Handbook for Recognized Clubs & Organizations

2021 – 2022
Table of Contents

Preface

Terms and Definitions ........................................................................................................ 4
Rights and Responsibilities .............................................................................................. 5

Chapter One

Recognition of New Clubs and Organizations ....................................................... 6
Policies and Procedures for Recognition of New Student Organizations .......... 6
Criteria for Organization Constitution Approval ....................................................... 7
Model Constitution ......................................................................................................... 8
Probationary Period Guidelines for Newly Recognized Organizations .......... 12
Privileges of Recognized Organizations ....................................................................... 12

Chapter Two

Governance of Clubs and Organizations ................................................................. 13
Membership Policies ....................................................................................................... 14
Inactive Organizations ..................................................................................................... 14
Defunct Organizations ................................................................................................... 15
Terminated Organizations ................................................................................................ 15
Concession and Solicitation Policies ............................................................................. 15
Criteria for Activity Statement ..................................................................................... 17
Selecting an Advisor ......................................................................................................... 17
The Organization’s Responsibilities to the Advisor ..................................................... 17

Chapter Three

ESU Student Activity Association, Inc. (SAA) Funding ........................................ 18
Policies and Procedures Regarding SAA Funding .................................................. 18
Policy on the use of crowdfunding sites by recognized student organizations .... 24
Example Financial Forms ............................................................................................... 25
SAA Payment Voucher ................................................................................................. 25
Budget Transfer Form ...................................................................................................... 25
Request to Spend Revenue Form ................................................................................ 25
Contract Procedures ....................................................................................................... 26
Chapter Four

Resources Available to Recognized Clubs and Organizations ...............................................................29
Banner Hanging Policy and Procedure ......................................................................................29
SAA Travel Policies ...................................................................................................................30
University’s Alcohol Policy and Student Code of Conduct ..................................................31
Informed Consent Release for Travel and Travel Log .........................................................38
Posting and Chaulking Policy .................................................................................................32

Chapter Five

Building Your Leadership Skills .............................................................................................36
Anatomy of a Program ..............................................................................................................37
Promotional Opportunities at ESU ..........................................................................................38
Parliamentary Procedure .........................................................................................................40
Planning Your Organization’s Meetings ..................................................................................43
Leadership 101 .........................................................................................................................44
ESU Event Planning Guide .......................................................................................................46
Event Check List .......................................................................................................................48
Terms and Definitions

**Student Government Association**  The governing body of elected students with a mission of representing and advocating for the entire ESU student body. They oversee all clubs and organizations as well as create the policies and procedures that govern SAA recognized organizations.

**ESU Student Activity Association, Inc. (SAA)**  The corporation that is entrusted with the funds generated from the Student Activity Fees from which SAA recognized clubs and organizations may request funding.

**Annual Student Organization Registration**  A procedure that all recognized clubs and organizations must complete to provide the Student Government Association with the following information: 1) current officers, their contact information and advisor; 2) the organization’s current membership list; 3) the place, time, and dates of regular meetings. This is done in the Fall semester via WarriorLink and must be completed by the established deadline in order to remain to be considered active.

**Activity Statement**  A brief report to be written by clubs and organizations to explain how they have met their purpose during the academic year, what goals they have achieved, attendance for campus wide events sponsored by the group and to document any notable successes. This report is to be included in the club/organization’s Spring budget request.

**Capital Reserve Fund**  An account established for funded clubs and organizations to request equipment that will benefit the organization and will incur a cost more than $500.00. Request for allocations of this nature are to be made to the Chair of Finance for the Student Government Association.

**Emergency Contingency Fund**  An account established for funded clubs and organizations to request for emergencies or unforeseen expenses that may occur throughout the year that are out of the organization’s control. Request for allocations of this nature are to be made to the Chair of Finance for the Student Government Association.

**Special Events Contingency Fund**  An account established for funded clubs and organizations or University Departments to request allocations for events that will benefit members of the University Community and was not anticipated during the budget season; and costs are encouraged to be shared by the University. Request for allocations of this nature are to be made to the Executive Director of the Student Activity Association, Inc, (or designee).

**Fall Grants Fund**  An account established for funded clubs and organizations to request allocations to increase student organization budgets should new and pertinent information come to light, not previously considered as part of the Spring Budget Allocation Process, which an organization feels is justification for further review.

**Budget Account**  All SAA Funded organizations automatically possess a budget account when they are allocated funds from the ESU Student Activity Association, Inc. (SAA). Budgeted funds do not carry over from year to year.

**Club Account**  Recognized clubs and organizations who engage in fund-raising, collect dues, receive donations, or otherwise raise moneys outside of the SAA budget allocation process are required to establish a Club Account, in which to separately manage such organizational finances. Club Accounts operate in the same manner as the Budget Account in regard to the disbursement of moneys. Vouchers must be submitted along with the appropriate receipts. Club Account moneys do carry over from year to year. Recognized clubs and organizations are not permitted to have outside accounts. Such accounts include any type of bank account or any manner in which club funds are held outside of the official SAA held club account.
Rights and Responsibilities

- To be recognized, a student organization shall be required to apply for recognition within the guidelines established by the Student Government Association. Assistance concerning recognition of clubs and organizations can be received from the Student Government Association Office by contacting the Chair of Extracurricular Affairs.
- Affiliation with an off-campus organization shall not disqualify a student organization from recognition provided that organization is not in violation of federal or state law.
- The membership, the policies and the actions of a student organization shall be determined by vote of only the student membership.
- Student organizations shall be free to establish their qualifications for membership provided such membership shall be open to any student willing to subscribe to the stated aims of each organization and to meet its stated obligations.
- Each organization shall be free to recommend its faculty/staff advisor(s) in concert with faculty/staff member(s) concerned and the approval of the Executive Director of the Student Activity Association, Inc.
  ➢ All SAA recognized organizations are required to have a faculty/staff advisor.
  ➢ Faculty/staff advisor(s) shall advise organizations in the exercise of responsibility, but they shall not have the authority to control the policy of such organization.
  ➢ Advisors who are not employees of East Stroudsburg University or their affiliates are obligated to register as volunteers with the ESU Student Activity Association, Inc.
- Advisors should possess knowledge of the rules, policies, and structures of the University as well as the Student Code of Conduct. Advisors should also possess a knowledge and understanding of the goals and objectives of the organization they advise.
- To change an advisor, the organization’s membership must take a formal vote to select a new faculty/staff advisor. After a vote has been cast, a message should be sent to the ESU Student Activity Association who will record and forward the change to the Executive Director.
- An organization may request to have more than one advisor approved by the Executive Director of the ESU Student Activity Association, Inc. although one must be designated as having the responsibility to oversee all financial matters of the organization.
- Insofar as it is legal, and within the guidelines established by SAA, Inc. student organizations shall have independent control over the expenditure of their own funds. However, a regular financial accounting including a statement of income and expenses, shall be presented to the members of the organization and to the funding authority.
- No individual, group or organization shall have the right to officially represent or to speak on behalf of the University without the expressed authorization of the President of the University (or designee) except to identify the University affiliation of the individual, group, or organization.

INQUIRY AND EXPRESSION

- The student and the student organization shall be free to examine and discuss all questions of interest to them and to express opinions publicly or privately.
  ➢ They shall be free to support causes by orderly means which do not disrupt the regular and essential operation of the University.
  ➢ In their public expressions or demonstrations, student organizations shall speak only for themselves.
- Student groups and organizations shall be allowed to invite and to hear any person of their own choosing when the purpose of such an invitation does not violate civil law and does not constitute civil disobedience.
  ➢ Routine procedures required by the University before a guest speaker is invited to appear on campus shall be designed only to ensure orderly scheduling of facilities and adequate preparation of the event.
  ➢ Sponsorship of guest speakers shall not imply approval or endorsement of their views either by the sponsoring group, SAA or by the University.
Chapter One
Recognition of New Clubs and Organizations

Policies and Procedures for Recognition of New Student Organizations

1. Those interested in starting a new student organization would schedule a meeting with the Director of Student Organizations & Commuter Services or Executive Director of the ESU Student Activity Association (SAA) to discuss the proposed purpose of the new organization, potential conflicts with existing organizations, the paperwork submission process and the SGA Extra-Curricular Affairs Committee packet for new student organizations. Campus Rec & Wellness – Sports Activities or the Center for Multicultural Affairs and Inclusive Education will be notified of the interest in establishing a potential new student organization which would have interaction with their department.

2. Once completed, the Application for Recognition, Organization Roster and draft constitution for the new organization would be returned to the ESU Student Activity Association Office. Campus Rec & Wellness – Sports Activities or the Center of Multicultural Affairs and Inclusive Education will be notified that an Application for Recognition and draft constitution has been submitted for an organization that would have interaction with their department.

3. The draft constitution would be given to the Extracurricular Affairs Committee of the Student Government Association (ECAC) to review for formatting and adherence to requirements for student organization constitutions as provided in the SGA Handbook for Student Organizations. The draft constitution will be returned to the proposed organization with required/recommended changes. (to be completed within two weeks of being received in the SAA Office and repeated until the ECAC requirements/recommendations have been addressed)

4. The chair of the SGA Extra-Curricular Affairs Committee will meet with the SAA Director of Clubs, Organizations & Commuter Services and Executive Director to review proposed changes needed for the draft constitution. (to occur within two weeks of receiving the final draft constitution addressing all requirements/recommendations from ECAC)

5. The SGA Extra-Curricular Affairs Committee will meet with the lead members of the proposed student organization to review changes needed for the draft constitution. (to occur within two weeks of the meeting with the SAA Director of Clubs, Organizations & Commuter Services/Executive Director)

6. The SGA Extra-Curricular Affairs Committee will review each submitted draft of the proposed constitution until all issues have been addressed. (should occur within two weeks of receiving a revised constitution)

7. The chair of the SGA Extra-Curricular Affairs Committee will meet with the SAA Director of Clubs Organizations & Commuter Services for a final review of the draft constitution to ensure that all previously mentioned issues have been addressed and the constitution will adhere to the requirements for student organization constitutions. Any additional changes will be taken back to the student organization to be addressed. (should occur within two weeks of receiving the final draft)

8. Once all issues with the proposed constitution have been addressed, the SGA Extra-Curricular Affairs Committee will bring the proposed organization before the full membership of SGA for consideration for approval. Representatives from the proposed organization will be invited to the SGA meeting where the approval vote will be taken in order to present their proposed organization and answer questions from SGA members.

9. Should the full membership of SGA not approve recognition for the student organization, the organization has ten (10) days to appeal to the SGA President to uphold or reverse the decision of the full SGA and approve recognition.

10. Should the SGA President uphold the vote of the full SGA, the organization has ten (10) days to appeal to the ESU Student Activity Association.
ciation Executive Director to uphold or reverse the decision of the SGA President and approve recognition. This is the final point of appeal.

11. Once approved by SGA or through appeal, a message will be sent to the lead officer and advisor congratulating them on their recognition, sending them a copy of the SGA Handbook for Student Organizations, making them aware that their WarriorLink profile has been set-up and alerting them to schedule a meeting of the organization officer with the Director of Student Organizations & Governance for the New Student Organization Orientations. (to occur within two days of recognition approval by SGA)

12. Once approved by SGA or through appeal, notice of the recognition of the new student organization will be sent to The Stroud Courier, Warrior Notes and to the Vice President for Campus Life & Inclusive Excellence.

13. Once recognition paperwork has been submitted to the SAA Director of Clubs, Organizations & Commuter Services, the potential new student organization will have a maximum of three (3) consecutive semesters (not including summer sessions) to complete the recognition process. Priority for consideration will diminish after extended periods of inactivity on the part of the organization to provide requested revisions to their constitution.

14. University departments may take administrative oversight (responsible for the functions of a group and making University facility reservations) for a group/committee of students who may assist in fulfilling the goals of the Department. Such groups/committees may have designated group leaders, but not officers, and can hold meetings, support events but not fundraise (as there is no official recognition and there would not be someplace for which funds could be deposited and carried from year to year)

15. No new Sport/Recreation Clubs can be considered for recognition due to a current lack of available practice fields.

Criteria for Organization Constitution Approval

1. No two recognized organizations may have the same name.
2. No two recognized organizations may have the same purpose.
3. Criteria for membership must be included in the constitution.
4. Dues requirements, if any, must be stated.
5. The student membership must control all funds (neither an individual student or the advisor should have sole control).
6. Each group must have at least 3 officers elected by the active student membership of the organization. One of these must be President and another a Treasurer. No individual may hold more than one office within that organization at a time. The three elected officer positions may only be held by one person (i.e. co-officers may not be considered).
7. Qualifications for holding office must be specifically stated.
8. Responsibilities of the officers must be specifically stated.
9. Elections must be held at least once per year. The mechanism by which the election date is established must be stated in the constitution.
10. There must be stated provisions in case of a vacancy in an elected office.
11. Impeachment procedures for removal of officers must be clearly stated.
12. Advisors should only advise the organization and should not be directly involved in setting club business. An amendment describing this relationship should be stated in the constitution.
13. Every organization is required to have at least one meeting per month.
14. The type of meeting rules that are to be followed, such as Robert’s Rules of Order, must be stated.
15. No business may occur without a quorum present. What shall constitute quorum must be stated in the constitution and shall be at a minimum, more than 50% of the student membership.
16. The procedure for amending the constitution by the membership must be stated.
17. Amendments to the constitution must be approved by the Student Government Association.
## Constitution of (Organization’s Name)

### Model

*(Type all text in this section and fill in the required information)*

**Article I: Name**

The name of this organization shall be ____________________________

**Article II: Purpose**

The purpose of this organization is to ____________________________

**Article III: Membership**

Section 1: Eligibility for Membership

- 

- 

Section 2: Additional criteria for membership.

