

**MANUAL FOR
STUDENT ORGANIZATIONS**

NICHOLLS STATE UNIVERSITY

**Standards for Student Organizations
Advertisement and Solicitation Policies**



Office of Student Life

Manual for Student Organizations

NICHOLLS
STATE UNIVERSITY

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Forward

This manual is designed to guide student organizations at Nicholls State and their officers and advisers for the purpose of assisting them in fulfilling their responsibilities to their organization and to the University.

Introduction

On the Nicholls State University campus there are many types of student organizations to meet the needs of students. Student organizations are grouped into several categories: departmental/professional, honorary, religious, service, special interest, University organizations/groups, and social organizations. The principal aim of these organizations is the personal development of its members through a variety of activities, programs and services which complement the academic offerings of the University and contribute to the cultural, intellectual, physical, emotional and social development of its students. Standards for Student Organizations are listed in Appendix A.

Section One

Conduct of Student Organizations

- 1.1 Responsibility for the general conduct of an organization's members at activities sponsored by the organization is assumed by the organization holding the function, specifically upon the officers and person(s) in charge and each individual member.
- 1.2 All organizations are responsible for complying with all University regulations including the Code of Student Conduct, Manual for Student Organizations, and all federal, state and local laws.
- 1.2.1 Violations are handled by the Dean of Student Life and the Student Organizations Committee in accordance with the Code of Student Conduct and Appeal Procedures, Section Two.
- 1.3 The University does not authorize student organizations to sponsor events open to the public at any off-campus site where alcoholic beverages are sold or consumed as the primary business of the establishment. (See Appendix D)

Section Two

Student Organizations Committee

- 2.1 The Student Organizations Committee is a standing committee of the University as defined in University governance documents.
- 2.2 The Student Organizations Committee reviews the activities of all student organizations and recommends organizations for chartering, continued recognition, probation, suspension of recognition or revocation of charter.
- 2.3 The committee may handle disciplinary matters as outlined in Section One of the Code of Student Conduct and Appeals procedure.
- 2.4 Organizations may appeal decisions of the Student Organization Committee to the Vice President for Student Affairs.

Section Three

Membership Requirements

- 3.1 Active members of student organizations are usually full-time students. Part-time students may participate in a student organization if permitted by the organization's approved charter.

- 3.2 A 2.0 organization grade point average is required at the time of chartering and must be maintained through active continuance.
- 3.3 Officers must maintain a 2.0 average throughout the term of their office.
- 3.4 Grades and service of members will be taken into strong consideration by the committee during its review of student organizations and activities.

Section Four

Advisers

- 4.1 All student organizations have a faculty/staff adviser. The adviser must be employed by the University and approved by the Dean of Student Life.
- 4.2 Responsibilities of advisers are described as the following:
 - a. To insure that all activities of the organization are conducted in compliance with University regulations and local, state and federal laws.
 - b. To insure that the organization adheres to its constitution and bylaws.
 - c. To attend activities sponsored by the organization.
 - d. To meet with the organization and its officers on a regular or periodic basis to insure that the organization is committed to academics, personal development of each member, member education, recruitment of members, strong alumni relations, and good University and community relations.
 - e. To insure that organization objectives are accomplished through sound fiscal management and efficient administration of organization operations.
 - f. To assist the organization in meeting accreditation and annual reporting requirements discussed in sub-section six of this manual.

Section Five

Recognition and Chartering

- 5.1 A group formed in good faith for a lawful purpose may seek recognition as long as the stated aims of the organization do not violate any policy of the University or any law.
- 5.2 Groups are recognized on the basis of their own statements concerning the aims, nature, purpose, and program, and their applications are evaluated accordingly.
- 5.3 Recognition by the University authorizes the organization to exist and function but does not constitute approval or endorsement of the organization's aims and activities.
- 5.4 The organization's contribution to the overall goals of the University is important to gaining recognition as a student organization and for maintaining active status. All campus organizations must be accredited to maintain approval for active continuance (see Section Six for accreditation procedures).
- 5.5 A student organization is officially recognized when it receives its official charter from Nicholls State University. Probationary approval for Intent to Organize may be granted by the Dean of Student Life upon receipt of documentation specified in sub-section 5.6.
- 5.6 **Procedure for Recognition** - forms requesting recognition as a Student Organization can be obtained in the Office of Student Life.
 - a. Intent to Organize Form (Appendix B) - must be filed and accepted by the Dean of Student Life. With the dean's approval, the group may begin the organization process.
 - b. Within 30 days the following must be filed in the Office of Student Life.
 1. Form for Approval of a New Student Organization (Appendix B).

