

Western Connecticut State University



Advisor's Handbook

A Guide for all Club &
Organization Advisors

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IMPORTANT CAMPUS PHONE NUMBERS

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President's Office	837-8460
Registrar's Office	837-9200
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INTRODUCTION

Western Connecticut State University is home to approximately ninety student clubs/organizations ranging from the Accounting Club to the campus radio station WXCI, all of which are governed by the Student Government Association (SGA). Each of these clubs/organizations is dedicated to meeting the needs of their members, all while providing quality programming to the student body and their campus community. Students give selflessly to the clubs/organizations of which they are involved, and aim to build and maintain the success of the club/organization. While students contribute a great deal to these clubs/organizations, in addition to their academics, they can't always do it alone. This is where the role of the student organization advisor comes into play.

Whether you can afford to give an club/organization ten minutes or an hour a week your investment in a student club/organization will be well received and appreciated.

THANK YOU!!!

The Center for Student Involvement would like to extend our greatest appreciation to you for your willingness to advise a student club/organization. By working with students in their co-curricular endeavors, you are helping to make Western a place where learning happens both inside and outside the classroom. Your commitment to students is duly recognized and is beneficial to the entire campus community. If you have any questions, or need assistance in any way, please contact the Center for Student Involvement in the Midtown Student Center room 227.

LEGAL LIABILITY OF ADVISORS

If you have specific concerns about personal liability or coverage for particular activities or events please contact the Center for Student Involvement staff. The Center for Student Involvement staff will research your questions and get back to you with the answers you requested. Also, please feel free to contact us with any other concerns, as planning events or advising a student organization may be unfamiliar territory to you as an advisor.

ADVISOR'S RESPONSIBILITY TO THE UNIVERSITY

Although the advisor's role is not regulatory or disciplinary, the advisor has an obligation to the University and the club/organization to keep both of their best interests in mind. At times, the advisor may need to remind the club/organization of University's policies so that violations do not occur. The advisor may also work with the club/organization's leaders to establish and maintain internal group standards and regulations for conduct.

There may be times when an advisor can lend assistance in crisis or other problematic situations facing the club/organization. Although this is not often called for, the advisor's good judgment can be the saving grace in the event of mishaps, internal conflict, or personal crisis.

HAZING

Hazing is prohibited at WCSU and has no place in student clubs/organizations. Hazing includes any activities where members or prospective members of a club/organization are subjected to practices that harass, intimidate, physically exhaust, cause pain, or produce mental or physical duress. Such practices include but are not limited to, activities which create the risk of physical injury, allow for physical or emotional abuse in any form, create unnecessary fatigue, result in personal injury or cause mental anguish, distress, panic or psychological shocks.

Wearing apparel in public that is conspicuous and not normally in good taste, engaging in public buffoonery, forcing participation in morally degrading or humiliating games or programs, interfering with study or academic schedules, and creating any other situations that are not consistent with the regulations and policies of WCSU are prohibited. Any student that has been hazed, or any member of the community that has witnessed hazing must report the incident to the Dean of Students immediately.

WHAT IS AN ADVISOR?

The University recognizes that co-curricular activities are vital to academic excellence and personal development. To promote the success of student clubs/organizations, the University requires each club/organization to have an advisor. These must be drawn from the faculty or staff at Western Connecticut State University.

Advising a student club/organization is personally and professionally rewarding. Advisors impact the direction a group takes, the goals it achieves, and the leadership qualities it nurtures in its members.

When a club/organization cannot locate a permanent advisor, the Director of the Center for Student Involvement will arrange for a temporary advisor for a maximum period of one semester. Student clubs/organizations must keep the Center for Student Involvement and the SGA aware of any impending changes in advisor.