- 

- 

**Article IV: Dues and Fees**

Section 1: All dues requirements shall be in accordance with the bylaws.

Section 2: The student membership must control all accounts.

Section 3: All funds must be deposited in the ESU Student Activity Association, Inc. Accounting Office.

### Guidelines

- No two organizations may have the same name.
- In addition, the club name can be abbreviated or given a shorter name. If you would like this option, please add the following sentence: The (Insert Official Club Name) also known as (Abbreviation or Adjusted Name).

**Examples:**
- Community Health Organization also known as CHO.
- Black Student Union also known as BSU

- List the requirements for someone to be able to be a member
- In order to be considered for funding, organizations must be open to all ESU students to be a member. This is not a requirement to be a recognized organization.
- Define what is considered a full member (rights or requirements), if non-full members are considered
- Section 2: This is to define ....
- State these three sections verbatim
- Add additional sections if needed for the club
- If dues are required, the details of the process and amount are to be written in the by-laws in order to allow flexibility for the evolution of the organization.
- An individual student nor the advisor may not have sole control over accounts
Article V: Officers

Section 1: Officer of the Organization shall be (List in order of succession):
1. President – Responsibilities include:
2.
3.

Section 2: Officer Qualifications

Section 3: The term of office shall be (length of time)
Section 4: No individual may hold two officer positions.

Article VI: Elections

Section 1: Procedure for Nomination

Section 2: Voting process for elections
- Only students members are eligible to vote
- A quorum of student members must be present to hold an election.

Section 3: Time of the Election
- Elections will be held once per year
- (Choose an option from the right)

Article VII: Vacancy in Office

Section 1: Procedure for Filling a Vacancy
- (Choose an option from the three provided on the right)

Section 2: Election Time Line.
- 
- 

- Each group must have at least three officers elected by the active members of the club.
- You must have a President and a Treasurer.
- President, Vice President, Treasurer, Secretary, etc. (Provide the list of positions in descending order (i.e. President, Vice President, Treasurer, etc.) as well as the responsibilities of each officer).
- Requirements may include, but not limited to, GPA, year in organization, class rank, etc.
- Section 3: Once elected, how long can/must they hold their office position? Ex. One academic year, one calendar year, two academic years. All elected officers must start or continue their term into the Fall semester
- Shuld be stated ehich officer make up an Executive Board, if desired
- Other Officer Positions not an executive board should be included in by-laws
- Explain the procedure for nominations. How will it be done? (i.e. general nomination, self-nomination, or selection)
- Explain the voting process.
  - How will the club select the officer: secret or public ballot, show of hands, etc?
  - Additionally, how a tie will be broken?

- For Section 3, choose one of these two statements:
  - Based on an academic year, election will be held in the Spring prior to the end of the semester
  - Based on calendar year, elections will be held prior to the end of the Fall semester.

- This is necessary in the event an officer resigns mid-semester or is impeached.
- Provisions must be stated in the event of a vacancy (i.e. special election).
- Choose one of the following statements:
  1. The club will follow the line of succession as outlined in Article V: Officers Section 1. The position left vacant will be filled by a special election.
  2. The officers of the club can appoint a member to the office. The term of the office will run until the next annual club election.
  3. Hold a special election.
- The time special elections must be stated (Ex. At the next club meeting.)
Article VIII: Impeachment

Section 1: Grounds for impeachment

- ...

Section 2: Procedures for removal of officers

- ...

Section 3: The only member of the organization that can vote during an impeachment are ________.

- Explain reasons impeachments may occur and who receives the complaint to begin the process. Examples of reasons for Impeachment include:
  - Not fulfilling responsibilities as stated in constitution
  - Not attending meetings or events
  - Financial improprieties
  - The process must involve members.
  - Section 3: Mention who can vote on the impeachment (members only, non-officers, etc.). Faculty, Staff, Community Members and Advisors are not able to vote on any business associated with the club.

Article IX: Advisor

Section 1: The organization will select its advisor by _______________.

Section 2: Advisor Responsibilities

- ...

Section 3: The advisor must be approved by the Executive Director of the Student Activity Association, Inc.

- Only the students (officers or not) may select the advisor and the selection process must be stated.
  - Advisors should only advise and should not be directly involved in setting club business such as calling meetings, voting, etc. They may not have direct control over the club.
  - State section three verbatim.

Article X: Meetings

Section 1: Meetings will be held ________________.

Section 2: Special Meetings

- ...

Section 3: The organization will adhere to Robert’s Rules of Order.

- Every organization must have at least one meeting per month.
  - Special meetings are meetings called that are not regularly scheduled. In this section, state the criteria needed to hold a special meeting and who may call one (Ex. president and 3 members call meeting, must have 3 days’ notice to the club, etc.)
  - State Section 3 verbatim.

Article XI: Quorum

Section 1: A quorum will be __________ of the student members.

Section 2: If quorum is not met at meeting, no voting on business is to be done.

- Quorum is needed to conduct business and the minimum requirement for quorum must be more than 50% of student members. Options include and are not limited to 50% +1, two-thirds, three-fourths, etc.
  - State Section 2 verbatim.
Article XII: Amendments

Section 1: Amendments may be proposed by:

- 
- 

Section 2: The adoption process will include:

- A quorum must be present to vote on an amendment.

Section 3: Any amendment to the constitution is subject to the approval of the Student Government Association.

- A procedure for proposing amendments must be clearly stated and explained.
- The procedure for amending the constitution by the membership must be stated (Ex. Voting procedure by members).
- How many members must approve an amendment? Ex. By simple majority, 2/3, etc.
- State section three verbatim as this is required

By-Laws

- By laws are not required. These are rules that are flexible and may change year to year but are necessary information needed to pass on from year to year. They are the internal operating procedures for your club which may include day or time of meetings, amount of dues, committee structure, etc.
- Changes in by-laws do not need to be presented to the Student Government Association for approval.

Other Constitutional Considerations

- All Articles of the constitution must conform to all policies and procedures of the Student Government Association Handbook for Recognized Clubs and Organizations.
- Academic Departments/Faculty should not influence a club/organization nor have direct control of the organization.
- The constitution should reflect the ideals of student-controlled governance.
- Non-ESU students, faculty, staff, and administration can only be ad-hoc members and will not be a full member that could vote on issues or be elected to an office within the organization. All articles of the constitution must conform to all policies and procedures of the Student Government Association Handbook for Recognized Clubs and Organizations.
- SAA recognized organizations may not amend constitutional articles, in a manner so as to significantly change or eliminate items required for continued recognition.
- In order to be considered for funding, it must be stated that the organization membership is open to any ESU student.
Privileges of Recognized Organizations

- Organizations may reserve facilities for programs and meetings.
- Organization may use inter-campus mail service.
- Organization can receive start-up grant money upon completion of the New Organization Orientation.
- Organizations will be permitted to solicit and fundraise on campus.
- Organizations will be permitted to use bulletin boards and campus advertising.
- Organizations will be permitted to use the SAA Graphics Center as an organization.
- The privilege to advertise as an ESU student organization.
- The privilege to request funding from the Student Activity Association, Inc.
- The privilege to use the SAA banking services.
- The ability to set-up an organizational profile on WarriorLink to communicate with members, promote organizational activities, save organizational documents and photos, allow members to include membership on their co-curricular transcript.
- Ability to participate in programs, including but not limited to, Warrior Induction 308, Club Fair, etc.
Chapter Two

Governance of Clubs and Organizations

Policies and Procedures Governing Recognized Organizations

GENERAL POLICIES

1. All SAA recognized student organizations must have a minimum student membership of ten. (Note: A minimum of fifteen members is required to be considered for funding.)

2. In order to be considered for funding an organization must be open to any ESU student to join meaning that the organization does not select their members through any process.

3. All organizations must have regularly scheduled meetings, at least once a month. A member of the SGA Extracurricular Affairs Committee or other elected senator may make an unannounced visit to confirm the organization’s achievement of its purpose and the organization’s compliance with the membership policy requirements. (Note: these regularly scheduled meetings can not take place in a classroom that is scheduled for an academic class.)

4. All funded organizations will be required to submit an Activity Statement documenting achievements of the club/organization for the academic year (including any campus-wide events sponsored by the organization and the attendance). This statement is due to the Student Government Association on the due date that the SGA Finance Committee establishes for budget requests.

5. Any organization violating University policies and procedures are subject to discipline as an organization by the Office of Student Conduct and Community Standards.

6. Any club or organization violating University policies and procedures either on or off campus are subject to discipline as an organization by the Extracurricular Affairs Committee and by the Student Senate. The disciplinary action will be taken up by the Extracurricular Affairs Committee and the Student Government Association. This may be in addition to or instead of any action taken by the Office of Student Conduct and Community Standards.

7. All SAA recognized student organization must hold their election of officers for the upcoming year by the end of the Spring semester and update their WarriorLink profile with that information.

8. All organizations are required, at the beginning of the fall semester, to complete the annual registration on their WarriorLink profile which includes updating their organization membership and confirming officers. Updated information is to be provided in the event of any officer changes or changes in contact information. Current meeting times and locations should, also, be updated on the profile.

9. All recognized organizations shall submit an updated copy of their constitution as part of the annual registration process. Any changes to the constitution must be approved by the Student Government Association.

10. All organizations must deposit budgeted funds, gate receipts, revenue, and/or any other funds raised or generated by the organization at the SAA Accounting Office. SAA recognized organizations are not permitted to have outside accounts. Such accounts include any type of bank account or any manner in which club funds are held outside of the official SAA held club account. If it is found that an organization has such an account or has not been depositing fundraising, dues or any other funds into their SAA club account, the organization will have sanctions imposed on them as determined by the Student Government Association.

11. The Chair of Extracurricular Affairs in conjunction with the President of the Student Government Association and the Executive Director of the Student Activity Association have the authority to declare any organization inactive that is unwilling to be bound by University or SAA policies.

12. All recognized student organizations typically operate during the regular Fall and Spring semesters. Activities, including but not limited to programs, events or practices, occurring at other times are discouraged and must be approved in advance. This includes approval to move-in early/move-out late from the residence halls.
13. As student organizations plan banquets and other programs at off-campus locations, it is important that the organization adheres to the Student Alcohol Policy as outlined in the Student Handbook. It will be the responsibility of the organization leaders and advisor to ensure that the policy is followed. Failure to do so could result in student sanctions or sanction against the student organization through the Office of Student Conduct and Community Standards and/or the Student Government Association.

14. An organization officer can be removed from their position for violating University or SAA policies and procedures and/or failing to uphold the integrity of their position as outlined in their organization’s constitution by action of the Student Government Association and the Executive Director of the Student Activity Association.

INACTIVE ORGANIZATIONS

1. Student organizations will be deemed inactive by the Chair of Extracurricular Affairs and/or the President of the Student Government Association in conjunction with the Executive Director of the Student Activity Association, Inc. if the:
   - Organization falls below the required minimum membership as outlined in the Student Government Association Handbook for Recognized Clubs and Organizations.
   - Organization does not hold regularly scheduled meetings.
   - Organization fails to adhere to all Articles of their organization’s constitution or bylaws.
   - Organization fails to comply with University, the Student Government Association, and ESU Student Activity Association policies and procedures outlined in the Student Government Association Handbook for Recognized Clubs and Organizations or the Student Handbook.
   - Organization fails to update their officer, membership and meeting information on WarriorLink by the established deadline.
   - Organization is suspended due to judicial proceedings adjudicated through the Office of Student Conduct and Community Standards for up to three years.

2. Upon being declared inactive, a letter will be sent to the last advisor of record for the organization indicating the reason(s) for the current status of the organization.

3. To reinstate an organization after being declared inactive, the student membership must complete the following procedures:
   - Submit a letter to the Chair of Extracurricular Affairs requesting reinstatement.
   - A student member of the organization and the organization’s advisor must appear before the Extracurricular Affairs Committee with a current officer, membership and meeting information and an updated constitution. Exceptions may be petitioned before the Extracurricular Affairs Committee.
   - Once approved, the organization must update their WarriorLink profile with the officer, membership and meeting information.

MEMBERSHIP POLICIES

1. The active (voting) membership, officers, and/or recognized representatives of the organizations must be students who are enrolled at East Stroudsburg University. Between semesters membership is constituted to mean the membership of the previous semester.

2. The number of student members shall always exceed the number of non-student members at meetings and programs not open to the general public.

3. In order to conduct the business of the organization a quorum of more than 50% of the active student membership should be present at the meeting.

4. Individuals in Recreational/Club Sports Organizations must have a completed release of liability and medical information on file with the Club Sports Coordinator to be considered a club member. Only those with completed releases will be considered members for funding purposes.
DEFUNCT ORGANIZATIONS

Student Organizations will become defunct if the organization has:

1. Been inactive for a minimum of three (3) years;
2. Violated, in a severe nature, the policies of the University, the Student Government Association and/or the ESU Student Activity Association. The Board of Directors of the SAA must declare an organization defunct for such a violation.
3. Been suspended due to judicial proceedings adjudicated through the Office of Student Conduct and Community Standards for more than three years.
4. Organizations seeking recognition after becoming defunct must follow the policies and procedures for recognition of new organizations.

TERMINATED ORGANIZATIONS

An organization’s recognition that is terminated due to judicial proceedings adjudicated through the Office of Student Conduct and Community Standards will never be permitted to be reinstated as a recognized student organization.

