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HOW ^{get} to INVOLVED!

The **INVOLVEMENT ZONES** provide students an opportunity to choose the level of involvement that matches up with their individual interests and their willingness to participate.

Students choose how they want to get involved – like joining a student organization or helping to plan a campus event – based on their own needs.

Each zone of Involvement offers its own challenges and rewards. As members of our *Involvement Zones*, Registered Student Organizations are essential partners in Student Activities & Leadership Programs' mission to get students involved on campus.

PARTICIPATE

Explore your interests.
Try something new.

CONNECT

Meet new people.
Make friends.

LEAD

Learn life skills.
Make a difference.

GROW

Challenge what
you know.
Challenge what you do.

**STUDENT ACTIVITIES AND
LEADERSHIP PROGRAMS
(SALP)**

CONTACT INFORMATION

OFFICES

Student Activities and Leadership Programs (*Including Campus Programming, Fraternity and Sorority Life, Leadership Programming, RSO Development and Finance, and Volunteer Services*)

2420 Faunce Student Services Building

Kalamazoo, MI 49008-5356

Phone: (269) 387-2115

Fax: (269) 387-2185

Website: www.salp.wmich.edu

Faith and Spiritual Development

Kanley Memorial Chapel

Phone: (269) 387-2506

Website: www.salp.wmich.edu/kanley

WIDR-FM

1501 Faunce Student Services Building

Kalamazoo, MI 49008-5356

Phone: (269) 387-2506

Website: www.widr.org

PROFESSIONAL STAFF

Patrick Daniel, Director

Nicole Birmingham, Assistant Director

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Vacant, Assistant Director

Vacant, Office Manager

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GENERAL DISCLAIMER

Reasonable changes may be made to this document without notice.

Information describing any changes will be made available.

MISSION STATEMENT

**To enhance student learning and leadership development
by engaging students in educationally purposeful
and diverse co-curricular experiences.**

CALENDAR OF EVENTS

HIGHLIGHT OF STUDENT ACTIVITIES AND LEADERSHIP PROGRAMS EVENTS 2006 - 2007 ACADEMIC YEAR

FALL 2006

AUGUST

Leadership Track at Fall Welcome: Wednesday the 30th and Thursday the 31st

SEPTEMBER

Annual Re-registration process for all Registered Student Organizations: All Month
Bronco Bash: Friday the 8th

OCTOBER

United Way Campaign Kick-Off: Tuesday the 3rd
Homecoming: Monday the 9th through Saturday the 14th
Volunteer Fair: Tuesday the 24th

NOVEMBER

Fall Student Leadership Retreat: Friday the 3rd and Saturday the 4th
Volunteer Fair: Tuesday the 28th

DECEMBER

SPRING 2007

JANUARY

Volunteer Fair: Tuesday the 23rd

FEBRUARY

Leadership Adventure: Saturday the 24th
Volunteer Fair: Tuesday the 27th

MARCH

Volunteer Fair: Tuesday the 27th

APRIL

Student Recognition Celebration: Mid April

SALP PROGRAMMING

BRONCO BASH

www.broncobash.wmich.edu

At the beginning of the fall semester, SALP, along with the Campus Activities Board, presents Bronco Bash. Bronco Bash is a student organization fair that is designed to get the year started with a bang. The event is free of charge and open to all students, faculty, staff and community members.

Bronco Bash draws a large group of diverse students and is an excellent opportunity for you to attract new members to your organization. Student organizations are welcome to host an information table to market their organization. For information on how your organization can become involved, contact SALP.

HOMECOMING

www.wmich.edu/homecoming

Homecoming is a strong University tradition and provides students, alumni, faculty, and staff an opportunity to show their Bronco pride. This week includes many activities and programs and ends with the popular Friday Festival. This year's Homecoming is scheduled for October 9-14 with the Homecoming Football game on Saturday, October 14, with a kick-off time of 2 p.m.

For more information about Homecoming, including how your RSO can participate in Homecoming activities and programs, please visit www.wmich.edu/homecoming or contact the Student Activities and Leadership Programs office.

LEADERSHIP PROGRAMMING

www.leadership.wmich.edu

Participate, Connect, Lead, and Grow with SALP. Leadership programs serve the Western Michigan University community by offering a wide range of educational opportunities. Through programs, resources, and mentoring, we will help you develop a range of skills from conflict resolution to cross-cultural awareness and transformational leadership.

The following are leadership events and activities offered for the 2006-2007 academic year. Register for leadership events online at www.leadership.wmich.edu. The Student Assessment Fee pays for all activities and therefore no additional registration fees are charged to students. However, a \$50 charge may be posted to student accounts should they not cancel within 48 hours of the beginning of each event. Additionally, space is limited so register early to secure a spot.

LEADERSHIP JOURNEY

Date: A Friday in October, November, February and March
Time: Noon to 6 p.m.
Location: On-Campus

Leadership Journey is a three-part certificate program, including volunteering in the community, completing a leadership workshop curriculum, and documenting the experience in a reflection paper. The combination of these parts creates a balance of education, hands-on experience, and reflection. Students will work at their own pace to complete the certificate program. A formal celebration will occur annually to recognize student that have completed the certificate program within that academic year.

LEADERHIP TRACK at Fall Welcome

Date: August 30 and 31, 2006
Maximum Enrollment: 30 students
Location: On-Campus

Fall Welcome Participants have the opportunity to apply to the Leadership Track. The "Fast Track," as it is commonly known, gives students a chance to get to know other first year students and the staff of SALP. Students are mentored through leadership challenges and orientation to campus issues. Participants will attend sessions on Diversity, Leadership, Teambuilding, and Making a Difference.

SALP PROGRAMMING

FALL STUDENT LEADERSHIP RETREAT

Date: November 3 and 4, 2006
Maximum Enrollment: 50 students
Location: Sherman Lake

The Fall Student Leadership Retreat is a two-day program designed to serve the needs of developing student leaders. The guiding mission of the retreat is the belief that student leaders can be more effective in their positions and personal lives by honing their leadership skills and by developing support networks with other campus leaders.

SPRING LEADERSHIP ADVENTURE

Date: Saturday, February __, 2006
Maximum Enrollment: 30 students
Location: Sherman Lake

The Leadership Adventure offers growing leaders the opportunity to refine skills, examine current leadership practices, and reach for the next level of personal leadership development. This one-day workshop includes a high ropes course element in the adventure.

STUDENT RECOGNITION CELEBRATION

The eligibility criteria for the awards support the University's commitment to *Ethical Student Leadership*. Both individual student leaders and student organizations can demonstrate these exemplary leadership practices. These leadership standards are critical measures in determining the finalists for the awards. The key element of *Ethical Student Leadership* and the criteria used for the awards are:

- CHARACTER: Qualities we possess and use consistently that reveals our values.
- CITIZENSHIP: The quality of an individual's response to membership in a community.
- CIVILITY: Respect and affirmation of different opinions and beliefs.
- DIVERSITY: A community that represent a multitude of identities, beliefs and origins.

The following criteria apply to the nominated organization or the organization to which a nominated individual belongs:

- 1) The RSO must be registered with SALP and have successfully completed all registration requirements.
- 2) The nominated organization, student, or organization to which the nominated student belongs must be in good standing with the University.

Additional criteria apply to each of the individual awards.

AWARD PROCESS

Each year, members of RSOs and the campus community are invited to nominate those individual or organizations that demonstrate excellence in leadership. RSOs will be notified when the award nomination forms become available. Nomination forms can be picked up in the SALP office or found online at www.salp.wmich.edu. Nomination forms will not be accepted after the announced deadlines.

A panel consisting of professional and student staff members will review nominations. Outstanding nominees will be chosen as finalists in each category. The finalists and winner will be recognized at the Student Recognition Celebration awards ceremony usually held the first week of April.

AWARDS

ADVISOR OF THE YEAR

Recognizes the advisor who demonstrates well-rounded support and guidance and play a beneficial role in the development of the RSO. The winner receives a Golden Bronco Award

STUDENT LEADER OF THE YEAR

Recognizes a member of a RSO who has demonstrated a strong sense of vision and an ability to bring this vision to reality in their RSO an in the campus community.
The winner receives a Golden Bronco Award.

SALP PROGRAMMING

STUDENT ORGANIZATION OF THE YEAR

Recognizes the RSO who has demonstrated a combination of involvement and development that benefits both the organization and the campus community. Special consideration is given to organizations that are creative, productive, and seek to enhance the mission of the University. The winner receives a Golden Bronco Award.

BEST NEW ORGANIZATION

Recognizes the new RSO that has had the greatest impact on the campus community and has demonstrated outstanding leadership with potential for continued growth and development. The winner receives a Golden Bronco Award.

BEST WEB PAGE

Recognizes the RSO with the most informative, creative, and user friendly web site. The winner receives a Golden Bronco Award.

MOST IMPROVED ORGANIZATION

Recognizes the RSO that has demonstrated the most significant change in both their membership and programming. The winner receives a Golden Bronco Award.

OUTSTANDING STUDENT VOLUNTEER

Recognizes the student that exemplifies the essence of volunteerism both in the community and on campus. The winner receives a Service Learning Award.

OUTSTANDING ORGANIZATION FOR VOLUNTEERING

Recognizes the RSO that has had the greatest impact on campus and in the Kalamazoo community through volunteering. The winner receives a Service Learning Award.

LEADERSHIP JOURNEY AWARDS

Recognizes the RSO who has demonstrated a combination of involvement and development that benefits both the organization and the campus community. Special consideration is given to organizations that are creative, productive, and seek to enhance the mission of the University. The winner receives a Golden Bronco Award.

2005 - 2006 AWARD RECIPIENTS

Advisor of the Year: Christopher Sligh, Residence Hall Association
Student Leader of the Year: Christopher Pradel, Residence Hall Association
Student Organization of the Year: Muslim Student Association
Outstanding Student Volunteer: Ronald Web, American Humanics Student Association
Outstanding Organization for Volunteering: Drive Safe Kalamazoo

**REGISTERED STUDENT ORGANIZATION (RSO)
INFORMATION AND RESOURCES**

RSO ESSENTIALS

OVERVIEW

Currently enrolled Western Michigan University students come together to form registered student organizations (RSOs) around common interests. A RSO should include a **minimum of seven (7)** to more than 200 students. The Student Activities and Leadership Programs (SALP) office stands ready to support the endeavors of all RSOs. SALP staff members engage students in learning and personal development by advising, but not supervising student organizations. SALP recognizes nearly 250 RSOs each year at WMU.

RSO CLASSIFICATIONS

Academic	Honorary	Special Interest
Cultural-International	Media	Sports & Recreation
Faith/Spiritual	Political & Social Action	Student Government
Fine & Performing Arts	Service-based	
Fraternity	Sorority	

ANNUAL REGISTRATION PROCESS

www.sais.wmich.edu/SALP_SOAP

SALP requires all RSOs, new and existing, to register their group using the online Student Organization Administration Program (SOAP) on an annual basis each September with a deadline of October 1 for existing groups. New groups can register at any time during the year. Either the re-registration (for existing groups) or registration (for new groups) process is completed on-line using the Student Organization Administration Program (SOAP) at www.sais.wmich.edu/SALP_SOAP. In order to be recognized by the University, all student groups must complete the annual registration process.

The on-line registration process will automatically walk you through a number of steps to register your group. Once you have completed the on-line application process this information will be reviewed and you will be notified when your group becomes an official Registered Student Organization (RSO).

The purpose of registering student organizations is to give them access to University facilities and to provide opportunities and resources for development. These resources include a RSO Graduate Assistant whose primary role is to assist and support RSOs and can be reached at (269) 387-2565.

REQUIREMENTS

To become a Registered Student Organization recognized by Western Michigan University, all student groups must complete the following steps:

- 1) Register (or re-register) on the SOAP website. **A minimum of 7 members** must be listed on SOAP before the organization can be approved.
- 2) A current constitution or charter that includes (A sample constitution may be obtained from the SALP front desk or from our website www.rso.wmich.edu):
 - The organization's name
 - The organization's purpose
 - Member requirements
 - Methods for office selection
 - Office responsibilities
 - Statement of compliance with all SALP and University policies, procedures, and practices, and all local, state, and federal laws
 - Because WMU is an open community, where freedom of expression is protected and civility is affirmed, we encourage the inclusion of a nondiscrimination statement modeled on the University's nondiscrimination policy .

RSO ESSENTIALS

Registered Student Organizations are expected to abide by all SALP and University policies and procedures as well as federal, state, and local laws. A statement of compliance must be included in each organization's constitution or charter. Further, all RSOs approved by or recognized through SALP acknowledges and agrees to uphold the organization's commitment to good and proper conduct.

Poor conduct includes but is not limited to financial debt, use or possession of alcohol or drugs, dishonesty (furnishing false information, forgery, acting as an agent of the university without authorization), unauthorized posting, and violations of the law and university policies.

OFFICER AND MEMBER ELIGIBILITY

Students who are listed as members or officers of an organization must be currently enrolled WMU students; must not be under any type of current disciplinary sanction from the University; and must meet the criteria stated in the organization's charter or constitution.

RSO PRIVILEGES

Once your organization meets the basic registration requirements (including good standing with the University), it will be granted active status. Active status will allow your organization to take advantage of the privileges granted to Registered Student Organizations. This includes access to funding from various campus agencies (WSA, CAB, and GSAC). For more information on RSO finances, please see *the RSO Financial Information and Resources section*, beginning on p. 19.

CAMPUS MAILBOXES

All organizations have a campus mailbox located in the main office of SALP, 2420 Faunce Student Services Building. Organizations are expected to check the mailbox weekly. All official notices will be directed to your mailbox, so it is important to check your mail. If mail accumulates and the organization does not respond to requests for mail pickup, SALP reserves the right to return all mail to the original sender at the conclusion of the semester. Organizations may use another on-campus address; however SALP will not forward mail to other locations on campus.

STUDENT EVENTS CALENDAR

SALP provides students with an on-line events calendar at < www.salp.wmich.edu/events >. RSOs may submit their meetings and special events for posting.

BRONCO-NET E-MAIL AND WEB SITE ACCOUNT

RSOs are provided with a BroncoNet e-mail and web site account. The account must be renewed during the RSO registration or no later than October 1 each year. The renewal process can be completed on-line on the Student Organization Administration Program (SOAP) at www.salp.wmich.edu/soap. Policies and rules governing the use of the BroncoNet account can be found at www.wmich.edu/oit/policies .

RSOs are required to have a University e-mail account. This account will be used for official announcements and communications. You are expected to check this account periodically. The University e-mail account will be listed as part of your organization's contact information.

STUDENT ORGANIZATION ADMINISTRATION PROGRAM (SOAP)

SOAP also has a database that allows students and others to explore registered organizations and learn how to contact them. The contact information that you provide when you register your organization is entered into our on-line database, which allows students to learn about the purpose of your organization, your meeting time and place, and how to contact you for more information.

RSO ESSENTIALS

OFFICIAL RECOGNITION BY THE UNIVERSITY

The University will officially recognize student organizations and agencies that meet the aforementioned criteria. However, such recognition does not imply that Western Michigan University is liable for the actions of an organization because of its association with the University. Furthermore, the student organization agrees to assume responsibility and indemnify and hold harmless Western Michigan University, its trustees, employees, and agents for any and all liability which may result from actions conducted on or off campus, including, but not limited to judgment costs, attorney's fees, discovery costs, or other expenditures.

Organizations that promote and/or involve drugs, alcohol, and/or intentional discrimination of any group will not be approved by or recognized through SALP. Also, any organization having goals or objectives that do not support the mission of SALP and the university will not be approved.

PROGRAMMING ASSISTANCE

SALP provides the services of a Coordinator of Campus Programming who, along with CAB (Campus Activities Board), can assist with various phases of programming. Funding and co-sponsorship of such events are possible through CAB. SALP also can provide assistance in locating musicians, artists and speakers for campus events.

POSITION IN CAMPUS ACTIVITIES BOARD

All RSOs are granted one position on the Campus Activities Board (CAB). See the CAB website for more information at www.cab.wmich.edu.

