



# University of Pittsburgh Titusville

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## Student Organization Manual

### The Office of Student Activities

**Our Mission**

The mission of the Office of Student Activities is to promote student involvement in activities and organizations, stimulate the exchange of new ideas, enhance student life and development, and provide the opportunity to develop social and interpersonal skills, with ultimate goals of leadership development and citizenship.

## Table of Contents

### **Part I – General Information, Policies and Procedures**

Club Policies, Procedures, and Recognition .....	4
Student Organization Registration and Membership .....	5
Student Budget Committee .....	5
How to Gain Recognition on Campus .....	6
Funding Your Organization .....	7
Obtaining a Budget .....	8
Expending Funds .....	8
Deposits .....	8
Purchasing and Equipment .....	10
Clothing and Food Purchases .....	11
Donations, Honorariums .....	11
Membership .....	11
Parties, Gifts, Awards .....	11
Travel .....	11
Tax Exemption .....	12
Fundraising .....	12
Planning Events and Programs .....	14
Posting Signs and Publicity .....	16
Mail Service .....	17
Community Service .....	17

### **Part II – Effective Club Management**

Role of Faculty or Staff Advisor .....	19
Role of the Director of Student Activities .....	21
Running an Effective Meeting .....	22
Goal Setting for your Organization .....	23

### **Appendix – Ideas and Forms**

Checklists and the First Meeting .....	25
Sample Agenda .....	25
Sample Constitution .....	27
Sample By-Laws .....	28
Membership List Information.....	29
Student Organization Update Form .....	30
Student Organization Advisor Form .....	31
Budget Request Form .....	33
Fundraising Request Form .....	33
Community Service Project Request Form .....	34
Monthly Update Form .....	35
Student Organization Summary Report .....	36
Student Organization Review .....	37
Fall Review .....	38
Event Sponsorship Planning Form .....	39
Student Organization Event Contract .....	40
Payment Voucher .....	41

## WELCOME

Student involvement as an elected student leader or through active participation in student organizations on campus enriches the social and intellectual experience at the University of Pittsburgh at Titusville. As a student leader you contribute greatly to the process by not only supporting these activities but actively participating through planning, coordinating, volunteering and facilitating them.

The UPT staff and faculty member are committed to providing you and your organization with as much help and support as possible. This manual will help guide you and your organization, whether you are starting an organization or growing an already established one. This should be your first resource when a question arises, but never hesitate to contact me regarding student organization information, policies, procedures, or information in general.

As a student organization leader or advisor you are responsible for knowing, understanding and following the policies put forth in this manual, as well as in the Student Handbook for the campus.

If you have any questions or concerns please stop by the Office of Student Activities located in room 217 of the Student Union.

I look forward to meeting and working with you.

Best Wishes,



Stephanie Fiely  
Director of Student Activities

### **Club Policies & Procedures**

The following information will provide you with the necessary steps to take in order to register a club, request a budget, and other club procedures.

Club advisors and executive board members are encouraged to attend meetings with the Director of Student Activities to ensure full understanding of the policies in this handbook. Student organizations who fail to follow these procedures will face consequences which may include suspension of recognition, loss of funding or other action.

Any group obligated to sign a contract for an activity or sponsored event must do so through the Office of Student Activities. The Vice President for Business Affairs must sign all contracts, to get this signature; the contract must be submitted to the Director of Student Activities. If your organization needs to write a contract for an event or activity, a member of the group should contact the Director of Student Activities for assistance in writing the contract for the event.

### **Student Organization Recognition**

To gain recognition by the University, a student organization must have an advisor selected from the campus faculty or staff and must have its constitution approved by the Student Government Association and on file in the Office of Student Activities. In addition, at the beginning of each term (fall and spring), the organization must furnish a list of current officers and members. An updated constitution must be submitted to the Office of Student Activities before requesting funds each year to remain active. During each academic year, all recognized groups who receive funding must complete at least one fundraiser and one community service project.

The University reserves the right to withdraw recognition from any organization due to violation of University policy, failure to comply with student organization guidelines and procedures, failure to follow organization's Constitution, misuse of funds, or in the event of duplication of purpose between organizations. An organization must be recognized in order to use University facilities or to apply for funding through the Student Budget Committee. All student organization suspensions and dismissals will be placed in writing to the student organization president and advisor when the decision is made to place the group on suspension or dismissal from the list of recognized student organizations. Groups may submit a letter of appeal to the Vice President for Student Affairs within five business days of the suspension or dismissal. The Vice President for Student Affairs has the right to overturn or uphold the student organization's status with the campus.

In order to maintain active status, an organization must meet at least once a month with its general membership and complete one fundraiser and community service project each year. Failure to meet this minimum requirement could result in a loss of recognition and funding.

### **Student Organization Registration**

All student clubs wishing to be recognized on campus must register annually with the Office of Student Activities.

Full recognition from the University of Pittsburgh at Titusville entitles student organizations to the following:

1. Student activities funding.
2. Participation in leadership development programs.
3. Recognition at the Student Life Awards Banquet.
4. Privilege to posting and programming privileges on campus.
5. Privilege to use campus facilities

### **Qualifications for Club Membership**

1. A student organization must have at least five (5) active and enrolled student members.
2. All students running for an officer position must be currently enrolled at the University of Pittsburgh at Titusville. With the exception of first semester students, officers must maintain a minimum of a 2.0 GPA in order to be eligible for an officer position.
3. Membership must not make restrictions based on race, religion, nationality, gender, age, disability, sexual orientation or political conviction.
4. All paperwork (see appendix) must be submitted and approved by the Office of Student Activities before any organization may begin using benefits.

### **Student Budget Committee**

The Student Budget Committee allocates student activities funds. The SBC is made up of the following:

1. The Student Government Association Advisor/Vice President for Student Affairs (non-voting chairperson)
2. Treasurer of the Student Government Association or a designee
3. Four students appointed by the SGA Executive Board and/or the Vice President for Student Affairs
4. One staff member appointed by the Vice President for Student Affairs
5. Director of Student Activities

The chairperson is a non-voting member of the SBC, and all decisions are reached by majority vote of the students, faculty, and staff members on the committee. The SBC shall hear budget requests made within the designated time and shall allocate funds, as they are available. The SBC may meet at other times during the academic year to hear special requests or to resolve disputes regarding allocations or expenditures.

## How to Gain Recognition on Campus

### **Guidelines for New Student Organizations**

A new student organization is one that is completing the registration process for the first time or one registering after a period of inactivity of one year or longer. Prior to completing a registration packet a club or organization should:

1. Meet with the Director of Student Activities to discuss plans and review the process
2. Find an advisor. An advisor must be a University of Pittsburgh at Titusville staff or faculty member who supports the mission or your organization. Perspective advisors should review the section on the "Role of an Advisor" and sign the Acceptance Form.
3. Advertise for an initial meeting; hold a meeting to determine interest and elect officers. A meeting space must be reserved by the advisor through the Facilities Office by calling campus extension 5567.
4. Prepare a Constitution for the organization and review it with the Director of Student Activities. It should outline the mission, structure and by-laws of your organization.
5. Submit the Constitution for approval by the Student Government Association.
6. Submit a budget request before the Student Budget Committee.