CONCESSION AND SOLICITATION POLICIES

• Definitions

➢ Solicitations are defined as a request of funds by an organization without exchanging anything of material value.
➢ Concessions consist of selling an article or service of material value.
➢ Recognized organizations consist of student groups that are complying with the policies and procedures outlined in the Organization Handbook. University departments and collective bargaining units may also be considered recognized organizations.
➢ Nonrecognized organizations include all groups or individuals who have not met the above conditions.

• Guidelines

➢ Permission will not be granted to sell merchandise in the University Center which is offered for sale in the University Store or Food Court (with the exception of bake sale items).
➢ All organizations, including charitable organizations, offering a specific program under the auspices of a recognized campus group, must obtain facility utilization approval independent of requesting permission for solicitation or a concession. Both of which must be processed by the sponsoring organization.
➢ Raffles, lotteries, or games, in which prizes are awarded based solely on chance, will not be approved to be conducted by SAA recognized student organization.
➢ All moneys must be collected and accounted for by the recognized organization and a summary statement with complete financial information is to be submitted to the SAA Accounting Office (for all SAA recognized organizations). Organizations will be held responsible for allocating funds as stated in their request to solicit.
➢ Athletic events, concert series, theater series and movie series and any other concessions or events sponsored directly by East Stroudsburg University and its departments or divisions constitute University sponsored events and are subject to fiscal and auditing controls.
➢ Students are not permitted to use their residence hall rooms or any campus facilities in the residence halls, except approved lounge spaces, for solicitation or concession programs.
➢ Solicitors, salesmen, or agents may transact with individual students only by explicit invitation of the student.

➢ The Vice President for Campus Life & Inclusive Excellence or designee may grant concession rights for University Recognized Organizations upon request.

➢ Concessions and solicitations are limited to the following campus locations and cannot be conducted elsewhere except as expressly approved by the Executive Director of the ESU Student Activity Association, Inc or designee (for SAA recognized organizations) or the Vice President for Campus Life & Inclusive Excellence or designee (for all other groups), or as provided for in another section of the University Concession and Solicitation Policy:

a. The University Center Lobby
b. Rosenkrans West Lounge Area
c. Residence Hall Lounge Areas
d. The University Stadium
e. Stroud Hall Lobby
f. Science & Technology Building Lobby
g. Koehler Fieldhouse
h. The Main or Linden Quad
i. Dansbury Commons

➢ Revocation of concession or solicitation privileges may occur for any organization whose representatives do not follow established policies and procedures.

➢ Requests to conduct sales or solicit in the residence halls must be approved and scheduled by the Director of Residential and Dining Services or designee.

➢ All solicitations involving contacting local companies or businesses must receive PRIOR approval from the Office of the ESU Foundation.

• **Procedures**

➢ Application for concessions and solici-
Criteria for Activity Statement

- The statement should list all activities or programs in which the organization participated that achieves the purpose of the organization; including any programs which were open to the entire University Community. Attendance figures for campus–wide programs must be included.
- The statement should evaluate the effectiveness of the club or organization.
- The statement should detail the services and programs that the organization provided for the University Community.
- The statement should include any community service projects, volunteer programs or charitable causes in which the organization was involved.
- The statement should include any awards or honors obtained by the organization.

Selecting an Advisor

When selecting an advisor, find someone who will have the time to devote to your organization. Make sure that this person will take the role willingly and seriously, and find someone who has knowledge or skills related to the mission/purpose of the organization. Make certain that he/she has a clear understanding of the organization’s purpose. Discuss with the potential advisor what is required of him/her, his/her duties, and the time commitment involved. Be open and honest with the potential advisor about the types of activities in which the organization may participate. Allow the person a reasonable length of time to consider his/her decision. If possible, choose someone who shares some of the same interests as the organization, and who has previously interacted with the leadership of the organization.

The Organization’s Responsibilities to the Advisor

Keep in mind that the advisor is voluntarily associated with the organization. It is the organization’s responsibility to inform the advisor on the activities of the organization.

- Notify the advisor of all meetings and events
- Consult your advisor in the planning of all activities.
- Consult him/her before any changes in the structure of the organization, or in the policies of the organization are made, and before major projects are undertaken.
- Understand that although the advisor has no vote that he/she should have speaking privileges.
- Remember that the responsibility for the success or failure of the organization’s projects rests ultimately with the group, not the advisor.
- Talk over any problems or concerns with the advisor.
- Acknowledge the advisor’s time and energy are donated, and express appreciation.
- Be clear and open about your expectations for your advisor’s role.
- At the end of each semester, evaluate your advisor and give appropriate feedback.

Chapter Three

Student Activity Association, Inc. Funding

Policies and Procedures Regarding Student Activity Association Funding

GENERAL POLICIES

1. All recognized student organizations desiring to receive an allocation from the ESU Student Activity Association (SAA) must follow the recognition policies and procedures outlined in the Student Government Association Handbook for Recognized Clubs and Organizations.

2. Any recognized student organizations desiring to receive an allocation from SAA shall submit a Budget Request in accordance with the procedures and deadlines established by the Finance Committee of the Student Government Association.

3. All recognized student organizations desiring to receive an allocation from the SAA must have their membership open to any ESU student to join, meaning that the organization does not select their members through any process, and have a minimum student membership of fifteen. Only those individuals with completed release of liability/medical information forms will be considered members of a Recreation/Club Sport organization.

4. All SAA funded organizations shall follow the guidelines established by the Finance Committee in reference to budgeting procedures. Organizations who are found to be defunct, delinquent, or not conforming to SAA guidelines, may be subject to a budget audit and possible impounding of funds.

5. Any organization who fails to submit a Budget Request in the Spring may not be eligible to receive supplemental funding of any other Reserve Accounts; including Fall Grants.

6. Faculty and community members in many cases are considered vital and necessary to the operation and success of a SAA funded organization. Therefore, non-SAA members should not be totally excluded from participation in these organizations. However, non-SAA members may not hold office, vote, nor in any way take precedence over student participation in the said organization. The Extracurricular Affairs Committee shall determine, in each organization, if non-SAA members are vital and necessary and insure that student participation is not prohibited.

7. Budgets turned in after the deadline are subject to an initial deduction of 5% with an additional 1% deducted for each class day late. Budgets will not be accepted after the Spring Review process has been completed by the Finance Committee.

8. Budgets not printed out, not properly submitted on issued flash drive, submitted without a complete Activity Statement, inventory, or any other required documentation will be subject to deductions at the discretion of the Finance Committee. Inventories should include date of purchase and cost of each item. Such deductions shall be made individually at the discretion of the Finance Committee.

9. The organization must be active for one year after receiving recognition from the Student Government Association in order to be considered for funding. The year must be completed from the date of recognition to the beginning of the fiscal year in which the organization wishes to be funded. During this one year probationary period, the organization must raise at least $300.00 and maintain a $100.00 balance in their Club Account. This $100.00 must be present in the Club Account for six months prior to the day the budgets are due. Start-up grant funds are not considered part of the fundraising requirements. If the one year probationary period causes the organization to be ineligible to request funding during the budget season, the organization may request a special grant in the Fall semester of the new academic year with prior approval of
the Chair of Finance. Such requests must be made during the Spring budget review process.

10. SAA budgeted funds are only to be used for those items asked for and approved through the budget process. If an organization finds that new items or different trips are needed, then a one week advanced notice explaining any changes, in detail, must be submitted in written form to the Chair of Finance. An organization must first receive approval for this request before handing in a voucher. Any deviation from this could result in the freezing of the organization’s account.

11. Some budget lines will be impractical for the Finance Committee to completely itemize. These budget lines will be “flat summed”, in which case the organization will have the freedom to choose which items they wish to purchase. Only items originally listed in the budget line can be purchased and may not exceed the cost of the individual item listed in the budget request.

12. An organization’s budget is effective June 1 to May 31. Any remaining moneys in an organization’s budgeted account will lapse back to the SAA General Account unless the organization requests a Carry-Over which must be approved by the SAA Director of Business Service. Note: an organization’s Club Account automatically carries over to the next fiscal year.

13. SAA will only fund items and activities directly related to the purpose of the organization.

14. Any revenue generated from SAA funded activities must be deposited back to the organization’s Budget Account (not Club Account). If an organization wants to use this “additional” income they must submit a “Request to Spend Revenue Form” to the Finance Committee for approval. Any special request regarding revenue or potential revenue must be made to the Chair of Finance. Funded Organizations are not permitted to have outside accounts in the club’s or ESU’s name. Such accounts include any type of bank account or any manner in which club funds are held outside of an official SAA held account.

15. Recreation/Club Sports organization members must have adequate health insurance protection for injuries before participating in club activities and may not use SAA allocated funds until all members have submitted a Health/Accident Form and a Release of Liability form to the Club Sports Coordinator. SAA funds may not be used to pay for such health insurance. Only those individuals with completed release of liability/medical information forms and listed on their WarriorLink roster will be considered members of a Recreation/Club Sport organization.

16. SAA budgeted funds may not be used for alcohol.

17. SAA budgeted funds may not be used for any type of partisan political endorsement or for contributions to the campaign fund of any candidate for political office.

18. No direct contribution may be made from SAA budgeted funds to charities, or for individual charitable purposes. Indirect contributions are allowed at the discretion of the Finance Committee (i.e. An approved indirect contribution may be the purchase of supplies to conduct a service project.) The diverting of revenue from an approved program not originally a service project may not be approved and must be requested, in writing, to the Chair of Finance.

19. SAA budgeted funds may not be used to pay University employees (i.e. gifts, honorariums, etc.) for services rendered to any student organization or individual student, or in payment for personal expenses incurred in the performance of such services if it might be considered as part of the employee’s professional duties.

20. No student organization may use their SAA budgeted funds to finance fund-raising events. For example an organization sponsoring a bake sale may not use any line in their budget to purchase ingredients or supplies for the fund-raiser. Funds for expenses that are related to an organization’s fund-raiser must come from the organization’s Club account.

21. AA funds may not be used to pay for parties, banquets, socials, entertainment or recreational activities not related to the purpose of the organization. Additionally, SAA funds may not be used for the purchase of food for the organization’s banquets, socials or regularly scheduled meetings.

22. SAA will not purchase any personal items that cannot be returned to the organization’s inventory for reuse by members, likewise any items purchased by SAA must be kept in the organization’s inventory. These items become the responsibility of the organization. Failure to maintain inventory could result in freezing of the organization’s budget.

23. SAA will not fund personal memberships, except in cases where one personal membership will benefit all members of the club. Documentation must be provided that explains membership benefit.

24. SAA will not fund items or activities that the Finance Committee considers University or departmental expenses.

25. SAA will not fund maintenance of equipment.
not owned by SAA.

26. SAA will not fund travel or lodging unless documentation is provided. A destination for travel must be provided as well as mileage and hotel rates. If documentation is not yet available, use last year’s information or obtain a phone quote from the facility. SAA funds may not be used for any type of international travel.

27. SAA will not fund for any equipment or supplies if documentation is not provided. Use brochures, catalogs or actual quotes that list prices.

28. SAA will not fund items or activities that can be provided by the University for free, i.e. subscriptions found in the library, speakers on resume writing or interviewing techniques.

29. SAA will not fund equipment items over $500 within the normal spring budget process. Items over $500 must be submitted separately as a Capital Reserve Request. (see page 4)

29. If the Finance Committee finds items requested in a budget are the same items requested in last year’s budget, and finds that no purchases were made for those stated items, the request may be denied. In addition, organizations that lapse large amounts of budgeted funds from year to year may be denied certain budget requests at the discretion of the Finance Committee.

30. SAA may not fund for the same items in consecutive budgets unless justification is provided.

31. The treasurer of all budgeted organizations shall track all revenue and expenditures of that organization. All organizations shall be subject to audit of all organizational accounts at the request of the Student Government Association Chair of Finance or SAA Director of Business Services within 24 hours after the request is made.

32. No organization shall withdraw amounts in excess of its allocation per line.

33. Faculty and Staff Advisors, through oversight of student officers, may agree to be responsible for fiscal accountability in the handling of the funds of his/her student organization.

34. When submitting a request for your organization to attend a multiple day conference or trip, a maximum of four (4) members may be considered per conference. Additional consideration may be given to local, one-day conferences or trips. If fewer than the number of approved individuals choose to attend the approved conference, the allocated funds will be prorated based on the number actually attending (i.e. if funds have been allocated for four people and only one attend, one-quarter of the funds for the conference may be used).

35. SAA funds will not be approved for the purpose of providing cash prizes for any activity.

36. All trips sponsored for the campus community will be funded up to a maximum of 70% of the total cost (provided funding is available). It is expected that ESU student participants will pay at least 30% of the total cost of the trip. Non-student fee paying ESU students or guests should be charged the full cost of the trip. A maximum of two (2) complimentary tickets (for a student coordinator and a staff escort) will be permitted on any trip. The student coordinator and/or staff escort may purchase one (1) additional ticket at the student rate.

37. When submitting a request for your organization to participate in a service project, with a per person cost, a maximum of four (4) members may be considered per service project. Additional consideration may be given to local projects. If fewer than the number of approved individuals choose to attend the approved service project, the allocated funds will be prorated based on the number actually attending (i.e. if funds have been allocated for four (4) people and only one (1) attend, one-quarter of the funds for the project may be used).

38. Note: Policies listed above are subject to change at the discretion of the Student Government Association Finance Committee.
GENERAL PROCEDURES

- **Organizations which have been granted SAA funds must use the appropriate forms.**
  - Budget Transfer Forms are used when your organization needs to move or transfer money from one line to another.
  - Disbursement Requisitions are also known as vouchers. This form is used to access your funds.
  - Request to Spend Revenue Forms are used when your organization generates money through achieving its purpose or sponsoring an event in which SAA funds were requested/allocated in your organization’s budget (i.e. gate/ticket sales from an event, Stroud Courier advertisement revenue, etc.)
  - Co-Funding Form is used when your organization will be receiving funds from another SAA recognized organization for a program or activity of your organization.