POSITION IN THE WESTERN STUDENT ASSOCIATION

Every organization has the option to participate in campus issues via the Western Student Association (WSA). All organizations are granted one position in the WSA Senate. See the WSA website for more information at www.wsa.wmich.edu.

OFFICE SPACE POLICY

OVERVIEW

Office space in the Faunce Student Services Building is a privilege provided to RSOs and Agencies. Because office space is limited, RSOs and Agencies must apply annually for office space. Student Activities and Leadership Programs (SALP) is responsible for assigning and monitoring RSO and Agency office space and enforcing the provisions of this policy. Student organizations and agencies allocated office space are responsible for adhering to the guidelines set forth in this policy.

OFFICE EQUIPMENT

Each office space will be equipped with the following:

1. A telephone jack (If you want to have phone services, you must contact the Telecommunications Department and they will bill your RSO monthly.)
2. Furniture consisting of a desk and a chair (up to two additional chairs will be provide if available.)

Some offices may contain additional furniture or LAN/Internet access jacks. Prior to occupancy, SALP will record the condition and types of office equipment present. Prior to vacating, SALP will inspect the condition and quantity and quality of equipment present. The RSO or Agency will be held responsible for any damaged or missing equipment.

OFFICE MAINTENANCE

Prior to occupancy, each office space will be inspected. SALP will determine if the office space requires maintenance (such as painting) or if equipment needs repair or replacement before an RSO or agency can occupy the office space.

Neither painting nor structural changes to the office space are permitted. A fine may be assessed to any RSO or agency that paints or makes structural changes to its office space. Prior to vacating, SALP will inspect the office for damage or excessive use that requires repair. The RSO or agency will be held responsible for the expense of repairs due to structural changes, damage, or excessive use.

OFFICE KEY ALLOCATION PROCEDURE

1. RSOs will receive one key to their assigned office space at no charge.
2. Additional keys may be ordered at a cost of \$5 per key.
3. Any individual receiving a key must provide the SALP Office Manager with his or her name, phone number, and signature before the key can be issued.
4. If a key changes hand for any reason (officer transition, graduation, etc.), the new key holder must notify the SALP Office Manager of the change to avoid a fine.
5. Any keys that are not returned may result in fines being posted to the student accounts of those concerned, which may prevent students from applying for graduation or registering for classes.
6. If an RSO is moving offices, all keys from the previous office must be returned before keys to the new office will be issued.
7. Questions regarding the key process should be directed to SALP at (269) 387-2115.

FIRE SAFETY

In an attempt to provide an environment free of fire hazards for faculty, staff, students, and visitors, the following rules shall apply to RSO offices:

1. Decorations of any type shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match. The normal use of bulletin boards and posters shall not be subject to this rule.
2. Electrical devices must bear the Underwriters Laboratories (UL) label and be in good repair and condition.
3. Decorations, displays, etc. shall be located so they will not obstruct doors or windows.

OFFICE SPACE POLICY

4. Harmful objects or materials (toxic, flammable, etc.) shall not be used as decorations or stored in RSO offices. Examples of unacceptable materials include: natural Christmas trees or branches unless treated with a flame retardant material, cotton batting or cotton balls, ordinary untreated crepe paper, tissue paper, fabrics, exposed electrical current, light bulbs in contact with decorations, fast burning plastic materials, candles, incense, gas or liquid-fuel lanterns, loose or baled hay, corn stalks, and leaves.

OFFICE SPACE PROCEDURES

ELIGIBILITY

To be eligible to apply for office space, RSOs and Agencies must be registered and in good standing with SALP and the University. In addition, the RSO or Agency must be active for at least one year.

APPLICATION PROCESS

1. RSOs must apply annually for office space. Applications received after the deadline will only be considered if there is more available space than applications.
2. Applications will be kept on file for one (1) year in the event office space becomes available.
3. Applications will be reviewed by SALP considering the following criteria:
 - a) The RSO or Agency is registered and in good standing with SALP
 - b) The RSO or Agency demonstrates a need for office space
 - c) The RSO or Agency demonstrates a high level of involvement in the WMU community or provides a critical support function for WMU students
 - d) If the RSO or Agency has had prior office space in Faunce, past performance will be considered.

Note: Because of the limited amount of office space, applicants may be asked to share space with another student organization. Student organizations that agree to share office space or that submit a joint request with another student organization will receive priority consideration. Due to the nature and scope of their governing or coordinating responsibilities, agencies will be given first consideration for office space.

4. RSOs and Agencies interested in sharing office space or wishing for a larger office must submit their request in writing, including a rationale for such a move. Such requests will be considered in the event office space becomes available and all involved parties are amenable to the changes.

ALLOCATION PROCESS

1. RSOs and Agencies will be notified by April 1 whether or not they have been allocated office space.
2. A designated official of the RSO or Agency is required to sign an office space agreement/contract before the RSO or Agency can take possession of the office space.
3. RSOs and Agencies may take possession of allocated office space beginning one week prior to the start of the fall semester.
4. Neither painting nor structural changes to the office space are permitted. A fine may be assessed to any RSO or Agency that paints or makes structural changes to their office space.

REGISTRATION

RSOs and Agencies allocated office space must register with SALP during the designated RSO registration period at the start of the fall semester. Failure to register with SALP within this period will result in forfeiture of the allocated office space. The RSO or Agency may re-apply for office space as provided for in the policy.

VACATING OFFICE SPACE

1. All RSOs and Agencies are required to vacate office space by August 15 of each year unless your organization is allocated the same office space for the following year.
2. RSOs and Agencies may be charged for any structural changes or damage that requires repair.
3. All keys must be returned to SALP within five (5) business days of vacating the office space.

OFFICE SPACE POLICY

4. Organizations with office phones are responsible for contacting the Telecommunications office to discontinue their phone service. Organizations are responsible for all monthly telecommunications charges accrued prior to the cancellation for their phone services.

REQUIREMENTS

1. RSOs and Agencies are required to maintain at least fifteen (15) open office hours per week. Of those hours, a minimum of eight (8) hours must be held during University business hours (8 a.m. to 5 p.m.) and must be distributed over a minimum of three (3) days.
2. Office hours must be posted on the office door no later than two (2) weeks after the beginning of each semester (or after the RSO or Agency takes possession of the office space).
3. Officer and contact information must be posted on the office door no later than two (2) weeks after the beginning of each semester (or after the RSO or Agency takes possession of the office space).
4. Office space is to be used for RSO or Agency business purposes only.

VIOLATIONS

SALP will monitor adherence to this policy and all requirements. The designated primary contact for the RSO or Agency will be notified of violations.

REMOVAL

A RSO or Agency may be removed from their allocated office space if (1) they are in violation of the requirements for office space holders as detailed in this policy or (2) they are determined to be responsible for a violation of SALP or University policies or procedures or local, state, or federal laws.

EXCEPTIONS

Any exceptions to these requirements require prior written approval from the Director of SALP.

REGULATION

RSOs and Agencies with office space are responsible for meeting all requirements. SALP is responsible for monitoring compliance with office space requirements.

1. For any violation of the office space agreement, the RSO or Agency will be issued a warning letter.
2. Three (3) warnings will constitute a violation of policy and the RSO or Agency will be subject to conference proceedings.
3. RSO and Agency office space is a privilege, which may be revoked as part of a disciplinary sanction for any policy violation. If a RSO or Agency loses their office space due to a disciplinary sanction, it is required to vacate within 48 hours.
4. A RSO or Agency that is required to vacate office space will not be eligible to apply for office space until one full year after removal.

ACCESS

For convenience, after hours and weekend access to RSO and Agency office space is available. Such access may at times be restricted due to business necessity as determined by the University. Students are expected to use common sense in matter of courtesy, personal safety, and securing of offices and materials.

RSO ADVISORS

The staff of SALP is committed to student success and to helping students develop a successful student organization. Staff can assist you in planning and promoting events, securing funding, budgeting, facilitating leadership development, and more. Please contact the RSO Development Graduate Assistant at (269) 387-2565 or salp-rsoadvisor@groupwise.wmich.edu for information and assistance in any organizational endeavor.

STUDENT ORGANIZATION ADVISORS

RSO advisors are important not only because they are role models for students, but also because their involvement in the organization itself provides learning experiences that are transferable to situations beyond college. In order to assist the advisor and the RSO in understanding the roles of an effective advisor, SALP offers the following list of responsibilities:

ADVISOR RESPONSIBILITIES TO THE RSO

1. Serve at the discretion of the organization.
2. Assist officers in understanding their duties, administering programs and plans, organizing projects, and making appropriate transitions.
3. Preserve the continuity of the organization through the constitution, traditions, files, and minutes.
4. Encourage the use of procedures to ensure that the meetings run in an orderly and efficient manner.
5. Encourage students to understand and apply democratic principles, including the recognition of minority opinions and rights.
6. Attend as many organization meetings and events as possible.
7. Articulate campus policies and procedures and help cut through “red-tape” when necessary.
8. Support officers and be available for evaluation of ideas.
9. Maintain the ability to deal with the same issues each year and remain open to new ideas.
10. Facilitate discussions among officers and between officers and members.
11. Be familiar with national structure and services if relevant.
12. Assist with specific University services, for example, obtaining an organization account and obtaining facilities.
13. Consult on programs.
14. Advise individual students when necessary.
15. Assist the organization as needed.

Please note that for signing and filing official forms with SA&LP, the organization advisor is not the official contact person. The official contact person must be a registered WMU student. Any official requests and forms must be signed by the student listed as the Primary Contact on the Contact Information form.

RSO RESPONSIBILITIES TO THE ADVISOR

1. Notify the advisor of all meetings and events.
2. Confer with the advisor on plans, projects, and events.
3. Consult with the advisor before making structure or policy changes.
4. Understand that although the advisor has no vote, he/she should have speaking privileges.
5. Remember the responsibility for the success or failure of group projects rests ultimately with the group, not the advisor.
6. Acknowledge the advisor’s time and energy and express appropriate appreciation.
7. State clearly and openly the expectations of the advisor.
8. Evaluate the advisor and periodically give appropriate feedback.
9. Declare the advisor’s length of service to organization.

From Reinhardy, G. Training organization advisors. Student Activities Programming, 1981, 14(1), 39-41. Appendix A.

MEDIATION AND CONFLICT RESOLUTION SERVICES

Periodically, RSOs have an internal issue that may need mediation from an unbiased, outside entity. SALP has trained professionals who can assist an organization in achieving a resolution diplomatically. However, SALP will not intervene unless asked by all parties to enter as a mediator.

RESERVING ROOMS AND OUTDOOR SPACE

ROOM RESERVATIONS

Typically, all RSOs will be asked to seek available space in the Bernhard Center first when making indoor room reservations. If the Bernhard Center is unable to accommodate the organization's needs, academic buildings may be available for use by organizations on a first-come, first-served basis. Event and room request forms are available from SALP.

The University provides general classrooms and academic lecture hall with audiovisual capabilities. Most academic lecture halls with audiovisual capabilities may be reserved no more than one month in advance to provide opportunities for all organizations to utilize these spaces. General classroom space may be reserved no more than one semester in advance.

Food and beverages are prohibited in all academic lecture halls and classrooms. Each host organization is responsible for the enforcement of this policy. Furthermore, each host organization is responsible for the behavior of its members and/or participants. The space used must be cleaned and individuals must peacefully (especially when classes are in session) vacate the facility upon the conclusion of the organization's activity.

Finally, the University reserves the right to alter academic room reservations for academic, health, and safety related purposes. Every opportunity will be made to minimize this potential inconvenience, including but not limited to, reasonable notification of change and offering of another similar space or reduced costs (if applicable). In addition, if the use of the space warrants special equipment, technical or non-technical labor or custodial service, appropriate charges related to those services will be incurred by the host RSO(s).

KIVA ROOM

The Kiva Room is an all-purpose meeting room in the lower level of the Faunce Student Services Building. Food and beverages are permitted in the Kiva room, but the area **MUST** be cleaned up after use and trash taken with you. All RSOs will be charged for any cleaning costs incurred during their time spent in the Kiva Room. Reservation requests are made by contacting the SALP Office.

RESERVING OUTDOOR SPACE

OUTDOOR SPACE LOCATIONS

- Goldsworth Valley Pond (Gazebo included)
- The Fountain Plaza: Approval from Miller, Dalton, and Shaw staff may be requested
- The Pavilion
- Sun-Dial Area
- The Promenade (Flags)
- Amphitheater
- Grass Area in front of the Bernhard Center (Approval from Bernhard Center staff may be requested)
- Faunce Student Services Building Courtyard
- Outdoor Field Areas: A field permit is required for use of outdoor University Recreation grass spaces. Contact the Business Operations desk at the Student Recreation Center for information.

GENERAL POLICIES/PROCEDURES FOR OUTDOOR SPACE

1. Use of all outdoor space by requester must be registered with SALP 15 business days before an event or activity.
2. No activity that would require amplified sound will be allowed near residential community areas unless special permission is given.
3. No activity that would require amplified sound will be allowed near academic buildings before 5pm and unless special permission is given.
4. The use or sale of alcoholic beverages at any outdoor function is a violation of state law. It is the responsibility of the requester to control and monitor the actions of the group at the event.

RESERVING ROOMS AND OUTDOOR SPACE

5. Requester will incur an costs resulting directly or indirectly from the event/activity.
6. Requester will incur any costs related to clean up, trash removal, or any other costs required to put an area back to its original form.
7. The University reserves the right to disband any function if it affects campus safety and/or security.

REQUEST PROCESS

1. Requests must be made by emailing OUTDOORSPACE@groupwise.wmich.edu.
2. Requests must contain the following information:
 - a. Requester (RSO or Dept)
 - b. Contact Person (WIN REQUIRED)
 - c. Contact Email
 - d. Area Requested
 - e. Estimated Attendance
 - f. Date Requested
 - g. Start Time/End Time
 - h. Event/Activity
 - i. Event/Activity Description
 - j. Amplified Sound Request (Yes or No) (If “yes”, what WMU staff member(s) will be attendance to monitor the level the noise.)

DISCLAIMER

By emailing OUTDOORSPACE@groupwise.wmich.edu and requesting Outdoor Space, you are agreeing, on behalf of your RSO/Dept, to the above polices, procedures, and processes.

CHALKING POLICY

For WMU purposes, “chalking” is defined as a temporary and nondestructive activity on most outdoor horizontal surfaces. Additional guidelines are cited below:

1. Use only “environmentally friendly” (nontoxic) chalk.
2. The RSO’s name must appear within all chalk messages.
3. Chalk must not leave a color residue (fully washable) after general exposure to the natural elements (i.e., rain, snow, etc.).
4. Chalking must be at least 20 feet away from entrances and exits of all buildings in order to protect carpeting.
5. Chalking must be limited to horizontal surfaces (mainly sidewalks) where the natural elements have full exposure. Therefore, no chalking in tunneled areas, under tents, on buildings, under building overhangs, etc. is permitted.
6. Chalking is not permitted on any vertical surfaces, steps, buildings, sculptures, etc. at any time.
7. Violators will be subject to full restitution in accordance with the Student Code, Article II, Section B, 1. “Destruction of Property, Defacing, Littering.”

ROCK PAINTING POLICY

The rocks between Goldsworth Valley Pond and Gilkison Avenue and the rocks on the southeast corner of Stadium Dr. and Oliver St. have been designated for painting by Registered Student Organizations on campus. No other painting of any sort is permitted on any University property. Violators will be subject to full restitution in accordance with the Student Code, Article II, Section B, 1. “Destruction of Property, Defacing, Littering.” Guidelines for painting the rocks:

1. Painting the rocks is on a first-come, first-use basis. All organizations have equal access to the rocks.
2. Clubs and organizations may not cover or “guard” the rocks after painting them and thus may not prevent other organizations from painting over their work.

POSTING POLICY

FLYER/POSTER GUIDELINES

Organizations may post or distribute literature on University property. However, the University expects that poster and literature content will conform to established requirements and generally accepted standards of good taste.

The specific content of posters and literature will be the responsibility of the person or organization submitting posters or literature for distribution. The person or organization will be expected to assume all responsibility for poster content and to hold Western Michigan University harmless from any and all liability that may arise as a result of any posting or distribution. This pertains to all damages, costs, attorney fees and discovery costs that may result from any legal action.

