University of Pittsburgh Titusville
Student Organization Manual

Office of Student Activities
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Student organization policies and forms are subject to change throughout the academic year. The Student Organization Manual posted on the Pitt-Titusville website will contain the most up-to-date information and should be considered the resource for all policies and forms. Student organizations are responsible for knowing and abiding by the information contained in this and other pertinent documents.
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 Pitt-Titusville 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 Student Activities Office located in Student Union 217.

I look forward to meeting and working with you.

Best Wishes,

Stephanie Fiely
Director of Student Activities
Mission Statement
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.

Office of Student Activities Information
The Office of Student Activities is located in Student Union 217. The office is staffed with a full-time director who is available to assist with brainstorming, leadership training, and who is an overall resource for student organizations and event planning.

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. 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.

Club Policies & Procedures
Student organization presidents and advisors must attend scheduled information 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 actions.

Student Organization Requirements
To gain recognition by the University, a student organization must have an advisor selected from the campus full-time faculty or staff and must have final approvals of its constitution 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 to the Office of Student Activities. During each academic year, all recognized groups must complete at least one fundraiser and one community service project.

As a quick reference, student organizations must:
1. Have at least five (5) active and enrolled student members;
2. Ensure all student officers are currently enrolled at the University of Pittsburgh at Titusville. With the exception of first semester students, officers maintain a minimum of a 2.0 GPA which will be verified at the end of each semester by the Director of Student Activities;
3. Not restrict membership based on race, religion, nationality, gender, age, disability, sexual orientation or political conviction;
4. Meet with its members at least once a month;
5. Must complete at least one fundraiser and one community service project during the academic year;
6. Submit all required paperwork in a timely manner.

The University reserves the right to withdraw recognition from any organization due to violation of University, state or federal policy, failure to comply with student organization guidelines and procedures, failure to follow organization’s Constitution, or misuse of funds. 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. Groups may submit a letter of appeal to the Executive Director for Student Affairs within five business days of the suspension or dismissal. The Executive Director for Student Affairs, or his or her designee, 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. Recognition from the University of Pittsburgh 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 post and program on campus.
5. Privilege to use campus facilities.
6. Privilege to sponsor events and trips using the campus vans and bus.

Student organization registration is required to be a recognized student organization on campus. It is a relatively simple process, and is associated with several benefits at Pitt-Titusville. For new student organizations this is the first step to becoming a recognized group at the University. The registration process includes completing a registration form, submitting a list of members, and writing a constitution and possibly bylaws for the organization.

**Student Organization Registration Policy**

In order to be a recognized student organization, the group must be registered with the Office of Student Activities. Registration shall be valid for one year from the date of registration until the end of the second week of the fall semester. If the required information is not submitted to the Office of Student Activities each year, the group will be considered inactive. Registered student organizations must have an advisor who is a full-time employee of the university as a staff or faculty member.
Starting a New Student Organization

To start a new student organization, organizing student(s) should complete the following process:

1. Meet with the Director of Student Activities to indicate an interest in organizing a new student organization.
2. Find at least five students interested in being a member of the student organization.
3. Find a full-time employee of this campus willing to be the organization’s advisor; this can be a staff or faculty member.
4. Develop a constitution for the student organization. If you need assistance, schedule an appointment with the Director of Student Activities who will assist you in developing and organizing the constitution. There is information in this manual about what must be included in all student organization constitutions. The Constitution should be given to the Director of Student Activities to review and the organizing students should meet with the Director to discuss it. Based upon the feedback from the Director, the Constitution may need revised before it is submitted to the Student Government Association.
5. Complete student organization update form and advisor form and return both to the Director of Student Activities.
6. Complete membership list form, indicating the student organization name, term and officers and email this to the Director of Student Activities.
7. Receive notification of official registration.

New student organizations recognized during the academic year shall be permitted to submit a budget request for funding during the term it is formally recognized that does not exceed $500.

Student Organization Checklist

Beginning of the Fall Term
- Participate in the Student Organization Fair the first week of classes.
- Attend the Presidents and Advisors Meeting.
- Submit an electronic version of the updated constitution for the student organization.
- Submit an electronic updated officer and membership list to the Director of Student Activities.

End of the Fall Term (usually the last three weeks of classes)
- Participate in the Student Budget Committee hearing to request funding for the next term.
- Submit the End of the Fall Term Report to the Director of Student Activities.

Throughout the Year
- Complete monthly reports and submit to the Director of Student Activities by the 5th of the next month.
- Submit payment vouchers for items requiring payment from the University.
- Meet with your members at least once a month.
- Train new leaders and officers.
- Participate in leadership development workshops and any other trainings offered by the Office of Student Activities.
Beginning of the Spring Term
- Submit an electronic updated officer and membership list to the Director of Student Activities.

End of the Spring Term (usually the last three weeks of classes)
- Participate in the Student Budget Committee hearing to request funding for the next term.
- Submit the End of the Spring Term Report to the Director of Student Activities.
- Pass along notes and materials to incoming officers.
- Participate in the Student Life Awards Banquet.