- **Budget Transfers**
  - Fill out a Budget Transfer Form, completely.
  - Submit Budget Transfer Form with supporting documentation to Student Government Association Chair of Finance at least two weeks in advance.
  - Finance Committee will either approve or disapprove request and forward copies of decision to both the organization and SAA Business Office.

- **Filling out the Disbursement Requisition (Vouchers)**
  - Vouchers must be submitted three (3) working days before the check is needed to allow appropriate time for processing. Five days if the voucher exceeds $2,500.
  - All vouchers must be signed by an officer of the organization as well as the designated organization advisor.
  - All vouchers must be supported by bills, invoices, receipts or signed statements signifying payment is due.
  - Organizations must prepare and submit their vouchers soon after receipt of bills or invoices so that suppliers, vendors, and contractors may be paid on time. Bills and invoices must not be withheld if payment is due. Problem situations should be brought to the attention of the SAA Director of Business Services.
  - Vouchers will be reviewed and signed by a representative of SAA. Incomplete vouchers will be returned to the respective organization for completion.
  - All of the above procedures must be followed before checks can be processed.

- **Cash Advances**
  - Organization must complete a Disbursement Requisition and mark the “advance box” in the upper middle portion of the voucher, with a notation “receipt to follow”.
  - Cash Advance requests must be supported with some type of documentation detailing a preliminary list of items to be purchased and estimated cost.
  - The actual receipt must be turned in to the SAA Business Office within two weeks following the cash advance.
  - There will be no subsequent advances until the receipts from the previous advance are submitted to the SAA Business Office.
  - If more than 30 days have passed without receipts, your organization may have its funds frozen until all receipts have been turned in.

- **Generated Revenue**
  - All revenue generated from SAA funded activities must be deposited back to that organization’s budgeted account (not Club Account).
  - If an organization wants to use this “additional” income they must submit a Request to Spend Revenue form to the Student Government Association Finance Committee for approval.
  - When making a deposit of loose change, any quantity of coin sufficient to fill a coin roll should be rolled prior to making the deposit. Coin rolls may be obtained from the SAA Business Office. Large quantity of loose coin may not be accepted for deposit if not rolled.

- **Travel Reimbursement**
  - Organizations must complete a Disbursement Requisition and indicate the destination of the travel, purpose and dates of travel, and mileage.
➢ The travel reimbursement will be issued based on the number of miles to be travelled times the current rate for reimbursement. The travel must have been previously approved by the Finance Committee.

➢ Travel reimbursements will only be issued in advance of the travel.

➢ In order to receive the travel reimbursement, a Travel Log must be submitted that will include the destination of the travel, purpose and dates of travel, the name and emergency contact information for the driver(s) and all passengers and a completed Release of Liability for all participants.

➢ SAA funds may not be used for any type of international travel.

• **Co-Funded Programs**

➢ Any SAA organization expecting financial support from any other SAA recognized organization should have the funds deposited into their account at least 10 days before the scheduled event.

➢ If the funding is not received by the time the disbursements are requested the entire program may be jeopardized as the disbursement may not be processed.

➢ It is required that once the funding is committed from the outside group, your organization must submit a co-funding form to the SAA ABusiness Office as soon as possible. (The co-funding form can be obtained from the SAA Office.)

➢ It is the responsibility of the sponsoring organization to follow-up with those committing co-funding to ensure that it is received PRIOR to your program.

• **Final Bills**

➢ The SAA fiscal year begins June 1 and ends May 31.

➢ To allow time to process vouchers and checks, the last day to submit vouchers will be May 1.

➢ If an organization knows of any outstanding debts they can request funds to be “carried-over” into the next fiscal year.

• **Carry-Over’s**

➢ Budgeted funds may be “carried over” from one fiscal year to another, but only with the written approval of the SAA Director of Business Services.

➢ A Carry-Over request will be approved if it satisfies current fiscal year obligations.

➢ All commitments must be substantiated with appropriate documentation, such as a receipt or purchase order.

➢ Requests for Carry-Over must be submitted no later than June 15, following the fiscal year end.

➢ Carry-Over requests, accompanied with appropriate documentation will be accepted in the form of a memorandum, letter or e-mail.

• **Lapsed Funds**

➢ Any remaining money in an organization’s budgeted account, for which a Carry-Over request has not been approved will lapse back into the SAA General Account.

• **Purchase Orders**

➢ In the event a student organization needs to purchase an item in advance from vendors that maintain an account with SAA, they must use an SAA Purchase Order. Vendors may not accept any verbal or written request to charge items without a purchase order. All purchase orders must be approved by a club officer, the club advisor, and a SAA staff member. The purchase order will not be approved without prior budget approval. The forms may be obtained in the SAA Business office. Plan accordingly, each organization may need to allow for additional process time when a purchase order is necessary.

• **Cash Handling Procedures**

➢ These procedures apply to ALL SAA entities which receive payment by cash or check for fees, services, admission tickets, fundraising events and any and all other types of events or activities for which money is collected. The procedures apply to funds to be deposited through the SAA Office.

➢ Unless your office is equipped with a safe which has been approved by the SAA Executive Director, you must deposit any funds collected, either CASH or CHECKS, to the SAA Business Office by the close of business each day. No East Stroudsburg University department may store funds collected for SAA in their office area overnight, unless there is an approved safe. Locked desks and file cabinets pose few obstacles to a determined thief and should...
never be used to safeguard cash collections in an unattended area, even for short periods during the workday.

➢ If funds are collected after normal business hours and on weekends, when the SAA Office is closed, the person responsible for the collection of funds will follow the AFTER-HOUR PROCEDURES. It is the responsibility of the ORGANIZATION not the SAA Accounting Office, to arrange for pick-up of a cash bag when needed.

• AFTER-HOURS PROCEDURES

➢ The person responsible for collection of the funds will stop into the SAA Office during normal business hours PRIOR to the event. The SAA Office will issue a numbered lock bag with one key, which will be retained by the person responsible for the activity’s revenue collection. The design of the bags makes it impossible to lock the key inside the bag. The SAA Office will also issue a three-part Collection Deposit Ticket.

➢ Once the event/activity revenue has been collected, the deposit should be prepared by completing the Collection Deposit Ticket. The person that completed the form must sign it noting the date and time. If possible, a second person should verify the deposit, signing and dating as noted on the form. Keep the pink copy of this form for your records.

➢ The person(s) that counted the deposit and completed the Collection Deposit Ticket will place the revenue along with the white and yellow copies of the Collection Deposit Ticket into the bag – secure and lock the bag but retain the key in your possession.

➢ You must then contact Campus Police and request an escort to the drop box. Take the secured bag to the Night Deposit Drop located at the lower level of the University Center opposite Stroud Hall to the right of the last University Store window. Ensure that the bag drops down the chute.

➢ The next business day, the responsible party must report to the SAA Office with the lock bag key. An authorized person from SAA will accompany that person to the Night Deposit Drop. SAA personnel will obtain the locked bag from the drop and then both persons will return to the SAA office. The bag will be unlocked, counted and verified in the presence of the responsible party. A receipt will be issued and given to the responsible party along with the yellow copy of the Collection Deposit Ticket.

• STUDENT ACTIVITY ASSOCIATION

BALANCE STATEMENT: RECONCILIATION BY CAMPUS ORGANIZATIONS

➢ Rationale: The ESU Student Activity Association provides accounting services to SAA recognized student organizations. Current account information is available through an online service once passwords have been established. While continuous efforts are made to simplify financial record keeping without sacrificing appropriate audit controls, there are a number of steps involved in the processing of vouchers. Classification problems, bookkeeping errors or misunderstandings, which are bound to occur from time to time, will be minimized if organization representatives review their accounts on a regular basis.

➢ Policy: Student and campus organizations for which accounts are maintained by the ESU Student Activity Association will track all revenue and expenditures of that organization. Organizations should not make bi/weekly requests for balance statements as a substitute for this tracking. Each organization’s records must be reconciled monthly with the account information provided through the online service. Discrepancies, if any, are to be brought to the attention of the Director of Business Services as soon as possible.

➢ Procedures and Guidelines: The elected treasurer of each student organization, whose duties are prescribed in the organization’s constitution, is expected to monitor all transactions. Any differences in figures should be questioned within 10 days by contacting the ESU Student Activity Association Director of Business Services.
SAA POLICY ON THE USE OF CROWDFUNDING SITES BY RECOGNIZED STUDENT ORGANIZATIONS

An SAA recognized student organization can be approved to use a crowdfunding website for their fundraising activities. Crowdfunding can be done through websites set-up for the purpose of collecting funds or through the websites of specific charities.

1. How To Register
   a. The organization must provide the website for the crowdfunding sources and the name and contact information for the individual responsible for maintaining the site on the Application to Conduct A Solicitation or Concession Form.
   a. The Application to Conduct A Solicitation or Concession Form must be submitted to SAA within forty-eight (48) hours of setting up the crowdfunding website.

2. Handling of funds
   a. Funds collected may only be withdrawn for deposit into their SAA held club account.
   b. When using a general crowdfunding website, all funds must be withdrawn and deposited into the organization’s SAA held club account no more than ten (10) business days following the conclusion of the solicitation.
   c. When a charity specific website is used, the organization must bring a printout from the site which will detail the total amount of funds collected for the charity by the organization. This printout should be brought to the SAA Office no more than ten (10) business days following the conclusion of the solicitation.
   d. There can be no other disbursements from the crowdfunding website. Any expenditure to be paid from the crowdfunding funds must be processed through the organization’s SAA held club account. This does not include any administrative fees charged by the crowdfunding website.

3. Violation of policy
If it is found that an SAA recognized student organization maintains a crowdfunding website which has not been approved or made disbursements from the site other than those outlined above, the organization may be subject to immediate freezing and audit of all funds, having their organization deemed inactive or defunct and/or other sanctions from the Student Government Association, ESU Student Activity Association, Inc. and/or the Office of Student Conduct and Community Standards.

4. Assumption of risk and costs
   a. The student organization will be responsible for any and all costs associated with hosting a crowdfunding website.
   a. The organization conducting the concession or solicitation assumes any and all risks. SAA will not be held liability for any negligence on the part of the crowdfunding website; including, but not limited to, the release of funds from the crowdfunding website.

5. General information
   a. SAA will maintain a page on their website that will list all organizations who have been approved to conduct a solicitation or concession via a crowdfunding website. This page will include a link to the approved crowdfunding site.
   a. SAA will not provide any type of documentation that can be used for a tax deduction for any funds collected via the crowdfunding site.
   a. All solicitations involving contacting local companies or businesses must receive PRIOR approval from the ESU Foundation.

VENMO Deposits

1. Student organizations accepting Venmo payments must have the purchaser send the payment directly to SAA's VENMO account. Funds must not be sent to a student's personal account. You can find SAA by using our VENMO account @ESU-StudentActivityAssoc

2. All deposits must include:
   ➢ Organization’s name and SAA account number where the money is to be deposited
   ➢ Reason for payment (Example: ABC Club C99 bake sale)

3. The SAA Business Office will deposit funds to each organization’s account within 5-7 business days of receipt.

VENMO Payments

1. In order to request payment through VENMO, you must complete a Payment Voucher. Venmo payments are limited to $50 or less. Individual payments over $50 will be processed as a check.
   ➢ The completed Payment Voucher must also include:
   ➢ Name of the individual being reimbursed

2. The individual’s Venmo username The box marked Venmo Payment must be checked. Payments through Venmo will be processed weekly.
Chapter Three

Student Activity Association, Inc. Funding

Example Financial Forms

**PAYMENT VOUCHER**

<table>
<thead>
<tr>
<th>Account#</th>
<th>Line#</th>
<th>Amount</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>ESU</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>Pick</td>
</tr>
</tbody>
</table>

*Check if Applicable:*
- [ ] Transfer
- [ ] Advance

Advance receipts & unused cash are due within two (2) weeks of the advance date. No future advances will be issued until all receipts are submitted.

**EAST STROUDSBURG UNIVERSITY STUDENT ACTIVITY ASSOCIATION, INC.**

**PAYMENT VOUCHER**

*Explanation of bill attached or services rendered:*

We hereby certify that the funds are being used in compliance with the policies, procedures and guidelines outlined in the ESU Student Senate Handbook for Recognized Clubs and Organizations.

**Organizer Officer (Student)**

**Advisor to the Organization**

**SAA Representative**

**BUDGET TRANSFER FORM**

**Student Activity Association, Inc. • East Stroudsburg University**

**Organization Code Number**

**Organization Name**

Please transfer $_________ from Line #_________ to Line #_________ for the following reason(s):

---

**Senator Office Signature and Date**

**Advisor Signature and Date**

** SENATE OFFICE USE ONLY**

- [ ] Approved
- [ ] Not Approved

**Explain:**

---

**Finance Chair Initials**

**Request to Spend Revenue**

**Student Activity Association, Inc. • East Stroudsburg University**

**Organization Code Number**

**Organization Name**

We are submitting this request to spend our income of $_________ for the following reason:

---

**Senator Office Signature and Date**

**Advisor Signature and Date**

---

**Finance Chair Initials**

---
SAA CONTRACT PROCEDURES

- All programs, speakers, and personal services require a contract. The first step in this process is to determine whether your particular circumstances warrant an SAA Contract or a University Contract. Generally, if a sponsoring organization is a recognized student group or administrative unit of the ESU Student Activity Association, the procedure which follows below should be employed. If however, the sponsoring organization is an administrative department of the University or will be funded, in part, with University funds, then procedures established by the University Business Office must be followed and the sponsor should contact Ms. Donna Bulzoni, Director of Financial Affairs for ESU, at 422-3117, to initiate the process.