While WMU promotes freedom of expression, the University also affirms civility and, at its discretion, reserves the right to control conditions of time, place, and manner under which posters and literature are distributed.

Publications must comply with the regulations listed in this manual.

CAMPUS POSTING: GENERAL PROVISIONS

1. To post flyers in the academic buildings and general buildings on the approved bulletin boards, posters approved by Student Activities and Leadership Programs Office or the Bernhard Center Program Office but they do not need both approvals.
2. Posters or flyers must not exceed 14" by 22".
3. The literature must contain the full name of the sponsoring organization, date, time, and event location.
4. All literature must be received by the SA&LP office **AT LEAST (7) SEVEN BUSINESS DAYS** prior to the event/program taking place.
5. All literature must comply with SA&LP guidelines and be stamped "Approved" by SA&LP before posting. If the material is not stamped for posting, the material will be removed and restitution for the cost of labor will be charged to the organization.
6. The Posting Guidelines Form is to be completed by the student organization/department representative requesting the flyer to be approved.
7. If approved, the flyer will be placed in the student organization mailbox for pick-up.
8. If not approved, the organization/department will be contacted in an effort to approve the literature.
9. Please allow **(2) TWO BUSINESS DAYS** for the approval process to take place
10. Programs or projects sponsored in whole or part by the Student Assessment Fee must include the statement "SAF Funded" on all publicity. Failure to do this may result in subsequent loss of funding.
11. Postings are not permitted on any trees, buildings, walls, doors, windows, telephone poles, wires, fire hydrants, parking meters, trashcans, or public signs on campus. All violators will be charged full restitution for the cost to remove such literature from the unwarranted areas.
12. Postings are to be placed on bulletin boards provided by the University. There are 11 information kiosks and 35 general announcement boards. A current listing of posting areas is available in SA&LP.
13. It is prohibited to post literature over other validly placed flyers or posters.
14. Because of limited space, please place only one flyer per bulletin board or kiosk.
15. Postings may be tacked or stapled on bulletin boards or taped on kiosks. Other methods of affixing postings or types of adhesives are not permitted.
16. The following offices/departments have specific posting guidelines and approval for literature must be given from each area specifically. Please contact individual office/department for policies and procedures:
 - a. Student Reaction Center (SRC)
 - b. Residence Halls
 - c. Bernhard Center

BERNHARD CENTER (BC)

Bernhard Center policies are outlined online at www.wmich.edu/bernhard/policies.html.

POSTING POLICY

STUDENT RECREATION CENTER (SRC)

Signs to be posted in the Student Recreation Center must first be approved by SA&LP. Ten copies of the posting should be delivered to the Associate Director for Facilities and Programs at the SRC. The materials will be reviewed and posted in designated areas if approved. The SRC also has a display case available for a fee. For information on reserving this space contact the SRC service desk.

RESIDENCE HALL POSTING GUIDELINES

There are bulletin boards on corridors throughout the residence halls maintained by residence hall staff to keep residents aware of Residence Life, University and community activities. Only authorized Residence Life personnel are permitted to post on corridor bulletin boards. Postings are not permitted on walls, windows or other non-bulletin board surfaces in public areas, including elevators. If physical damage results from any posting or when labor time is required to remove postings, the sponsoring organization or individual will be billed.

Organizations wishing to advertise in the residence halls must have all flyers stamped "Approved" by the Office of Residence Life. An original flyer should be brought to the Residence Life office, located in Faunce Student Services Building, to be approved for distribution (Copies of approved flyers are to be returned to the Office of Residence Life, and Residence Life staff will post them in the halls).

At no time may postings be slid under residence hall room doors, except for those authorized by Residence Life.

RESIDENCE HALL FUNDRAISING ACTIVITIES

All fund-raising activities taking place in a residence hall must be approved by the Office of Residence Life. No solicitation or fund-raising by student organizations may take place in the Residence Halls without permission from the Office of Residence Life. Organizations should refer to the Residence Hall Solicitation Policy cited below.

GENERAL SALES IN THE RESIDENCE HALLS

No solicitation or fund-raising by student organizations may take place in the Residence Halls. Exceptions to this policy will be made only for organizations directly related to the Residence Halls and at the discretion of the Director of Residence Life.

All approved activities covered by this policy are to be recorded on the Sales Request Form available from the Residence Hall Director or Assistant Director for Programming.

FOOD SALES IN RESIDENCE HALLS

Sales of food by non-residence hall groups will not be permitted in the halls. Residence hall councils and staff, with permission from the Assistant Director of Programming and in cooperation with unit Food Service Managers, may conduct limited food sales for special occasions.

NON-PROFIT SOLICITATION IN RESIDENCE HALLS

Leafleting, distribution, and solicitation by University organizations for non-revenue producing purposes must be approved by the Office of Residence Life. The following conditions will need to be met in residence hall lobbies and cafeteria foyers (not in the cafeterias):

- Approval has been obtained from the Office of Residence Life.
- The time and duration are established and approved prior to the activity.
- There is no interference with the normal operation of the residence hall.
- The area is restored to its original condition.

Additionally, the Office of Residence Life (387-4735) reserves the right to grant blanket approval for certain non-University activities, usually of a public service nature, such as voter registration. If such blanket permission is granted, Hall Directors will be contacted by the office granting permission. If, in the opinion of the Director, such distribution or solicitation is causing a disturbance, the parties will be asked to leave immediately.

Events and activities are part of many student organizations. Good planning and documentation are key to having a successful event. The SALP staff are available for assistance at any step during the planning process.

EVENT PLANNING

PRE-PLANNING

QUESTIONS TO CONSIDER:

- Has this activity been reviewed with your organization advisor?
- If event is held in the community, how will this activity affect the neighborhood?
- What liability does the organization run the risk of incurring?
- What state laws or city ordinances have the potential of being violated?
- What safeguards will be used to keep these laws from being violated?
- If using officers/security, how will they maintain control over the activity?
- What will the officers/security do if this activity gets out of hand?
- List the possible problem situations that could present themselves at your activity.
- List how you will solve each of the situations listed above.
- Do you have an established procedure to follow in case of emergencies?
- Could you convince a reasonably prudent person that your event is not dangerous?
- Is the potential liability for the organization worth the potential benefits to the organization?

CHECKLIST

- Assess organization's interest in the event or activity
- Answer basic questions
- Follow these steps:
 - Identify needs
 - Develop program goals and objectives
 - Develop an action plan
 - Implement that action plan
 - Evaluate that event
 - Document for the future

EVENT CHECKLIST

- FUNDING AND PAYMENT**
Make a budget
Identify potential funding sources/ allocating bodies
Contact RSO Financial Advisor for assistance with paperwork
Determine paperwork deadlines in advance and plan accordingly
- TRANSPORTATION AND LODGING**
Connect with agent/artist/for arrival/transportation information
Transportation rental
Hotel confirmation
- PROMOTIONAL CONSIDERATIONS**
Complete marketing plan
Get advertising materials approved and distributed
Use campus media and advertising sources: WIDR 89.1 FM, EduCABLE, MTV U, Western Herald, Student Events Calendar
- VENUE/EVENT SPACE**
Check with venue about reservation/set up/ catering (if needed)
Contact SALP for outdoor space reservations
Check on any special requirements (security, stage, room set-up, etc)
Technical issues
Notify SALP if attendance will be larger than 100
- VOLUNTEERS**
Setup/Tear Down/ Clean Up
Greeters/Tickets/Counters
On- Stage/ Sound Help/Announcements

EVENT PLANNING

EVENT SECURITY

RSOs may need to request security services from the WMU Department of Public Safety for a particular event. Generally, this service must be requested a minimum of ten (10) days prior to the planned event. Moreover, this service must be paid for in advance by cash, certified check, money order, or by a campus financial transaction. The WMU Department of Public Safety staff makes the final decision on the number of officers needed for each scheduled event to maintain campus safety and security. Call (269) 387-5573 for details.

EVENT CAMPUS MEDIA & INFORMATION SOURCES

89.1 WIDR-FM

89.1 WIDR-FM is Western Michigan University's student-operated radio station and an excellent avenue for marketing an event and organization. "Public Service Announcement" forms are available through WIDR-FM and SA&LP. Forms should be completed at least two weeks prior to the event. WIDR is located at 1518 Faunce and staff can be reached at (269) 387-6301.

WESTERN HERALD

The Western Herald is Western Michigan University's student-operated newspaper. Student organizations can purchase ads and sometimes gain free coverage or publicity of an event by notifying the Herald staff in advance. The Western Herald is located at 1523 Faunce and staff can be reached at (269) 387-2092.

WESTERN NEWS

Western Michigan University's faculty and staff newspaper is available to publicize campus-wide events. The Western News is located in Walwood Hall and can be reached at 387-8400.

EDU CABLE

EduCABLE, the WMU student channel (on-campus channels 7 & 28) transmits campus access programs and a student bulletin board. RSOs can promote their organizations and events by posting a message on EduCABLE. EduCABLE can also scan your organization's logo to accompany a message.

EduCABLE makes available video equipment and video stock that also can be loaned at no charge. Once campus programming has been prepared for use on EduCABLE, it also can be shared with other students and households throughout the Kalamazoo area on Community Access channels. EduCABLE is located in the University Video Services department and can be reached at (269) 387-4997. Announcement forms are available from SA&LP. Forms are also available from the EduCABLE website at: <http://www.wmich.edu/educable/forms>.

MTV U

MTV U, formerly known as CTN (College Television Network) Channel 35 is a music video and bulletin board system that is available to student organizations that want to post dates and times of programs for all students. This channel is monitored by the Student Recreation Center. If your event is open only to a specific group, it will not be listed on the site. The Student Recreation Center has the sign up for MTV U postings. Postings for the bulletin should be submitted one week in advance.

**FINANCIAL INFORMATION
AND RESOURCES**

(FOR REGISTERED STUDENT ORGANIZATIONS)

FUNDING AND ALLOCATION BODIES

STUDENT ASSESSMENT FEE FUNDING

Western Student Association Allocation Committee (WSAAC)

The Western Student Association Allocation Committee (WSAAC) is a standing committee of the Western Student Association, with the primary function of allocating a portion of the funds collected through the Student Assessment Fee. The WSAAC was created to give students discretion over how student funds should best be distributed. The purpose of the WSAAC is to responsibly allocate funds to deserving programs in anticipation of their contribution to the educational and recreational wellbeing of the University community. During the fall and spring semesters, WSAAC distributes guidelines and procedures about applying for available funds.

In order to be eligible for WSAAC funding, each organization must meet the following minimal requirements:

- Be registered and in good standing with SALP.
- Be active at least eight weeks prior to submitting a budget request.
- Be debt free with the University.
- Have a RSO representative attend the RSO Finance Workshop presented by SALP.

Contact WSAAC at 387-2791 or visit their website: www.wsa.wmich.edu/Services/WSAAC.

Student Assessment Fee Funding from the Campus Activities Board (CAB)

The Campus Activities Board's (CAB) mission statement is to provide a cohesive yet diverse schedule of programming to the Western Michigan University community; to represent the interests of students of Western Michigan University by communicating to the proper administrators the students' views on programming and to support the programming endeavors of other Registered Student Organizations.

The main guidelines for CAB Organizational Funding include:

- Funds will be allocated for campus programming.
- The program must be open, available, and accessible to all WMU students.
- Budget requests must be submitted to the treasurer of CAB before the monthly deadline posted in the organizational funding guidelines.
- Have a RSO representative attend the RSO Finance Workshop presented by SALP.
- The organization must be registered and in good standing with SALP.

Contact CAB at 387-2112 or visit their website for complete funding guidelines: www.cab.wmich.edu/about/org_funding.html.

Student Assessment Fee Funding from the Graduate Student Advisory Committee (GSAC)

The Graduate Student Advisory Committee (GSAC) is a committee of and for graduate students here at WMU. Our membership primarily consists of representatives from each department with a graduate program. The primary function of GSAC is to be a liaison between the administration and graduate students: when issues arise at WMU that concern graduate students, we bring it to the attention of high-level administration officials. Similarly, the administration brings issues regarding policy changes and programming to us for our input and approval.

GFAC is the Graduate Financial Allocation Committee, a standing sub-committee of GSAC. Its concerns involve financial matters that are brought before GSAC, including developing and managing the GSAC budget. It also includes providing recommendations to GSAC for the disposition of Graduate Student Activity Fee funds to Registered Student Organizations (RSOs). A portion of the GSAC budget goes to fund RSOs. RSOs are welcome to apply for funding to GFAC/GSAC for either operating expenses, or to help with the execution of some campus event.

FUNDING AND ALLOCATION BODIES

The guidelines for funding include:

- Graduate Student RSOs are encouraged to apply for operational funds to help cover the costs of monthly meetings (i.e. food, publicity).
- An organization must demonstrate that the program or event benefits the graduate student community and/or the WMU and Kalamazoo communities academically and/or culturally. Undergraduate RSOs may apply for funding if they can demonstrate these benefits in their request.
- Funding requests must be submitted to the Graduate Financial Allocation Committee (GFAC), a standing committee of GSAC. Requests must be submitted one week before the next GFAC meeting, which occur monthly.
- Have a RSO representative attend the RSO Finance Workshop presented by SALP.

Contact GSAC at 387-8207, visit their website for complete funding rules and responsibilities: www.wmich.edu/gsac or stop by and attend the monthly meeting.

CONTRACTS

OVERVIEW

Contracts are a binding agreement between two parties in which each gives something in return for something else. Registered Student Organizations (RSOs) routinely work with contracts for various means such as bringing speakers or performers to campus.

In contract law it is extremely important to have your agreement in writing and signed by the parties involved. Courts will generally look at a written contract signed by both parties treating it as a final written expression of the involved parties.

RELATIONSHIP WITH THE UNIVERSITY

As an RSO you are a student group recognized by Western Michigan University but you are not an employee or a designated representative to enter into binding agreements on behalf of the university. Although RSOs cannot act as university representatives, your conduct and decisions reflect on the university so it is important that you conduct yourselves and your affairs in an appropriate manner. When working with third parties and vendors while identifying yourself as a RSO at WMU, the recommendation to avoid the possible misperception as to your group's authority to act in a contract setting (either with direct or apparent authority) is to say:

_____ organization is a recognized student organization of the university and does not represent the university. The organization cannot contractually obligate the University. As a (member/officer) of _____ organization, I enter into this (Contract/Agreement) on behalf of organization in my role as Pres/Treasurer/etc.

Including language like this, both orally and in writing, helps avoid any possible links between your activity and the university. Given the autonomy of student leadership, you must be willing to take responsibility for your decisions as they apply to yourself and your group. By signing contracts, you and/or your RSO, not the university, will be held accountable.

STANDARD SECTIONS OF CONTRACTS

Description:	Indicates what the contract covers, such as "Contract for T-Shirts".
Caption:	Indicates who the contracting parties are and when contract was made.
Background:	Indicates what each party's business or purpose is, like "Rick's T-Shirts located at 101 Main St. is in the retail business of selling t-shirts"
Duration:	Indicates how long a contract is valid (often found early in document)
Definitions:	Indicates what the meaning of commonly used words in the contract are like "they" means "Y Club" or "late" means "any promise fulfilled after the expiration of the time limit agreed to by both parties." It is important to define terms that have subtle differences in their meaning like "must" (absolute), "shall" (contingent upon), and "may" (permissive).
Obligations:	Indicates what each party is responsible for in the contract like "Rick's T-Shirts shall supply Y Club with 500 t-shirts on September 30 at \$5.00 a shirt. Y Club must pay Rick's T-Shirts \$2,500 plus tax on the date of delivery."
Operative Provisions:	Indicates what other provisions are included in the contract such as any warranties or exclusions that may apply. Often, this is the section of the contract where a disclaimer and limiting language is used to give the party who wrote the contract advantage over the party that signs the contract.
Enforcement Provisions:	Indicates the part of the contract that deals with "What happens if..." (someone does not fulfill their end of the agreement, something not in the contract is causing problems, where to go if there is a dispute, what happens if the other party said we agreed verbally but it is not in the written contract)
Closing:	Indicates that both parties agree to the contract upon signing the binding document.