FUNCTIONS OF AN ADVISOR

The function of a club/organization's advisor includes:

- ◆ Being familiar with the Center for Student Involvement's website, the club's constitution, the WCSU Student Handbook, and other procedural matters concerning WCSU's guidelines for clubs/organizations.
- ◆ Ensuring that the club/organization fulfills the stated aims of its constitution and bylaws.
- ◆ Guiding activities by assisting the members with planning of all proposed projects.
- ◆ Assisting with goal setting. Advisors should make sure the group is aware of the importance of setting specific goals at the beginning of the school year. It's important to have the group keep in mind the ABC's of goal setting: *Achievable*, *Believable* (the group wants to accomplish it), and *Concrete* (specific and measurable).

- ◇ Observing the “group process,” such as how the meetings work as well as how the group members interact with each other (e.g. who the dominant contributors are, who does not contribute, who does not stay on task, who gets too bogged down with the “minor details,” etc.).
- ◇ Functioning as liaison with the office of the Center for Student Involvement.
- ◇ Attending the meetings and social functions of the club/organization, on and off campus, as necessary. **This is especially important if alcohol is being served or if outside guests are allowed to the event. Having the advisor present at events reduces the liability of the University.** Refer to the WCSU Student Handbook for Western’s policies regarding such events.
- ◇ Follow-up with the group after a program to evaluate its effectiveness.
- ◇ Being present at all large events and events that require travel. For more information, contact Center for Student Involvement.
- ◇ Conferring periodically with the staff in the Center for Student Involvement as to the methods by which the club/organization might be improved and by which the advisor might be more effective and involved. The Center for Student Involvement can assist advisors with many resources, e.g. risk management, leadership resources, team building activities, and also locating talent agencies, providing information on bus companies, ordering tickets, printing promotional flyers, etc.
- ◇ Informing your club/organization of the services and resources provided in the Center for Student Involvement (SC 227). The CSI can provide clubs with storage lockers for supplies, shadow boxes, computer workstations for *club business only*, a copy machine, and a small meeting area, as available. As well, the CSI office is now the hub for all Student Activity Fee expenditures and will assist students in handling these forms and procedures. Hours for CSI are 9:30am-6:00pm.

- ◇ Being aware of all programs and problems within the organization and should work to highlight any potential liability issues that may exist.
- ◇ Maintaining an open dialogue with the officers and members concerning the progress, plans and problems of the club/organization.
- ◇ Giving **guidance and direction** as seen necessary. An advisor's role is "passive" in that they should not control the group's activities or finances.
- ◇ Stressing that work assignments are to be equally delegated to all members of the group. Removing the "few do it all" syndrome may require a little behind the scenes and individual involvement from the advisor.
- ◇ Having a knowledge of the organization's finances, in collaboration with the club/organization's treasurer and president, and approving all official expenditure forms. The advisor's signature does not imply personal or financial responsibility on the part of the advisor.
- ◇ Stressing the importance of students participating in leadership training programs sponsored by Student Affairs.
- ◇ Being aware that the Director of the Center for Student Involvement (Dennis Leszko) should always be consulted regarding contract negotiations. PSAs and Honorariums need to be filed through the Center for Student Involvement office and forms can be found online at <http://www.wcsu.edu/studentlife>.
- ◇ Encouraging students to exercise initiative and judgment and to enjoy a proper measure of autonomy in self-direction, social, educational, cultural, and recreational activities.

ALCOHOL

If an organization wishes to have alcohol at any event, before speaking with Sodexo, appropriate forms **MUST** be filed.

Faculty and/or staff members who serve as a club/organization advisor, or have been approved by the Director of the Center for Student Involvement to serve as a temporary advisor for a particular event **must be present** where there are alcoholic beverages.

Generally, the University encourages that students plan events that do not depend on consumption of alcohol for their success. Special attention must be given to Campus Police and other security protection at all events where alcoholic beverages are served. Student clubs/organizations planning to serve alcoholic beverages at an event held either on or off campus must meet with the Director of the Center for Student Involvement to discuss the event.

If the event is to be held on campus, an On-Campus Alcohol Agreement must be completed by the student club/organization. Final approval rests with the Director of the Center for Student Involvement, whose approval may not be arbitrarily withheld. Dining Services has the exclusive license to dispense/sell alcoholic beverages on University property. Campus Police will be present at all student club/organization sponsored events where alcoholic beverages will be served.