Once these steps have been met a new club is ready to be recognized. The Vice President for Student Affairs has the ultimate decision on University of Pittsburgh at Titusville recognition of student groups.

### **Guideline for Returning Clubs**

1. Update Constitution and email to the Director of Student Activities by assigned date each fall term.
2. All clubs must have a current Constitution on file in order to receive funding.
3. At the beginning of each term, the student organization must submit an updated membership list noting the officers to the Office of Student Activities.
4. Submit a budget request before the Student Budget Committee.

### **Advisors**

Recognized student organizations are required to have an advisor who shall be a member of the University of Pittsburgh at Titusville faculty or staff. The advisor should be able to assist the organization in all phases of its operations. **The advisor must be involved in final club decisions, including being present at the meetings, outings and activities of the student organization.** The advisor has the final decision and must approve the budget allocation request before the president and/or treasurer of the club submits the request to the SBC.

### **Funding Your Organization**

To be eligible for student activities funds, a group must be an officially recognized student organization of the University of Pittsburgh at Titusville. To gain recognition by the University, all campus organizations must have a faculty or staff member as its advisor, a list of current officers and members on file in the Office of Student Activities, along with an updated Constitution before requesting funds each year to remain active. During each academic year, all recognized groups who receive funding must complete at least one fundraiser and one community service project.

The group must be active and have an updated Constitution on file in the Office of Student Activities along with a current list of officers and a membership roster. The organization's advisor **must** attend meetings and activities sponsored or involving the club. The organization president or a designated representative, **must** attend funding meetings regarding student organizations remain active.

All organizations must submit a Budget Request Form to be allocated student activity funds. The form must be submitted to the SBC at a hearing that is scheduled by the Director of Student Activities for the organization. Budget hearings will be noted on the activity calendar each semester and a memo or email will be sent to club president and advisor stating the dates and location. The president and/or treasurer of an organization must attend the hearing and bring eight (8) copies of their request to explain and answer questions about the club's request to the SBC. The advisor for the organization does not have to attend the SBC hearing. All budget hearings are scheduled between Noon and 1 p.m. No request will be considered without the advisor's signature and the prior approval of the group's membership, which are noted on the request form.

Student Activities Funds are primarily designed to pay for programming events for members of an organization or the campus community in general or for the general public.

Preference is given in this order:

- 1) Events open to all registered UPT students,
- 2) Events open to all UPT students, faculty and staff,
- 3) Events open to the campus community and the general public,
- 4) Events open to organization members only

(Events or club activities may be restricted to members only if those members were required to pay dues or membership fees or to participate in significant fundraisers to help fund those activities).

**NOTE: ACTIVITIES FUNDS ARE GENERATED FROM FEES PAID EACH SEMESTER BY FULL-TIME AND PART-TIME STUDENTS. THEREFORE, EVENTS FULLY FUNDED BY ACTIVITIES FEES SHOULD BE OPEN TO ALL STUDENTS.**

The steps for filing for an allocation include the following. Submit membership and officer lists to the Director of Student Activities. An updated Constitution must be submitted via email prior to the first request of each academic year.

1. Develop a budget that meets the needs of the organization, making sure no expenses will violate University policy. The general membership must approve the budget and the organization advisor shall approve all budget requests prior to it being submitted to the SBC.
2. Prepare a budget request form with the expenses outlined and signatures of the organization president/treasurer and advisor.
3. Attend the scheduled budget hearing with the SBC. Hearing times will be sent to all student organization presidents in the student organization mailbox located in the Division of Student Affairs Office and a copy will be placed in the advisor's campus mailbox at least five days before the budget hearings. Beginning for the spring 2012 term, funds will be requested and allocated the prior term to optimize the full semester for programming and activities.
4. After the SBC hearing, the committee will allocate the funds that are appropriate to the activities and overall benefit to the University and its students. Once the allocation has been made, the advisor and organization president will receive notification of the amount allocated for that particular semester, just as the memos were distributed for the hearing date and time.
5. Vouchers must be submitted to expend monies from the organization's allocation. The voucher must have the signature of approval from the organization president or treasurer, the advisor, Director of Student Activities, and the Vice President for Student Affairs.
6. At the end of each semester, a summary report must be filed listing what activities money was used for and the progress of the group. All monies should be accounted for on this form. This will be used as a guideline for the next semester's allocation of the SBC.

After all the groups have been given an opportunity to submit requests, the SBC shall then allocate funds for the semester. The SBC may not allocate more than is available in the account from the collected fee that term. Allocation of new University funds shall not exceed **\$50 maximum per member** based on total membership. SGA and SAB must also submit budget requests before the SBC. The SAB shall receive 60-70% of the Student Activities Fees collected for that semester. The balance of the funds will then be allocated to organizations and clubs according to the allocation guidelines. After the SBC has decided on allocation amounts, the president and advisor shall each receive an allocation letter stating the approved funds allocated for the term.

Student Activities Fees may not be used for the purchase of alcoholic beverages, personal expenses, or unapproved expenses. Any questions regarding approved expenditures should be directed to the Director of Student Activities.

**Allocated monies may not be carried over from any organization from semester to semester or year to year.** All unused money from the student activity fund will be added to the next semester's total allocation to be redistributed.

### Obtaining a Budget

1. Recognized student organizations may submit a budget request form.
2. Request forms should be as detailed as possible.
3. Budget requests are for the specified academic term, not the entire academic year. Allocated money does not carry over from semester to semester or year to year.
4. Budgets will be monitored by the Office of Student Activities, but the responsibility of tracking funds falls with the organization.
5. Funds will not be dispensed until all necessary registration forms are filed with the Office of Student Activities.

### Expending Funds

Once an organization has its allocation approved by the SBC, it may proceed to use those funds **BUT ONLY FOR THOSE DESIGNATED ON THE BUDGET REQUEST FORM AND SPECIFICALLY APPROVED BY THE SBC.** The Director of Student Activities, in consultation with the Vice President for Student Affairs and if need be the SBC, must approve any variation from SBC authorized funds in advance. Any funds used for purposes other than those previously authorized will be deducted from the student organization's fundraised money. The University will not reimburse students for expenses purchased for the organization, only the recognized advisor and/or campus chaperone for the event.

Student activities funds are University funds and in accordance with the University of Pittsburgh regulations. **NO FUNDS MAY BE COMMITTED WITHOUT PRIOR AUTHORIZATION.** To obtain prior authorization, an organization must follow the procedures listed below. **Any expenditure or commitment of student activities funds without prior approval or violating the reimbursement policy shall be the financial responsibility of the person making the purchase or commitment.**

Receipts are due to the Division of Student Affairs Office for cash advances and reimbursements within five business days.