CONTRACTS

CONTRACT QUESTIONS

RSOs are encouraged to work through their advisor and the Office of Student Activities and Leadership Programs prior to entering into a contract agreement. **It is important that you seek this help BEFORE YOU SIGN THE CONTRACT.** If you wait until after you sign the contract, you may create problems for yourself and your organization.

ENTERTAINMENT/SPEAKER CONTRACTS

SALP staff members can provide assistance with University entertainment contracts to organizations sponsoring an act. All entertainment contracts funded through the Student Assessment Fee (i.e., CAB funded, WSAAC funded, etc.) must be reviewed by SALP. Some contracts may need further authorization from other University entities. Please allow five business days for review and authorization.

Complete the following form available at the SALP office:

As an RSO you are a student group recognized by Western Michigan University but you are not an employee or designated representative to enter into binding agreements on behalf of the University. This form should be signed and dated by both the RSO Student Financial Manager and the Independent Contractor. Return it to the RSO Financial Advisor along with the Independent Contract, Questionnaire, and Voucher. These forms must be completed prior to the actual event.

_____ is a Recognized Student Organization of the University and does not represent the University. The organization cannot contractually obligate the University. As a Member or Officer of the above mentioned RSO. I enter into this Contract or Agreement on behalf of my RSO in my role as _____.

RSO Representative Signature Date

Independent Contractor Signature Date

Director of SALP Signature Date

FINANCIAL ACCOUNT POLICIES

OVERVIEW

Student organizations must adhere to all University and SALP accounting policies and procedures. Organizations that violate University and/or SALP financial policies and procedures are subject to disciplinary procedures as outlined in the RSO Handbook.

ON-CAMPUS ACCOUNTS

On-campus financial accounts are utilized for Registered Student Organizations (RSOs) that receive Student Assessment Fee (SAF) allocations from Campus Activities Board (CAB), Graduate Student Allocations Committee (GSAC), or Western Student Association Allocations Committee (WSAAC). After a RSO secures funding from one of the above sources, an account is established through the RSO Financial Advisor in the Student Activities and Leadership Programs (SALP) Office. Money in these accounts can only be spent on items for which SAF funds were allocated. SAF money remaining in these accounts following events will be returned (aka: swept) to the allocating body from which it was given. It is possible for RSOs to have two on-campus accounts based upon the source of funding:

WSAAC SAF ACCOUNT:

<u>52</u>	<u>627</u>
fund	cost center number

CAB OR GSAC SAF ACCOUNT:

<u>52</u>	<u> </u>
fund	cost center number

STUDENT FINANCIAL MANAGERS

Organizations who receive SAF funding must appoint at least one member, and may have up to three members, who will be designated as Student Financial Manager(s) for the organization. Student Financial Managers must also hold an officer position in their RSO. Student Financial Managers will be the only members authorized to sign for and spend funds from the RSO accounts. They will be held responsible for the financial activities of their organization.

FINANCIAL WORKSHOPS

Prior to applying for SAF funding, one Student Financial Manager is **required** to attend a Financial Workshop. Financial workshops offer detailed instructions on how to properly manage your on-campus financial accounts. The workshop includes information about University financial policies and procedures, how to complete forms, and how to check your account balance and transactions. Registration for Financial Workshops is available online at www.leadership.wmich.edu/Journey/workshops or by calling 387-2484.

ORGANIZATION PURCHASE / TRANSACTION APPROVAL POLICY

To spend funds from a RSO on-campus account, all financial forms must be submitted to the RSO Financial Advisor for approval. See the RSO Financial Information & Resources section for sample financial forms and detailed information.

FINANCIAL DEBTS

RSOs are not permitted to have a deficit (negative) in on-campus account balance. This situation will occur if an organization spends more than the SAF funds they were allocated. In this instance, RSOs will be required to make a deposit to the on-campus account to pay for the deficit. RSO accounts that show a deficit at any time may be subject to any or all of the following:

1. A freeze will be placed on the RSO account(s). No transactions will be permitted until the account deficit is resolved.
2. RSO Financial Manager(s) will need to meet with SALP Administrators to discuss the deficit situation.

FINANCIAL ACCOUNT POLICIES

3. RSOs privileges (i.e., use of Faunce office space, phone lines, ability to use campus facilities for meetings, etc.) will be revoked.
4. RSO may not apply for on-campus funding through CAB, GSAC or WSAAC.
5. RSO will lose its recognition status with WMU.
6. The student who signs a requisition, voucher or other transaction form causing a deficit account balance may be held accountable through the WMU Student Code.

RSOs are similarly responsible to appropriately manage their off-campus financial accounts. Outstanding invoices or balances with businesses is unacceptable and is the responsibility of the RSO and/or students involved, not the university. Students and RSOs may be held accountable through the WMU Student Code. Additionally, legal action may be taken by businesses to resolve the outstanding balance.

DEPOSITS

No deposits should be made into RSO on-campus financial accounts, unless an RSO is resolving a deficit. SAF funds are the only monies permitted in RSO on-campus accounts. An authorized deposit form from SALP is required to make a deposit.

FALSIFICATION OF INFORMATION

Providing false information in the process of seeking reimbursement is a violation of law and University policy. Any student who submits documentation that is false will be referred to WMU Public Safety and the Office of Student Conduct to face formal charges.

OFF-CAMPUS ACCOUNTS

If your RSO collects and/or manages self-generated funds such as dues or proceeds from fundraising events, you are encouraged to open an off-campus bank account to manage those funds. RSOs should apply for an Employer Identification Number (EIN) to use on their off-campus account rather than an individual student's Social Security Number (SSN). You can apply for an EIN from the IRS (www.irs.gov) by completing Form SS-4. In addition, it is recommended that at least two students have signature authority for the bank account.

Off-campus bank account names cannot have reference to Western Michigan University. RSOs are solely responsible for off-campus bank account matters. Western Michigan University is not responsible in any way for such transactions unless an authorized University official has developed a contractual relationship with the RSO. In addition, WMU will not provide vendors and/or creditors with any information beyond that which is considered public information.

Outstanding invoices or balances with businesses is unacceptable and is the responsibility of the RSO and/or students involved, not the university. Students and RSOs may be held accountable through the WMU Student Code. Additionally, legal action may be taken by businesses to resolve outstanding balances.

**GENERAL LEDGER OPERATING WEB
(GLOW)**

GENERAL LEDGER OPERATING WEB (GLOW)

All of the information in the GLOW system is view only and cannot be changed. WMU uses a fiscal year to record annual financial activity. Fiscal Year 2007 begins July 1, 2006 and ends June 30, 2007.

ACCESS TO SYSTEM

RSOs may view their account balance and transactions by using the GLOW system. The web address to access GLOW is www.fs.wmich.edu/glow. The login page is displayed below:

To obtain the GLOW 'User ID' and 'Password' for RSOs, please contact the RSO Financial Advisor.

WSAAC SAF ACCOUNT 52 627 fund cost center	CAB/GSAC SAF ACCOUNT 52 _____ fund cost center
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SUMMARY INFORMATION

From the GLOW main menu, use the 'Summary Information' to check your RSO account balance. (The 'Detail Information' is used to check transactions.)

STEP-BY-STEP PROCESS

1. From the GLOW main menu, choose 'Summary Information'.
2. On the next screen, (you generally should) choose the following parameters and then select 'Click to Continue'.

GLOW Summary Information

GLOW Main Menu

Supply the *Date*, *Fund/Department*, *Account*, and *Ledger Activity* parameters by following the instructions in each box below. After specifying the parameters, click the *Continue* button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
Choose fiscal year below. Click on <i>fiscal year call</i> to see choices. 2005	Specify fund and department below. NOTE: Department must be <i>seven</i> digits. Click <i>List Funds</i> or <i>List Departments</i> buttons below to see available values. Fund <input type="text"/> Dept <input type="text"/>	All Accounts
Ledger Activity All Ledgers	<input type="button" value="Click to Continue"/>	
<input type="button" value="List Funds"/>	<input type="button" value="List Departments"/>	<input type="button" value="GLOW Main Menu"/>

GENERAL LEDGER OPERATING WEB (GLOW)

- Next, choose the fiscal year you want to display and enter your fund and cost center number. Select 'Click to Continue'.
- Subtotals for each different account will appear (i.e. object code) for the specific fiscal year.

GLOW Summary Information

GLOW Main Menu

selection criteria

Fiscal Year: 2005
 Fund/Department: 73090
 Ledger(s): ALL
 Account(s): ALL

NOTE: Click desired **account button** below in order to drilldown to accounting period detail.

Account	Adjusted Budget	Actuals	Commitments	Closing Balance
Fund/Prog: TAXABLE				
4320 Fees Comp&Consult 1099	0.00	8,200.00	0.00	-8,200.00
*** Fees/Comp/Contracts Subtotal ***	0.00	8,200.00	0.00	-8,200.00
4999 Transfers Between WMU Accounts	0.00	29.88	0.00	-29.88
*** Transfers/Support Subtotal ***	0.00	29.88	0.00	-29.88
*** Other Expenses Subtotal ***	0.00	8,229.88	0.00	-8,229.88
*** Total Expenses Subtotal ***	0.00	8,229.88	0.00	-8,229.88
*** Net Revenue/Expenses Subtotal ***	0.00	8,229.88	0.00	-8,229.88
9200 Fund Balance July 1	0.00	-10,600.00	0.00	10,600.00
*** SUMMARY BALANCE ***	0.00	-2,370.12	0.00	-2,370.12

GLOW Main Menu

Create Spreadsheet File

- To determine the account balance, scroll to the bottom of the screen. The last number (Summary Balance) in the "Closing Balance" column is the account balance for the fiscal year chosen. The account balance at the end of fiscal year 2006 for the above example is \$2,370.12.

GENERAL LEDGER OPERATING WEB (GLOW)

DETAIL INFORMATION

From the GLOW main menu, use the 'Detail Information' to check your RSO check transactions.

STEP-BY-STEP PROCESS

1. (You generally should) Choose the following parameters and then choose 'Click to Continue'.

GLOW Detail Information

GLOW Main Menu

Click the desired **Date**, **Fund/Department**, **Account**, **Ledger Activity**, and **Internal Document Number** options. Choose one option from each box below. After choosing the desired options, click the **Continue** button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
<input checked="" type="radio"/> Customized Period Range <input type="radio"/> Specific Fiscal Year <input type="radio"/> Customized Date Range	<input checked="" type="radio"/> Specific Fund/Department <input type="radio"/> Customized Dept Range within ONE Fund <input type="radio"/> Specify up to twelve Depts within ONE Fund <input type="radio"/> Specific Project ID (funds 25-30 only)	<input checked="" type="radio"/> All Accounts <input type="radio"/> Specific Acct Type(s) <input type="radio"/> Customized Acct Range <input type="radio"/> Specify up to six Accts
<i>Ledger Activity</i>	<i>Internal Document Number</i>	
<input checked="" type="radio"/> All Ledgers <input type="radio"/> Specific Ledger(s)	<input checked="" type="radio"/> All Document Numbers <input type="radio"/> Specific Document Number	<input type="button" value="Click to Continue"/>

GLOW Main Menu

2. Next, choose the fiscal year you want to display and enter your RSO fund and cost center number. Choose 'Click to Continue'.

GLOW Detail Information

GLOW Main Menu

Supply the **Date**, **Fund/Department**, **Account**, **Ledger Activity**, **Internal Document Number**, and **Sort Order** parameters by following the instructions in each box below. After specifying the parameters, click the **Continue** button.

<i>Dates</i>	<i>Funds/Departments</i>	<i>Accounts</i>
Choose beginning/ending period below. Click on fiscal year/period cells to see choices. from 2005-003-September ▾ thru 2005-003-September ▾	Specify fund and department below. NOTE: Dept must be seven digits. Click List Funds or List Departments buttons below to see available values. Fund <input type="text"/> Dept <input type="text"/>	<input type="button" value="All Accounts"/>
<i>Ledger Activity</i>	<i>Internal Document Number</i>	<i>Sort Order</i>
<input type="button" value="All Ledgers"/>	<input type="button" value="All Document Numbers"/>	<input checked="" type="radio"/> Fund / Dept / Acct <input type="radio"/> Acct / Fund / Dept
<input type="button" value="Click to Continue"/>		Dates <input checked="" type="radio"/> most recent listed last <input type="radio"/> most recent listed first

List Funds

List Departments

GLOW Main Menu

GENERAL LEDGER OPERATING WEB (GLOW)

MICHIGAN SALES TAX

Registered Student Organizations are not exempt from the 6% Michigan sales tax, therefore it is important when planning expenses to consider sales tax. When using University forms to purchase goods, vendors may not charge RSOs the 6% Michigan sales tax. Sales tax is also not charged initially by the University for services from University departments. In both of these situations, taxes will be charged to your account at the end of each month for taxable expenses. See the list of object codes on p. 34 to determine if your expense is taxable. If a RSO member pays for something, is charged taxes, and then seeks reimbursement, use object code 4468 (Purchases - Sales tax paid).

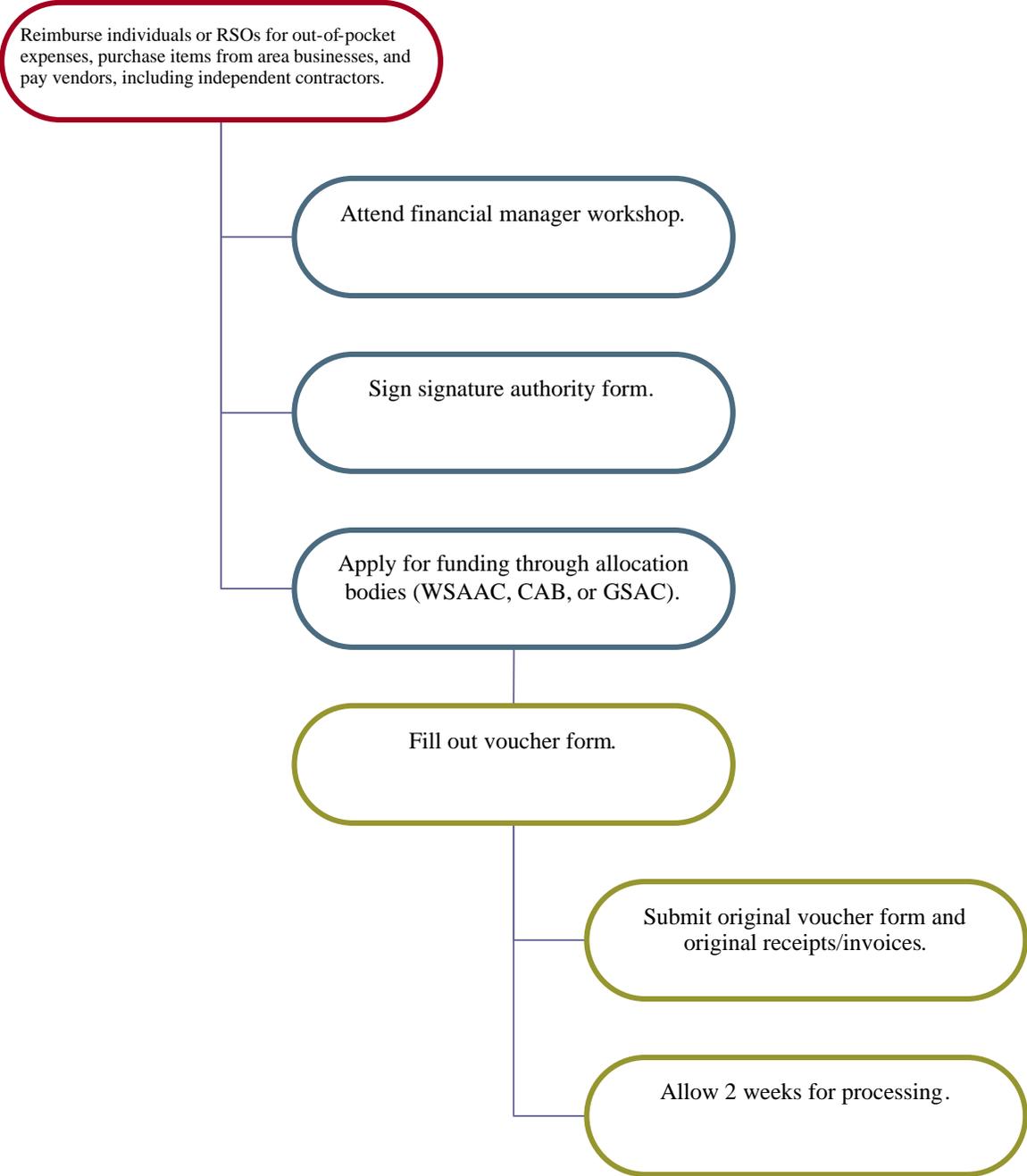
COMMONLY USED OBJECT CODES

Object Code	Description	Taxable
4250	Rentals – building and land	X
4260	Rentals - equipment	X
4320	Compensation and consultation	
4331	Memberships	
4332	Subscriptions	
4333	Advertising	
4335	Program development and special projects	
4340	Postage	
4352	Service contract expense	
4359	Out-of-state travel and subsistence	
4360	In-State travel and subsistence	
4364	Meals and entertainment	X
4370	Conferences	
4390	Other services - general	
4450	Education supplies	X
4452	Computer software/Firmware/Cards	X
4466	Non-taxable food	
4468	Purchases – Sales tax paid	
4481	Office supplies	X
4482	Printing and duplicating	X
4487	Posters and promotion	
4570	Supplies	X
4621	Other Expense-Use tax	
4880	Miscellaneous expense	X
4902	Awards	
4988	Transportation	
4994	Telecommunications Charges	
8250	Dues and membership fee deposits	
8980	Miscellaneous income-deposits	

FINANCIAL FORMS

FINANCIAL FORMS

VOUCHERS - STEP-BY-STEP PROCESS



FINANCIAL FORMS

VOUCHERS - PAY VENDOR EXAMPLE

WESTERN MICHIGAN UNIVERSITY

VOUCHER

FOR ACCOUNTING USE ONLY

VOUCHER*

NO. FUND COST CENTER OBJ CODE

*Vendor: This is the PO number to reference on your invoice.