- If the individual or group has its own contract, theirs may be used, otherwise SAA Contracts are available in the SAA Office. It is strongly recommended that you begin the contract process at least one month in advance of the event. Organization representatives, advisors, and student leaders are not authorized to sign a contract.

- Standard Contracts are to be used for programs involving bands, speakers, performers or individuals providing a service for an organization (i.e. officials, choreographers, accompanists, etc.). This contract must have the written approval of the SAA Executive Director. In conjunction with the contract it is often necessary to attach a rider, which also may be obtained in the SAA office. A rider is an addendum to a contract which contains additional provisions to protect your group, SAA and ESU. Additionally, the performer may be required to provide proof of ownership of general liability insurance. You should contact a staff member in the SAA Office for a determination on the necessity of a rider and/or the need to secure proof of insurance.

- All contracts are accompanied by a W-9 Form. A W-9 Form is a required IRS form requesting a taxpayer identification number or an individual’s social security number.

- If this is a co-funded event you must secure committed funds by requesting all participating groups to complete a Co-Funding Contribution Form. The committed funds must be received and deposited into your SAA account prior to having any payments processed. If a University department is involved, all contracts and payments must be done through the University Business Office.

- No contracts will be signed or payments made after the date on which the performance occurred or the service was provided.

**General Steps to be Followed Are:**

1. Negotiate price, dates, etc.
2. Co-Funding Form(s) should be completed.
3. Obtain appropriate contract from performer or SAA Office.
4. Send contract to individual or company with W-9 Form for signature.
5. Return signed contract and completed W-9 (and proof of insurance, if applicable) to the SAA Office for review, approval and signature.
6. After contracts are approved and fully executed you will be notified.
7. Upon notification of approval, return to the SAA Accounting Office with a completed Payment Voucher so that payment can be processed. This must be done at least one week before the event to allow sufficient time for preparation of a check.
STANDARD CONTRACT

This contract is entered into _______________________________, (Date) by and between _________________________________

___________________________________  (name of Presenter) of   _________________________________________________ ______

______________________________________________________________________ (full address of Presenter), hereafter referred to as

“Presenter” and the ESU Student Activity Association, Incorporated, 200 Prospect Street, East Stroudsburg, Pennsylvania 18301, hereafter referred to as “Sponsor”. ESU Student Activity Association Contracting Unit/Student Organization:

_____________________________________________________________________________________________________________

The undersigned Presentor(s) and Sponsor agree to the following terms and conditions for the engagement described below:

1. Type of performance/service:

____________________________________________________________________________________

2. Topic (if applicable):

____________________________________________________________________________________________

3. Date of performance/service:

____________________________________________________________________________________

4. Time of performance/service:

____________________________________________________________________________________

5. Length of performance/service:

___________________________________________________________________________________

6. Arrival time: ________________  __________  Report to: _______________________________________________________________

7. Performance/service fee: _$___________ to be paid by ESU Student Activity Association Check following the performance/ service and payable to ______________________________________________________________________________________

8. It is understood that the Presentor(s) executes this agreement as an independent contractor, having adequate accident, health and liability insurance and is not an employee of the Sponsor.

9. The named Presenter shall be responsible and obligated to inform the Sponsor, through the Sponsor’s designated agent present at the activity site, of any physical defects or dangerous conditions pertaining to the facilities of East Stroudsburg University or the activity site, of which the named Presenter, its agents and employees, have actual knowledge.

10. The named Presenter agrees to indemnify and hold harmless and release Sponsor, its agents, and employees, from any and all liability resulting from injury or property damage to itself and its agents and employees. Furthermore, Presenter agrees to waive any all right or claims it may have against East Stroudsburg University, being a separate legal entity from the Sponsor, on account of injury or property damage to Presenter.

11. The named Presenter(s) and/or Presenter’s Agency (if Agency is to be paid in full or in part for the services rendered from this contract) shall supply to the Sponsor within two (2) week(s) of date of contract proof of Presenter’s ownership of a Performing Artist’s General Liability Insurance Policy, with premises liability coverage which shall include but not be limited to, property damage to the facilities provided to Presenter by Sponsor and bodily injury, personal injury and property damage coverage to spectators and any other occupants of the aforementioned facilities so provided, and said policy to be effective on the performance date in coverage amounts of at least $1,000,000.00 per occurrence and $2,000,000.00 per aggregate in the policy year. The certificate of insurance should name the ESU Student Activity Association, Inc., East Stroudsburg University and the Pennsylvania State System of Higher Education as additionally insureds.

By signing here, Presenter states that a Performing Artist’s General Liability Insurance Policy is not held and it is agreed that the above provision shall be waived for the Presenter.

If Presenter’s Agency is be paid in full or in part for the services rendered from this contract or if no Presenter’s signature appears above, a certificate of insurance naming the Student Activity Association, Inc., East Stroudsburg University and the Pennsylvania State System of Higher Education as additionally insureds will be attached.
12. The Presenter agrees and warrants that in the performance of this contract, he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, sex, religion, disability or national origin in any manner prohibited by the laws of the State of Pennsylvania.

13. East Stroudsburg University and SAA comply with Title IX of the Educational Amendments of 1972, which prohibit sex-based discrimination (including sexual harassment, sexual violence and other forms of sexual misconduct) in all of the University’s educational programs, services and activities. East Stroudsburg University and SAA also recognize an essential obligation to protect minor children who participate in programs held on the ESU campus. For that reason, the University had adopted safeguards intended to help protect minor children by providing a safe environment in which children can learn, discover and achieve their full potential.

It is the expectation that any speaker, performer, agency or vendor, as well as all their representatives, coming onto campus will be aware of and comply with these policies for the duration of their time on campus as detailed in this contract. The University will investigate all alleged violations of its policies and/or state/federal law and take appropriate action. Further, SAA may request copies of background checks for any speaker, performer or vendor, as well as their representatives, should it be felt, in their sole discretion, to be appropriate. All costs for any background checks are the exclusive responsibility of the speaker, performer, agency or vendor. Additionally, the speaker, performer, agency or vendor shall defend and hold harmless the ESU Student Activity Association, East Stroudsburg University and the Pennsylvania State System of Higher Education in any suits brought against the speaker, performer, agency or vendor as a result of a violation of Title IX Compliance or Protection of Minors.

14. Presenter hereby acknowledge that the Presenter will immediately notify the ESU SAA should they be made aware that they may have been exposed to an individual infected with a pandemic virus (including, but not limited to COVID-19) within fourteen (14) days prior to the date of the performance/service at which point this agreement will be immediately cancelled with no liability to either party except as specified in the ESU SAA Contract Rider.

15. It is further understood that this contract is binding on both parties; it cannot be cancelled except as follows: The Presentor(s) and Sponsor mutually agree either party may cancel this contract and all parties shall be released from any liability or damage hereunder, if the Presenter or Sponsor is unable to fulfill the terms of this contract due to an Act of God. Act of God is defined as destruction of performance location, blizzard, civil disorder, strike, epidemic, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation (including but not limited to stay at home orders). or any other legitimate conditions beyond the control of Presenter or Sponsor.

16. In the case of cancellation due to Act of God, neither Presenter nor Sponsor will be liable for any expenses incurred by the other party.

17. The ESU Student Activity Association Contract Rider is attached and incorporated by reference (___yes ___ no).

18. It is acknowledged by Presenter that unless otherwise agreed to in writing by Sponsor, Presenter shall not participate in any supplemental program or event to be associated with the contracted program in such manner that it may be reasonably inferred that its engagement in such activities is being promoted or authorized by Sponsor, or that such activities are in any way a part of the contracted program. For it part, Sponsor, through its agent, at the time of the contracted program shall make known to the public by oral and/or written disclaimer that its promotion and authorization of the contracted program is restricted solely to the contracted program and that Sponsor shall not be bound by assertions made by anyone else to the contrary.

19. If this contract is signed by someone other than the Presenter, the person signing for the Presenter expressly warrants that he/she is authorized by the Presenter to execute this contract for the Presenter for this engagement at the time and place specified in this contract.

20. Signers for the Sponsor, in executing this contract, warrants that they are authorized representatives of the ESU Student Activity Association and do not assume any personal liability for fulfilling the terms of this contract.

21. This contract is governed by the laws of the Commonwealth of Pennsylvania.

Signatures:

Presenter: ____________________________ Date: _________________________

Sponsor: ____________________________ Date: _________________________

__________________________________ Date: _____________________
Joseph A. Akob, Executive Director
ESU Student Activity Association, Inc.

(Revised 7/6/20)
Chapter Four

Resources Available to Recognized Clubs and Organizations

Banner Hanging Policy and Procedure

The University Center Balcony, Stroud Bridge, Dansbury Commons and the Mattioli Recreation Center are available to hang banners related to special events, theme programs, organizations or departments.

Campus groups or departments may submit requests through the Virtual EMS system. Placement space is generally on a first come first serve basis with priority given to student organizations and/or University wide events. Banners must be approved in advance by Conference Services.

Guidelines for hanging banners from the University Center Courtyard Balcony, Stroud Bridge, Dansbury Commons and Mattioli Recreation Center:

1. Banners promoting a campus event may be hung no more than two (2) weeks before the event and must be removed no later than one (1) day following the event. No banner may remain hanging for more than two (2) weeks.

2. A maximum of three (3) banners may be hung on the University Center balcony at any one time. (This policy will be waived for approved banner competitions.) Only (1) banner will be approved for Dansbury Commons, The Mattioli Recreation Center and each side of the Stroud Bridge.

3. All banners should be professionally made in an aesthetically pleasing manner. All banners must be shown to Conference Services prior to hanging for approval. Banners which are not professionally or tastefully made may not be permitted to be displayed. It is important to remember that since this is an outdoor area, all banners should be able to withstand rain. (This policy may be waived for approved banner competitions.) The maximum size of the banner cannot be more than 4 feet x 12 feet. The cost and creation of the banner will be the responsibility of the sponsoring organization/department.

4. All banners for all locations must be dropped off to Conference Services. Work orders will then be placed to have the banner hung up on a specific date and taken down on a specific date. When the banner is taken down, it will be returned to Conference Services and must be picked up by the sponsoring group or organization by the following day. Conference Services and Facilities Management will not be held responsible for banners not picked up in specific time frames.

5. The sponsoring group or department will assume any risk of loss and shall hold East Stroudsburg University harmless against all claims.

6. Banners promoting any type of sale/solicitation must complete a Concession Request Form and receive the approval of the Executive Director of the ESU Student Activity Association (or designee) prior to hanging their banner. (for recognized student organizations only)

7. Reservations can be made up to 365 days in advance. Due to the popularity of the space, one group cannot utilize both sides of the Stroud Bridge; whether for the same event or two different events. A maximum of two locations can be reserved for any one single event.
SAA Travel Policies

The following policies apply to any type of travel that may be associated with any program, trip, event or conference that is funded (in whole or in part) or sanctioned by a SAA funded or affiliated group or organization. This includes any activities in which students travel as a recognized organization or representing a recognized organization.

TRAVEL UTILIZING RENTAL VEHICLES

1. All those who will be driving and riding in the vehicle must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form. Students under the age of 18 must have the Transportation Release signed by a parent or legal guardian. Only those who have completed the Transportation Release can participate in the program for which a rental vehicle is being used for which reimbursement of costs will be borne by the ESU Student Activity Association.

2. The voucher to cover the cost of the rental must be submitted to the SAA Business Office prior to picking up the vehicle. The cost should cover the daily/weekly rental and all insurance offered by the rental company.

3. On the date the vehicle is to be picked up, an organization’s representative must present the Transportation Releases and Travel Log, including emergency contact information, for all those who will be riding in the vehicle to the SAA Business Office. The payment check will not be given out without the submission of these forms. It is also recommended that the organization take a copy of the Travel Log with them on the trip.

4. The organization may not be reimbursed for the cost associated with the rental vehicle if the voucher and Transportation Releases are not submitted PRIOR to the actual trip or event.

5. The consumption or transport of alcoholic beverages in the rental vehicle is strictly prohibited. Failure to abide by this policy may result in sanctions for violations of the Student Code of Conduct through the Office of Student Conduct and Community Standards.

6. No driver may drive for more than eight hours out of any 24-hour period.

7. Seat belts should be worn at all times by the driver and all passengers.

8. The rental of 15 passenger vans shall be prohibited. SAA will not reimburse any expenses associated with the rental of 15 passenger vans due to the rollover potential.

TRAVEL UTILIZING PERSONAL VEHICLES

1. All those who will be driving and riding in the vehicle must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form. Students under the age of 18 must have the Transportation Release signed by a parent or legal guardian. Only those who have completed the Transportation Release can participate in the program for which SAA will be reimbursing use of a personal vehicle.

2. The driver(s) using their personal vehicles will be reimbursed by the ESU Student Activity Association at the currently approved rate. The voucher to cover the cost of the mileage for the trip must be submitted to the SAA Business Office prior to leaving for the trip. If more than one person will be driving, the reimbursement should be made to one person for all of the drivers and divided among them (rather than an individual check for each driver on the same trip). The Transportation Releases and Travel Log, including emergency contact information, for all those who will be riding in the vehicle(s) must accompany the voucher. The voucher will not be processed without the submission of these forms. The individuals may not be reimbursed for the cost associated with the mileage for the trip if the voucher and Transportation Releases are not submitted PRIOR to the actual trip or event. SAA shall not reimburse members for transportation expenses incurred through their use of private vehicles if those vehicles are used to transport non-club members (e.g. family and/or friends). It is also recommended that the organization take a copy of the Travel Log with them on the trip.