Student Organization Development
One of the biggest challenges that student organizations must deal with is sticking to their mission and providing a rewarding experience for their members. The Director of Student Activities is always available for consultation and assistance to help you make that happen. Some ideas for creating a strong student organization are:
- Put time and energy into recruiting members who share a common interest and appreciate the mission of the student organization.
- Orient new members to the student organization.
- Set achievable goals that will progress the student organization. For example, a way to set goals is to follow the “SMART” goal setting – making sure the goals are specific, measurable, attainable, realistic and timely. Each goal should be clear and obtainable.
- Involve members in decision making. Students will support what they help create so let the members feel they have ownership in events and activities.
- Evaluate the student organization, programs, projects, experiences, etc. as often as possible.
- Develop current and future leaders through leadership trainings, mentoring/shadowing, and retreats.

Benefits for Student Organizations
There are many advantages to being a registered student organization. These benefits include:
- Receiving notifications about community events and activities which could lead to community service projects and fundraiser for student organizations.
- Mailbox for the student organization in the Office of Student Affairs (SU 203B) where notifications and flyers will be placed. All recognized student organizations receive a mailbox so you can place notification to other student organizations in their mailboxes as well.
- Being able to reserve rooms for meetings, activities and other events on campus.
- Being able to sponsor trips utilizing the campus vans and bus.

Constitution
Each student organization must have its own constitution to follow stating its name, purpose, and much more. The appendix of this manual has a list of what must be included in all student organization constitutions. Constitutions must be reviewed at least every other year to ensure it is being followed or to make amendments to it.
STUDENT ORGANIZATION FUNCTIONS

Membership
All students pay a student activity fee which funds the student organizations on campus. With this being said, student organizations should be open to all students, unless there is a specification in the constitution stating otherwise. Membership cannot discriminate based on race, gender, ethnicity, religion, sexual orientation, and political affiliation. Members of a student organization have a voice in the activities and events of that group.

Good communication keeps members involved with an organization. Most students are very busy people, and there are times when they will not be at meetings or unavailable. Routinely send out meeting notices, agendas, meeting minutes, updates, and requests for opinions and ideas which will keep members engaged with your organization.

Meetings
Meetings can have a couple of purposes with the most obvious being the discussion of business and making appropriate decisions. A second purpose for many organizations is taking time to socialize, bond members to the organization, and enjoy each other’s company. Some organizations separate business from social time while others run informal meetings that incorporate both. The degree of formality used for meetings is dependent upon the type of organization. It is important for your organization to periodically look at how your meetings are conducted, whether they accomplish their purpose and whether or not more or fewer meetings are required. It is also a good idea to shake things up once in a while by having refreshments, conducting an activity or doing something else to keep things from becoming routine.

Funding
To be eligible for student activities funds, a group must be an officially recognized student organization of the University of Pittsburgh at Titusville.

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 seven (7) 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. 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 Pitt-Titusville students;
2) Events open to all Pitt-Titusville students, faculty and staff;
3) Events open to the campus community and the general public;
4) Events open to organization members only.

**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.

1. Develop a budget that meets the needs of the organization, making sure no expenses will violate University, state, or federal 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 via email to all student organization presidents and advisor at least five days before the budget hearings. Funds will be requested and allocated the term prior 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 Executive Director 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. SAB shall receive 60-70% of the Student Activities Fees collected for that semester and SGA will receive $500 per 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.
Student Budget Committee
The Student Budget Committee allocates student activities funds. The SBC is made up of the following:
1. The Student Government Association (SGA) Advisor/Executive Director for Student Affairs.
2. The treasurer of the SGA or a designee.
3. Four students appointed by the SGA Executive Board and/or the Executive Director for Student Affairs.
4. The Director of Student Activities.

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.

Submitting 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 within 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 Executive Director 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 reimburse students for approved expenses purchased for the organization with appropriate paperwork and documentation.

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 Office of Student Affairs 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 classes 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 Student Affairs Office (SU 204B) no later than the next business day.

ORGANIZATIONS ARE PROHIBITED FROM MAINTAINING BANK ACCOUNTS OUTSIDE THE UNIVERSITY.

Purchasing
A Payment Voucher must be submitted to the Office of Student Affairs no less than then 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 Office of Student Affairs.

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 payment method must be used for all apparel and large purchases.

General Reimbursements: 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. Receipts for all reimbursements must be submitted for payment within five days of the payment. Failure to turn receipts in within five (5) days of purchase could result in a denied reimbursement.

Travel 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 Executive Director for Student Affairs, for student functions. Receipts for cash advances must be turned in to the Office of Student Affairs 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. Repayment of unused portions of travel advances must be made by personal check or money order. Cash payments will not be accepted. Checks must be payable to the University of Pittsburgh and submitted with the request for reimbursement. Reimbursements for upfront deposits paid by personal credit cards will not be made until the trip occurs and will be made with the post-trip reimbursement. Airfare for travel must be booked through a travel agency. The Titusville campus uses the Travel Experience to book airfare and payment for travel can be made with a Purchase Order.