If the event is held off campus, the student organization and the establishment must complete an Off-Campus Alcohol Agreement where the event will take place. Final approval rests with the Director of the Center for Student Involvement, whose approval may not be arbitrarily withheld. "Open bars" are prohibited at functions where students will be in attendance. Drinks must be purchased separately by the individuals in attendance and cannot be included in the cost of admission to any event.

Alcoholic beverages are specifically prohibited on buses, vans, limousines, or other forms of transportation used for student field trips, fan buses, team buses, club buses or student organization sponsored trips.

The full University wide Alcohol Policy can be found online at: <http://www.wcsu.edu/hr/policies/alcohol.asp>.

FINANCIAL POLICIES

STUDENT ACTIVITY FEE

The Student Activity Fee (SAF) was established and operates under provisions of the General State Statutes to account for all funds related to Student Activities. Western Connecticut State University has established additional rules and regulations designed to protect the student clubs/organizations and their officers.

The Center for Student Involvement, located SC 227, handles the financial aspects of the Student Activity Fee. The staff is required to follow State procedures issued by the Office of Policy and Management. A copy of these policies is available in the Center for Student Involvement.

The Student Activities Fee Manager is responsible for the financial administration of the student clubs/organizations. It is the SAF Manager's responsibility to make sure all financial policies are properly followed as set forth in the handbook.

The Student Activity Fee entitles any student to participate in any student organization and their programs. The fee is distributed to the following organizations: Student Government Association, Echo (Newspaper), WXCI (Radio Station), Student Center Board, Program Activities Council and the Center for Student Involvement. The SGA (Student Government Association) allocates funds to the student clubs/organizations that sponsor student programs (including activities and trips) and to attend conferences.

RESPONSIBILITIES OF STUDENT OFFICERS

The student club/organization Treasurer, working with the advisor and other officers, is responsible for keeping accurate accounting for all receipts and expenditures. All club/organization Treasurers should contact the CSI Office in the Midtown Student Center each month to check current organization balances. Hours for CSI are 9:30am-6:00pm.

TYPES OF ACCOUNTS

There are three types of accounts:

FUNDRAISING ACCOUNTS

Student clubs/organizations may establish a fundraising account. Funds come primarily from dues, donations and fund raising projects. These accounts must follow the same procedures as the SGA accounts. However, the SGA does not have control over these funds.

SGA ACCOUNTS

This account consists of any funds allocated to a student organization by the Student Government Association. To receive funds from the Student Activities Fee, student clubs/organizations must submit a budget request to the SGA Finance Committee. Procedures are outlined in the SGA Budget Request PowerPoint available on the Center for Student Involvement's website (www.wcsu.edu/studentlife). Once a budget is approved by the Student Senate, legislation must be approved by the SGA President, SGA Advisor and the Vice President for Student Affairs before any disbursement may be made.

RESIDENCE HALL ACCOUNTS

These accounts consist of funds collected from residents living in their respective hall and are allocated by the hall council. A Social Dues fee is charged to students who live in a residence hall. Each resident hall council and the Inter-Residence Hall Association use this fee to sponsor its own programs.

PROCEDURES FOR EXPENDITURES

All the forms associated with Student Activity Fee expenditures can be found on the Center for Student Involvement website (www.wcsu.edu/studentlife). Below are the main forms used for expenditures:

STUDENT ACTIVITY FEE PAYMENT VOUCHER

- This form requires at least two (2) weeks to process.
- This form is used for reimbursements, payment for items purchased/ordered, transfers and to issue a purchase order.

PSA PAYMENT AUTHORIZATION FORM

- This form requires at least two (2) weeks to process.
- This form is used when payment is needed as a result of an issued PSA. For any other form of payment, please use the Student Activities Fee Payment Voucher.

PURCHASE CARD (P-CARD) AUTHORIZATION FORM

- This form requires at least two (2) weeks to process.
- This form is used to request the use of the University Purchase Card. This must be done PRIOR to using the card for expenses.