3. The consumption or transport of alcoholic beverages in the vehicle while participating in the trip is strictly prohibited. Failure to abide by this policy may result in sanctions for violations of the Student Code of Conduct through the Office of Student Conduct and Community Standards.

4. Seat belts should be worn at all times by the driver and all passengers.

5. No driver may drive for more than eight hours out of any 24-hour period.
TRAVEL UTILIZING CHARTER BUSES

1. All those who will be riding on the bus must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form or the Trip Sign-Up form with incorporated waiver which is associated with the particular trip.

2. The consumption or transport of alcoholic beverages in the bus is strictly prohibited. Failure to abide by this policy may result in sanctions for violations of the Student Code of Conduct through the Office of Student Conduct and Community Standards.

RECREATION/CLUB SPORTS TRAVEL

1. All members of recreation/club sports teams must complete the Club Sport Liability Waiver.

2. The team must follow the above policies related to rental vehicles or personal vehicles but need only submit a roster of the members who will be traveling on each of the individual trips.

3. Reimbursement for travel is based on the number of athletes required to compete in the sport. Regardless of the sport the maximum reimbursement will be capped at the equivalent of the current rate for three (3) personal vehicles. See the club sports manual for additional travel information.

NON-FUNDED ORGANIZATION TRAVEL

1. All students traveling as a recognized organization or representing a recognized organization must complete the Informed Consent, Release, Waiver & Expressed Assumption of Risk on Transportation in Sponsored Activities And Programs (Transportation Release) form. Students under the age of 18 must have the Transportation Release signed by a parent or legal guardian.

2. The Transportation Releases and Travel Log, including emergency contact information, for all those traveling must be submitted PRIOR to the actual trip or event. It is, also, recommended that the organization take a copy of the Travel Log with them on the trip.

University’s Alcohol Policy and Student Code of Conduct

The University’s alcohol policy and the Student Code of Conduct, as referenced in the Student Handbook, are applicable to campus-sponsored trips and travel to off-campus venues. Therefore, beverages containing alcohol shall not be brought onto a bus or any vehicle during an SAA trip and alcohol beverages shall not be stored in the luggage compartment of such vehicles. All personal belongings brought onto/into the vehicles for any such sponsored travel shall be subject to search and seizure.

Persons found in violation of the alcohol policy or Student Code of Conduct shall be subject to disciplinary measures by the Office of Student Conduct and Community Standards and may be denied participation in the trip/event.
INFORMED CONSENT RELEASE

INFORMED CONSENT, RELEASE, WAIVER & EXPRESSED ASSUMPTION OF RISK ON TRANSPORTATION IN SPONSORED ACTIVITIES AND PROGRAMS

The East Stroudsburg University Student Activity Association, Inc. (the “SAA”), in its sponsorship of various student club activities and programs, sometimes assists in arranging for the rental of vehicles, or provides reimbursement for traveling expenses where private individuals provide their own means of transportation, to participants in those activities and programs. Prior to and as a condition of its permitting the rental of vehicles, or of providing reimbursement for traveling expenses, the SAA shall require the sponsored club to provide a roster of all club members, none of whom shall be under 18 years of age unless otherwise approved by the SAA, who shall be utilizing those vehicles, whether rented through SAA or by a club member, along with emergency contact numbers for all individuals listed upon the roster and a Waiver and Release executed by those individuals. Furthermore, as part of that Waiver and Release, club participants who provide their own vehicular transportation shall acknowledge that their private insurance provides primary coverage with respect to all risks, and any insurance coverage provided by the SAA is secondary to that primary coverage. Failure to abide by these conditions, as well as the ESU Student Code of Conduct, may result in a denial of further use of the vehicles by the sponsored club, and/or denial of reimbursement for the sponsored club’s past and future traveling expenses.

_______________________________________ desires to participate in the ______________________________

(Student Name, Please Print, USE PEN ONLY) (Student Organization)

I realize that vehicular transportation to and from SAA sponsored activities, whether participating as a driver or passenger, and using vehicles rented through SAA or by private individuals, although not an inherently dangerous activity, nonetheless, also entails risks of injury to the persons, and to property. I understand the conditions regarding the use of vehicles, whether rented through SAA or private individuals, in SAA sponsored club activities and programs, as aforesaid, and will abide by same, and accept the consequences as heretofore provided.

Further, I acknowledge the contagious nature of pandemic viruses (including but not limited to COVID-19) and voluntarily assume the risk that I may be exposed to or infected by traveling as a part of my student organization and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected may result from the actions, omissions, or negligence of myself and others and voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I may experience or incur in connection with this travel.

In accepting these risks I expressly and explicitly release, discharge and waive any and all responsibility of East Stroudsburg University of Pennsylvania, the Pennsylvania State System of Higher Education, and the East Stroudsburg University Student Activity Association, Inc., the employees, officials, agents volunteers or student workers of any of the foregoing, pursuant to, or pertaining, or arising from, in any manner, injuries to my person or property as a result of my participation in the: ______________________________

(Student Organization)

Signature: ___________________________ Date: ___________________________

FOR PARTICIPANTS OF MINOR AGE

This is to certify that I, as parent/Guardian with legal responsibility for this participant, do herewith consent and agree to his/her release as provided above, of all the Releases, and, for myself, my heirs, assigns, and next of kin, I release and agree to indemnify the Releasees from any and all liabilities incident to my minor child’s involvement or participation in SAA sponsored club activities and programs as regards the provision of transportation, unless arising from the recklessness and wanton disregard of the Releasees.

_______________________________________ Date: ____________

PARENT/GUARDIAN PRINT NAME
# TRAVEL LOG

Organization

Date(s) and Location of Travel

Purpose of Travel

<table>
<thead>
<tr>
<th>Participant's Name</th>
<th>Name &amp; Relationship</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Posting and Chalking Policy

The Posting and Chalking policy regulates the display of signs, posters, notices and banners affixed on university-owned or operated property and on property under the ownership and/or supervision of its affiliates.

Nothing in this policy is intended to infringe on the first amendment rights guaranteed by the Commonwealth and United States constitutions.

Individuals or groups found in violation of this policy, where cleaning entails a cost, may be charged for such cleaning/repair. Individuals or groups who engage in unauthorized graffiti may be charged for cleanup, in addition to being subjected to discipline or sanctions on a case by case basis.

Indoor Signs

Bulletin boards in campus facilities are limited to postings related to the academic departments, administrative departments or student activity programs, other activities sponsored by the University, student organizations or University affiliates; where the Bulletin Boards are located and, where space is available. Bulletin boards are not public forums.

Posting of signs and posters within university buildings is prohibited except on bulletin boards provided for the purpose. Postings not on bulletin boards, e.g. on walls, door (especially glass doors), hallways and elevators may be removed by the University except that signs may be used on office doors to announce office hours or post urgent announcements related to change of venue. Additionally, faculty members may place signs on their office doors to serve as message boards.

All signs and posters must bear the name of the sponsoring department or student organization.

Only ONE sign or poster per board is permitted for a particular announcement, promotion or advertisement; duplicates may be removed.

When posting on bulletin boards, permission must be obtained from the university official in charge of the area in which the bulletin board is located.

When posting on walls, doors, hallways and elevators, special permission must be obtained from:

The Director of Facilities Management for Education and General Buildings.

Director of Residential and Dining Service for residence halls.

Conference Services for the University Center.

Individual(s) displaying the signs or posters must remove them immediately after event termination date.

All signs and posters should be placed so as not to block signs already existing.

Signs and posters displayed on general bulletin boards may be removed periodically to create space for current signs.

Electronic message boards and Listserv are strongly encouraged as an alternate for announcing commercial advertisements and solicitations.

Electronic Sign Boards

Departments, groups or individuals are strongly encouraged to use electronic sign boards installed in buildings for publicizing events and other university wide-announcements. All such requests should be made to Director of Web Services/Webmaster (mlevine3@esu.edu) at least one week ahead of the event, to allow for processing.

Departments, groups or individuals must obtain approval from the appropriate Vice President prior to contacting the Director of Web Services/Webmaster. Student organizations must have their advisor approval, also.

Outdoor Signs

Outdoor signs may only be erected by the Facilities Management Department, Conference Services staff, University Police or Office of Admissions when applicable; and with the prior permission of the Director of Parking or his/her designee for the purpose of providing directions to or managing traffic and parking associated with an on campus event sponsored or authorized by the University, a student organization or an affiliate.

Commercial or political signs are not permissible on campus. An exception to this rule is the area outside Lower Dansbury, which on Election Day, may be used to post names of political candidates.

Outdoor signs must never be placed in a manner where they become an obstruction for pedestrian or wheelchair bound individuals or cause problems with traffic circulation.

Leafleting and other signage (except as needed by the department of public safety)

Placement of leaflets/flyers or any literature on cars parked on campus is prohibited.
Affixing any signs on light fixtures, permanent sign posts, trees, bus shelters, and trash containers is prohibited.

Unauthorized distribution without permission is not permitted.

Any department or group desirous of placing outdoor signs must contact Facilities Management, Conference Services, University Police or, if applicable, the Office of Admissions to arrange for their placement.

Signs must be promptly removed at the end of a given event by Facilities Management, Conference Services, University Police or the Office of Admissions, as applicable.

Outdoor signs must be erected for temporary use, in either collapsible sign holders or using a metal frame or stake. Such signs must be created professionally and not hand written.

Traffic (parking) or directional signs for an event or occasion, must be placed after approval from the Director of Parking or his/her designee. Visitors may only be directed to parking lots that have been approved for the event.

Any outdoor signs not pre-approved will be promptly removed.

**Banners**

Banner may be used to announce or advertise events sponsored by academic departments, administrative departments or student activity programs.

The use of banners on campus is limited to banners being hung from the bridge between Stroud Hall and the University Center, University Center balcony, the entrance to Dansbury Commons, Mattoli Recreation Center, and on Athletic Fields.

The Assistant to the Athletic Director must authorize banners to be hung in athletic fields.

The President or his/her designee may authorize large banners to be hung from buildings on special occasions or for limited events.

Only banners that are on vinyl or suitable fabric will be permitted.

The maximum size for banners is 4 feet x 12 feet.

The President or his/her designee may authorize large banners to be hung from buildings.

Organizations or departments wishing to hang a banner may submit requests through the Virtual EMS system. Placement space is on a first come, first serve basis with priority given to student organizations and/or university wide events.

Conference Services approves the following areas: University Center Balcony, Stroud Bridge, Dansbury Commons, and the Mattioli Recreation Center.

Once approved, the department must deliver their banner to Conference Services who will place work orders to arrange for the Banner to be hung and removed by specific dates.

The cost and creation of the banner will be the responsibility of the sponsoring organization/department.

**Chalking**

The University recognizes chalking as protected speech in a designated public forum at the following locations:

- Walkways in front and behind Stroud Hall
- Walkways in front of the Hoeffner Science & Technology Center
- Walkways at entrance to Dansbury Commons
- Walkways on the Quad
- Walkways in front of the Fine & Performing Arts Center
- Chalking must be done with water-soluble chalk.
- Chalking may only be done on concrete sidewalks.

Writing, marking and sketching on vertical surfaces is considered graffiti and an act of vandalism.

Student groups interested in chalking sidewalks must obtain prior approval from the Director of Facilities Management, clearly indicating the area where chalking is intended.
Chapter Five

Building Your Leadership Skills

A Wish For Leaders

I sincerely wish you will have the experience of thinking up a new idea, planning it, organizing it, and following it to completion, and then have it magnificently succeed. I also hope you’ll go through the same process and have something “bomb-out.”

I wish you could know how it feels “to run” with all your heart and lose…horribly!!

I wish that you would achieve some great good for mankind, but have nobody know about it except for you.

I wish you could find something so worthwhile that you deem it worthy of investing your life within it.

I hope you become frustrated and challenged enough to begin to push back the very barriers of your own personal limitations.

I hope you make a stupid mistake and get caught redhanded and are big enough to say those magic words: “I was wrong.”

I hope you give so much of yourself that some days you wonder if it’s worth the effort.

I wish for you a magnificent obsession that will give you reason for living and purpose and direction in life.

I wish for you the worst kind of criticism for everything you do, because that makes you fight to achieve beyond what you normally would.

I wish for you the experience of leadership.
Anatomy of a Program

ESTABLISHING GOALS

What is the purpose of the event? What student needs will be met? How were these needs assessed?
What are realistic expectations for the program, i.e., turn out, results, feedback?

BRAINSTORMING

Brainstorming is an excellent way to formulate ideas for a program. There are four basic rules
1. criticism is ruled out
2. free-wheeling is welcome
3. quantity is wanted
4. combination and improvement are sought

Be creative!! Don’t be limited to what has been done in the past.

Once a list of ideas has been formulated, take time to discuss each of them. Decide which one the group wants to do and answer the following questions:
Is the program appropriate for a college audience?
Is there any reason to suspect the program may offend someone?
What will be the total cost including food, rental equipment, publicity, etc.? Is there enough money for the program in the budget?
Is there an appropriate facility for it?