All payment vouchers and receipts must be turned in to the Office of Student Activities for payment by 5 pm the last day of finals each term. Any vouchers turned in after the last day of finals will be charged against fundraised money. If you are waiting on an invoice that will not be received before the last day of finals, you must notify the Director of Student Activities in advance so the information may be recorded to be paid when the invoice is received.

### Deposits

Any student organization with money to deposit from fundraising projects should bring all collected money to the Division of Student Affairs Office (SU 204B) no later than the next business day.

Disbursement requests must be submitted to the Division of Student Affairs Office along with a voucher. The organization's president, organization's advisor, Director of Student Activities, and the Vice President for Student Affairs must sign the voucher before the

check is written. The University writes checks once a week, so requests should be submitted at least one week in advance.

**ORGANIZATIONS ARE PROHIBITED FROM MAINTAINING BANK ACCOUNTS OUTSIDE THE UNIVERSITY.**

Purchasing

A Payment Voucher must be submitted to the Division of Student Affairs Office no less than two (2) weeks prior to intended purchase/event. The Office of Student Activities will figure out which method of payment will be used and will pay for purchases through one of the following methods:

Check: a hard copy check prepared and signed by the University of Pittsburgh at Titusville; checks can be issued and sent directly to merchants or picked up after 3:30 pm on Fridays from the Division of Student Affairs Office.

Purchase Order: a formal "IOU" prepared and signed by the University of Pittsburgh at Titusville account. PO numbers are submitted to merchants to ensure smooth business transactions. **This method must be used for all apparel and large purchases.**

Reimbursements: club members and advisors are not encouraged to use their own funds for purchases. Reimbursements will be given in special circumstances and only when approved in advance for allocated funds. The exception to this rule is for travel purposes for University business, approved by the Director of Student Activities and the Vice President for Student Affairs, for club functions. Receipts for cash advances must be turned in to the Division of Student Affairs Office one week after the trip, event, or function. Failure to turn in receipts for expenses or receipts for a cash advance could constitute forfeiture of future cash advances or allocations. No Reimbursements will be made without original itemized receipts. The University of Pittsburgh at Titusville will only reimburse faculty or staff members for expenditures up to \$200. The University will only reimburse **faculty and staff members** for expenditures. Receipts for all reimbursements must be submitted for payment within five days of the payment. Failure to turn receipts in within ten days of purchase could result in a denied reimbursement.

Unless otherwise instructed, the Office of Student Activities will coordinate purchases through the Purchasing Office. Only the previous noted offices can place orders.

EQUIPMENT may be requested under the following guidelines. Exceptions are made for uniform (shoe and t-shirt) purchases for organization purposes and usage, with the approval of the Student Budget Committee.

1. Equipment purchased then becomes the sole property of the University and falls under University supervision;

2. Appropriate procedures must be agreed to and approved by the Office of Student Activities regarding use, storage, access to and inventory of all equipment.

CLOTHING PURCHASES are acceptable as a means for fundraising or to promote club spirit/unity among club members. The clothing allowance is set at a maximum of \$5 per member. Additional fundraising money may be used to cover the cost of the clothing. When groups are ordering apparel, they are to use Bluegill Graphix. A representative of the organization is to go to Bluegill Graphix and get a quote for the order, submit that quote with a payment voucher for a Purchase Order to be assigned to it and then the Purchasing Office will submit the order. Once the order is completed, the group can pick up its order and submit the final invoice to the Division of Student Affairs Office noting the date it was picked up and who picked it up so we can process the payment.

DONATIONS cannot be made by using any campus allocated funds for donations, scholarships, or other charitable gifts.

FOOD PURCHASES are limited to \$50 per semester. These meetings with food may include (but not limited to) a recruitment meeting or club party. Other requests for food purchases for program refreshments, etc. will be reviewed separately. Like other expenses clubs must anticipate food purchases at the time of their budget requests. The Office of Student Activities does have a charge account at Fox's Pizza and Little Caesar's Restaurants in Titusville. If you wish to place an order with either of these places and have the expense charged to the campus account, contact the Director of Student Activities at least 24 hours before the food is needed to ensure proper ordering method.

HONORARIUMS may be requested for honorariums or gifts if such gesture is in return for services rendered (i.e. consulting, presentation, lecture, demonstration, or other approved services). Not all requests for these services may be honored during a given term, however the club's fundraised money may be used to cover honorarium expenses.

MEMBERSHIPS are not able to be allocated from campus funds for any student or individual memberships to any organizations, including professional associations. Monies can be used for campus memberships to a professional organization if allocated.

PARTIES, GIFTS, AWARDS may be requested on an annual basis, for participation in the spring term Student Life Awards Banquet. All groups will be given the same allocation for end of the semester celebrations and gifts, if requested at the budget hearing. This amount will be determined by the Student Budget Committee each term. If the student organization wishes to spend more money on recognition gifts or club celebrations, fundraising money may be used.

TRAVEL requests are reviewed as part of the Student Budget Request each semester.

1. Travel must be related to the mission/philosophy of the student organization.
2. The travel must be shown to benefit the University and its students in general.
3. The travel must be associated directly with the purpose of the organization and have educational benefit for those participating.

4. An approved chaperone (UPT faculty or staff member) must accompany all overnight travel and be with students during the transportation to and from the event, as well as during the event.
5. Recreational travel may be funded if it is open to all UPT students and advertised as such in advance.
6. University vehicle policy applies to all trips. Vans may be used based on availability. Refer to University vehicle policy distributed by the Vice President for Business Affairs. The purchasing office makes all contacts with Enterprise Car Rental for car and minivan rentals, he/she is the person to contact to use the campus car or a rental car. The Director of Athletics is the contact to reserve the campus van.
7. The University does not permit personal vehicles to be used for student organization transportation to/from events or programs. All students participating in student organization events and programs must travel in a University owned or University rented vehicle.
8. Hotel rooms for all travel must be put on an advisor's credit card and reimbursed after the trip. If extenuating circumstances arise regarding the need to prepay for hotel rooms, advisors should consult the University's policy for pre-approval for advance travel needs.
9. Travel expenses cannot exceed more than 15 percent of any student organization budget in any term.

#### Tax Exemption

The University of Pittsburgh at Titusville is tax exempt. The tax exempt form is available through the Purchasing Office and should only be used when making purchases for club sponsored activities.

#### Fundraising

A fundraiser is any event or sale where a club or organization collects money. All student organizations must complete one fundraiser each academic year. Fundraising activities are recommended to help a club or organization raise money to support their various programs. Earned funds raised through fundraising may be used towards the purchases of food, clothing, member rewards and other spending. Revenue spending must still be approved via the purchase request form. Student organizations must seek approval from the Office of Student Activities before conducting a fundraiser. Fundraising request forms are due to the Office of Student Activities no less than one week before the fundraiser is planned.