University Credit Card: The Office of Student Affairs can supply student organization advisors the university credit card for purchases at Wal Mart and Giant Eagle in Titusville. To use one of these credit cards, contact the Office of Student Affairs to make arrangements to pick up the card. Credit cards must be returned that business day if the office is still open after the purchase or the next business day if the office is already closed for the day. There is a tax
exempt card with each card that must be presented to the cashier prior to ringing up the purchases.

EQUIPMENT may be requested under the following guidelines. Exceptions are made for uniform (shoe and t-shirt) purchases for student 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. Student organizations must submit a quote for the order with a payment voucher before any clothing order should be ordered so a formal Purchase Order can be filed. **Payments for clothing will not be made without a preapproved Purchase Order.** Licensed vendors must be used for all purchases; an updated list of approved license vendors is available online at http://grfx.cstv.com/photos/schools/pitt/genrel/auto_pdf/PittLicenseeList.pdf.

CONTRACTS Only official University contracts can be used for events on campus. Any group wishing to go into a contract with a performer, agency, etc. must have a contract written by the Director of Student Activities, with the approval of the University Business Office before the event. A certificate of insurance must be submitted with a W-9 for payment must accompany the contract before it can be reviewed for approval. For more information about contracts, contact the Director of Student Activities.

DONATIONS cannot be made by using any campus allocated funds for donations, scholarships, political campaigns, or other charitable gifts. Student organizations can donate fundraised money to charities or special interests. Donations can also be made to the student organization, but that money must be deposited through the Office of Student Affairs as soon as the money is received.

FOOD PURCHASES are limited to $50 per semester. 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, student organizations must anticipate food purchases at the time of their budget requests. The Office of Student Affairs 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 two business days before the food is needed to ensure proper ordering method. Catering through dining services must be arranged one week prior to the event with the food service director.

GIFT CERTIFICATES must be given as prizes to student winners or events or contests. **Checks will not and cannot be cut to students as prizes.** Gift certificates can only be given for the Book Center and Titusville Area Chamber of Commerce. To award a gift card/certificate, the card/certificate must be photocopied and the student must sign for copy as proof he/she received the gift card/certificate.
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 student organization’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. Student activity money will be used for a campus membership to the National Association for Campus Activities (NACA) as it supports all student programs and the campus community and for music license agreements for the campus.

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, fundraised money may be used.

TRAVEL requests are reviewed as part of the Student Budget Request each semester. The vehicle policy is noted in this manual for all student organizations to follow.
1. Travel must be related to the mission, goals and necessity of the student organization.
2. The travel must be shown to benefit the University and its students as a whole.
3. The travel must be associated directly with the purpose of the organization and have educational benefit for those participating.
4. An approved chaperone (Pitt-Titusville 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. Allocated funds may cover advisor’s expenses, along with the attendees traveling.
5. Recreational travel may be funded if it is open to all Pitt-Titusville students and advertised as such in advance.
6. 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.
7. 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.
8. Travel expenses cannot exceed more than $300 per student attendee in any term.
9. Airfare for travel must be booked through a travel agency. The Titusville campus uses the Travel Experience to book airfare and payment for travel can be made with a Purchase Order.

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 student organization sponsored activities.

Community Service
Community service projects will give Pitt-Titusville students a broader perspective on their extracurricular involvement and improve relations with the Titusville community. Each student organization is required to perform 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.

Fundraising
A fundraiser is any event or sale where a student 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, travel, and other spending. Revenue spending must still be approved via the purchase request form. Student organizations must seek approval from the Student Activities Office before conducting a fundraiser. Fundraising request forms are due to the Student Activities Office no less than one week before the fundraiser is planned.

Revenue must be delivered to the Office of Student Affairs to be deposited in the student organization’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 Office of Student Affairs 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 fundraisers and donations shall carryover. Any accrued deficits also carryover to the next academic year.

Programming
Programming for student organizations covers a lot of ground. It can include group activities, a campus-wide program or event, or community service projects. Carefully consider how programming opportunities relate to the purpose and goals of your organization and select those opportunities that are the best fit. Great organizations plan, promote, and participate in programs in an energized and high quality manner.
Planning Events and Programs
Student organizations 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. Student organizations have a special room reservation form which must be completed in its entirety and filed with the facilities office at least one week before the event.

Food Service Needs
Student organizations that have been approved for food purchases may arrange for catering for on campus events through dining services or may have the Director of Student Activities order food from Little Caesar’s Pizza or 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 dining services 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 Pitt-Titusville student organization can reserve a room on campus by submitting the student organization room reservation form at least one week prior to the event to the Conference & Facilities Use Coordinator by calling campus extension 5667 or faxing the form to campus extension 4475. Reservations are honored on a first come/first serve basis. Publicity must not be posted until a room reservation is confirmed. Failure to comply with this will result in cancellation of the event. 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.

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.