TAX EXEMPT A154961

INVOICE TO:
 WESTERN MICHIGAN UNIVERSITY
 ACCOUNTS PAYABLE
 KALAMAZOO, MI 49008-5105
 (269)387-4253

Date

Company to be paid
Company/Individual Name

Street address
Address

City, state, zip
Address

Address

Registered Student Organization name

Department Placing the Order

Your name

Person Placing Order

Phone Number

Ship to Address

Ship to Address

INVOICE OR ACCOUNT NO. OR SOCIAL SECURITY NO.	QUANTITY	DESCRIPTION	AMOUNT
Company's Invoice #		Equipment rental for ABC event	\$250.00
TOTAL			\$250.00

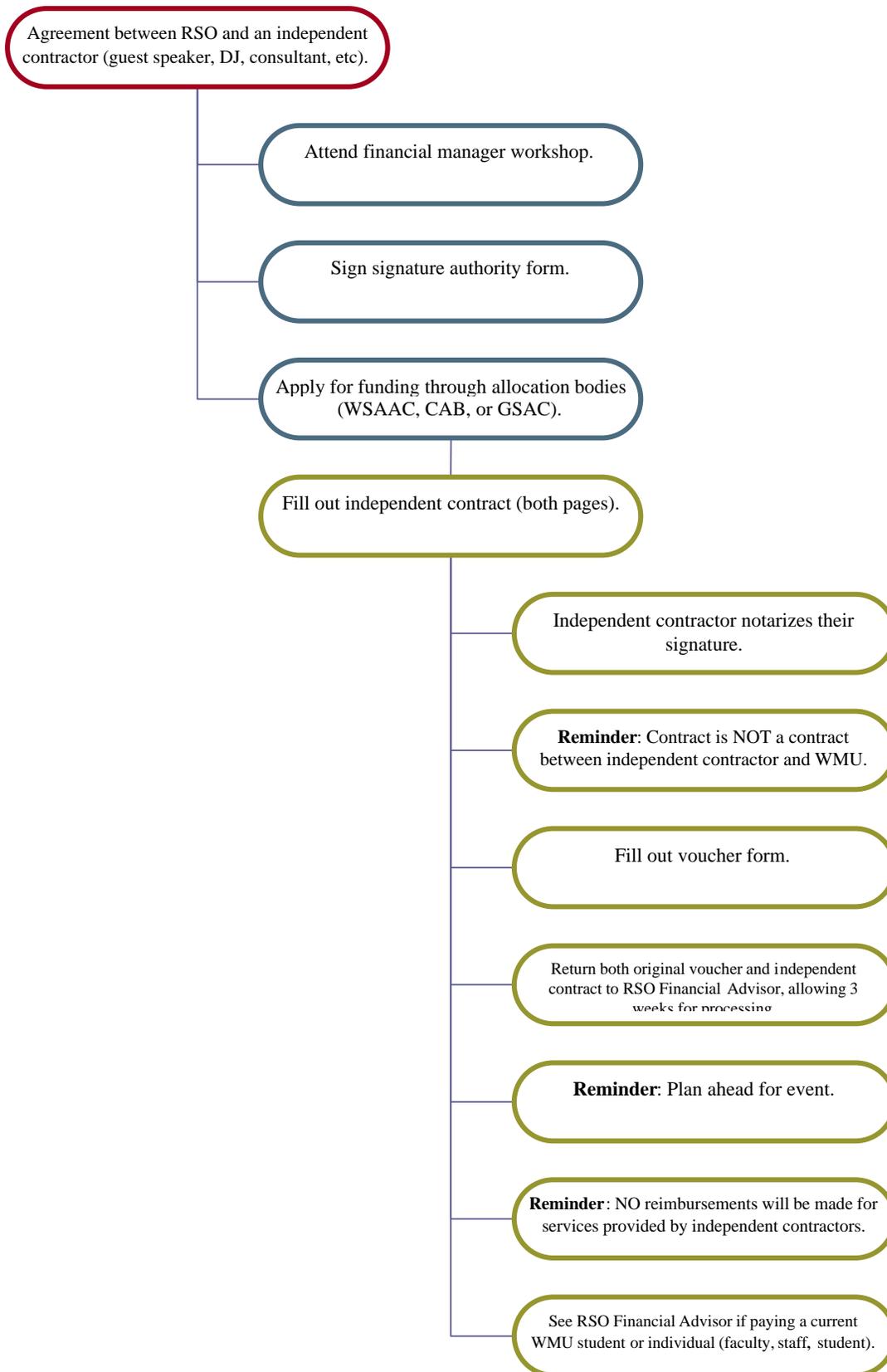
Please make a copy for the department prior to sending the original to Accounting.

STOCK NUMBER

Pick-up Mail

FINANCIAL FORMS

INDEPENDENT CONTRACT - STEP-BY-STEP PROCESS



FINANCIAL FORMS

INDEPENDENT CONTRACT - CONTRACT EXAMPLE

WMU AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

Western Michigan University ("WMU") desires to utilize the services of Name of Independent Contractor, Independent Contractor ("IC"), for the performance of certain tasks and IC desires to perform these services for WMU. In consideration of and reliance on the following, as well as information contained in the contractor/consultant questionnaire, the parties agree as follows (attach Exhibit A as needed):

1. IC warrants and represents that IC is engaged in an independent business, is fully qualified and has all required licenses and/or certifications to perform the services described, has adequate insurance coverages for the services to be performed, and has complied and will continue to comply with all federal, state and local laws regarding business permits, licenses, taxes, and governmental obligations of any kind that may be required to carry out the business and the tasks to be performed and regarding the payments received by IC under this contract.

2. IC shall perform the following tasks or services for WMU as described below (i.e. what, when, where?) or in Exhibit A:

Description of services to be performed

3. WMU shall pay IC, upon receipt of invoice, according to the terms and conditions as described below or in Exhibit A:

Amount and date of payment

4. IC shall supply all equipment, tools, materials, supplies, and personnel to accomplish the designated tasks except as described below or in Exhibit A:

5. WMU will not be liable to IC for any of IC's expenses unless otherwise agreed in writing in Exhibit A.

6. IC retains the right to control the manner by which the services (described above) are to be performed. IC expressly understands and agrees that neither IC, nor any employee or agent of IC, in the performance of IC's services required under this agreement, shall be treated or otherwise considered to be an employee(s) of WMU for taxes, worker's compensation, unemployment compensation, insurance, fringe benefits, or any other purpose, except as otherwise required by law. No payroll, employment, or other taxes of any kind shall be withheld or paid by WMU with respect to payments to IC, unless as otherwise required by law. IC understands and agrees that IC is totally responsible for, and shall comply with all laws regarding the timely reporting and payment of all income and other taxes and other governmental liabilities resulting from the performance of IC's services.

7. The term of this agreement shall end on event end date and time.

8. IC has no authority to enter into any contract(s), promise(s), or agreement(s) on behalf of WMU.

9. This agreement shall be governed by and construed pursuant to the laws of Michigan.

10. To the fullest extent permitted by law, IC shall be liable for, and fully indemnify, and hold WMU, its Board, president, officers, and employees harmless from and against all claims, demands, actions and liability arising out of, resulting from, or attributable to IC, IC's employees, agents' or subcontractors' performance or nonperformance of any services or work covered by this agreement, and/or for any breach or warranty.

11. This document and Exhibit A (if applicable), constitute the entire agreement of the parties. No other representations, promises or agreements, oral or otherwise, except for subsequent properly authorized and executed written amendments, shall be of any force or effect.

RESET

INDEPENDENT CONTRACTOR SIGNATURE & TITLE (if applicable)

By: Independent Contractor's Signature Date: 02/02/04

WMU DEPARTMENT ADMINISTRATOR SIGNATURE & TITLE

By: SA&CP Administrator's Signature Date: 02/02/04

A/P (OR DESIGNEE) SIGNATURE

By: _____ Date: _____

FINANCIAL FORMS

INDEPENDENT CONTRACT - QUESTIONNAIRE EXAMPLE

CONTRACTOR/CONSULTANT QUESTIONNAIRE

Payment should be made through the payroll process if the individual performing services is currently employed by the University or has been employed in the current or previous calendar year by WMU.

If the individual performing services is not a citizen or resident of the United States contact the Corporate Reporting and Taxation Department (387-2981) before completing this questionnaire.

These questions relate to the individual/business that you are considering retaining as a contractor or consultant. This questionnaire and a WMU Independent Contractor Agreement should be forwarded to Accounts Payable (before services are rendered) for evaluation. A questionnaire and agreement are required in all cases that involve payment for non-employee services. Results of this questionnaire will be returned to you with the agreement. If the agreement is approved a copy of the agreement and questionnaire should be attached to a payables voucher and forwarded to Accounts Payable (along with an invoice) for payment. If the agreement is not approved the individual rendering services must be paid as an employee. In this case the appropriate Human Resources form should be completed using the normal payroll process.

Please answer the following questions relating to the individual that will perform the services:

1. Is this individual a student at WMU?
YES NO
2. Will the individual be trained by and/or subject to the supervision of a WMU employee?
YES NO
3. Does the individual/business routinely provide the same or similar services to the general public (outside of WMU)?
YES NO
4. Can this individual/business designate who will perform the services?
YES NO
5. Will this individual supervise employees of the University?
YES NO
6. Have you contracted with this individual/business before?
YES NO If yes, when? _____
7. Will this individual perform services on a full-time basis?
YES NO
8. Will this individual be paid on a per job basis?
YES NO

Name of the individual/business: Name of Independent Contractor

Type of entity: individual partnership corporation other

Business address: Address of Independent Contractor

Social Security # 123-45-6789 or Employer Identification # _____

Print or type the NAME, TITLE, DEPARTMENT AND TELEPHONE # of the person from WMU to contact if additional information is necessary. The IC agreement and questionnaire will be returned to this individual once approved/disapproved.

Name and Title: Student Financial Manager's Name

Department, Mail Stop Code, and Telephone #: RSO Name and Student Financial Manager's phone number

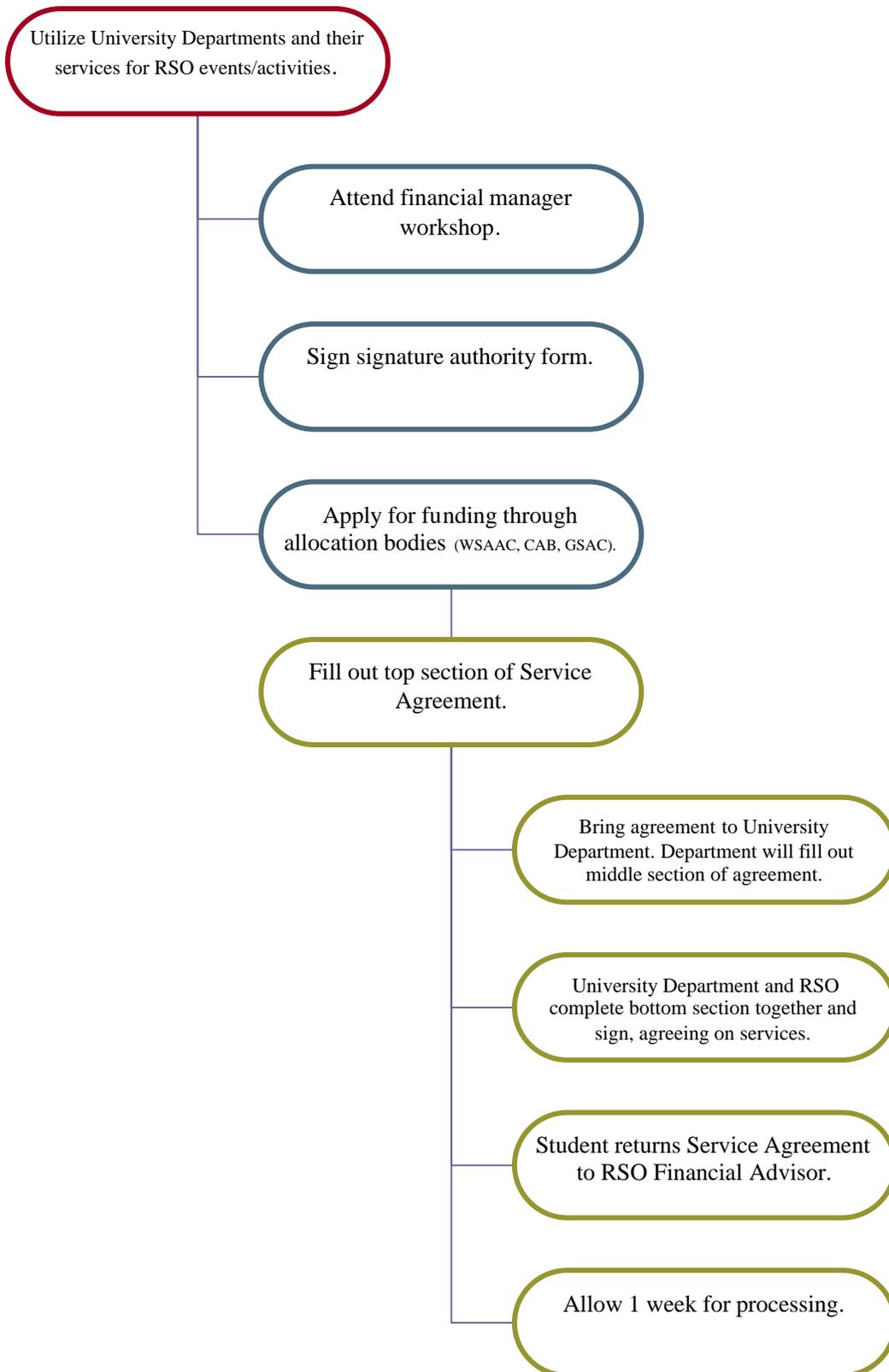
Date: 02/02/04

Forward this questionnaire and the agreement to the Accounts Payable Department.