Revenue must be delivered to the Division of Student Affairs Office to be deposited in the club's account the next business day from the time of collection. Clubs will receive a receipt once the money is deposited.

The fundraising policy for student organizations is:

1. No organization may participate in more than one fundraiser at one time.
2. Proposals for fundraisers must be submitted in writing, using the fundraising request form in this manual for approval. The request must be submitted prior to committing to and beginning any fundraiser.

3. The Office of Student Activities will approve fundraisers according to need.
4. Fundraising ideas and needs should be addressed in the SBC Proposal detailing how the organization is planning to raise the money and what the money will be used for.
5. Fundraising monies or private contributions must be deposited through the Division of Student Affairs Office within one business day. This money will be deposited and the student organizations can make a donation to local charities, service organizations, scholarships, etc. with the profit.
6. Fundraising money will carryover.

FUND BALANCES shall revert to the Student Activities Fee Account for any unused allocated money each term. This includes unexpended funds from specific events that were cancelled or under budget. Unexpended "earned" funds from fund raisers and donations shall carryover. Accrued deficits also carryover to the next year.

### Planning Events and Programs

Clubs must inform the Office of Student Activities of any planned activity in order to avoid conflict of dates, rooms, and services. The information below is useful when planning an event or program at the University of Pittsburgh at Titusville. Only student organization advisors should make room reservations, student leaders may prepare the paperwork, but the advisor must submit it and make sure it is approved.

#### FOOD SERVICE/CATERING

Student organizations that have been approved for food purchases may arrange for catering for on campus events through the food service provider or may have the Director of Student Activities order food from Fox's Pizza. All food requests must be made at least seven business days in advance to the food service director or at least two business days prior to an event through the Office of Student Activities. If you are ordering food from another vendor or bringing food onto campus, it is the groups' responsibility to ensure the proper supplies are taken to the event. Groups cannot expect the food service provider to give napkins, cups, plates, utensils, etc. for free. It is the group's responsibility to clean up the food, boxes, trash after the event, including taking items not able to fit into the trash cans properly to the dumpster.

#### MEDIA EQUIPMENT

Requests for media equipment must be made in advance when reserving a room by noting needs on the Room Reservation Form.

#### FACILITIES

Any recognized UPT student organization can reserve a room on campus by submitting an Activity Reservation Form at least five (5) business days in advance of the event to the Conference & Facilities Use Coordinator by calling extension 5667 or faxing the form to extension 4475. **The organization's advisor must make all reservations.** Reservations are honored on a first come/first serve basis. The advisor must be present when using any campus facility for meetings and events. Campus Police will not permit organizations to meet or use facilities without the advisor present.

Special setup and maintenance services for any event must be arranged with the Facilities Office no later than two weeks prior to an event. (The earlier the better!)

#### CONTRACTS

Student leaders and student organization advisors are not legal agents of the campus and are not authorized to sign any contract or rider for professional services, entertainment, travel, catering, and any other binding agreements that commit University funds or facilities. All contracts must be reviewed by the Director of Student Activities and signed by the Vice President of Business Affairs and assigned a Purchase Requisition Number. In the event that a performer or service provider does not have a contract, a generic contract can be provided by the Office of Student Activities.

#### FILM/VIDEO

All motion pictures are subject to copyright laws. Sales or rentals of these videos from a retail outlet do not allow the purchaser or renter to show them in public places. Use of videos rented or purchased outside the college library is illegal unless the film has been secured from a distributor who can sell public performance rights to that film.

#### OFF CAMPUS FIELD TRIPS & CAMPUS VEHICLES

All off-campus trips, day or overnight, must be approved by the Office of Student Activities and have an approved faculty or staff member chaperone the trip. To reserve the University van, an organization must also contact the Director of Athletics at campus extension 4462. At least seven (7) people must ride in the van to use it. The campus bus requires a licensed CDL driver and 11 passengers to reserve it through the Director of Athletics. University cars are not available for student use. Any rented vehicle needs must be reserved through the Purchasing Office in Bennett Davis Hall at campus extension 4401. Age restrictions apply to drivers of University vehicles and rented vehicles.

## **General Policies and Procedures for Student Clubs & Organizations**

### **Posting Policy**

The following policies apply:

1. All posters and flyers posted on campus bulletin boards must be approved by the Director of Student Activities, or another member of the Division of Student Affairs staff.
2. It is the responsibility of the organization to post its own flyers.
3. Posters and flyers may only be posted on bulletin boards; no posting may be done on painted walls, glass, or doors.
4. Each organization is responsible for removing their advertising within 48 hours of the event.
5. DO NOT post your advertisements over the advertisements of others. Advertisements placed over will be removed.

### **All publicity must have the following:**

1. Full name of the sponsoring organization(s)
2. Program name
3. Date, time and location of program/event
4. Admission criteria, if necessary, such as ticket prices etc.

Information can be disseminated off campus through the Office Public Relations for events. If you wish to send a press release to the local media announcing a major event, the advisor of the organization or the Director of Student Activities must do so through the Office of Public Relations using University of Pittsburgh at Titusville letterhead. Students are not permitted to send releases or have their personal contact information on the release. All contact information must be to a campus office, staff member, or faculty member.

### **Common Places to Post:**

1. Student Union Student Organizations Bulletin Board
2. Student Union First and Second Floor Bulletin Boards
3. Academic Building Bulletin Boards
4. Residence Halls (Please see below)
5. Dining Hall

### **Posting Policy for the Residence Halls**

When posting in the residence halls, you must still have your flyers approved by the Director of Residence Life. Groups may not post in the halls on its own; a residence life staff member must post the information. Please submit 17 copies to be placed in the residence halls.

### **Campus Happenings Calendar**

If you would like events posted on the Campus Happenings Calendar please email the details including date, time, place, title, and who is sponsoring the event to the Director of Student Activities. The calendar is updated as needed online. To have the information

placed on the monthly events calendar that is distributed on campus, the information must be submitted to the above mentioned email address by the 20<sup>th</sup> of the month prior to the event.

### **The Panther Print**

UPT's newsletter is another source of publicity for organizations. Announcements should be submitted to the President's Office no later than noon the Wednesday prior to publication. *The Panther Print* is distributed every other Friday. For publication schedule, please contact the President's Office at campus extension 4447.

### **Copy Machine/Poster Machine**

Student organizations may have their fliers copied in the Office of Student Activities once the flyer has been approved by a staff member. To use the machine, make sure you have the copy code provided to the president and advisor by the Director of Student Activities each academic year. There is a charge for color copies, this amount will be deducted each month from the organization budget and needs to be accounted for the student organization budget each term. To pay for color copies, a payment voucher is required to make colored copies. The number of copies may not exceed 100.