REQUEST FOR FOOD SERVICES

- This form requires at least two (2) weeks to process.
- This form is used if the club/organization is going to have food at a meeting or event.

Training modules on expenditures (Module 3) can be found on the forms page of the Center for Student Involvement website.

MINUTES OF MEETINGS

Student organizations are required to submit minutes of their meetings to the Center for Student Involvement before any expenditure can be made. Expenses cannot be paid without the official approval from the club/organization noted in their meeting minutes. If the club/organization needs help in writing minutes they should contact the Center for Student Involvement, or reference the meeting minutes outline located on the Center for Student Involvement website (www.wcsu.edu/studentlife).

CONTRACTUAL AGREEMENTS

A written agreement is mandatory for all speakers and/or persons performing any type of service for a student club/organization. The State of Connecticut requires Western Connecticut State University to issue a Personal Services Agreement (PSA) to all individuals/companies paid from Student Activities Funds. Student clubs/organizations that book artists such as lecturers, bands, DJ's and entertainers must follow this policy. This process may take **4-6 weeks to complete**. Please plan accordingly.

Clubs/organizations need to complete a *Personal Services Agreement Request Form* as soon as the artist is contacted. That form must be signed by the club/organization President or Treasurer and Advisor and returned to the Center for Student Involvement at least four to six weeks prior to the performance or event. **The PSA Request Form IS NOT A BINDING DOCUMENT** and is not considered an executed contract. You may get a PSA Request Form on the Center for Student Involvement website (www.wcsu.edu/studentlife).

Training modules on Personal Service Agreements (Module 4) can be found on the forms page of the Center for Student Involvement website.

SIGNATURE CARDS

A completed signature card must be on file with the Center for Student Involvement in SC 227 before any expenditure can be made from an account. This card includes the signatures of the President, Treasurer, and Advisor.

BANK ACCOUNTS

No student club/organization that utilizes the student activity fee may establish outside bank accounts or apply for credit cards. All transactions must be handled through Western Connecticut State University and the SAF Manager.

PROCEDURES FOR DEPOSITS

Any funds collected by a student club/organization must be deposited **within 24 hours**, in the Center for Student Involvement accompanied by a *deposit slip*. The deposit will be verified by the CSI Staff student worker and deposited into safe prior to being taken to the Cashier's Office. If the deposit is being made when the CSI Office is closed, please request a money bag from a Student and Campus Centers Information Desk worker, or the WCSU PD for holding until the next earliest time the CSI office is open. The bag should then be picked up from the Info Desk or the WCSU PD and brought to the CSI Staff to be processed.

Training modules on deposits (Module 1) can be found on the forms page of the Center for Student Involvement website.

TICKETS

According to state law, pre-printed and pre-numbered tickets must be used to control admission to student events where an admission fee is charged.

The university has a computerized ticketing software system which enables student organizations to sell tickets for events, raffles and trips from the Information Desks in the Midtown Student Center and Westside Campus Center. All University Events are required to use this ticketing system. If your organization is having an event, raffle or trip, order tickets from the Box Office using the forms located on the forms page of the Center for Student Involvement website (www.wcsu.edu/studentlife).

BUDGET REQUEST/REVIEW GUIDELINES

Organizations may request funding from the Student Government Association. In order to be considered for funding, organizations must be registered with the Center for Student Involvement.

Organizations will be expected to justify any significant increases over the previous allocation requests. In considering budget requests, the Finance Committee will review all budgets on the basis of their merits and the reasonableness of the requests. Organizations are encouraged to indicate programs which serve the needs of Western students, the Western community and the greater Danbury community.

BUDGET REQUEST FORM

Student organizations requesting financial support from the Student Government Association are required to complete a Budget Request spreadsheet and email the spreadsheet to the SGA Vice-President for Finance at sgavpfinance@wcsu.edu. This form can be found online, on the forms page of the Center for Student Involvement website (www.wcsu.edu/studentlife).

FINANCE COMMITTEE REVIEW

During the review process, the club/organization will have the chance to discuss their budget with the Finance Committee and committee member will have the opportunity to ask questions of club/organization representatives. Club/organization representatives must attend these hearings to justify their expenditures.