RESET

FINANCIAL FORMS

SERVICE AGREEMENT - STEP-BY-STEP PROCESS



FINANCIAL FORMS

SERVICE AGREEMENT - AGREEMENT BETWEEN RSO AND UNIVERSITY DEPARTMENT EXAMPLE



Service Agreement between Registered Student Organizations and University Departments

This agreement needs to be completed when a Registered Student Organization (RSO) desires to use a service of a Western Michigan University department. This form should only be used when a RSO is allocated Student Assessment Fee money and will pay for the services using an on-campus financial account.

Purpose

1. To agree on the service to be performed and the total fee for the service.
2. To verify the fund and cost center for the RSO.
3. To verify that the RSO has adequate funds to pay for the desired service.
4. To verify that the RSO was allocated SAF funds for the service.

Process for completing the agreement

1. University department and representative from RSO complete the form to agree on the service and fee before the service is provided.
2. University department faxes it to the RSO Financial Advisor at 387-2554.
3. RSO Financial Advisor verifies the fund and cost center, adequate funds in RSO's account, and that the RSO was allocated SAF funds for the service.
4. RSO Financial Advisor faxes the signed form back to the University department.
5. If the fee changes, the University department must contact the RSO Financial Advisor at 387-2484 to verify adequate funds.
6. University department charges the RSO financial account after the service is provided.

If a University department does not receive approval of this agreement from the RSO Financial Advisor prior to charging a Registered Student Organization for a service, the University department may be responsible for the charge.

Today's Date _____

Registered Student Organization Name _____

RSO Representative's Name _____ Position _____

RSO Representative's Phone Number _____ E-mail _____

University Department _____

Department Staff Name _____

Department Phone Number _____ Dept. Fax _____

RSO Event _____ Date(s) of Event _____

Desired Services _____

RSO Fund/Cost Center _____ Total Fee for Service _____

This expense will be paid using SAF Funds allocated by : WSA _____ CAB _____ GSAC _____

RSO agrees to the following conditions when applicable:

1. RSO members and guests will comply with all state and federal laws and all University and Student Activities and Leadership Programs (SA&LP) policies and procedures during said event.
2. RSO members are solely responsible for the condition of all University facilities, equipment and property pursuant to this agreement and will pay all damages or losses to the University within 30 days of the billing date. The RSO hereby authorizes University staff to deduct the above noted fee for the service(s) contracted from the RSO's account without further notice or the obtaining of additional signatures.

Signature of RSO Representative _____ Date _____

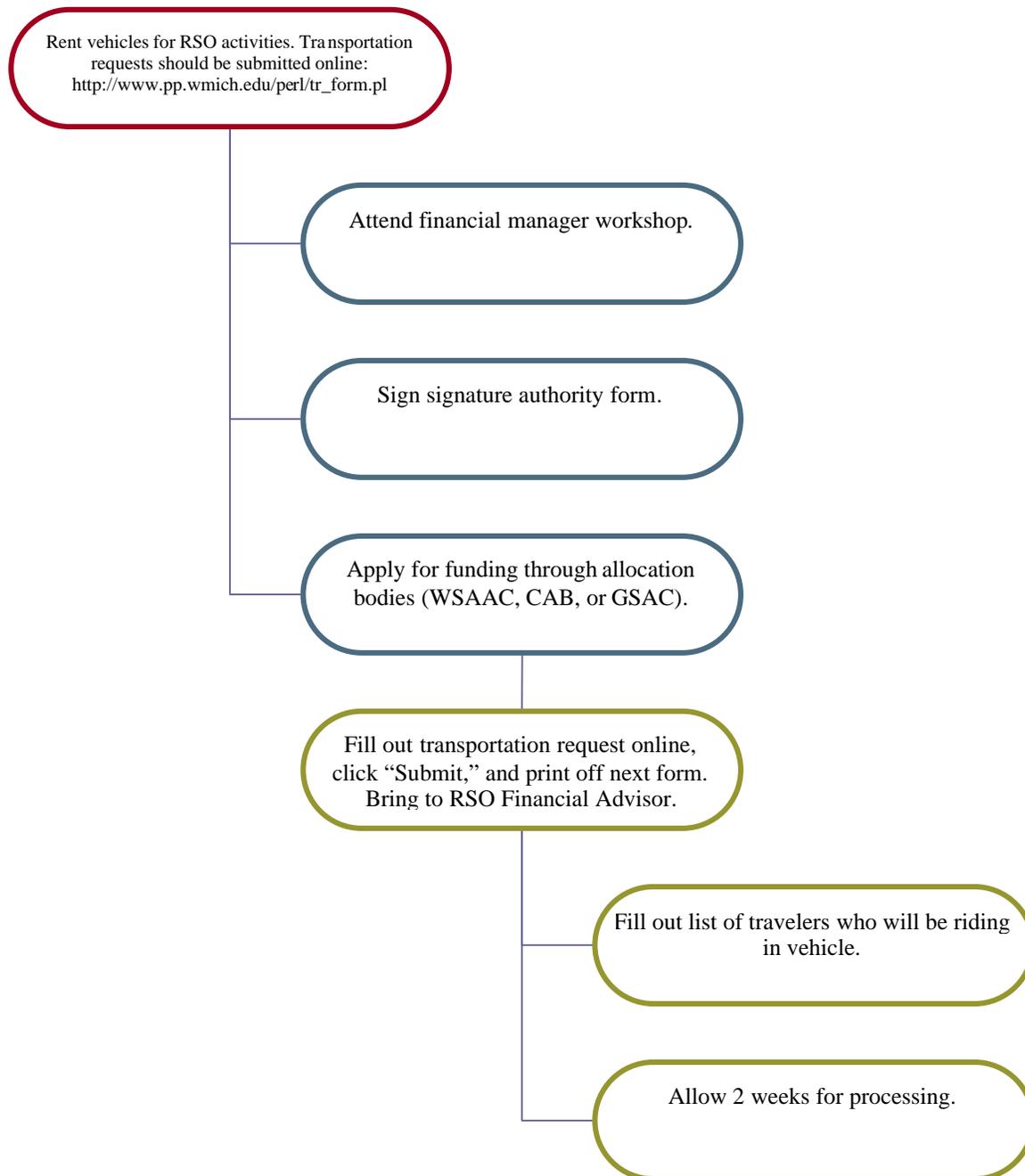
Signature of Department Staff Member _____ Date _____

Signature of RSO Financial Advisor _____ Date _____

verifies adequate funds, fund and cost center, and allocated expense

FINANCIAL FORMS

TRANSPORTATION REQUEST - STEP-BY-STEP PROCESS



FINANCIAL FORMS

TRANSPORTATION REQUEST - ONLINE FORM EXAMPLE

Transportation Request Form Page 1 of 2

Western Michigan University
Physical Plant 

Transportation Services
Transportation Request Form

Truck and Bus requests fax form to Transportation (387-8489).
All other vehicle requests fax form to Enterprise (372-8806)

Must SUBMIT and FAX to be a valid request!

Vehicle Desired:

Passengers:

Driver Name:

Secondary (If Needed)

Tertiary² (If Needed)

Confirmation Phone # (xxx-xxxx):

Confirmation E-Mail:

Department:

Requested By:

Fund/Cost Center: - -4988

Dates of Travel:

Departure

Return

Pick-up Time:

Pickup

Return

Day(s) of Week: Mon Tue Wed Thu
 Sun Fri Sat

Destination:

Purpose:

Remember to sign and fax form to appropriate office.

*To quit without saving, click on the BACK button on your browser

http://www.pp.wmich.edu/perl/tr_form.pl 7/30/2003

FINANCIAL FORMS

TRANSPORTATION REQUEST - ONLINE FORM EXAMPLE CONTINUED

Print this page and submit to RSO Financial Advisor.

Transportation Request Form (printable)	Page 1 of 1	
 WESTERN MICHIGAN UNIVERSITY Physical Plant Transportation Services		
:38744W:		
web Important Instructions:	Click here after printed	
<ol style="list-style-type: none">1. Print this page.2. Ensure all necessary signatures are collected on the printout.3. Truck and Bus requests fax form to Transportation (269-387-8489) All other vehicle requests fax form to Enterprise (269-372-8806)4. When you are finished, click the button to the right to quit.		
NOTE: NO ACTION WILL BE TAKEN ON THIS REQUEST UNLESS THE FORM IS PRINTED AND EITHER MAILED OR FAXED TO APPROPRIATE OFFICE (Enterprise or Transportation)		
Transportation Request Number: 38744W		
Requested by:	Your Name on 07/30/2003	Notes: _____
Department:	RSO Name	_____
Confirmation Phone No.:	387-9999	_____
Confirmation E-Mail:	student@wmich.edu	_____
Vehicle Type:	Full Sedan (5 person)	_____
Number of Passengers:	4	_____
Charge to:	52-6210070-4988	_____
Dates of Travel:	07/30/2003 - 08/02/2003	_____
Days of week:	, Wed, Thu, Fri, Sat	_____
Departure Time:	08	_____
Return time:	17	_____
Destination:	Detroit, MI	_____
Purpose:	Conference	_____
I Certify that this vehicle will be driven by authorized university staff, faculty, students or visiting scholars/artists with a valid drivers license. I further certify that the vehicle will only be used for authorized university business. I am aware that use other than authorized university business could result in possible disciplinary action.		
Print Drivers Name, Sign, and Date for each of the following drivers:		
1. 1st Student Driver Name:	<i>Signature of 1st Student Driver 07/30/03</i>	
2. 1st Student Driver Name:	<i>Signature of 2nd Student Driver 07/30/03</i>	
Approval by Departmental Cost Center Administrator		
<i>Student Financial Manager Name & Signature 07/30/03</i>		
Print Name, Sign and Date		
Approval by next level administrator when user and Cost Center Administrator are the same person:		
<i>SALUP Administrator Name & Signature 07/30/03</i>		
Print Name, Sign and Date		
http://www.pp.wmich.edu/perl/tr_print.pl?request=38744W		7/30/2003

FINANCIAL FORMS

LIST OF TRAVELERS - EXAMPLE

Attach the List of Travelers form to your Transportation Request.



List of Travelers
for Registered Student Organizations

When you complete a Transportation Request form, this form must also be completed. Submit both forms to the RSO Financial Advisor.

RSO Name: _____

Fund/Cost Center: 52 _____ Dates of Travel: _____

	<u>Name</u>	<u>Student ID Number</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

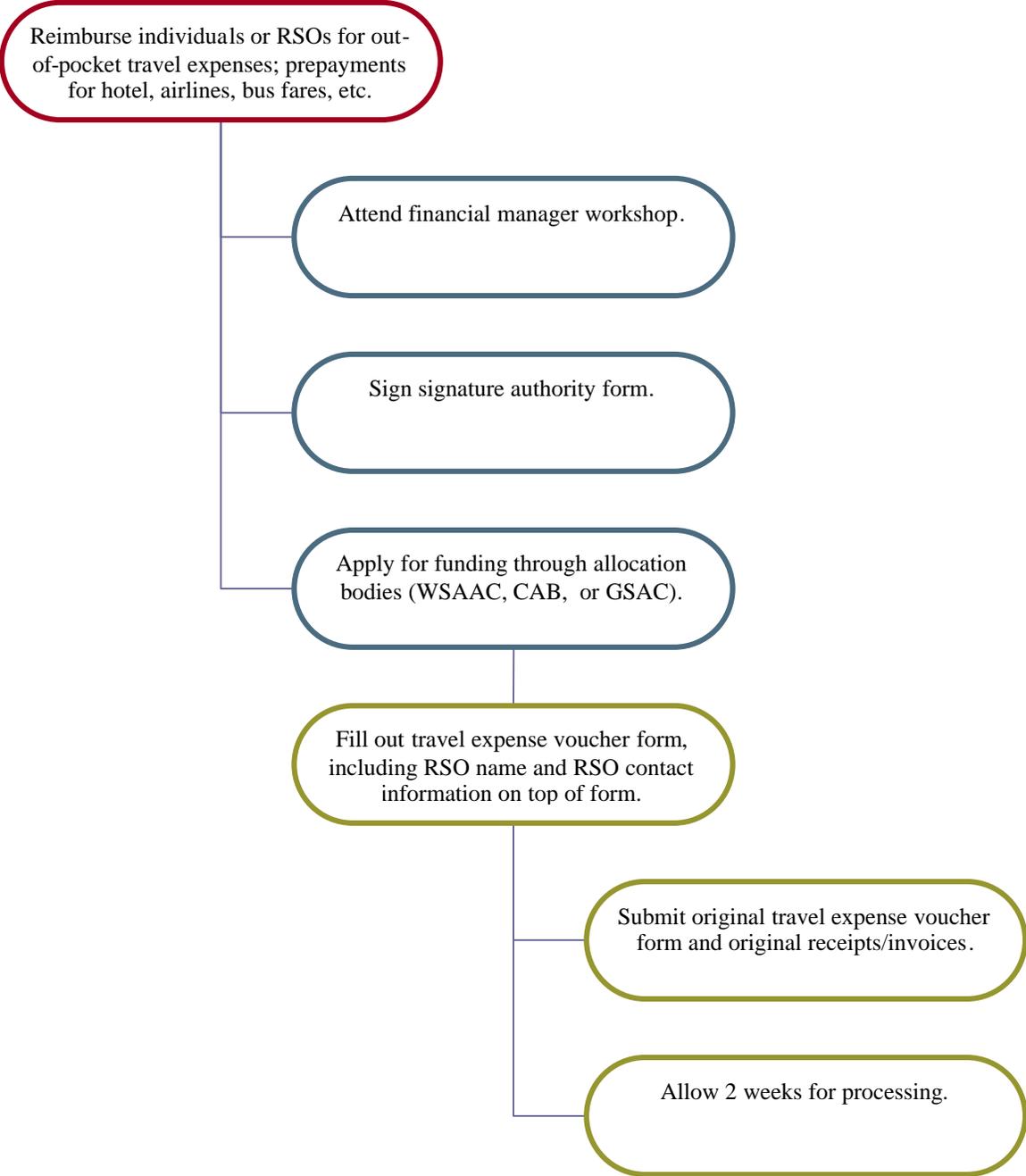
I confirm that the individuals listed above will be the only people riding in the vehicle(s).

Driver's Signature Date

Driver's Signature Date

FINANCIAL FORMS

TRAVEL EXPENSE VOUCHER - STEP-BY-STEP PROCESS



FINANCIAL FORMS

TRAVEL EXPENSE VOUCHER - REIMBURSEMENT EXAMPLE

VOUCHER NO.

WESTERN MICHIGAN UNIVERSITY
TRAVEL EXPENSE VOUCHER

INVOICE NUMBER DATE 07/30/2003

PAYEE Person to be reimbursed

ADDRESS Street address 5 2 6 2 9 9 9 9 0 4 3 6 0 INSTATE

ADDRESS City, state, zip 4 3 5 9 OUTSTATE

ADDRESS 4 3 5 8 FOREIGN

DEPT. NAME Registered Student Organization name PHONE 387-9999 OTHER

UNIVERSITY EMPLOYEE? YES NO

TRANSPORTATION (Please Attach Receipts) AIR RAIL OR BUS PRIVATE CAR UNIVERSITY VEHICLE-PLATE #

Departure	Return	From	To	Car Miles
07/01/2003	07/03/2003	Kalamazoo, MI	Chicago, IL	290.0

MILEAGE REIMBURSEMENT RATE IS \$0.360	Total Car Miles	Mileage Expense	Ticket Expense <small>(Attach air, rail, or bus receipt)</small>	Total Transportation
Please check one: <input type="checkbox"/> No University Vehicle Available <input checked="" type="checkbox"/> University Vehicle Available	290.0	\$104.40	\$	\$104.40

LODGING (Please Attach Receipts)

Date	City, State	Hotel, Motel	Cost
7/1	Chicago, IL	Hotel Name	\$60.00
7/2			\$60.00
Total Lodging			\$120.00

Current Meal Per Diem: Breakfast \$6.00 Lunch \$9.00 Dinner \$19.00 (These Include Tips) *Please indicate number of Guests in columns marked 'G.'

MEALS	G	Date	G	Date	G	Date	G	Date	G	Date	G	Date	TOTAL
Breakfast		7/1		7/2		7/3							\$10.00
Lunch		\$5.00		\$5.00									\$10.00
Dinner		\$5.00		\$5.00									\$10.00
Total Meals													\$30.00

Name & Title of Guest(s)

OTHER TRAVEL EXPENSE (Please Itemize)

	Total Other

Other expenses include taxis, parking, baggage handling, telephone, etc.