### **Logo and Licensing**

The University of Pittsburgh established a new policy in 2002 regarding imprinted merchandise. Any group wishing to use the University name, seal, or logo must received approval through a licensed vendor. This means that all t-shirts, pens, keepsakes, etc. bearing UPT, Pitt, etc. must be purchased from a company who has a collegiate license for the University of Pittsburgh. Please contact the Director of Student Activities for a list of licensed vendors. Royalty fees may be added to your order with this new policy.

### **Mail Service**

Each student organization has a mailbox in the Division of Student Affairs Office. This mailbox must be checked regularly. If you would like to send a mailing to all of the club and organizations that are registered through our office, please ask for assistance and we will help. If you are sending an external mailing please note that all mailings must have the University of Pittsburgh at Titusville return address.

### **Community Service**

Community service projects will give UPT students a broader perspective on their extracurricular involvement and improve relations with the Titusville community. Each student organization is required to do one community service project an academic year in order to receive any allocations from the Student Budget Committee. All organizations must submit in writing its plans for a community service project by completing the Community Service Project Request Form in this handbook at least one week prior to the service project. **Student organizations may not donate any funds from Student Activity Fees.** Only proceeds from organization fundraisers or private contributors can be donated to charity.

## **Part II**

### **Effective Club Management**

The following information is designed to assist students and advisors in maintaining healthy organizations which encourage both productivity and enjoyment.

### **Role of Faculty or Staff Advisor**

Involvement in campus organizations allows students to develop leadership skills as well as complement their education. In order to support these objectives it is important that faculty and staff be available to assist students. Advisors serve as influential role models for students and support the development of UPT students.

As an advisor to an organization, your job is to help the group meet its stated goals. Your first step should be to review a copy of the group's constitution, which is available from the Director of Student Activities. Once you are clear about the group's purpose, you will need to decide how best you can direct the group toward achieving its goals.

A good starting point would be to discuss and clarify roles – yours as well as the group's. How do the officers define their roles? How do committee heads view their jobs? What do members want from their advisor? At this initial stage, much of your job should be observing ways in which the group functions.

How are decisions made? How is information communicated between meetings? How effective are meetings? Are new ideas encouraged? Do members feel comfortable contributing their thoughts? By attending meetings, speaking with members and keeping up with group news, members will sense your concern and involvement. They will begin to come to you for advice on how to handle problems. Our best advice: Be yourself. Trust your instincts. Promote involvement and decision-making. Realize that many of your members are going through stages of personal growth that may be reflected in their behavior as a group member. Learn not to take things at face value.

An advisor has three functions: to advise/counsel, to serve as a resource, and to chaperone. Advisors provide direction by advising the group, understanding motives, and clarifying guidelines in order to help the group fulfill its objectives.

Many student organization advisors are uncertain of how much time they should put forth beyond attending meetings, community service projects, and fund raising events. Because each organization has a different purpose and requires a different level of student commitment, your involvement as advisor will vary with each club. The minimum level of advisor involvement is specified in the job description detailed in the advisor section of the group's constitution. An advisor is responsible for overseeing the club officers, members, and activities. At the beginning of the school year, you need to sit down with your officers and discuss what expectations they have beyond the general job description. The students should communicate those additional expectations in writing by amending the constitution if expectations vary.

Most confusion occurs when expenses or projects are undertaken without the Director of Student Activities or Vice President for Student Affairs' approval or the advisor not being included in the planning. If any confusion or conflicts arise, contact the Director of Student Activities. He/she can clarify University policy and assist in mediating conflicts and improving communications. The key to planning ahead and completing all tasks

properly is to be sure the Director of Student Activities is aware of your group's plans and intentions for each project.

**The advisor must be involved in final club decisions, including being present at the activities.** The advisor must approve the budget allocation request before the president and/or treasurer of the club submits the request to the SBC. He or she may only advise up to two student organizations at any given time.

It is important that faculty and staff advisors understand the responsibilities before making a commitment to a student group. Those responsibilities include, but are not limited to:

1. Assisting the organization in developing goals and objectives consistent with their mission and the mission of the University of Pittsburgh at Titusville. Be informed of the purpose and programs of the organization. Review a copy of the group's constitution.
2. Be informed of University policies and procedures governing student organizations, the student body, the campus and the University as a whole.
3. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
4. Serving as resource to the organization and its members as needed. Be available to the officers and members of the organization on a regular basis for consultation.
5. Providing continuity during periods of student leadership transition.
6. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
7. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop.
8. Remaining knowledgeable about the organization's activities.
9. Maintaining regular contact with the Office of Student Activities.
10. Serving as chaperone for some organizational events as a pre-requisite to the event being approved.
11. Discuss and clarify your role as the advisor with group members to avoid problems due to misunderstandings regarding roles and responsibilities. Promote involvement and discussion amongst group members.
12. Encourage the organization's members to assume responsibility for its program and its effectiveness.
13. Must attend all meetings, practices, events, conferences, trips, and outings of the student organization and help provide continuity for the organization. Supervise and attend organization events sponsored both on and off campus. A room or building will not be unlocked for students to gain access without the visibility of the advisor. The advisor is responsible for overseeing the event overall.
14. Must approve all expenditures for the student organization.
15. Must sign off on all room requests and room setup requests sent to the facilities office.
16. Must be the only contact for all press releases and publicity materials sent off campus.

An advisor must be a faculty or staff member at the University of Pittsburgh at Titusville. He or she may only advise up to two student organizations at any given time. Advisors will be required to sign an agreement of acknowledgement and understanding of their responsibilities.

### **The Organization's Responsibility to the Advisor**

1. Notify the advisor of all meetings and events.
2. Consult him/her in the planning of projects and events.
3. Understand that although the advisor has no vote he/she should have speaking privileges.
4. Remember that the responsibility for the success or failure of the group project rests ultimately with the group, not the advisor.
5. Talk over any problems or concerns with the advisor.
6. Acknowledge that the advisor's time and energy are donated and express appreciation.
7. Be clear and open about your expectations for your advisor's role.
8. Periodically evaluate your advisor and give appropriate feedback.

### **The Role of the Director of Student Activities**

As the person who oversees all clubs and organizations, the Director of Student Activities is your main resource person. Let the Director of Student Activities know the areas you feel need addressed through meetings, training, or communications. Periodically, the Director of Student Activities will meet with or at least send emails to student organization leaders to assist with specific club concerns.

If at any time your organization has questions or concerns about how to properly run a meeting, planning activities, event management, or other operations, it is best to contact the Director of Student Activities. He/she can assist with planning and helping the group make the proper decisions about activities and events.

The Director of Student Activities work hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. If you can't reach the Director of Student Activities during that time, call campus extension 4455 to schedule an appointment.