PLANNING

- Pay close attention to perfecting the program by working out every detail. The difference between a fair activity and a great activity is the attention to details.
- All plans, announcements, assignments, etc. should be in writing. It is the only way to avoid confusion and misunderstanding.
- Decide on a time, place and date for the program. Check for conflicts in scheduling with other organizations.
- Inform all appropriate persons.
- Request contracts and purchase orders, if necessary.
- Confirm reservations.
- Determine all equipment needs.
- Determine any additional material you will need for the program. (i.e., tickets, event programs, food, utensils, cash boxes, etc.)
- Determine workers needed for day of programs (i.e., ticket takers, ushers, set up crew, cleanup crew, people selling refreshments, etc.)
- Determine setup required for the program (i.e., number of chairs, tables, layout, etc.)
- Meet with your advisor on a regular basis. This person should be consulted during the entire process. He should be informed of all expenses which will be incurred.

PROMOTION

- Here is where most programs fail miserably. Usually a great deal of time is spent on the activity itself and very little time on promotion. No matter how good a program is, it is a flop if no one comes.
- Put lots of pizazz into promoting a program.
- Be enthusiastic! A negative attitude will kill an event faster than anything else.

- Possible avenues for publicity include:
  ➢ word of mouth
  ➢ flyers
  ➢ table tents
  ➢ posters and other large signs
  ➢ social media
  ➢ →personal invitations, written or verbal
  ➢ campus newspaper, radio station, etc.
- Be creative! Try different approaches.
- Publicity must be in good taste. University and residence hall regulations must be followed.
- Timing is very important, i.e., two weeks before the program, one week, the day before, etc.
- Publicity on the day of the program is invaluable, i.e., teasers in the cafeteria.
- Don’t forget the personal touch. Nothing gives a better recommendation than the word of a friend. Encourage others to be involved and to talk up the activity. Spread the word — it’s the most effective way to promote a program.
PROGRESS CHECKS

- Chairpersons of committees should check with each committee member who has been assigned responsibilities prior to the time when these responsibilities are to be completed to determine the progress. A second check with each should be made on the date that their particular assignment should be completed.
- Chairpersons should check with committee members to be sure they know what they are expected to do or bring the day of the program, the time they should be there, etc.
- Check to be sure there is someone to meet the performer/speaker and go over the details of the program with them.
- Check with the advisor to make sure all details of the setup are clear.
- Check to make sure that food, maintenance, security, checks, etc. have been ordered.
- Check on equipment. Is it all in good condition?
- Check to make sure that sufficient publicity has been done. Is there a need for a last minute effort?

THE PROGRAM

**Arrive early.** Allow sufficient time to check setup. Determine if all necessary equipment is there and working. Go over all details with committee members.

Someone should go over the program with the performer/speaker to be sure that everyone is clear on what is expected.

**Calmly** deal with last minute emergencies. Use alternative plans if needed.

Committee members should be aware of what is happening around them. Make sure they introduce people and get them to participate.

AFTER THE PROGRAM

- Pay the performer/speaker.
- Cleanup.
- Return any equipment which was borrowed.
- Arrange for any cash from the program to be put in the SAA Night Drop Box. Get all bags and forms from the SAA Accounting Office in advance of the program. Be sure it is clearly labeled. All ticket stubs and forms must be accounted for.
- Make sure all bills have been paid.
- Send thank you notes to people who gave special help and assistance.
- Give a pat on the back to all committee members who were involved.
- Write an evaluation of the program. Be complete. Were the goals accomplished? Were student needs met? How can the program be improved?

The material in this section was taken from several sources. They include:

1. Handbook for Wheels Who Want to Get Rolling, Office of the Dean of Students, UCLA.
2. “‘Someone Forgot the Mustard’ or How to Plan an Event,” Susan Mitchell, San Diego State University.
3. Programming Workshop, Ball State University.
4. Task Group Session, presented by Brian M. Gifford, Drake University.

Promotional Opportunities at ESU

DIGITAL SIGNS

The digital sign screens around campus are intended to promote campus events and provide important information to faculty/staff/students.

- Must be submitted using Microsoft Office PowerPoint and must have a landscape orientation.
- Requests must be submitted to University Relations* for approval at least 48 hours prior to the expected posting date.
- Submissions must have a requested posting date and a requested removal date.
- Each sign/slide must have a title of no more than 25 characters and type size no less than 24 pt.
- Body of the message should be in paragraph or bulleted format and should be no more than 50 words in length. Font size should be no less than 16 pt.
- Colored font type must have sufficient contrast from background to be considered readable.
- Artwork or photographs may be used on slides as long as they relate to the message and are deemed appropriate content by the digital sign administrator.
• Once approved by the appropriate party, the sign(s) will be reviewed and approved by the director of university relations.

* Submit digital signs to the vice president of your division for approval and the faculty or staff adviser for student organizations.

LISTSERV AND WARRIOR NOTES MESSAGES
Requests for listserv or Warrior Notes messages to the ESU campus community must be submitted to the Office of University Relations and approved by the vice president of your division and the faculty or staff adviser for student organizations.

- Messages must be submitted in Microsoft Word or the body of an email. Messages must include a subject line and not exceed 150 words.
- Attachments are not allowed. Any supporting documents must be opened and imbedded (visible) in the message as JPEG file. (If you are using a PDF document, save it as a JPEG and then insert it into your e-mail or Word document before forwarding for approval and distribution.) Messages may also include hyperlinks to other documents, sites, or URLs that pertain specifically to the message being announced.
- Messages must be submitted for approval at least one week prior to requested distribution.
- All messages should be checked for correct spelling and grammar. The Office of University Relations reserves the right to return messages to the originator for appropriate editing if necessary.
- There are three options in sending listserv messages: 1) the message may be sent to the entire campus community (faculty, staff, and students); 2) the message may be sent only to ESU faculty and staff; 3) the message may be sent to ESU students only. Requestor should indicate the desired recipient category.
- Once a message is prepared it should be forwarded to the individuals below for approval. All listserv messages should be approved in the following order:
  1. Department director or chair, or faculty/staff adviser for student organizations
  2. Dean of the college or vice president
  3. Director of university relations

ESU ON-LINE CALENDAR
Requests for the Online Calendar are to be submitted to Conference Services via email. Conference Services will email a form to be completed and returned. Be sure the room is reserved and arrangements are made prior to listing an event in the calendar.

- Email Conference Services at conferences@esu.edu.
- A staff member from Conferences Services will email a form requesting the following information:
  1. Official Event Title
  2. Location(s) Requested
  3. Date(s) or Day of the Week Requested
  4. Time(s) Requested
  5. Sponsoring Organization
  6. Contact Person
  7. Contact Email/Phone
  8. Expected Attendance
  9. This function is mainly for (Staff, Students, Faculty, Public)
  10. Is this open to the public?
  11. Would you like this advertised on the ESU Insider Calendar? If Yes, Event Description (required for advertising on calendar)

Taken from ESU Communication Guide: A Guide to Requesting Mass Communication at East Stroudsburg University
Provided by the Office of University Relations
Parliamentary Procedure

Glossary of Standard Terms

**Business, Order of:**
The regular order of procedure followed by a group.

**Chair, Power of:**
The chairman has the following authority:

A. Decide what order speakers may be recognized.
B. Refuse to recognize members offering dilatory, absurd or frivolous motions or motions intended (in the chairman’s judgment) to obstruct business.
C. Restrain speakers within the limits of the rules.
D. Enforce good decorum.
E. Appoint committees.
F. Decide points of order.
G. Vote in cases where the chairperson’s vote would change the result, i.e., to make or break a tie.
H. Avoid influencing a vote by making comments on a motion under consideration.

Actions of the chairperson are subject to appeal.

**Committee of the Whole:**
Sometimes certain matters come up which can be properly studied and digested only as a committee but which, because of their importance, should be considered by all members. Then the meeting, on a motion duly made, may “resolve itself into a committee of the whole.” This means that the meeting is officially discontinued while everyone remains and becomes a member of the committee of the whole. The chairperson of the regular meeting does not preside over a committee of the whole, but, instead, a special chairperson is appointed.

**Question, Division of:**
To separate a motion so that different parts of it may be considered individually.

**Refer:**
To give a matter to a committee for consideration.

**Resolution:**
The act of an assembly, the purpose of which is to declare facts or express opinions or purposes, and not to command.

**Rules, Suspension of:**
When the assembly wishes to do something that cannot be done without violating its own rules, and yet is not in conflict with its constitution or by-laws, or with the fundamental principles of parliamentary law, it “suspends the rules” that interfere with the proposed action.

**Second:**
A motion, in order to be considered by the meeting, must have a second, i.e., a sponsor in the form of a second member who indicates support of the motion by saying, “I second the motion.”

**Table:**
The “table” in parliamentary law is literally the speaker’s table, but to “lay on the table” or “to table” a motion means to delay action on it.
Parliamentary procedure made simple...

Parliamentary procedure is a method for conducting meetings in an orderly and consistent manner. By following an established procedure to discuss programs and plans, everyone in the group knows the ground rules for discussion, asking questions, and voting. Organizations using parliamentary procedure usually follow a fixed order of business, or agenda:

I. Call to order
The chairperson says, “The meeting will please come to order.”

II. Roll Call
Members say “present” as their names are called.

III. Minutes
The secretary either reads a record of the last meeting or distributes copies of the minutes.

IV. Officers’ Reports
Often limited to a budget report from the treasurer, but others may report at this time.

V. Committee Reports
First come reports from “standing” or permanent committees; then from “ad hoc,” or special committees.

VI. Special Orders
Important business previously designated for consideration at this meeting.

VII. Unfinished or Old Business
Business left over from previous meetings.

VIII. New Business
Introduction of new topics.

IX. Announcements
Informing the assembly of other subjects and events.

X. Adjournment
The meeting ends by a vote, or by general consent (or chair’s decision if time of adjournment was prearranged by vote).

Parliamentary law is simple in principle. It is based largely on mere common sense and courtesy. It seems technical because it has been necessary to develop a special vocabulary for discussing it. If one knows the vocabulary, the rules come easily.

The Purpose of Parliamentary Law
A. It enables an assembly to transact business with speed and efficiency.
B. It protects the rights of each individual.
C. It preserves a spirit of harmony within the group.

Five Basic Principles of Parliamentary Procedure
A. Only one subject may claim the attention of the assembly at one time.
B. Each proposition presented for consideration is entitled to a full and free debate.
C. Every member has rights equal to every other member.
D. The will of the majority must be carried out, and the rights of the minority must be preserved.
E. The personality and desires of each member should be merged into the larger unit of the organization.

Fundamentals of Parliamentary Procedure
A. Justice and courtesy for all.
B. The purpose is to facilitate action not to obstruct it.

Taken from Handbook for Leadership Development.
## MOTIONS FOR SPECIAL PURPOSES

<table>
<thead>
<tr>
<th>Kind of Motion</th>
<th>Object</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>To lay on the table</td>
<td>Clears the floor for more urgent business</td>
<td>Delays action</td>
</tr>
<tr>
<td>To call for the question</td>
<td>Secures immediate vote on pending motion</td>
<td>Ends debate</td>
</tr>
<tr>
<td>To limit or extend time for debate</td>
<td>Provides more or less time for discussion</td>
<td>Shortens or lengthens discussion period</td>
</tr>
<tr>
<td>To postpone definitely (to a certain time)</td>
<td>Gives more time for informal discussion &amp; for securing followers</td>
<td>Delays action</td>
</tr>
<tr>
<td>To commit or refer</td>
<td>Enables more careful consideration to be given</td>
<td>Delays action</td>
</tr>
<tr>
<td>To amend</td>
<td>Improves the motion</td>
<td>Changes the original motion</td>
</tr>
<tr>
<td>To postpone indefinitely</td>
<td>Prevents a vote on the motion</td>
<td>Suppresses the motion</td>
</tr>
<tr>
<td>To raise a point of order</td>
<td>Calls attention to violation of rules</td>
<td>Keeps group functioning according to parliamentary procedures</td>
</tr>
<tr>
<td>To appeal from the decision of the chair</td>
<td>Determines the attitude of the group on the ruling made by the chair</td>
<td>Secures ruling of the group rather than by the chair</td>
</tr>
<tr>
<td>To suspend the rules</td>
<td>Permits action not possible under the rules</td>
<td>Secures action which would otherwise be prevented by the rules</td>
</tr>
<tr>
<td>To object to the consideration of a question</td>
<td>Prevents wasting time on unimportant business</td>
<td>Suppresses the motion</td>
</tr>
<tr>
<td>To divide the question</td>
<td>Secures more careful consideration of parts</td>
<td>Secures action by parts</td>
</tr>
<tr>
<td>To call for a division</td>
<td>A. Determines the accuracy of a verbal vote B. Secures expression of individual members’ vote</td>
<td>Secures an accurate check on vote</td>
</tr>
<tr>
<td>To nominate</td>
<td>Suggests names for office</td>
<td>Places before the group names for consideration</td>
</tr>
</tbody>
</table>

---

*Student Government Association Handbook for Recognized Clubs & Organizations 2021-2022*
Planning Your Organization’s Meetings

Steps to success...

Meetings are an essential element to the accomplishment of organizational goals. They improve communication and enable the coordination of individual work into a whole, giving meaning and purpose to the organization. By taking time to carefully plan meetings, using an agenda, and following some of the basics of parliamentary procedure, your organization can conduct more effective meetings.

Your first meeting should include...

• An introduction of the officers, committee chairpersons, advisors, etc.
• An explanation of how these people fit into the entire picture.
• A description of what is expected of each member.
• A summary of the goals of the group.
• A description of how this group fits into the University as a whole.

Successful meetings include...