Traditions
Most great organizations have some long-standing traditions - annual events, a logo, standard t-shirts or sweatshirts, ways in which they run meetings, start and end the year or welcome new members. Traditions make an organization unique, and they help members realize they are a part of something special. If your organization has traditions, be sure to maintain them. If it doesn’t, consider establishing a few.
Publicity
We encourage student organizations to utilize their designated block on the student organization bulletin board near the Student Union Front Desk to advertise meetings, events, programs, etc. 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. Unauthorized materials will be removed and discarded.
2. It is the responsibility of the organization to post its own flyers within 48 hours of the event.
3. Posters and flyers may only be posted on bulletin boards; no posting may be done on painted walls, glass, or doors.
4. DO NOT post your advertisements over the advertisements of others. Advertisements placed over will be removed.
5. Posters are not to exceed 17” x 24”.
6. Posters that are written in a foreign language must include an English translation.
7. Any advertising that contains profane or indecent expressions or graphics will not be approved.
8. Publicizing any event that has not been approved may result in the event being cancelled.

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.

Common Places to Post:
1. Student Union Student Organizations Bulletin Board
2. Student Union Second Floor Bulletin Boards
3. Academic Building Bulletin Boards
4. Residence Halls (Please see below)

Posting Policy for the Residence Halls
When posting in the residence halls, the student organization must have its 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 18 copies of all flyers to the Director of Residence life to be placed in the residence halls.

Off Campus Publicity
Information can be disseminated off campus through the Office of 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 or faculty member, students cannot be the contact on off-campus publicity.
**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 20th of the month prior to the event.

**The Panther Print**

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

**Titusville Talk**

The Division of Student Affairs publicizes a weekly student email about programs and items of interest every Wednesday during the academic year. Student organizations can submit meeting information, fund raising projects, community service projects, and other important information that students may be interested in knowing to the Director of Student Activities by noon Fridays for the following Wednesday’s email to all Pitt-Titusville students.

**Copy Machine/Poster Machine**

Student organizations may have their fliers copied in the Office of Student Affairs once the flyer has been approved by the Director of Student Activities or a Student Affairs 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 copies, this amount will be deducted each month from the organization budget and needs to be accounted for the student organization budget each term. The number of copies may not exceed 100 per event, unless permission is given by the Director of Student Activities.

**Logo and Licensing**

The University of Pittsburgh established a policy regarding imprinted merchandise. Any group wishing to use the University name, seal, or logo must receive approval through a licensed vendor. This means that all t-shirts, pens, keepsakes, etc. bearing Pitt-Titusville, Pitt, Panthers, etc. must be purchased from a company who has a collegiate license for the University of Pittsburgh. Royalty fees may be added to your order with this policy. A complete list of licensed vendors can be seen at [http://grfx.cstv.com/photos/schools/pitt/genrel/auto_pdf/PittLicenseeList.pdf](http://grfx.cstv.com/photos/schools/pitt/genrel/auto_pdf/PittLicenseeList.pdf).

**Mail Service**

Each student organization has a mailbox in the Office of Student Affairs. 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 the Office of Student Activities, 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.
Event 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 University of Pittsburgh contracts which should be created and signed by the Director of Student Activities.

Vehicle Policy
All off-campus trips, day or overnight, for student organizations must be approved by the Director of Student Activities and have an approved faculty or staff member chaperone the trip.

To reserve the University vans or bus, an organization must also contact the Director of Athletics at campus extension 4462. At least seven people must ride in the van to use it and at least 12 passengers to use the bus. University approved licensed drivers who are 25 years of age can drive the university van. A CDL license is required to drive the bus. The student organization advisor or his or her designee must accompany the student organization on all trips. No non-University passengers are permitted to ride in University vehicles.

The bus requests must be made no later than one week prior to the travel date. Reservations are not confirmed until the person requesting the bus has a written confirmation back from the Athletic Director. Advertising or promoting the event prior to confirmation may result in a cancellation of the request. The bus may not be scheduled for more than 10 hours per day without approval from the Executive Director for Student Affairs. The bus may only be scheduled for legitimate University business such as an academic program, cultural or athletic event, student organization activity, or Student Affairs sponsored activity. The bus is not available for individual person’s programs or activities. It can only be scheduled for trips within the state of Pennsylvania. If a passenger has a disability and needs an accommodation, this must be communicated at the time of the reservation. Reservations will be accepted for the year starting in April of the previous year.

Student organizations are subject to the following requirements for reserving the Pitt-Titusville bus:

a. Student organizations may not make reservations for other student organizations or for individual students under the name of the organization.
b. Advisor
   i. The organization advisor must accompany the group on the bus.
   ii. Advisor may appoint a designee for the trip who is a faculty or staff member.
c. Frequency of Bus Use
   i. No student group may reserve the bus for more than two trips each semester without special permission from the Executive Director for Student Affairs.
d. Advertising
   i. Advertising or promoting the program prior to written confirmation of the program will result in cancellation of the program and a forfeiture of the deposit.
e. Cancellation
   i. The Director of Athletics must be notified no less than 48 hours before departure. Failure to notify the director will result in loss of bus privileges for up to one year and a charge to the student organization for the bus driver.
f. Failure to Comply
i. Student organizations who fail to follow bus policy may lose the privilege of using the bus.