STUDENT SENATE REVIEW AND APPROVAL

The Student Senate reviews the recommendations of the Finance Committee and approves or disapproves the club/organization budget. Club/organization representatives are encouraged to attend the Student Senate meeting.

FINAL NOTIFICATION

Once the budget is approved, the SGA Vice President of Finance will notify clubs/organizations of their approved budget with a copy of the approved budget via e-mail.

ROLLS BACKS

All funds being request should have dates attached to them, stating when they are intended to occur. If a club/organization is allocated money and does not use it within that semester, it will be rolled back to SGA, in order to benefit other clubs/organizations, unless a member of the group informs the Finance Committee and the CSI Staff that the funds will be used for the event on another date during that semester.

Training modules on SGA Budgets (Module 2) can be found on the forms page of the Center for Student Involvement website.

STUDENT ORGANIZATION TRAVEL

Most student organizations plan some travel as part of the organization's programs and activities. The staff of the Center for Student Involvement is available to assist you with your planning. Any clubs/organizations planning travel must meet with the Director of the Center for Student Involvement. Please check the Center for Student Involvement for the latest updates to this policy. Before beginning any travel, the Travel Planning Packet should be referenced on the forms page of the Center for Student Involvement website.

ROLE OF THE ADVISOR

The student club/organization advisor or approved designee must accompany the students on all student activity trips out of state or in state that require an overnight stay. The requirement of Advisors needing to accompany members for day trips in state will be reviewed on a case by case basis.

The Center for Student Involvement highly recommends that if there is more than one bus for any trip, additional staff be responsible for the second/additional bus.

In the event of an emergency:

- The students **MUST** make contact with the Advisor (via information given on the Trip Information Card handed out to each student before departure. The template for the Trip Information Card can be found on the CSI website, www.wcsu.edu/studentlife).
- The Advisor will then contact Campus Police (203-837-9300) and explain the emergency situation. Do not contact the emergency contact listed on the **Emergency Contact and Health Information Form** enclosed in the Advisor's Trip Packet.
- Campus Police will then reference the paperwork for the trip completed by each participant (left at the police department by the Center for Student Involvement). Campus Police will contact the Student Affairs administrator on duty and have the Student Affairs administrator speak directly with the advisor.

- The advisor will need to be in constant contact with Campus Police or the Student Affairs administrator with any updates of the emergency situation.

Upon departure, be sure that all students are accounted for. If there are students not returning with the group and you must depart (after a reasonable time waiting for the students to return to the rendezvous point) please follow the emergency protocols established above. In addition, a note must be taken after which the Advisor must e-mail the Director of the Center for Student Involvement at the conclusion of the trip.

In the event a non emergent incident should arise during the trip, please contact the Director of the Center for Student Involvement immediately via e-mail with exact details concerning the incident upon return to the University. Follow up meetings will then be scheduled to discuss the issues.

Advisors must be available for students that need assistance during the trip, which may include having a cell phone number made available to students and hotel room number (in the case of a conference or overnight trip).

TRAVEL PLANNING PACKET

The **Student Activities Travel Planning Packet and Checklist For Clubs** located on the forms page of the Center for Student Involvement website has been developed to assist student clubs/organizations with their planning. Not all requirements will be applicable to all situations. All trips must adhere to the published policies for University travel as determined by the State of Connecticut.