Signed *Traveller's signature*

Approved *Student Financial Manager signature*

Approved *SA&P Administrator signature*

Purpose of Business Conference

Period Covered From 07/01/2003 To 07/03/2003

Audited by

Check Date

Total

Grand Total	\$254.40
Authorized Reimbursement	\$254.40

FINANCIAL FORMS

TRAVEL EXPENSE VOUCHER - PAYMENT EXAMPLE

VOUCHER NO.

WESTERN MICHIGAN UNIVERSITY TRAVEL EXPENSE VOUCHER

INVOICE NUMBER 12345 DATE 02/15/2003

PAYEE Company to be paid

ADDRESS Street address 5 2 6 2 9 9 9 9 0 4 3 6 0 INSTATE

ADDRESS City, state, zip 4 3 5 9 OUTSTATE

ADDRESS 4 3 5 8 FOREIGN

DEPT. NAME Registered Student Organization name PHONE 387-9999 OTHER

UNIVERSITY EMPLOYEE? YES NO

TRANSPORTATION (Please Attach Receipts) AIR RAIL OR BUS PRIVATE CAR UNIVERSITY VEHICLE-PLATE #

Departure	Return	From	To	Car Miles
03/05/2003	03/07/2003	Kalamazoo, MI	Minneapolis, MN	

MILEAGE REIMBURSEMENT RATE IS \$0.360	Total Car Miles	Mileage Expense	Ticket Expense (Attach air, rail, or bus receipt)	Total Transportation
Please check one: <input checked="" type="checkbox"/> No University Vehicle Available <input type="checkbox"/> University Vehicle Available	0.0	\$0.00	\$700.00 \$	\$700.00

LODGING (Please Attach Receipts)

Date	City, State	Hotel, Motel	Cost
Total Lodging			\$0.00

Current Meal Per Diem: Breakfast \$6.00 Lunch \$9.00 Dinner \$19.00 (These Include Tips) *Please indicate number of Guests in columns marked 'G.'

MEALS	G	Date	TOTAL										
Breakfast													\$0.00
Lunch													\$0.00
Dinner													\$0.00
Total Meals													\$0.00

Name & Title of Guest(s) \$0.00

OTHER TRAVEL EXPENSE (Please itemize)

Total Other	\$0.00

Other expenses include taxis, parking, baggage handling, telephone, etc.

Signed

Approved
Student Financial Manager Signature

Approved
SABEP Administrator Signature

Purpose of Business Charter bus for competition

Period Covered From 03/05/2003 **To** 03/07/2003

Audited by

Check Date

Total

Grand Total
\$700.00
Authorized Reimbursement
\$700.00

**UNIVERSITY
POLICIES AND PROCEDURES**

POLICIES AND PROCEDURES

BALL AND DANCE GUIDELINES

Western Michigan University has established ball and dance guidelines in order to provide Registered Student Organizations, University departments and other organizations with the information they need in order to plan and implement positive, successful balls and dances on the campus of Western Michigan University. All departments and other entities that sponsor dances for students are governed by these guidelines. The full guidelines, including a helpful planning checklist, can be found online at www.rso.wmich.edu/resources.

POLITICAL ACTIVITIES POLICY

Western Michigan University fosters and encourages a wide variety of views and provides all organizations and candidates equal access to University facilities. The appearance of political organizations or candidates on campus implies neither approval nor disapproval by the University of those persons, organizations, or their views. A “Political Activities Policy” has been developed to inform candidates, political organizations, students, and University personnel of appropriate procedures to be followed for political activities on this campus.

CAMPUS APPEARANCES BY CANDIDATES FOR PUBLIC OFFICE

The responsibility for conduct within legal and constitutional bounds rests with the candidate.

The following must be honored:

- A Registered Student Organization or University department must sponsor political candidates, candidates’ designees, and any other outside speakers.
- The sponsoring organization must make all arrangements for reservation of space and time with the appropriate University officials (see Outdoor Space / Free Speech Triad).
- Candidates will be responsible for all costs associated with their appearances. When large amounts of University resources are necessary, an advance security deposit may be required.

FREE SPEECH TRIAD

As an open community, WMU protects freedom of expression and powerfully affirms civility. As such, all members of the University community and all those who visit our community are expected to respect the rights and dignity of others. In support of these principles and the marketplace of ideas, WMU has established “The Triad” as an area for outdoor expression. This area stretches from the Promenade Tent and Kruglak Sundial to the Computer Center and Waldo Library Complex to Wood Hall. Use of The Triad must be registered with SA&LP before one may use this space. See SA&LP for policies and procedures in using The Triad.

PROPER USE OF THE UNIVERSITY NAME

Use of the University’s name in the identification of the organization and in the sponsorship of activities and events requires that the organization list its name first and the University’s name second. For example, “The Student Club at Western Michigan University” not “WMU Student Club”.

UNIVERSITY LICENSING POLICY

Student Organizations and departments are obligated to follow the following licensing guidelines:

PURPOSE OF THE LICENSING PROGRAM

Western Michigan’s marks are used to identify the University, its athletic programs, services, documents, publications, and products. The main purpose of the Trademark Licensing Program is to ensure that the marks of the University are used appropriately, in good taste, and with quality reproduction. Likewise, the licensing program seeks to avoid misrepresentations of the University to the public. WMU’s marks should not be used in ways that imply the University’s endorsement of commercial products or services, or endorsement of causes or organizations not a part of the University.

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WESTERN MICHIGAN UNIVERSITY'S TRADEMARKS

A WMU trademark is any mark, logo, symbol, nickname, letter(s), word or derivative that can be associated with Western Michigan University and can be distinguished from other institutions or entities. Some examples of WMU trademarks are:

- Western Michigan University
- Western Michigan University Broncos
- Western Michigan
- Western Michigan Broncos
- WMU Broncos
- WMU

WHO NEEDS TO BE LICENSED

Anyone who uses the name or marks of Western Michigan University for a commercial purpose must be licensed by WMU. Licensed items (e.g., mugs, t-shirts, etc., imprinted with the registered marks of the University) that are produced and re-sold as a fundraiser will bear an 8% royalty charge (on the wholesale price of the item). The royalty charge is based on the licensed vendor's cost of sales to your organization (i.e., \$1,000 worth of licensed merchandise is purchased by a student organization for a fundraising project. The vendor selling the licensed merchandise to the organization is responsible for a royalty payment of \$80 to the University.

WMU trademark use in advertisements, motion pictures, etc. also requires licensing approval and a payment of a licensing fee. License applications are available from Licensing Resource Group or by phone at (269) 395-0676.

For additional information regarding licensing, visit www.wmubroncos.com and click on "Trademark Licensing" on the home page.

TRADEMARK USAGE

WMU trademarks are property of Western Michigan University. All uses either print or electronic must be approved in advance by the WMU Licensing Office. Unauthorized use of WMU trademarks is prohibited. The University, in cooperation with our licensing agent, Licensing Resource Group, vigorously enforces our trademark rights.

STUDENT ORGANIZATION USE

RSOs that have items produced bearing WMU marks are required to buy them from licensed vendors and have the design artwork approved by the WMU Licensing Office (licensed vendors will submit the artwork for you). A list of licensed vendors can be obtained through the University Licensing Department or the Purchasing Department. If the items are for sale to the public, then the licensee or organization will also be required to pay royalties. The trademarks may not be altered. Alteration of the trademarks may dilute them and weaken their protection. **Accordingly, marks used for Intercollegiate Athletics may not be utilized by WMU club sports.**

WMU marks may not be utilized in any fund-raising, advertising, marketing, promotional activity or other venture by any student organization, entity, or individual without prior written approval from authorized University representatives. Unauthorized use will subject the user to sanctions, including but not limited to those outlined in the Student Code and RSO Handbook. Vendors not licensed with the University are unauthorized to reproduce marks registered to WMU. Non-licensed vendors reproducing University marks may also be subject to legal action. For further information and approval to use WMU marks contact the University Licensing Director or the University Relations Department, using the information below.

All items purchased for distribution by student organizations that use the name Western Michigan, Western Michigan University, WMU or use University registered marks must be purchased through a vendor licensed with the University. A list of licensed vendors can be obtained through the University Licensing Department or online at www.lrgusa.com/licensed_manufacturers.php. In all cases, prior approval of the product design is required to ensure such an item is a positive reflection of the University. Samples of product designs must be forwarded to the University Licensing Director.

POLICIES AND PROCEDURES

UNAUTHORIZED USE

The WMU Licensing Office works in cooperation with Licensing Resource Group to enforce the University's trademark rights. The University is committed to protecting WMU trademarks and the reputation they represent. No use of WMU trademarks is permitted without written consent of the Western Michigan University Licensing Office.

CONTACT INFORMATION

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Western Michigan University
Kalamazoo, MI 49008-5406
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Fax: (269) 387-4139

Licensing Resource Group, Inc. (LRG)
426 Century Lane, Suite 100
Holland, MI 49423
Phone: (616) 395-0676
Fax: (616) 395-2517

UNIVERSITY WEAPONS POLICY

PROCEDURES FOR REVOCABLE LIMITED EXEMPTIONS OF THE WEAPONS POSSESSION USE POLICY

The Board of Trustees adopted a revised Student Code, effective August 1999. Article I of this code states that the Office of Student Conduct interprets and enforces the Student Code. The Student Code further states, "the Student Code provisions may be extended or amended to apply to new and unanticipated situations which may arise." Accordingly, the following procedures have been created and approved by the Division of Student Affairs and shall apply with respect to Article IV, B 23 Weapons Possession or Use.

In order for a limited exemption request to be considered, a student or RSO (the applicant) must submit a written application to the Dean/Associate Dean of Students or designee. Upon receipt of the request, the Dean/Associate Dean of Students or designee will convene a committee to review the request. The Committee will include, staff from Student Activities and Leadership Programs, Student Judicial Affairs, University Recreation, the Department of Public Safety and may include other staff members designated by the Dean/Associate Dean of Students or designee, based on the specifics of the request.

Before the Review Committee will consider a request, the applicant must provide documentation of the following:

- Verification of its status as a currently registered student organization or as an enrolled student. The process for attaining organization recognition by the Student Activities and Leadership Programs (SA&LP) is outlined in "The RSO Handbook," which is a guidebook for Student Organizations and Agencies at Western Michigan University.
- Documentation of active membership in the Sports Club Council, if the request is from a sports club. If an individual is applying for special exemptions, that individual must be in good standing with the University and must adhere to all rules set forth in the Student Code.
- Articulation of the educational benefits to be gained from participating in said activity. Examples include: The activity or exercise encourages team work, the activity or exercise promotes health and fitness, the activity or exercise increases self-respect, the activity or exercise encourages discussion and exploration, or any other potential benefits which may result from this out-of-the classroom experience should be included.
- Verification that the activity or exercise is performed and administered in a way that demonstrates effective citizenship. Applicants are expected to responsibly participate in the event or activity and to adhere to the rules, regulations, and policies of Western Michigan University.
- Documentation that the applicant has obtained insurance in keeping with the national standards of any relevant professional associations as well as any insurance requirements of the University.
- During the event, it is required that each applicant provides the following: 1) arrangements for the exercise or activity to be conducted in an area designated and set aside by the Committee and recognized by the University for such use; 2) a University facility manager to be present for the duration of the activity (Note: This facilities manager is responsible for the facility and is in no part responsible for the activity); 3) arrangements for an on-site, certified supervisor present during the duration of the activity or Policies and
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Procedures exercise that is responsible for the activity or exercise; 4) arrangements to have a Western Michigan University police officer and/or an Emergency Medical Technician present as deemed appropriate for the duration of the activity. (Note: The applicant is responsible for all costs, licenses, and fees that are incurred from the provision of these safe guards)

- Participation in a comprehensive training session on the Student Code. The means through which this training session will be administered will be approved by the Dean/Associate of Students or designee and must be attended by the individual applicant and at least 80% of the active members of the club or organization, if the applicant is an organization.
- Written acknowledgement that, excluding certified professionals and teachers, only Western Michigan University students will participate in the exercise or activity that takes place on University property or in connection with any university facility.
- Agree to comply with all local, state, and federal laws as well as all University policies and procedures.
- Updated copy of national (if they exist) standards on file associated with said activity in the SA&LP office. Participation of said activity or exercise on University property does not excuse the applicant from adhering to any and all recognized national standards.
- Arrangement for objects* to be stored in a location acceptable to the committee. There will be a zero tolerance policy for any objects* being stored in any residence halls or automobiles parked in university facilities. The applicant is responsible for all cost and fees incurred in the storing of equipment. *Note: *Objects are those items identified by the committee.*
- Objects will be moved or transferred in a way that promotes safety for the applicants and University community members not involved in the activity or exercise.
- Agree to adhere to the requirements of the designated University facility. Written authorization from the facility manager is required.
- Each applicant will submit assumption of risk/waiver of liability.
- Appropriate releases for individual assumptions of risk when requested by WMU.
- The committee retains the discretion to deny a request under this procedure for any reason it deems appropriate. Nothing in this procedure creates entitlement for any applicant to utilize weapons on campus. The committee may consider any factor it deems relevant in determining whether the request is appropriate, so long as such factors do not violate university policy, state or federal law.

In Addition:

- The committee has the freedom to accept or deny requests after a discussion and ruling. A written record of the committee's decision will be presented to the applicant or the club or organization's president within one week of its decision. Any appeals to the committee's decision must be sought through the Vice President of Student Affairs or her/his designee.
- If the requested event includes sparring or contact, the following additional criteria apply: 1) Appropriate protective gear for the exercise or activity must be worn at all times. 2) Appropriate levels of physical skill must be demonstrated before new members may participate in the said activity or exercise. 3) The sparring or contact must be conducted in a manner that adheres to any and all nationally required standards. (Note: Each applicant is responsible for developing a mechanism that will demonstrate the completion of these requirements.)
- Each applicant must agree to adhere to any other requirements (additionally) added by the Dean/Associate Dean of Students or designee and the Review Committee.
- Each applicant must recognize that failure to comply with the instructions of the Dean/Associate Dean of Students or designee and the Review Committee will result in an immediate suspension of privileges and may result in conduct action.
- The committee has the right to revoke, suspend, limit, and alter any previously approved exemption. This list is not exhaustive.
- The committee reserves the right to alter or amend these requirements.

Note: Applicants seeking restricted use of weapons for academic presentations need to obtain permission from the appropriate College Dean. Applicants seeking restricted use of weapons for entertainment purposes must obtain permission from the Dean/Associate Dean of Students or designee. In all instances, the Department of Public Safety will be consulted prior to a final decision being made.

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RISK MANAGEMENT

Any activity undertaken by your organization may contain an element of risk. Part of the responsibility of any leader in a RSO is to minimize potential risks. While it is not possible to completely avoid risk, careful planning can prevent and, in many circumstances, eliminate the greatest risks for both your organization and your membership. This section of the RSO Handbook is devoted to providing your organization with basic information regarding the assumption of, and prevention of, risk.

DEFINITION

The term “risk”, for the purposes of this Handbook, refers to the potential loss, damage, or danger associated with an activity, decision or event. Any possibility of loss, harm or damage to individuals, property or organizations associated with an activity or event would be considered to be risk.

The goal of risk management is to identify, control, and minimize the negative impacts to your organization. Due to the nature of RSO activities, certain types of risk are more prevalent than others. This section focuses primarily on the most common potential problem areas and simple preventative measures that your organization may take. For more information on any particular item, assessing potential risk for your organization, or risk management in general, contact the Office of Student Activities and Leadership Programs at 387-2115.

SPORTS AND RELATED ACTIVITIES

SAMPLE ASSUMPTION OF RISK FORM, PART I

In current legal tradition, Waivers of personal rights have generally been ineffective in protecting an organization from the harm or damage sustained by an individual during a sponsored event or activity. A better method of protecting your organization from personal injury and damage claims is the Assumption of Risk Form.

Individuals participating in an activity or event should sign this form. The form acknowledges that the individual is aware of the potential risk involved in the specific activity. Under common law tradition, the individual’s assumption of known risk is a more successful defense against damage claims.