In addition, the student organization or department reserving the vehicle, whether it is a University or rented vehicle, will be charged for the fuel in the vehicle.

University cars are not available for student use.

Per the University of Pittsburgh Travel and Business Expenses policy revised in 2009:
Use of a personal vehicle for business is strongly discouraged primarily due to the personal liability the vehicle owner automatically assumes. The vehicle owner’s automobile liability insurance coverage is primary coverage. There is no physical damage coverage through the University on a personal vehicle. The employee is responsible for the deductible portion of the personal collision coverage and for any increased personal automobile insurance premiums as a result of an accident. No reimbursement will be made by the University for accident-related repairs.”

The Pitt-Titusville Policy on the Use of Campus Vehicles revised in 2009 states:
For trips longer than 250 mile: two drivers are required, vehicles are limited to ten hours on the road per day, drivers must change every three hours, and driving is prohibited between 11 pm and 6 am.

Any rented vehicle 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.

Recognition
Appreciating people for things they’ve accomplished is the best way to ensure that good things keep happening. It is important that in your organization, and in the student body as a whole, for leaders to be recognized. The following are some ideas for recognizing the efforts of leaders.

Student Life Awards Banquet
The event is coordinated by Division of Student Affairs. It is held at the end of every spring to recognize student leaders and acknowledge achievements and participation in Student Affairs programs including student organizations, residence life, athletics, and intramural sports. Student organizations may participate in the banquet by giving out awards and/or small tokens of appreciation to officers and outstanding members.

Individual Organization Awards
It is not possible to invite all your student organization members to the Student Life Awards Banquet, but it is advised that student organizations recognize members with other signs of appreciation. Certificates of recognition and free food are two simple things that can be offered in appreciation.

Whatever your group decides to do, keep it in the spirit of giving back and you will gain your desired results. After all it is the members who invested their time and effort to help the organization succeed throughout the year.
**Student Organization of the Year Award**
This award is given annually at the Student Life Awards Banquet. The Director of Student Activities and Executive Director for Student Affairs decide the award recipient based upon nominations. The criteria for the award are that the organization must be in good standing with the University and has been recognized as a Pitt-Titusville student organization for at least three years before being nominated.

**Student Organization Advisor of the Year**
This award is given annually at the Student Life Awards Banquet. The Director of Student Activities and Executive Director for Student Affairs decide the award recipient based upon nominations. The criteria for the award are that the advisor must have advised a student organization for at least three years before being nominated.

You may also consider showing appreciation in other ways to your members. Some ideas include, but are not limited to:
- A thank you note/card;
- Announcements at the meetings;
- Candy and snacks in their student mailbox.
LEADERSHIP OF STUDENT ORGANIZATIONS

Officers
All student organizations must designate at least three executive positions/officers in their Constitution. The titles for the officers may be different by the nature of the student organization, however most student organizations designate four officers using the titles president, vice president, secretary and treasurer. The officers must be currently enrolled at the University of Pittsburgh at Titusville and maintain a minimum of a 2.0 GPA.

Officer Transition
Maintaining a successful student organization over a number of years is a difficult thing to do. Turnover in members and officers often occurs annually. Summer constitutes a sudden and lengthy break in operations. One thing to remember is that great organizations plan ahead to ensure quick start-up in the fall with well-trained officers. They also leave excellent records from the previous year which allows incoming officers to learn about the history of the position.

Role of the Advisor
Recognized student organizations are required to have an advisor who shall be a full-time 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.

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 Pitt-Titusville 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 four functions: to advise/counsel, to serve as a resource, to serve as a campus security authority, 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 Executive Director 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 if 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. Understand that as an advisor of a recognized student organization, you are considered a “Campus Security Authority” for the University. As such, you shall immediately report any crimes that you are made aware of to the Pitt-Titusville Campus Police.
4. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
5. 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.
6. Providing continuity during periods of student leadership transition.
7. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
8. Serving as a role model to the organization’s leaders and members, emulating those characteristics and behaviors they need to develop.
9. Remaining knowledgeable about the organization’s activities.
10. Maintaining regular contact with the Office of Student Activities.
11. Serving as chaperone for organizational events as a pre-requisite to the event being approved.
12. 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.
13. Encourage the organization’s members to assume responsibility for its program and its effectiveness.
14. 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.
15. Approve all expenditures for the student organization.
16. Sign off on all room requests and room setup requests sent to the facilities office.
17. Be the 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.

**Effectively utilizing an advisor**

It is no coincidence that many of the great student organization have carefully selected an advisor and have devoted a considerable amount of time to developing and productive relationship. Advisors can provide valuable advice and a different perspective. They can also recount past experiences with the student organization. Your student organization should discuss with your advisor their level of involvement with the group so everyone is clear on the actions and expectations.

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.
**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

<table>
<thead>
<tr>
<th>Member’s Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>PeopleSoft Number</th>
<th>ID</th>
<th>Email Address</th>
<th>Office</th>
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Student Organization Registration Form

Please type or print all information.