As outlined in the packet:

CLUB/ORGANIZATION RESPONSIBILITIES

The club/organization must:

- Meet with the Center for Student Involvement staff and advisor/chaperone to plan the trip at least twelve weeks prior to any deadlines needed for travel.
- Find hotel, get price quote.
- Find transportation and get price quotes of airfare/rail/bus.
- Communicate with any other vendor being used (tickets, conference registration, etc.).
- Submit all price quotes and trip information to the Student Government Association for funding.
- Confirm that an advisor/university staff is accompanying the students on the trip as indicated in this policy.
- Confirm advisor/university staff travel plans to be sure that advisor/university staff is traveling with the club to the destination. If advisor/university staff's travel plans are different than the club's plans, please notify the Center for Student Involvement staff as soon as possible.
- Set trip agenda.
- Complete the Travel Request Worksheet with all support materials and submit to the Center for Student Involvement.
- Sign the Travel Authorization.
- Provide the Center for Student Involvement with a list of the names and Student ID # as well as Student Travel Packet forms of all students who plan on attending with the Travel Request Form.
- Plan and attend a Travel Orientation meeting with advisor traveling on the trip two to three weeks before the trip.
- Call the hotel, bus company, and any other vendors to confirm reservations.

ADVISOR RESPONSIBILITIES

The Advisor must:

- Meet with the Center for Student Involvement staff and club members to plan trip at least twelve weeks prior to any deadlines needed for travel.
- Follow up with students/club to ensure they are making arrangements in a timely manner.
- Confirm club/organization travel plans to be sure that the advisor/university staff is traveling with the club/organization to the destination. If advisor/university staff's travel plans are different than the club's/organization's plans, please notify the Center for Student Involvement staff as soon as possible.
- Sign Travel Authorization Form.
- Provide contact information to the Center for Student Involvement. This information will be forwarded to University Police for contact purposes during the trip.
- Notify students if they are not eligible for travel (the Center for Student Involvement will check eligibility).
- Plan and attend the Travel Orientation Meeting with the student club/organization members two to three weeks before the trip.
- Check-in students before they get on the bus; make sure the "right" students are getting on the bus.
- Keep a copy of Student Travel Packet forms of all students and Emergency Procedures with you throughout the trip.
- Obtain all proper receipts throughout the trip.

PLANNING FOR THE TRIP

The advisor and the club/organization representatives working on the trip (ex. President, committee chair, etc.) must meet with the Center for Student Involvement **twelve weeks before any deadlines associated with any travel** in order to ensure the paperwork is process in a timely manner. **PLEASE understand that the process to plan a trip may take up to a MINIMUM of twelve weeks.** It is very important to plan ahead for a trip that requires an overnight stay or bus travel. When planning an international trip, clubs will need to add another ten to twelve weeks to the travel process.

PLEASE NOTE: These deadlines/time frames are based on a semester timetable. These deadlines may need to increase if travel planning occurs during winter or summer breaks.

BEHAVIOR

Students are expected to conduct themselves as representatives of the university when using university funds to travel. Students must sign an Assumption of Risk and Responsibility form before traveling. Students traveling need to know that the University's Code of Conduct follows them wherever they travel. Students that are found violating the Code of Conduct while traveling on a University sponsored trip will be subject to the University's judicial process and may have to repay the University for the expenses of the trip. A copy of the Code of Conduct can be found at www.wcsu.edu/stuaffairs.

TRAVEL FORMS

For the complete list of forms, please refer to the Student Activities Travel Planning Packet and Checklist For Clubs, please go to the forms page of the Center for Student Involvement website (www.wcsu.edu/studentlife).

Travel Authorization- The information from the Travel Request Worksheet gets transferred onto the Travel Authorization. This is the official form used to approve the travel requested by the club. Once the Student Organization Fiscal Assistant has completed the Travel Authorization, this form will need to be signed by the club president as well as the advisor. Other signatures needed are the Student Activity Fee Manager, the Vice President of Student Affairs and in the case of international travel, the University President. Once this form is completed and fully authorized, purchasing and booking can officially begin.

*Trip Ticket Request Form-*The Trip Ticket Request Form is the form used when students are being charged for a trip. This must be filled out and submitted with the Travel Request Worksheet packet. You must use the WCSU Box Office if you are charging students admission/fees in order to register for the trip. These funds will be placed in your fundraising account to help pay for the trip. This form is available at www.wcsu.edu/studentlife. This form must be filled out online and printed.

