being used (checking, savings, investments), if applicable.
35. Number of transaction signatures required by the financial institution, if applicable.





**HOW TO FILL OUT AN RSO TRAVEL REGISTRATION FORM**

1. Enter the name of the recognized student organization requesting the trip.
2. Enter the name of the coordinating individual going on the trip.
3. Enter the daytime phone number of the coordinating individual.
4. Enter the departure and destination cities. Include all cities where major business will be conducted. Do not include cities where the only reason to stop is to change modes of transportation.
5. Enter the hour the trip is expected to begin (leaving Emporia).
6. Enter the date the trip is expected to begin.
7. Enter the hour the trip is expected to end (arrival back to Emporia).
8. Enter the date the trip is expected to end.
9. Enter the reason for the trip. Do not use abbreviations.
10. Enter the modes of transportation used. Use multiple codes as necessary.
11. List other state employees or students on the trip.
12. Enter the name of the lodging facility to be occupied at the destination (if known).
13. Enter the phone number of the lodging facility at the destination (if known).
14. Signature of the coordinating individual.
15. Enter the date the coordinating individual signed the form.
16. Enter the destination city and state and the name of the activity being attended.
17. Enter the date(s) the trip is expected to begin and end.
18. Enter the name of the recognized student organization.
19. Each trip participant is to print his or her legal name.
20. Signature of each trip participant.
21. Enter the date on which each trip participant has signed the liability waiver.





**OUT-OF-STATE TRAVEL EXPENSE REQUISITION/AUTHORIZATION  
FORM INSTRUCTIONS**

1. Enter the name of the recognized student organization requesting the trip, preceded by "ASG-" designation.
2. Enter the campus mailbox number to which form copies are to be returned; #65 for ASG allocations.
3. Enter the name of the individual going on the trip.
4. Enter the official university title of the traveler (student, graduate assistant, etc.)
5. Enter the traveler's social security number.
6. Enter the departure and destination cities. Include all cities where major business will be conducted. Do not include cities where the only reason to stop is to change modes of transportation.
7. Enter the date and hour the trip is expected to begin (leaving Emporia).
8. Enter the date and hour the trip is expected to end (arrival back to Emporia).
9. Enter the reason for the trip. Do not use abbreviations.
10. List other state employees or students on the trip.
11. Enter the modes of transportation used. Use multiple codes as necessary.
12. The Office Manager of the Student Organizations & Activities Office will enter the ASG 13-digit account number.
13. Enter the fare amount for airplane, bus or car travel. Indicate if the airfare will be charged directly to the university by the State Travel Center.
14. Enter the total amount of the registration fee, if any. Indicate whether the registration fee will be prepaid.
15. Enter the estimated amount of lodging expenses.
16. Enter the estimated amount of miscellaneous expenses.
17. Enter a detailed list and the corresponding amount of the miscellaneous expenses.
18. Enter the total of all expenses. This is the total cost for the trip.
19. Enter the amount ASG has approved for the trip.
20. In the event that the ASG allocation does not cover the entire cost of the trip, list the account numbers and amounts to be charged to each account. The Office Manager of the Student Organizations & Activities Office will complete the ASG 13-digit account number and verify the allocated amount.
21. Signature of the traveler.

PLEASE NOTE: The following approvals are done electronically as this form is sent electronically to the people below.

22. Approval of the ASG Advisor approving expense against ASG allocation.
23. Approval of the Administrative Head or Other Required Signatures.
24. Approval of the Vice President for Student Affairs approving travel.
25. Approval of the Grants Office if applicable.
26. Approval of the University Controller.
27. Reservation number will be entered by the Budget Office. This number is required to charge airfare to the university through the State Travel Center.