# Running an Effective Meeting

Running an efficient meeting can help your organization accomplish more goals and be more effective as a whole. (See the appendix for a sample agenda)

## **Responsibilities of a Group Leader (i.e., running an effective meeting):**

- Prepare a written agenda. Make sure each member receives it before the meeting. Make sure to bring extra copies just in case.
- Make sure the meeting room is available. Ensure the room is comfortable and it has the necessary tools needed for the meeting.
- Provide all the necessary materials. Place as many materials at each seat as is sensible in order to save distribution time later.
- Start the meetings on time. Reward those who arrive on schedule.
- Preview the agenda with the group in the sequence specified.
- Prevent members from digressing. Stick closely to the agenda as possible.
- Don't allow any single member to monopolize the discussion.
- Listen carefully to everything. You may be the only one who does.
- Control conflict and hostility. Challenge and debate are healthy—hostility is not. You should approach conflict squarely and honestly.
- Create a climate where all members feel free to communicate openly and honestly.
- Conclude by summarizing what the group accomplished and what the next step will want to feel important.
- Don't take yourself too seriously. Laugh at yourself and with other people.

## **Time Wasters in a Meeting**

<b>Time Wasters</b>	<b>Solutions</b>
<ul style="list-style-type: none"> <li>• Agenda too full</li> </ul>	<ul style="list-style-type: none"> <li>• Identify Time for each topic</li> </ul>
<ul style="list-style-type: none"> <li>• Members feel like they don't need to be there</li> </ul>	<ul style="list-style-type: none"> <li>• Always think about how the meeting is involving members</li> </ul>
<ul style="list-style-type: none"> <li>• Meeting too long</li> </ul>	<ul style="list-style-type: none"> <li>• Set time limits, meet more frequently not longer</li> </ul>
<ul style="list-style-type: none"> <li>• People talk too much</li> </ul>	<ul style="list-style-type: none"> <li>• Use Robert's Rules of Order to avoid people getting out of order</li> </ul>
<ul style="list-style-type: none"> <li>• Unorganized Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Use agenda</li> </ul>
<ul style="list-style-type: none"> <li>• Lack of participation</li> </ul>	<ul style="list-style-type: none"> <li>• Get input from members-help them make the organization theirs</li> </ul>

Please see the appendix for a sample agenda.

# Goal setting for your Organization

## **The Importance of Goal Setting:**

- Goal setting is a very powerful technique that can yield strong returns in all areas of life.
- By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals. You can see forward progress in what might previously have seemed a long pointless grind.

## **By Setting Goals You Can:**

- Achieve more
- Improve performance
- Increase your motivation to achieve
- Increase your pride and satisfaction in your achievements
- Improve your self-confidence
- Plan to eliminate attitudes that hold you back and cause unhappiness

## **Research Shows that People Who Use Goal-Setting Effectively:**

- Suffer less from stress and anxiety
- Concentrate better
- Show more self-confidence
- Perform better
- Are happier and more satisfied

## **Setting Goals Effectively:**

- Express your goals positively by using a positive statement: “Execute this technique well,” is much better than “don’t make a stupid mistake.”
- Be precise: if you set a precise goal, putting dates, times, and amounts so that achievement can be measured, then you know the exact goal to be achieved, and can take complete satisfaction from having completely achieved it.
- Set priorities: where you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by too many goals, and helps to direct your attention to the most important ones.
- Write goals down to avoid confusion and give them more force.
- Keep operational goals small: keep the goals you are working towards immediately (i.e., in this session) small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward. Today’s goals should be derived from larger goals.
- Set performance not outcome goals
- Set specific goals
- Set realistic goals

## **Appendix Ideas and Forms**

The appendix includes sample idea and forms for all student organizations to use. All forms are available online as well on the Student Activities section of the UPT webpage.

## **Getting Started: Beginning and End of the Year Checklist**

- \_\_\_\_\_ The Student Organization President and Advisor must sign the Student Organization Update Form and the Advisor must sign the Advisor Form each academic year.
- \_\_\_\_\_ An updated Constitution and membership list must be submitted to the Director of Student Activities before the budget hearing in the fall and the membership list must be updated again and turned into the director before the spring budget hearing.
- \_\_\_\_\_ Make room reservations for meetings, keeping the time and day of week consistent each semester. Request the meeting time and location for the entire semester or year at one time.
- \_\_\_\_\_ Make room reservations for events already planned (don't delay...rooms go quickly.)
- \_\_\_\_\_ Have information to give out and people to work the table at the Student Organization Fair in the fall. Include a sign-up sheet for interested students. Be sure to get prospective students' email address, phone number and box number.
- \_\_\_\_\_ Have a transitional retreat/meeting with outgoing and incoming officers. This makes the transition easier, insures that the organization will continue to grow and keep the mission consistent.
- \_\_\_\_\_ File the Student Organization Summary Report no later than the last day of each term. In the spring term, also include the Fall Preview and the Student Organization Review Sheet.

### **Are You Ready For The First Meeting?**

- \_\_\_\_\_ Have a few people to be greeters at the door to make people feel welcome as they come in.
- \_\_\_\_\_ Keep returning members from hanging together. Have them mingle with the new members.
- \_\_\_\_\_ Prepare a calendar of planned events so members can start to see how they can become involved.
- \_\_\_\_\_ Facilitate an icebreaker to help people get to know one another. Start with something simple like a name game.
- \_\_\_\_\_ Make sure the officers mingle and start to know the new members.
- \_\_\_\_\_ Have committee sign-up sheets. Describe the committees and seek volunteers.

# Sample Agenda

Date  
Time  
Location

- I. Call to Order
  - a. Get everyone paying attention and focused on the task at hand
- II. Correction & Approval of Minutes from Last Meeting
  - a. This allows people who may have missed the last meeting to be caught up to speed
- III. Announcements/Guests
  - a. You may have other clubs or school officials come in and speak at this time
- IV. Officer/Committee Reports
  - a. Update on what everyone is working on
- V. Unfinished Business
  - a. Items you may have been discussing at the last meeting, that need to be wrapped up
- VI. New Business
  - a. Discussion on any new ideas or issues
- VII. Special Announcements
- VIII. Adjournment

**(Club/Organization Name)**  
**CONSTITUTION**

ARTICLE I The name of this club/organization shall be \_\_\_\_\_.

ARTICLE II The purpose of this organization shall be \_\_\_\_\_.

ARTICLE III Membership in this organization shall be extended to all students at the University of Pittsburgh at Titusville who \_\_\_\_\_. (have an interest in the purpose of your club)

Section 1 The elected officers of this organization shall be in good academic and behavioral standing.

Section 2 Officers shall be elected no later than April.

Section 3 All members of \_\_\_\_\_ (this organization) are eligible to run for the offices.

Section 4 The term of office of each officer shall be for one academic year.

Section 5 The Executive Board shall consist of (list positions, a minimum of three) and the organization advisor.

Section 6 If any elected position becomes vacant, the vacancy shall be filled by another member of \_\_\_\_\_ (this organization)

Section 7 Leadership vacancies will be filled \_\_\_\_\_.