A sample Assumption of Risk Form has been included here which may be personalized to your organization’s standards and specific events.

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Assumption of Risk/ Release of Liability Form [Your Group's Name and Event]

I, _____, understand and agree that the [specific activity] of [Your Group] of which I am a [member, student volunteer, participant, etc.] involves certain risks and that regardless of the precautions taken by [your group], some bodily injuries may occur. Specific risks/hazards involved in [specific activity] include but are not limited to the following:

1. Driving to or from the [specific activity]
- 2.
- 3.

The likelihood of such injuries may be lessened by adhering to these safety rules or procedures:

1. Group should select driver-using qualifications (background check or signing a statement of good driving record)
- 2.
- 3.

Knowing this information, in consideration of my participation in [specific activity] of [your group], I **expressly and knowingly release** [your group], its representatives, officers, advisors and agents; the University, the State, its officers, and employees, from any and all claims and causes of action for property damage, personal injury or death sustained by me arising out of any travel or activity conducted by or under the auspices of [your group] caused by **risks associated by this activity** and/or the **negligence of the sponsoring group**. Participant acknowledges that [your group] and the University/State are separate legal entities and should be treated as such.

Policies and Procedures

In addition, I understand and agree [your group] cannot be expected to control all of the risks articulated in this form but may need to respond to accidents and potential emergency situations. Therefore, I hereby give

my consent for any medical treatment that may be required during my participation with the understanding that the cost of any such treatment will be my responsibility. **Neither the university nor [your group]** carry medical or accident insurance for the activities mentioned unless the participants are informed otherwise. As such, participants should review their personal insurance portfolio.

Finally, I **voluntarily and knowingly** agree to **protect, hold harmless, and indemnify** [your group], its representatives, officers, advisors and agents; the University, the State, its officers, and employees, against all claims, demands, or causes of action for property damage, personal injury, or death, including defense costs and attorney's fees arising out of my participation in the [specific activity] of [your group].

I have read the agreement and have willingly signed for the consideration expressed and with a full understanding of its purpose. Participant represents that he/she is eighteen (18) years of age or older and is otherwise competent to execute this agreement, or that his/her legal guardian is also signing.

Date: _____

Print Name: _____

Signature: _____

Local Address: _____

DOB: _____

Student ID: _____

Phone: _____

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SAMPLE ASSUMPTION OF RISK FORM, PART II

In case of emergency, contact:	_____
At the following number:	_____
Health Insurance Company Name:	_____
Policy Number:	_____
Automobile Insurance Company Name:	_____
Policy Number:	_____
Please list any special services you may require due to an existing medical condition or physical disability:	

ALCOHOLIC BEVERAGE POLICY

ON CAMPUS

Alcohol is not permitted on any grounds owned or controlled by the University except where permission has been granted. Article IV, Section B.1 of the Student Code handbook states: Use, possession, or distribution of alcoholic beverages except as expressly permitted by law and University regulations is subject to disciplinary sanction. Furthermore, Western Michigan University rules prohibit the possession or consumption of alcoholic beverages in University buildings or on University property, with the exception of private living units in WMU residence halls in accordance with Michigan law.

SOCIAL EVENTS

As set forth in the WMU Student Code: All social events sponsored by organizations or University-affiliated groups, on or off campus, must comply with University alcohol regulations. In addition, the Student Assessment Fee may not be used in whole or part for the purchase of alcoholic beverages for any purpose.

HAZING POLICY

No RSO shall conduct hazing activities. Hazing activities are defined as: any action taken or situation created, whether on or off campus, for the purpose of initiation or affiliation with any University organization or team which jeopardizes the physical and/or mental well-being of an individual; embarrasses, frightens, degrades an individual; or is illegal.

As per the WMU Code of Conduct, Article IV, B. 10, hazing is defined as any act which endangers the mental or physical health or safety of a person, embarrasses, frightens, or degrades a person or which destroys or removes public or private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership, in a group, organization or team. The expressed or implied consent of the alleged person against whom the actions have been taken will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violation of this rule. In addition, the state of Michigan's "Garret's Law," senate bill #783, hazing may result in criminal prosecution resulting in fines and imprisonment.

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Further, SALP defines hazing as: Hazing is a fundamental violation of human dignity. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harm or anxieties or sleep deprivation; which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants. Hazing can also be defined as any action or situation which intentionally or unintentionally endangers a student seeking admission into or affiliation with any student organization.

Also any other activities which are not consistent with policy, law or the regulations and policies of the educational institution will constitute hazing. Hazing is in direct opposition to the educational mission of the institution.

Information used by permission from the Texas education code and Texas Tech University student affairs handbook.

STATEMENT ON DATE AUCTIONS

The purpose of this statement is to briefly discuss three aspects of date auctions that make them inappropriate in the opinion of the Office of Student Activities & Leadership Programs. It is not our intent to propose that the organizations that have sponsored date auctions in the past had any intentions of promoting or endorsing these issues. Rather, it is our intent to promote awareness of these concerns and point out potential problems and liabilities for future consideration.

RACIAL INSENSITIVITY

Date auctions tend to have the appearance of and the “trappings” of slave auctions. Slave auctions were a very real and tragic part of the history of this country. Regardless of the intent of a date auction, it still involves one person “bidding” for the services of another person. Whether the services consist of work or time or something else, an auction of this type consists of one person paying a second person (or organization) for the services of a third person. The bidding process invariably involves a comparison of the relative “value” of each person being auctioned. On a campus where equality, openness, and sensitivity are valued, any activity that suggests the auctioning of one human being’s services to another is inappropriate.

GENDER INSENSITIVITY

An extension of the issues above is the need for us all to respect the rights of others and to know that a person cannot be bought. One of the dangerous attitudes that continue to exist between men and women is the concept of “whoever pays is entitled.” Many date rapes result from the assumption on the part of the man or the woman or both that whoever pays for the “date” is entitled to more than what the other person wanted. Date auctions can tend to create an environment where those expectations may be used to the disadvantage to one or the other participants.

PERSONAL SAFETY

A date auction often involves a “well known” person spending time with a stranger on a “date” that he or she otherwise might not have chosen to spend time with at all. The organization sponsoring the auction has no way of knowing the motivations of the persons doing the bidding. A “fatal attraction” circumstance is possible, where the date auction becomes a very convenient means by which a person has the opportunity to “buy” some time with the person to whom he or she is attracted. Although the possibility of this scenario may seem extremely remote, it has considerable liability implications for the organization sponsoring the event. Date auctions are usually held to raise money for good causes. The organizations have very good intentions in sponsoring the activity. Given the above concerns, which expose the potential for persons and/or groups to be offended or hurt, date auctions may be perceived to be an ill-conceived way to raise money.

If an organization should want to hold an auction, we would encourage the auctioning of items, such as tickets to an event or dinners at a particular restaurant, rather than auctioning individuals.

Developed by Texas A & M University. Used with permission.

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UNIVERSITY POLICY AND PROCEDURES VIOLATIONS

SALP has the official role of recognizing student organizations at WMU. Members of RSOs must adhere to all current University and SALP policies and procedures and all those developed in the future. Members of organizations which violate any University and/or SALP policy are subject to the procedures that follow.

RSO CONFERENCE FOR REVIEW OF ALLEGATIONS

Members of an organization accused of violating a University and/or SALP policy or procedure shall be accorded a fair conference for a review of the allegations against them. During this RSO Conference members of the RSO will be given an opportunity to respond to the alleged violation(s). This RSO Conference will be initiated and coordinated by the Director of Student Activities and Leadership Programs. The administrator coordinating the conference may expand the review body to up to three people at his/her discretion. This individual or group has the responsibility to make decisions and interpret the policies and procedures pertaining to RSO guideline violation procedures.

RSO RESPONSIBILITY

Violations by members of an RSO also may result in charges against individuals. However, members of the RSO will be held responsible for a violation of University or SALP policies and procedures when one or more of the following apply:

- One or more officers or authorized representatives of the RSO, acting in the scope of their organizational capacities, commit the violation;
- One or more of the RSO's members commit the violation after the action that constitutes the violation was approved by a vote of the organization or was part of a committee assignment of the organization;
- The violation is committed at an activity funded by the organization;
- The violation occurs as a result of an event sponsored by the organization;
- One or more members of an RSO or its officers permit, encourage, aid or assist in committing the violation;
- One or more members of the organization fail to report to appropriate University authorities knowledge or information about a violation;
- When one or more members of an organization fail to satisfactorily complete the terms of any disciplinary conduct penalty; or
- SALP staff determine an activity or circumstance relating to an organization constitutes a violation of University or SALP policy and procedures.

RSO CONFERENCE PROCEDURES

The conduct process applied to an RSO in the educational community is a part of the teaching process and as such, its focus shall be educational. This does not preclude the use of punitive measures, as they may be invaluable tools in the education of the University community. The Student Organization Guideline/Procedure is not analogous to, is not equivalent to, and does not conform to, criminal law processes. When members of a RSO are accused of a violation of University and/or SA&LP policies and procedures, the University will provide members of the accused RSO fundamental fairness in the following ways:

1. The RSO will be notified of the charges. It is the responsibility of the RSO president or another officer of the RSO to schedule a meeting at a mutually convenient time with the designated staff member of SALP (and his/her designee(s) if applicable) by the stated date.
2. At this initial meeting between the RSO president or RSO officer and the SALP staff member, the RSO member will be informed of (1) the charges against the members of the organization with sufficient details to enable the members to prepare a defense; (2) a notice of possible sanctions; (3) a list of witnesses against the RSO.
3. The administrator coordinating the RSO Conference may expand the review body up to three people at his or her discretion.
4. One support person representing the RSO may be present during the RSO Conference to observe and advise the organization. Members of the RSO are responsible for presenting their own case, and therefore, support persons may not actively participate in the RSO Conference. Once the RSO Conference is called to order, the support person may not speak on behalf of the RSO charged with a violation(s), but may consult solely with his/her advisee. SALP staff must be notified in writing not less than 24 hours before the RSO Conference with the name and position of a support person, as well as the names of witnesses who will appear on behalf of the organization's members. At the discretion of the Policies and Procedures Violations

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RSO Conference coordinator, University legal counsel also may be present at the RSO Conference to advise the RSO Conference coordinator but may not actively participate.

5. RSO Conferences shall be closed.
6. A member of the RSO charged with a violation and/or the complaining party may call witnesses and/or present evidence in support of his/her position; however, admission of any person to the hearing shall be at the discretion of the RSO Conference coordinator. All parties may question any witnesses.
7. The RSO Conference hearing body is not bound by statutory definitions of offenses or court rules of evidence in conducting the RSO Conference or determining responsibility or whether evidence should be admitted. Evidence having reasonable value shall be admitted. The coordinator of the RSO Conference hearing body shall have the sole authority to determine what evidence may or may not be admitted.
8. Members of the RSO will have an opportunity to review the file for the case up to 24 hours prior to the RSO Conference.
9. If the RSO fails to send a representative to the RSO Conference, the administrator(s) hearing the case will reach a conclusion and, if necessary, assign sanctions, based on the information presented during the RSO Conference.
10. All parties involved will be notified in writing of the results and findings of the RSO Conference and any assigned sanctions.

NOTE: The nature and size of student organizations and the alleged violation(s) affect the length of the investigation process.

PREPONDERANCE OF EVIDENCE

A preponderance of evidence standard refers to evidence which is of greater weight or more convincing than the opposing information; that is, evidence which shows that it is more likely than not that the violation occurred. The RSO Conference hearing body shall determine (by majority vote if the hearing body consists of more than one person) if the members of the RSO have violated the policy/procedure for which they are charged. The RSO Conference hearing body's determination shall be made on the basis of whether a reasonable person would conclude that it is more likely than not that the accused RSO/members violated University policy/procedure.

SANCTIONS

Sanctions may be imposed upon any RSO or individual student found to have violated University and/or SA&LP policies. Such sanctions may be used independently or in combination depending on the circumstance of the violation. Determination of sanctions shall be based on the severity of the current offense, and /or previous offenses.

- Not Responsible. A preponderance of evidence does not exist to prove a violation of a policy or procedure.
- Responsible. A preponderance of evidence does exist to prove a violation of a policy or procedure.

With a finding of responsible, one or more of the following sanctions may be imposed upon the RSO. Note that the sanctions are listed in ascending order of severity.

1. Warning: verbal or written notice that specific inappropriate conduct is unacceptable.
2. Reprimand: An official written censure containing three components: A reprimand for inappropriate behavior; notice that the conduct associated with the violation must stop immediately and permanently; and notice that additional violations shall result in more severe sanctions.
3. Behavior Contract: A written contract between the RSO and the University, wherein the RSO agrees to correct inappropriate behaviors.
4. Discretionary Sanctions: Service to the University, attendance at educational seminars, classes, or workshops, written assignments, or other activities deemed appropriate by the conference hearing body.
5. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Loss of RSO Privileges: Denial of specified privileges for a designated period of time.
7. Probation: Probation requires that a RSO's activities be monitored for a designated period of time. If during this period, the RSO is found to be in violation of any SA&LP and/or University policies and procedures, additional, and more severe sanctions shall be applied.
8. Suspension: Loss of recognition by SALP for a defined period of time, after which the RSO is again eligible for recognition. Conditions for regaining recognition may be specified.
9. Expulsion: Permanent loss of recognition for the RSO.

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10. Other: Additional sanctions may be used at the discretion of the RSO Conference administrator or RSO Conference hearing body.

The above sanctions may be used in conjunction or individually per disciplinary case. When an RSO is sanctioned, the organization will receive a notice, a copy will be on file in SA&LP, and copies will be sent to appropriate University offices.

ARCHIVE POLICY

All RSO files are kept for a 10 year period. Past records of an RSO may be reviewed on a case by case basis to determine reinstatement and, when appropriate, to formulate a response for current offenses. Pertinent factors include, but are not limited to, a) previous violations; b) the length of time that has passed since the previous violation(s); and c) current violations recorded by SALP.

APPEALS

The RSO has the right to appeal the decision of the conduct administrator/ RSO Conference hearing body.

1. The appeal must be made to the Dean/Associate Dean of Students or designee within five University business days of the decision or an organization's members' rights to appeal shall be waived. The appeal must include, in writing, the reason(s) and supporting documentation for the appeal. Appeals may be made for the following reasons:
 - a. new evidence that would redirect the outcome of the case
 - b. the finding of the disciplinary administrator/ RSO Conference hearing body was inconsistent with the evidence
 - c. the conduct of the proceedings was unfair
 - d. the sanction imposed was unauthorized or unreasonable
 - e. the findings of the disciplinary administrator/ RSO Conference hearing body were based on a misinterpretation or misapplication of University and/or SA&LP rules and regulations
2. The Dean/Associate Dean of Students or designee will review the appeal statement and all information upon which the decision was made.
3. The Dean/Associate Dean of Students or designee may decide that on the basis of appeal there is not sufficient reason to review the case. The decision of the administrator or RSO Conference hearing body shall then be final.
4. The Dean/Associate Dean of Students or designee may decide that on the basis of appeal there is sufficient reason to review the case. The Dean/Associate Dean of Students or designee may then:
 - a. modify the previous outcome;
 - b. uphold the previous outcome;
 - c. reverse the previous outcome or;
 - d. direct that a new conference be conducted.
5. All decisions of the Dean/Associate Dean of Students or designee shall be final.

Unless otherwise noted and at the discretion of the conduct conference administrator/RSO Conference hearing body sanctions are not imposed until the appeal is exhausted.

INTERIM SUSPENSION

At the discretion of SALP staff, an organization may be suspended for an interim period pending a conference for review of allegations when there is reasonable cause to believe that continued activities of the organization and its members may cause an immediate threat and/or excessive concern within the University community. Upon notification of interim suspension, the RSO is required to cease all organizational activities immediately.

FAILURE TO COMPLETE A SANCTION

If the members of an RSO fail to complete a sanction(s) in the designated time period, the president or another officer of the organization will be notified. Members of the RSO may then be subject to a new conference to review the allegations. If there is a finding of "responsible," additional sanctions may be assigned.