## TRAVEL DETAIL VOUCHER INSTRUCTIONS

1. Enter social security number of driver.
2. Enter name of driver. Must be same person designated on the In- or Out-of-State Travel Requisition.
3. Enter complete mailing address to which the reimbursement check is to be mailed.
4. Enter "Emporia State University"
5. Enter dates of travel "(date left) to (date returned)"
6. Enter job title in relation to university (student, graduate assistant, etc.); not in relation to a student organization.
7. Enter "Emporia, KS"
8. List dates of travel
9. Enter time leaving Emporia across from date designation
10. Enter time returning to Emporia across from date designation
11. If a private vehicle is driven, enter official one-way mileage (can be obtained in Student Organizations & Activities Office if not stated on allocation) across from date designation. Complete Total Miles, X Rate per mile, and Total at bottom of column. If state vehicle is driven, no entries will be made in this column. However, enter notation "Drove State Vehicle" under Other Expense column description section.
12. Enter city and state of ultimate destination across from date designation. Out-of-State destinations including airfare are Entered "(city, state) via (Airport used)"
13. Enter name of motel/hotel. If no conference rate is given, reservations must have been made through the state travel center.
14. Enter per-night rate according to lodging receipt. Total column at bottom.
15. Use this area to enter:
  - a) Purpose of travel (name of meeting/conference attended)
  - b) Other expenses (covered by ASG allocation)
  - c) Other explanations (drove state vehicle, airfare, charged to ESU, etc.)
  - d) Students (list names of ESU student participants)Total expenses at bottom of column and enter document total to be reimbursed to driver. If amount of reimbursement is less than the total expense, enter "allowed" and amount of appropriate reimbursement amount.
16. Enter name of student organization from which the expense has been allocated, including "ASG -" prefix.
17. The ASG 13-digit account number will be added by the Office Manager of Student Organizations & Activities office.
18. Driver signature and date. Take/mail form and all receipts to the Student Organizations & Activities office for verification, signatures, and continued processing through the State of Kansas procedure.
19. Division approval signatures are for approval from the funding source. ASG allocation requires approval from the ASG Advisor only; not an organization advisor or other division administrator.

**ASG ALLOCATION READJUSTMENT REQUEST FORM INSTRUCTIONS**

1. Name of Recognized Student Organization: Enter the name of the Recognized Student Organization requesting the reallocation.
2. Name of Contact: Enter the name of a person that can be reached in case there are questions about the request.
3. Daytime Phone: Enter the Daytime Phone Number for the person listed as the contact.
4. E-Mail: Enter the E-Mail Address for the person listed as the contact.
5. Reason for Readjustment: Enter the reasons for the readjustment (i.e. change in location of the conference).
6. Signature of the Contact: Signature of the person listed as the contact.
7. Date: Date the application is completed and returned to the Student Organizations and Activities Office.

## ASG RESERVE FUND REQUEST FORM

1. Name of Recognized Student Organization (RSO).
2. Name of contact for RSO.
3. Daytime phone of the contact person for the RSO.
4. Email address of the contact person for the RSO.
5. Answer the question: This is a request to change our current allocation? Circle yes or no.
6. List dates of travel for the RSO member(s).
7. Number of ESU students participating in the RSO travel event.
8. Destination of the RSO travel event.
9. Type of transportation the RSO will be using for the travel event.
  - a. If flying, how much for each airfare?
10. Will the RSO need lodging the travel event? Circle yes or no and how many nights the group will be staying.
11. Will the RSO need registration for the travel event? Circle yes or no and how much per person.
12. Short summary of event activities.
13. List approximate date of expenditure.
14. List estimated amount of expenditure.
15. Name of event that needs to be publicized by the RSO.
16. List reason for printing and publicity of the RSO event.
17. List name of speaker.
18. Amount needed to cover speaker expenditures.
19. List topic that the speaker will address.
20. Signature of contact person for the RSO, should match the name in #2.
21. Current date the form was completed.

# VOLUNTEER SERVICES INFORMATION SHEET

## All Recognized Student Organizations Must Fill This Sheet Out!

Associated Student Government is responsible for keeping track of community service hours completed by ESU student organizations.

All recognized organizations must complete 20 hours of community service during the current academic year (August through May) to be considered for club budget allocations in the spring. **If a group does not complete its community service hours and file the appropriate paperwork through the ASG office, then it will not under any circumstances receive a club budget allocation until said community service hours are completed.**

This information sheet constitutes the proper paperwork needed to record community service done by a student organization. Community service done by individuals who may be a member of a student organization does not necessarily constitute community service done by a club. In order for a club to claim community service, the members must be acting in the name of the club. For example, if the Science Club does ten hours of highway cleaning, Suzy Williams who is a member of that club cannot also count those ten hours of cleaning as a Pet Club project to represent the Pet Club's community service.