Section 8 The advisor position can be changed in consultation with the Director of Student Activities and \_\_\_\_\_.

ARTICLE V Voting

Section 1 All legislation must be approved by a majority vote of members present and eligible to vote.

Section 2 All members who attend meetings regularly are eligible to vote.

Section 3 Officers may vote on all legislation.

ARTICLE VI Amendment

Section 1 All amendments must be submitted in writing and be proposed at a regular meeting of the organization.

Section 2 Amendments to the constitution must be approved by the majority of members present and eligible to vote.

Section 3 At least every other year the Constitution will be reviewed.

## **BY-LAWS**

### Article I Meetings

Section 1 Meetings will be held at least once a month.

Section 2 Special meetings for programming or other reasons can be held at the discretion of the club/organization.

### Article II Executive Board

Section 1 The executive board shall consist of (list officers).

Section 2 The Executive Board Descriptions.

The President shall:

- Attend, call, and preside over all meetings and the Executive Board.
- Supply an agenda for all standard and Special Meetings.
- Attend or send a delegate to all SGA meetings.
- Attend all events.
- Maintain a minimum Cumulative GPA of 2.0.

The Vice President shall:

- Attend all meetings and events.
- Assist the President in all needs.
- Fill the vacancy of the President if needed.
- Maintain a minimum Cumulative GPA of 2.0.

The Treasurer shall:

- Attend all meetings and events.
- Keep track of all expenses.
- Go forth to SGA with any budget requests.
- Compose a budget.
- Maintain a minimum Cumulative GPA of 2.0.

The Secretary shall:

- Attend all meetings and events.
- Take minutes at each meeting and distribute a copy to each member and advisor within 48 hours of the meeting.
- Keep an active membership roster.
- Publicize meetings and events.
- Maintain a minimum Cumulative GPA of 2.0.

Section 3 Executive Board members can hold a meeting at least once a month if needed to discuss programming and other duties.

# Membership List

An updated membership list must be emailed to the Director of Student Activities at the beginning of each term, before the Student Budget Committee hearings. The membership list should be sent as an Excel or .pdf file and include:

Student Organization Name  
Term the Roster is Valid for  
Student Organization Meeting Date and Time

Student's First Name  
Student's Last Name  
PeopleSoft ID Number  
Email Address  
And any office the student holds in the organization

# Student Organization Update Form

Please read carefully and sign below:

We agree to follow all University of Pittsburgh at Titusville policies and regulation. The person signing below acknowledges that they understand, and agree to abide by all applicable regulations/laws as they pertain to student organizations. Such regulations include:

- a. Campus Policies: those stated in the student handbook, and in the Club Handbook specifically in reference to club recognition, posting policy and fiscal responsibility.
- b. Organization Funds: All organizations are strictly prohibited from collecting and holding funds in any manner without the approval of the Director of Student Activities or Vice President for Student Affairs.
- c. Membership: All students at the University of Pittsburgh at Titusville are eligible to participate in organization activities and to become a member. If there are academic restrictions to membership they must be stated in the club Constitution. All meetings must be open to students, faculty and staff.

I have read the above paragraphs and the Student Organization Handbook which is available online and understand all policies and procedures outlined therein. I agree to abide by all regulations.

Student Organization \_\_\_\_\_

Student Executive Officer \_\_\_\_\_ Date \_\_\_\_\_

Faculty/Staff Advisor \_\_\_\_\_ Date \_\_\_\_\_

This form must be returned to the Office of Student Activities prior to receiving any University allocation each academic year. Thank you!

# Student Organization Advisor Form

All registered student organization at the University of Pittsburgh at Titusville is required to have an advisor who is a member of the campus faculty or staff. Advisors play an important role in the function of student organizations.

**An Advisor's responsibilities include, but are not limited to:**

1. Assisting the organization in developing goals and objectives consistent with their mission and the mission of the University of Pittsburgh at Titusville. Be informed of the purpose and programs of the organization. Review a copy of the group's constitution.
2. Be informed of University policies and procedures governing student organizations, the student body, the campus and the University as a whole.
3. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
4. Serving as resource to the organization and its members as needed. Be available to the officers and members of the organization on a regular basis for consultation.
5. Providing continuity during periods of student leadership transition.
6. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
7. Serving as a role model to the organization's leaders and members, emulating those characteristics and behaviors they need to develop.
8. Remaining knowledgeable about the organization's activities.
9. Maintaining regular contact with the Office of Student Activities.
10. Serving as chaperone for some organizational events as a pre-requisite to the event being approved.
11. Discuss and clarify your role as the advisor with group members to avoid problems due to misunderstandings regarding roles and responsibilities. Promote involvement and discussion amongst group members.
12. Encourage the organization's members to assume responsibility for its program and its effectiveness.
13. Must attend all meetings, practices, events, conferences, trips, and outings of the student organization and help provide continuity for the organization. Supervise and attend organization events sponsored both on and off campus. A room or building will not be unlocked for students to gain access without the visibility of the advisor. The advisor is responsible for overseeing the event overall.
14. Must approve all expenditures for the student organization.
15. Must sign off on all room requests and room setup requests sent to the facilities office.
16. Must be the only contact for all press releases and publicity materials sent off campus.

The Office of Student Activities will provide resources to Faculty/Staff Advisors including student organization information and will work with a Faculty/Staff Advisor as needed to assist the organization.

Your signature on this form indicates that you have agreed to serve as an advisor for \_\_\_\_\_ and that you have agreed to the responsibilities entailed.

Full Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Fundraising Request Form

Must be completed and submitted for approval to the Director of Student Activities one week prior to event. A copy of the form must remain in the Office of Student Activities once submitted and signed by the Director of Student Activities and Vice President for Student Affairs.

Club/Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) of Fundraiser: Start \_\_\_\_\_ End \_\_\_\_\_

Purpose of Fundraiser: \_\_\_\_\_

Type of Fundraiser:   j Sale    what will you be selling? \_\_\_\_\_  
                              j Raffle what will you be raffling? \_\_\_\_\_  
                              j Other    \_\_\_\_\_

Please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How much money do you expect to earn/raise?  
Will you require start-up money?   j Yes j No  
If so how much? \_\_\_\_\_  
Who will pick up the cash box from the Division of Student Affairs Office? \_\_\_\_\_

Please read carefully and sign below:

1. This form must be complete in its entirety and submitted no less than one week prior to fundraising activity.
2. All funds raised will be deposited into your club account and distinguished earned money that can be carried over for one academic year.
3. The money and cashbox must be returned to the Division of Student Affairs Office the next business day after the fundraiser.

I understand all policies and procedures and agree to abide by all regulations.