*This information is available to the public and required for registration

1. Name of Organization
____________________________________________________________________________

Previous name, if any
____________________________________________________________________________

2. Purpose & Primary Activities
________________________________________________________________________________
________________________________________________________________________________

3. Membership

____# Undergraduate     ____# Faculty/Staff     ____# Other     ______TOTAL

4. Officers: List three currently enrolled students who serve as officers. Student I.D. numbers are required for university purposes but will not be released with any requests for general information according to the provisions of the Freedom of Information Act. We, the undersigned, do certify that we have read and understand the Acknowledgment of Registration printed on the back of this page and have the right to sign on behalf of this organization.

President
*Print Name ___________________________________________  Signature __________________________  Pitt Email Address __________________________

Vice President
*Print Name ___________________________________________  Signature __________________________  Pitt Email Address __________________________

Treasurer
*Print Name ___________________________________________  Signature __________________________  Pitt Email Address __________________________

Secretary
*Print Name ___________________________________________  Signature __________________________  Pitt Email Address __________________________

Other Officer
*Print Name ___________________________________________  Signature __________________________  Pitt Email Address __________________________

5. Advisor

Important Clery Act Information: Due to your role as an advisor of a recognized student organization, you are considered a “Campus Security Authority” for the University. As such, you shall immediately report any crimes that you are made aware of to the Pitt-Titusville Campus Police.

*Print Name ___________________________________________  Signature __________________________  Pitt Email Address __________________________

For Office Use Only
Date Received___________  By __________  Membership List Received __________  Constitution Received ____________

Return completed form to the Office of Student Activities
Student Union 217 • 814-827-4455 • stthomas@pitt.edu • www.upt.pitt.edu

Registration is due by the second Friday of fall semester to be eligible for funding. If the student organization elects new officers, advisor, or starts after the second week in the fall term, this form must be updated before funding will be granted.

We have read and understand our organization’s responsibilities as indicated on the back of this form

(Please initial to verify that you read the Acknowledgement of Registration and agree to it)

President: ________  Secretary: ________

Vice President: ________  Treasurer: ________

Advisor: ________  Other: ________
Acknowledgement of Registration

1. We have read and are aware of the policies and procedures noted in the Student Organization Manual for the University of Pittsburgh Titusville. On behalf of this organization, of which we are officers, we hereby apply to become a registered student organization at Pitt-Titusville from this date until the end of the spring term of this academic year.

2. We affirm that neither the organization, nor the officers or members acting on behalf of the organization, will represent itself or themselves as official “agents” of Pitt-Titusville.

3. We affirm that this organization does not discriminate unconstitutionally in its membership practices or in its activities against any otherwise qualified person on the basis of handicap, national origin, race, religion, sex, age, veteran status, sexual orientation or political affiliation. 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.

4. We affirm that the officers of this organization are currently enrolled Pitt-Titusville students and that voting membership is limited to Pitt-Titusville students, faculty, and staff members. Following each election, a registration revision reporting the names of new officers will be submitted to the Student Activities Office. We agree to allow the Student Activities Office to verify our enrollment status through the Office of the Registrar.

5. We understand that Pitt-Titusville is not responsible for the debts of this organization.

6. We affirm that this organization will abide by all university, local, state and federal policies, regulations, and laws. **We understand that the president of the organization and other executive officers can be individually or collectively held responsible by judicial affairs for their actions and the actions of their club members at the organization’s meetings, events, or activities.**

7. We affirm that, in consideration of these agreements, this organization agrees to release the university from any and all claims and/or damages that may arise from or incident to this registration and any rental use of university facilities including, but not limited to, any and all claims for personal injury, bodily injury or damage to property. This organization further agrees to hold the university harmless and indemnify the university against all loss and damages arising from the use, misuse, or abuse of university facilities. This release agreement shall apply to the university and all of its agents or employees.

8. We understand that this organization must require all participants to complete an Emergency Medical and Liability Release Form at all events where physical activity is involved. These forms must be filed in the Office of Student Activities.

9. This organization will be financially responsible for repairs and/or replacements of property in and on the facility that may be damaged by actions beyond the normal use category.

10. We understand that all student organizations are strictly prohibited from collecting and holding funds in any manner without the approval of the Director of Student Activities or Executive Director for Student Affairs.

11. Any revisions to this registration (including changes of officers or official contact person) will be reported to the Student Activities Office.

12. All contracts for events must be verified by the Director of Student Activities prior to execution. Only University contracts will be used to process payments for events requiring contracts.