FILL OUT ALL INFORMATION BELOW. Do not leave any portion blank.

Student Organization:

Organization Contact:

Name:

Phone Number:

Email Address:

Faculty Sponsor:

Total number of community service hours being claimed for the current period (see reverse):

If any community service opportunities become available in the ASG office, would your student organization like to be contacted?

\*\*Check out Connecting Through Service at [www.emporia.edu/cis/cs](http://www.emporia.edu/cis/cs) for community service contacts.

Look for the upcoming volunteer opportunities guide from Connecting Through Service... coming out Spring 2005.

**KEEP SERVICE ALIVE IN 2005!**

# Volunteer Service Hours Log

- \*The fall semester service deadline is the last day of finals week.
- \*\* The **FINAL** service deadline is the last day of finals week in May.  
 20 hours of service for the entire academic year  
 is the requirement to receive ASG allocations.

**Campus Service** - *Campus service is defined as any service to the ESU campus. Examples include Adopt-a-Campus, Campus Tours, Trash Bash, etc.*

Date	Service Organization	Event	# Members Present	Time
8/24/02	Sample Org.	Sample Event	12	2:15

Total time this section (# of Members x Time): \_\_\_\_\_

**Community Service** - *Community service is any service done to benefit a place other than Emporia State University. A club must have voted to support or organize any community service to make it eligible for this section. Examples include donating time at the SOS Shelter, Emporia Rescue mission, United Way, etc.*

Date	Service Organization	Event	# Members Present	Time
8/24/02	Sample Org.	Sample Event	10	1:30

Total time this section (# of Members x Time): \_\_\_\_\_

Total time both sections: \_\_\_\_\_



# RECOGNIZED STUDENT ORGANIZATION REGISTRATION SHEET

Official Name of Organization

Organization Web Site:

Would you like your site to be publicized through the Center for Student Involvement? Yes\_\_\_ No

Month(s) of Organization Election(s):

Number of ESU Student Members (information required):

Meeting Schedule (circle one): Weekly Bi-Weekly

Monthly Semesterly Other

Do you collect Member Fees (circle one)? Semesterly

Annually NO

If Yes, how much?

\$\_\_\_\_\_ per (circle one) Semester Year

Completion of Community Service Hours? YES

NO Completion of Community Service hours is required for recognition. Please complete and submit a Community Service hours form in the CSI Office.

## EXECUTIVE OFFICER INFORMATION:

NAME

Title

Local Address

Daytime Phone

Night-time Phone

Personal E-mail address:

NAME

Title

Personal E-mail address:

FINANCIAL OFFICER (Treasurer)

NAME:

Daytime Phone

Personal E-mail address:

## OTHER OFFICERS:

NAME

Title

Personal E-mail address:

NAME

Title

Personal E-mail address:

## On-Campus Advisor:

Name

Department\_\_\_\_\_Box #

Office Bldg & Room #

On-Campus Extension

*I agree to serve as the advisor for this organization:*

*Signature*

## Additional Advisor (optional):

Name

On-Campus OR Emporia Address:

NAME

Title

Personal E-mail address:

Daytime Phone

E-mail address:

Please write your narrative for the student organization directory information which describes your campus organization to potential members. Please limit yourself to one paragraph.

Please repeat the narrative previously submitted.

**RECOGNIZED STUDENT ORGANIZATIONS WISHING TO MAINTAIN RECOGNITION STATUS WITH EMPORIA STATE UNIVERSITY ARE REQUIRED TO FULLY COMPLETE ALL INFORMATION REQUESTED ON THIS SHEET.**

If you have questions, call 341-5481 or stop by the Center for Student Involvement, located off of the Memorial Union Main Street area.

**RETURN TO: Center for Student Involvement, Campus Box 4065**

<p><b>OFFICE USE ONLY</b> Database Update (Access)Date Website Update (Dreamweaver)Date</p>
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SOD: Registration Form 6/21/07