Student Organization President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Organization Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Date of Denial: \_\_\_\_\_

Director of Student Activities Signature: \_\_\_\_\_

Vice President for Student Affairs Signature: \_\_\_\_\_

# COMMUNITY SERVICE PROJECT REQUEST FORM

Must be completed and submitted for approval to the Director of Student Activities one week prior to event. A copy of the form must remain in the Office of Student Activities once submitted and signed by the Director of Student Activities and Vice President for Student Affairs.

Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date of Project: \_\_\_\_\_

Benefiting Organization: \_\_\_\_\_

Description of Project:

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Student Organization President's Signature: \_\_\_\_\_

Student Organization Advisor's Signature: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Date of Denial: \_\_\_\_\_

Director of Student Activities Signature: \_\_\_\_\_

Vice President for Student Affairs Signature: \_\_\_\_\_

Comments:

# MONTHLY REPORT FORM

Club Name: \_\_\_\_\_

Reporting Month: \_\_\_\_\_ Year: \_\_\_\_\_

Please list the dates and times of club meetings this month:

What events did your organization sponsor this month?

What events did your organization participate in this month:

What events is your organization sponsoring next month?

What fundraisers did your club sponsor this month?

What community service projects did your organization participate in this month:

Looking ahead to next month and the remainder of the semester, what are your organizations plans for activities, meetings, projects, etc.?

# STUDENT ORGANIZATION SUMMARY REPORT

Organization: \_\_\_\_\_

Term: Fall Spring

Year: \_\_\_\_\_

## **SERVICE PROJECTS:**

List all service projects, which your organization sponsored or participated in over the past term. Use the reverse side if additional space is needed.

Project & Organization	\$ Raised	# People Involved/Hours
1. _____		
2. _____		
3. _____		

## **FUNDRAISERS:**

List all fundraisers held throughout the term. Use the reverse side if additional space is needed.

Fundraiser	Date	Amount Raised
1. _____		
2. _____		
3. _____		

## **SOCIAL & EDUCATIONAL EVENTS:**

List major social and educational activities sponsored by your organization throughout the term

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Signature of Organization President / Date

\_\_\_\_\_  
Signature of Advisor / Date

This form must be completed by the last day of each semester and returned to the Director of Student Activities

# STUDENT ORGANIZATION REVIEW

ACADEMIC YEAR: \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Membership Counts:**

Start of fall semester: \_\_\_\_\_

End of fall semester: \_\_\_\_\_

Start of spring semester: \_\_\_\_\_

End of spring semester: \_\_\_\_\_

**Special activities/programs held for organization members only:**

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**Special activities/programs held for the campus community:**

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**Additional comments about the organization this academic year:**

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This form must be completed by the last day of the spring semester and returned to the Director of Student Activities



# Event Sponsorship Planning Form

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Please follow this guideline to planning and sponsoring an event at the University of Pittsburgh at Titusville. The date each section was completed must be indicated on the line to left. **This form should be submitted to the Director of Student Activities one week prior to the event** to ensure all areas are covered and arrangements have been made. All events sponsored by clubs, organizations or areas under the direction of the Student Affairs Office must follow this guideline to ensure activities are not overlapping other events. If you should have any questions, please contact the Director of Student Activities or the Vice President for Student Affairs.

\_\_\_\_\_ **Committee established**  
List responsible members:

\_\_\_\_\_ **Approved by the Director of Student Activities**

\_\_\_\_\_ **Approved by the Vice President for Student Affairs**

\_\_\_\_\_ **Contract signed** (must be submitted to the Director of Student Activities for approval, and then signed by the Vice President for Business Affairs.)

\_\_\_\_\_ **Room Reservation Form Completed**  
List all set-up times and needs on the reservation form which must be submitted by the student organization advisor to the Facilities Office prior to the reservation.

\_\_\_\_\_ **Community Service or Fundraising Form Completed**  
(if required for this event)

\_\_\_\_\_ **Payment / Voucher Completed and Processed with the Division of Student Affairs Office** Note: Vouchers must be submitted prior to needing the check.

\_\_\_\_\_ **Arrangements made for sound and lighting needs**  
Set-up person: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ **Arrangements for food service needs** (if applicable)

\_\_\_\_\_ **Publicity**  
The Director of Student Activities must approve all publicity going off campus

\_\_\_\_\_ **Public Relations Office Notified** (events needing advertised in the newspaper)

## University of Pittsburgh Titusville Student Organization Event Contract

This contract for \_\_\_\_\_ (activity) made on this, \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, between the University of Pittsburgh at Titusville Office of Student Activities, herein referred to as the purchaser and \_\_\_\_\_, herein referred to as the sponsor. Purchaser agrees to this binding contract and listing conditions regarding the paid services of the performer. Conditions listed below may be individually omitted or modified only upon the mutual consent of both parties, only in the event in which either party feels that there is no possibly way a cause may be fulfilled.

Type of Performance:

Length of Performance:

Date of Performance:

Time of Performance:

Location of Performance:

Performer's Fees:

Name of Contact Person:

Phone Number of Contact Person:

### **Purchaser agrees to provide:**

### **Sponsor agrees to provide:**

Chaperone/Supervisor: \_\_\_\_\_

### ***Cancellation***

The purchaser may cancel said performance, if prevented by fire, casualty, strike, or any other cause not within the control of the purchaser or any other, by notification *no later than two days prior* to the scheduled engagement date. The sponsor agrees to maintain control over the attendees and provide adult supervision by at least one professional staff or faculty member at the University of Pittsburgh at Titusville. This person's name should be noted under "Sponsor agrees to provide" section of this contract. Sponsor must contact Campus Police to secure/lock area after event has concluded.

Signatures below acknowledges receipt & approval of above contract.

Signature of Performer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Vice President for Business Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return to the Office of Student Activities.  
This contract must be on file at least two weeks prior to the event.

<b>FOR OFFICE USE ONLY</b>	
Amount Paid: _____	Date: _____
Check Number: _____	Initials: _____

### UPT Student Activities Fund Payment Voucher

1. Date: \_\_\_\_\_
2. Organization: \_\_\_\_\_
3. Payable To: \_\_\_\_\_  
Address: \_\_\_\_\_

4. Expense List

Quantity	Item	Reason for Expenditure	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Total</b>			_____

5. Approvals
  - Student Organization's President or Treasurer Signature and Date of Approval  
\_\_\_\_\_
  - Student Organization's Advisor's Signature and Date of Approval  
\_\_\_\_\_
  - Director of Student Activities Signature and Date of Approval  
\_\_\_\_\_
  - Vice President for Student Affairs Signature and Date of Approval  
\_\_\_\_\_

6. Attach receipts to back of this voucher. **NO PAYMENT WITHOUT RECEIPTS.**

7. Submit completed voucher to Division of Student Affairs Office, SU 204.

8. Check to be:     Picked Up            by: \_\_\_\_\_            Date: \_\_\_\_\_  
                           Mailed  
                           Transfer  
                           Place in Payee's Campus Mailbox

The expenditures covered by this voucher must be in compliance with the Student Organization Manual.