• Informality. Use group activities, an icebreaker or introductions to make everyone at ease and acquainted.
• Starting and ending meetings on time.
• Making the group responsible and keeping everyone busy. Be available with administrative know-how to guide your group, but allow the group to participate in the decision making process.
• Asking questions. Questions start discussion, lead talk to new channels, and bring out different points of view. Group members will profit more from self-discovery and problem solving activities than from one-way information giving.

Meeting tips that are easy to forget, but should not be forgotten...

1. Make sure that the meeting place is comfortable and well arranged.
   • Factors such as chairs and table space contribute to the climate of your group. The physical factors should lend themselves to a working group environment and should fit the meeting structure you choose, formal or informal.
   • select a room appropriate to the size of the group
   • ensure that the room is adequately lighted and ventilated
   • provide a podium, audiovisual or other learning equipment, if necessary
   • arrange the chairs so that eye-to-eye contact is easily maintained

2. Make sure that the following items are available at meetings.
   • copies of the constitution and bylaws, policies, special rules of order, and Robert’s Rules of Order
   • a list of all committees and a membership roster
   • the agenda for the meeting
   • the minutes record book
   • a watch or clock
   • a gavel

3. Distribute the agenda to members well in advance of the meeting.
   • This provides an opportunity for the members to know what is going to be discussed so that they may be well prepared to participate effectively
Leadership 101

BEING A LEADER
(AS SEEN BY THE LEADEE)

“Leader, if you want my loyalty, interest, and best efforts as a group member, you must take into account the fact that . . .”

1. I NEED A SENSE OF BELONGING.
   A feeling that no one objects to my presence. A feeling that I am sincerely welcome. A feeling that I am honestly needed for my total self, not just for my hands and my time.

2. I need to have a SHARE IN PLANNING THE GROUP GOALS.
   My need will be satisfied only when I feel that my ideas have had a fair hearing.

3. need to feel that the GOALS ARE WITHIN REACH and that they make sense to me.

4. I need to feel that what I’m doing CONTRIBUTES TO HUMAN WELFARE that its value extends beyond the group itself at some time.

5. I need to share in MAKING THE RULES OF THE GROUP. . . the rules by which we will work toward our goals.

6. I need to know in some clear detail just what is expected of me so that I can work confidently.

7. I need to feel that the GOALS ARE WITHIN REACH and that they make sense to me.

8. I need to see that PROGRESS is being made toward goals we have set.

9. I need to be kept informed. WHAT I’M NOT UP ON, I MAY NOT BE DOWN WITH.

10. I need to have CONFIDENCE IN OUR LEADER.
   Confidence based upon assurance of consistent fair treatment. Recognition when it is due. Trust that loyalty will bring increased security.

In brief, the situation in which I find myself must make sense to me and appear to be of some benefit to me, regardless of how much sense it makes to you. . . leader.”

RECRUITMENT OF COMMITTEE MEMBERS

FOUR QUESTIONS MUST BE ANSWERED BEFORE IMPLEMENTING A RECRUITMENT STRATEGY:

1. Is your organization functioning properly?
   If your organization is suffering from lack of good leadership, poor or lack of image, internal conflicts, etc.; the recruitment campaign should be preceded by a self-study to discover organization problems and to suggest improvements.

2. What image does your organization project to those students who are potential members?
   It is essential to obtain an accurate perception of the organization’s image. If that perceived image is inadequate, then that organization must effect change- new structure, name change, new slogan, new publicity, etc.

3. Are all the present members familiar with the organization, as well as the special attributes, people & experiences which the organization presently provides, so they can convey it to potential members?
   The members must have enough knowledge of the organization, its structure, available areas of involvement, activities, etc., to sufficiently stimulate the interest of a potential volunteer.

4. Who, specifically, is your organization trying to recruit?
   Is your organization attempting to recruit students with special skills or interests such as art, electronics, set design, gymnastics, business, etc., as well as those who are interested in general involvement. Then part of the recruitment campaign must focus on attracting students with those particular skills.
Delegating Authority

- A LEADER IS ONE WHO HAS THE ABILITY TO HELP PEOPLE DEVELOP THROUGH WORK WHILE HAVING FUN:
  What type of leader are you? When you delegate authority, you must expect to assist, answer questions, define roles and tasks, and add a confidence level to your helper. The Highly Motivated leader does this willingly and with ease. As a leader you MUST delegate authority! You can’t do it all, nor should you attempt to.

- HIGHLY MOTIVATED MEMBERS DESCRIBE THEIR LEADERS AS:
  - Being approachable and open minded
  - Maintaining high expectations
  - Providing ready access to organizational information
  - Encouraging initiative and risk taking
  - Helping them learn from mistakes and giving credit for top performance

- POORLY MOTIVATED MEMBERS DESCRIBE THEIR LEADERS AS:
  - Authority oriented
  - Unreceptive to conflicting ideas from members
  - Tending to over-supervise
  - Discouraging initiative and risk taking
  - Being intolerant of mistakes (especially those that may embarrass them)
  - Being prone to look for someone to blame for mistakes and tending to overlook success and concentrate on failure

It is important to remember that when one delegates authority, one is actually delegating some AUTHORITY AND RESPONSIBILITY...and NOT simply a TITLE. If you do give someone the authority to do the job, you have to let him/her do it and not be watching over their shoulder constantly. However, don’t ignore the person, assist them. Don’t overlook mistakes, this weakens his/her creative ability. Do not tolerate incompetency. Teach people how to avoid it.

- SELECTING THE PERSON FOR DELEGATION:
  Delegate authority based on desire and capabilities. With younger members, you must go easy, not giving more than they can do or are capable of, or the person will become frustrated and lose interest.

- IN SELECTING THE PERSON, ASK:
  1. Do they have time? If not, can some of their tasks be delegated to others in order to make time?
  2. Are they interested in the job? Is there opportunity for creative contribution?
  3. Are they sufficiently qualified that they will not flounder?
  4. Will productivity be improved?
  5. How will others react? What can you do to mitigate potential unfavorable reaction?
ESU Event Planning Checklist

*Please use this timeline/checklist and follow these suggestions to ensure your event is successful.*

<table>
<thead>
<tr>
<th>Pre-planning</th>
<th>Logistics</th>
<th>Participants</th>
<th>Marketing</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-5 months in advance</td>
<td>Schedule a room and have your event included on Master Calendar using Virtual EMS, <a href="http://esu.edu/vems">esu.edu/vems</a>. (Be sure to update your event listing on the calendar as details become available.)</td>
<td>Request the president’s attendance and/or participation at <a href="http://esu.edu/presidentattend">esu.edu/presidentattend</a> (2-3 months’ notice is recommended; 3 weeks required)</td>
<td>Develop a marketing plan. See “Campus Communications” on the university relations webpage at <a href="http://esu.edu/ur">esu.edu/ur</a> for assistance.</td>
</tr>
<tr>
<td>2-3 months in advance</td>
<td>Consider audio/visual needs, signage and any other requirements and request through Virtual EMS as appropriate. If you have any questions, please contact Conference Services at 570-422-3061.</td>
<td>Request additional/alternate administrators’ attendance: Provost Joanne Bruno, contact <a href="mailto:spena2@esu.edu">spena2@esu.edu</a>. VP, Administration &amp; Finance (Acting), Ginger Coleman, contact <a href="mailto:jstoute@esu.edu">jstoute@esu.edu</a>. VP, Campus Life &amp; Inclusive Excellence, Santiago Solis, contact <a href="mailto:ayetter2@esu.edu">ayetter2@esu.edu</a>. VP, Enrollment Management, Karen Lucas, contact <a href="mailto:dwolfe10@esu.edu">dwolfe10@esu.edu</a>. VP, Economic Development &amp; Entrepreneurship, Mary Frances Postupack, contact <a href="mailto:sjailal@esu.edu">sjailal@esu.edu</a>. IDean, Arts &amp; Sciences, Andra Basu, contact <a href="mailto:sprutzman@esu.edu">sprutzman@esu.edu</a>. Dean, Business &amp; Management, Sylvester Williams, contact <a href="mailto:dmostellar@esu.edu">dmostellar@esu.edu</a>. Dean, Education, Terry Barry, contact <a href="mailto:fgavilanes@esu.edu">fgavilanes@esu.edu</a>. Dean, Health Sciences, Denise Seigart, contact <a href="mailto:kwachelka@esu.edu">kwachelka@esu.edu</a>. Director, Graduate and Extended Studies, William Bajor, contact <a href="mailto:tohaeri@esu.edu">tohaeri@esu.edu</a>.</td>
<td>Request a direct mail piece, if needed (i.e., postcard, brochure, invitation): Complete the publications request online at <a href="http://esu.edu/publicationreq">esu.edu/publicationreq</a>. AND complete the Large Mailing Request form by contacting <a href="mailto:andrewj@esu.edu">andrewj@esu.edu</a>.</td>
</tr>
<tr>
<td>2-3 months in advance</td>
<td>Secure any speakers, panelists or performers for your event.</td>
<td>Request promotional flyers and/or posters, if needed: Faculty and staff: complete the publications request at <a href="http://esu.edu/publicationreq">esu.edu/publicationreq</a>. Students: contact the Graphics Center at <a href="mailto:graphicscenter@esu.edu">graphicscenter@esu.edu</a>.</td>
<td>Request a photographer: <a href="http://esu.edu/photographyreg">esu.edu/photographyreg</a>.</td>
</tr>
<tr>
<td>6-8 weeks in advance</td>
<td>Define specific goals of your program (cultural, educational, social, community service, fundraising, etc.)</td>
<td>Request a press release to be distributed to regional media at <a href="http://esu.edu/publicityreg">esu.edu/publicityreg</a>.</td>
<td>Request a public service announcement from WESS: contact <a href="mailto:jmostafa@live.esu.edu">jmostafa@live.esu.edu</a></td>
</tr>
</tbody>
</table>
## ESU Event Planning Checklist Page 2

### Additional Services

**6 weeks in advance**

**To serve alcoholic beverages** at your event, complete the request form at [esu.edu/beveragereq](http://esu.edu/beveragereq).

*Catering:* Develop a menu at [esucatering.catertrax.com](http://esucatering.catertrax.com) or contact cateringmgr@esu.edu for assistance.

**SAA Fundraising Event:** Please ensure all proper paperwork for fundraising is completed with SAA (570-422-3291).

Create an online registration form for your event: contact mlevine3@esu.edu.

**Parking:** contact parking@esu.edu if reserved parking is required for guests, presenters or attendees.

### Additional Publicity

**6 weeks in advance**

Request a printed program/handout:
*Faculty and staff:* complete the publications request at [esu.edu/publicationreq](http://esu.edu/publicationreq).

*Students:* contact the Graphics Center at graphicscenter@esu.edu.

### Final Details

**4 weeks in advance**

Update your event listing on Master Calendar.

Publicize your event via Warrior Notes and social media: submit a request form [esu.edu/ur](http://esu.edu/ur) contact erichard10@esu.edu.

Post digital signs: download the PowerPoint templates to design your own at [esu.edu/ur](http://esu.edu/ur) and click on Digital Sign Templates. Submit your approved digital signs to mlevine3@esu.edu.

### Day prior

**1-2 weeks in advance**

Coordinate any hospitality needed for performers or speakers.

Finalize catering order.

Confirm all work orders for tables, chairs, A/V equipment, etc.

**Day of event**

Confirm all materials/equipment being delivered for event including food.

Confirm arrival time and travel arrangements of performers/speakers, if necessary.

**Day of event**

Arrive early for setup/decoration.

Walk through event space to make sure it is set up as needed, materials/equipment/food were delivered, etc.

### Wrap-up

**After event**

Hold a debrief meeting to discuss successes, challenges, areas of improvement, budget, etc. to ensure successful events in the future.
## Event Check List

Event __________________________ Location ___________________________________________________________

Date/Time _______________________________________________________________________________________

<table>
<thead>
<tr>
<th>AGENCY</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Initial contact for information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hold the date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Confirm the date</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Approval</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Committee decides/agrees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Budget decided/approved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Notes:

---

---

---
### Event Check List

<table>
<thead>
<tr>
<th>Contract</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reviewed by S.A.A.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Riders (Addendum Attached)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contracts signed by agency</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contracts received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Contracts returned</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Certificate of Insurance received</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• W9 Received</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Misc. Proposals/Activities

<table>
<thead>
<tr>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Solicit faculty interest for classroom appearance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Write proposal to agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Communicate back to faculty outcome of proposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Write agency for permission to video recording</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Write agency for permission to broadcast</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

---

---
# Event Check List

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make reservations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Confirm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Set up room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Dressing room clean/set</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Sound arranged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Sound check</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Lighting arranged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tables/chairs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Crowd control ropes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Supplies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Video recording arrangements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

---

---
# Event Check List

<table>
<thead>
<tr>
<th>Labor</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Light/sound technician</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Set up crew</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ushers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Ticket seller(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staff person in charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Clean-up Crew</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hospitality</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Back stage refreshments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• On stage refreshments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Escort(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reception</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Meal arrangements</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Travel arrangement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• In town transport</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Escort</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Event Check List

<table>
<thead>
<tr>
<th>Accommodations</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Hotel room reserved</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Hotel room confirmed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Promotion/Publicity On Campus</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Newspaper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Radio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cable TV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Posters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Flyers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Table Tents</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Brochures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Buttons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Website</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Social Media</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Event Check List

<table>
<thead>
<tr>
<th>Off Campus</th>
<th>Person Responsible</th>
<th>Date To Be Accomplished</th>
<th>Date Accomplished</th>
</tr>
</thead>
<tbody>
<tr>
<td>• New releases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Public service announcement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Letters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Posters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Brochures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
GET INVOLVED

esu.edu/saa