13. Student organizations are encouraged to have a representative attend SGA meetings to be a voice for the group and to pass along information from other groups and SGA.
All registered student organization at the University of Pittsburgh at Titusville is required to have an advisor who is a member of the campus full-time 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. Understand that as an advisor of a recognized student organization, you are considered a “Campus Security Authority” for the University. As such, you shall immediately report any crimes that you are made aware of to the Pitt-Titusville Campus Police.
4. Maintaining regular contact with the officers and general members of the organization, which may involve attending meetings and activities conducted by the organization.
5. 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.
6. Providing continuity during periods of student leadership transition.
7. Challenging/motivating officers and members to develop programs which will strengthen the organization and help it fulfill its goals.
8. Serving as a role model to the organization’s leaders and members, emulating those characteristics and behaviors they need to develop.
9. Remaining knowledgeable about the organization’s activities.
10. Maintaining regular contact with the Office of Student Activities.
11. Serving as chaperone for organizational events as a pre-requisite to the event being approved.
12. 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.
13. Encourage the organization’s members to assume responsibility for its program and its effectiveness.
14. 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.
15. Approve all expenditures for the student organization.
16. Sign off on all room requests and room setup requests sent to the facilities office.
17. 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: ________________________________
Budget Request Form

For Office Use Only
Amount requested: 
Amount approved: 

Student Organization: ___________________ Fall or Spring Term  
Number of Members: _________ Fundraised Carryover Money: ___________ 
Year: ________

Expenditures
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 Pitt-Titusville students;
2) Events open to all Pitt-Titusville students, faculty and staff;
3) Events open to the campus community and the general public;
4) Events open to organization members only.

Please select one of the above criteria (1-4) to indicate who the program is open to, rank the student organization’s preference to complete that event/program, the needs for that program, and the amount the student organization is requesting to fulfill that event/program.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rank</th>
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<th>Need</th>
<th>Amount Requested</th>
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Travel and Conferences
Travel expenses cannot exceed more than $300 per student attendee in any term. Provide information for the student budget committee to review in processing your request. The amounts indicated are the maximum allowable payments available for each part of the travel need. Please list:

Event: ____________________________  Location: ________________
Date: ____________________________  Number Attending: ________________
Expense Need: ____________________________  Amount Requested: ____________________________

Plans for fundraiser(s) and community service project(s) during the term:

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Total Amount Requested: ____________________________

I have read and understand all policies and procedures and agree to abide by all regulations set forth in the Student Organization Manual.

Organization President/Treasurer Signature: __________________ Date: ____________

Organization Advisor Signature: __________________ Date: ____________
## STUDENT ORGANIZATION RESERVATION FORM

NOTE: All three pages of this form must be completed and submitted to the facilities office; including all setup and/or service requirements, **at least one week in advance** of the date of the event. Completing this form does not guarantee your reservation until you receive confirmation from the Office of Facilities.

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<th>Requesting individual</th>
<th>Advisor</th>
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<tr>
<th>Requester’s Telephone Number</th>
<th>Advisor’s Email</th>
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<tr>
<th>Requester’s Email Address</th>
<th>Faculty/Staff Member Attending</th>
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## EVENT INFORMATION

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<td>☐ Community Service Project</td>
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<td>☐ Fundraiser</td>
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<td>☐ Event</td>
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<td>☐ Other, please be specific</td>
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<th>Attendance Expected</th>
<th>Admission Fee</th>
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<table>
<thead>
<tr>
<th>Program Open To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Public</td>
</tr>
<tr>
<td>☐ Students</td>
</tr>
<tr>
<td>☐ Faculty/Staff</td>
</tr>
</tbody>
</table>

## RESERVATION INFORMATION

<table>
<thead>
<tr>
<th>Location</th>
<th>Date and Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building</td>
<td>Room</td>
</tr>
<tr>
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</tbody>
</table>

Include time for setup and cleanup; the building will be unlocked and locked at times requested above. The organization is responsible for completely cleaning the area(s) used every time it is used. A staff or faculty member must be present to represent the University at all activities, meetings, events, etc. for student organizations.
### SET UP, SERVICES, EQUIPMENT NEEDS

<table>
<thead>
<tr>
<th>ROOM SET UP (number if appropriate)</th>
<th>PERSONNEL SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Tables</td>
<td>___ Projectionist</td>
</tr>
<tr>
<td>___ Chairs</td>
<td>___ Lighting</td>
</tr>
<tr>
<td>___ Piano</td>
<td>___ Sound</td>
</tr>
<tr>
<td>___ Podium</td>
<td>___ Custodial</td>
</tr>
<tr>
<td>___ Staging</td>
<td>___ Security</td>
</tr>
<tr>
<td>___ Other</td>
<td>___ Other</td>
</tr>
<tr>
<td>___ Other</td>
<td>Advisor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT (specify type and number)</th>
<th>CATERING (check all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ Microphone</td>
<td>___ Buffet Line</td>
</tr>
<tr>
<td>___ CD Player</td>
<td>___ Sit-Down Meal (served)</td>
</tr>
<tr>
<td>___ Stage Lighting</td>
<td>___ Reception</td>
</tr>
<tr>
<td>___ Computer</td>
<td>___ Breakfast</td>
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<tr>
<td>___ Other</td>
<td>___ Lunch</td>
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<tr>
<td>___ Other</td>
<td>___ Supper</td>
</tr>
</tbody>
</table>

**NOTE: SPECIFIC CATERING ARRANGEMENTS MUST BE MADE WITH FOOD SERVICE**

**VISITOR PARKING:** Visitors must pick up a parking pass from the Campus Police Office in Spruce Hall or park on the street.