Student Travel Packet- All students traveling on a university sponsored trip are required to complete a Student Travel Packet. The packet contains the following forms:

- Emergency Contact & Health Information Form
- Statement of Due Warning, Assumption of Risk and Responsibility Form

For club travel, the Student Travel Packet forms need to be received by The Center for Student Involvement NO LATER than two (2) WEEKS prior to the trip. The Center for Student Involvement will leave the packets with University Police during the duration of the trip. The advisor also needs to retain a copy of these forms to have available in the event of an emergency during the trip.

If the Box Office is being used for admission, the Box Office will compile a list of all students attending, their student ID number, and the completed Student Travel Packet forms. If the Box Office is not being used, the club is responsible for distributing the Student Travel Packet forms to all students that are traveling. These forms are available in The Center for Student Involvement or online at www.wcsu.edu/studentlife. The club is responsible for making enough copies for all students.

For the complete Student Activities Travel Planning Packet and Checklist For Clubs, please go to the forms page of the Center for Student Involvement website (www.wcsu.edu/studentlife).

FOOD SERVICE POLICY

The Center for Student Involvement staff works closely with all student clubs/organizations in planning events to ensure their program's success, and realizes that food and beverage service may be an integral part of the program. In order to provide quality food and beverages, the University has contracted Sodexo Dining Services which operates on campus as University Dining Services. Through this contract, Sodexo Dining Services reserves the exclusive rights to all food and beverage services on the campus.

Students should meet with the Sodexo Catering Manager as soon as possible to discuss menu options and planning. Reservations for the facilities must be made prior to meeting with the Sodexo Catering Manager. The student clubs/organizations must complete a **Food Service Request Form** to insure that funds are available.

It is recognized that there are occasions when a particular menu will significantly enhance an event. In these instances the Director of the Center for Student Involvement may permit "outside food" **after consultation with the General Manager of University Dining Services**. In order to guarantee that the food provided by an outside vendor meets appropriate standards of health and quality, an organization seeking permission for outside food must provide the requirements listed below to the Center for Student Involvement's office at least two weeks prior to the event:

1. A copy of the Health Department Permit for each food provider.
2. A copy of the certificate of insurance for each food provider.
3. Signed indemnification form from each food provider.
4. Menu to be served.

When outside food is brought into a WCSU facility, please insure that the vendor is providing everything that will be needed, including plates, utensils, napkins, chafing dishes, ice, etc.

FREQUENTLY ASKED QUESTIONS

Q. If someone from the club/organization wants to reserve a room in the Student Center or Campus Center, where would they go?

A. Please send a student representative to the Campus and Student Centers Office in SC 220 or CC300. They will be able to reserve any room in the Midtown Student Center or the Westside Campus Center, as available. You may also request a room reservation at 837-3988 or campuscenter@wcsu.edu.

Q. If someone from the club/organization wants to reserve a space outside of the student centers, i.e. Warner Hall, the quad, the gyms, where would they go?

A. Please send a student representative to speak with Assistant to the Director for Facilities, Scheduling and Promotion who is located in the CSI (SC 227), by phone at 837-9010 or by email at LaedkeC@wcsu.edu.

Q. If there is a question on a budget or money regarding a SGA account (816), who does a student speak with?

A. The SGA Vice President of Finance, handles all budgetary requests to the SGA as well as all money appropriated through the SGA. This person can be reached at SGAVPFinance@wcsu.edu or during their office hours which are posted outside the SGA Office, SC 215. You can also make an appointment with the Student Activity Fee Manager or Student Activity Fee Fiscal Assistant in the CSI Office, Student Center 227.

Q. If there is a question on any money in an organization's fundraising account (815) who does a student speak with?

A. The Director of the Center for Student Involvement is the signing officer on all money from student clubs/organizations. If there are any questions or concerns regarding an account please contact the SAF Manager in the CSI (SC 227).

Q. If the club/organization wants to plan a trip what forms need to be filled out?

A. *Before any forms can be filled out, the club/organization must see the CSI Staff in SC 227 to go over all travel procedures and forms.* If money is needed and the club/organization plans on asking SGA for partial funding, they would need to speak with the SGA VP of Finance in regards to the criteria for this budget request.