**PROVIDE A DIAGRAM AND DETAILS OF SET UP REQUIREMENTS ON THE NEXT PAGE SPECIAL PROCEDURES APPLY TO THE USE OF CAMPUS AUDITORIUMS.**

### AUTHORIZATION

I understand that this event must be carried out in accordance with the relevant policies and procedures of the University of Pittsburgh and the Titusville Campus, and, if applicable, with the laws of the Commonwealth of Pennsylvania. I acknowledge that any damage to equipment or property resulting from this event will be charged to my department or organization.

Signature of Requester_________________________ Date________
Signature of Advisor_________________________ Date________
Signature of Staff/Faculty Member Attending_________________________ Date________
Signature of Student Affairs Designee_________________________ Date________
If you have any questions about the facilities availability, please call 814-827-5667
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 Executive Director for Student Affairs.

Club/Organization Name: ___________________________ Date: ___________________________

Date(s) of Fundraiser: Start ______________________ End ______________________

Purpose of Fundraiser: _____________________________________________________

Type of Fundraiser:
- □ Sale what will you be selling? _________________________
- □ Raffle what will you be raffling? ________________________
- □ Other _____________________________________________

Please provide details:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________ 

How much money do you expect to earn/raise?

Will you require start-up money? □ Yes □ 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: ______________________________________

Executive Director 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 Executive Director for Student Affairs.

Organization: "__________________________________________________________________________________________"

Date of Request: "__________________________________________________________________________________________"

Date of Project: "__________________________________________________________________________________________"

Benefiting Organization: "__________________________________________________________________________________________"

Description of Project:
"__________________________________________________________________________________________"
"__________________________________________________________________________________________"
"__________________________________________________________________________________________"
"__________________________________________________________________________________________"
"__________________________________________________________________________________________"

Student Organization President’s Signature: "______________________________________________________________________________"

Student Organization Advisor’s Signature: "______________________________________________________________________________"

Date of Approval: "______________________________________________________________________________"

Date of Denial: "______________________________________________________________________________"

Director of Student Activities Signature: "______________________________________________________________________________"

Executive Director for Student Affairs Signature: "______________________________________________________________________________"

Comments: "__________________________________________________________________________________________"
MONTHLY REPORT FORM

This form is due to the Director of Student Activities by the 5th of the monthly following the month the student organization is reporting about.

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 ATTENDANCE SHEET

Organization: ____________________________________________________________

Event Name: _____________________________________________________________

Event Date: _____________________________________________________________

Event Location: ___________________________________________________________

List of Attendees
Please indicate your affiliation with the University (student, faculty, staff, guest, etc.)

<table>
<thead>
<tr>
<th>Name (First and Last)</th>
<th>Affiliation</th>
<th>Name (First and Last)</th>
<th>Affiliation</th>
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Include additional Student Organization Attendance Sheets if necessary. If more than one individual is being reimbursed for the same event, copies of the attendance sheet(s) should be made to be included with each reimbursement.

Page _____ of _____
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 Office 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:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

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

This form must be completed by the last day of each semester and returned to the Office of Student Activities.
FALL PREVIEW

Organization: ____________________________________________________________

Year: ________________________

Has the organization held elections for the fall semester?   Yes  No
If yes, please list officers:
President: ____________________________________________________________
Vice President: _______________________________________________________
Secretary: ___________________________________________________________
Treasurer: ____________________________________________________________
Other: _______________________________________________________________

Will your organization be making any updates or changes to its current constitution?   Yes  No
All changes must be submitted to SGA.

Will your organization be changing its advisor before the fall semester?   Yes  No
All advisors must be members of the Pitt-Titusville faculty or staff.

Are there any special events your organization is planning for the fall that the University should be aware of or events that will require University funds early in the semester. If so, please list.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Are there any concerns from your organization about the functions of the organization, the way the University operates or oversees organizations, or other concerns? If so, please list.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

This form must be completed by the last day of the spring semester and returned to the Office of Student Activities.
Pitt-Titusville Student Activities Fund Payment Voucher

1. Date: ________________________________________________________________

2. Organization: __________________________________________________________

3. Payable To (first, middle initial, last name): _________________________________
   Address:  ________________________________________________________________
   Last Four Digits of Payee’s Social Security Number: __________________________

4. Expense List

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Reason for Expenditure</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

   Total  __________

5. Approvals

   Student Organization’s President or Treasurer Signature  Date of Approval
   ___________________________________________________________  ______________________

   Student Organization’s Advisor’s Signature    Date of Approval
   ___________________________________________________________  ______________________

   Director of Student Activities Signature     Date of Approval
   ___________________________________________________________  ______________________

   Executive Director for Student Affairs Signature   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  ____ Mailed  ____ Transfer  ____ Place in Payee’s Campus Mailbox
   by: ___________________________ Date: ________________

The expenditures covered by this voucher must be in compliance with the Student Organization Manual.
(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.
1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officer reports
   A. List out each officer as it subheading under this topic
5. Committee reports
6. Special orders
   A. Important business previously designated for consideration at this meeting should be
      listed as a subheading under this topic
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

** It is always good to list out the next meeting date and important
dates members should know and remember on the agenda **