2. An acceptable constitution or set of by-laws which must be approved by the Student Organizations Committee.
3. A letter of acceptance from the person who will serve as faculty adviser submitted in writing to perform the duties listed in Section 4.
4. A membership list (see Appendix B) consisting of a minimum of 10 chartered members who have completed at least one regular semester at Nicholls. The group applying for recognition must have an overall grade point average of 2.0.
5. The dean will meet with the adviser and officers of the proposed organization to discuss the group's plan for the organization.

5.7 Chartering

- a. Upon completion of procedures detailed in sub-section 5.6, the Dean of Student Life may recommend to the Student Organizations Committee that the group be granted probationary status for a period of one calendar year.
- b. The Student Organizations Committee may recommend probationary status for the group or chartering as a student organization to the Vice President for Student Affairs. Probationary status is usually granted for a period of no longer than one year. At the end of that period, the organization will be evaluated by the dean and Student Organizations Committee.
- c. Student groups approved for chartering by the Vice President for Student Affairs will be issued a charter from the Office of the Vice President for Student Affairs. Receipt of charter grants the organization all rights, privileges and honors appertaining to student organizations at Nicholls State University. Specific rights and privileges are specified in departmental and program policy manuals and in each coordinating organization's constitution and by-laws.
- d. Student Groups approved for probationary status are granted all rights and privileges appertaining to student organizations at Nicholls State University. Specific rights and privileges are specified in departmental and program policy manuals and in each coordinating organization's constitution and by-laws.
- e. Groups denied official recognition by decision of the Vice President for Student Affairs may appeal to the President of the University. All appeals must be made in writing within 10 school days.

Section Six

Accreditation of Student Organizations

Annual Reporting Requirements

- 6.1 **Accreditation:** The highest level of recognition granted by the University to student organizations is the awarding of Accreditation. The awarding of Accreditation by the University recognizes outstanding achievement by the organization and certifies that the organization has continuously operated within its stated purposes and contributes to the intellectual, cultural, physical, and social development of its members. Accredited organizations will be recognized in appropriate University publications including *The Paddle* (student handbook) and at award programs held each year. Procedures for completion of the Accreditation process are available at the Offices of Student Life. Standards for Student Organizations included in Appendix A.
- 6.2 **Annual Reporting Requirements:** Student organizations must submit yearly reports to the Office of Student Life as indicated below. Student organizations failing to file required documents with the Office of Student Life will be denied rights and privileges granted to

chartered organizations. A photocopy of each form is included in Appendix B.

April 30 President's Annual Report

Treasurer's Annual Report

September 25 Membership List/Officer Roster

Changes in constitution, by-laws, and/or stated purposes.

- 6.3 At the request of the Dean of Student Life or Student Organizations Committee, an organization must appear to discuss its annual report, current activities, financial standing, or other matters pertinent to the accomplishment of its stated purposes.

Section Seven

Probation and Suspension

- 7.1 If an organization is not operating according to its stated purposes, is violating organization or University policies and procedures, or fails to meet accreditation and reporting obligations, the Dean of Student Life shall notify the organization and request that the organization take steps to address the problem and give a time-line for corrective action.
- 7.2 If corrective action is not taken by the organization to correct the problem, the dean will convene a hearing of the Student Organizations Committee to address the matter.
- 7.3 Student Organizations Committee meetings called for the purpose of addressing violation of any sub-section of this manual or to rule and make recommendations regarding the chartering or recognition status of a student organization as a result thereof, will be conducted according to procedures for hearings set in the Code of Student Conduct.
- 7.4 Upon ruling that the organization has violated its purpose, violated University policies or procedures, or failed to meet accreditation or reporting obligations, the Student Organizations Committee may recommend probation and corrective action, withdrawal of recognition, or suspension or revocation of the organization's charter to the Vice President for Student Affairs.
- 7.5 An organization may be placed on probation for a period of one year. During that time the organization may be allowed to operate while implementing corrective action as directed by the Vice President for Student Affairs. If the corrective action is not implemented during the probationary year, the organization may be suspended or have its charter revoked.
- 7.6 Withdrawal of recognition of an organization or suspension or revocation of charter may be imposed as indicated in sub-section 7.4. An organization which has been suspended or had its charter revoked loses all rights and privileges granted student organizations in sub-section 5.7.

Section Eight

Finances and Records

8. Treasurer and Records
- An organization which handles money must have a student treasurer or other financial officer.
 - It is the duty of this officer to keep an accurate roll, to collect all money due the organization, to discharge all obligations in a timely manner, to maintain financial accounts, and to prepare financial reports using established and responsible accounting procedures.
 - The student organization must accept all financial responsibilities incurred by the chapter.
 - Organizations with a negative balance are subject to disciplinary action.

- e. Financial records of all student organizations will be available for inspection and review as requested by the Dean of Student Life or Student Organizations Committee.

8.2 Finances

- a. Those organizations which generate enough funds to maintain a checkbook must maintain that account as follows:
 - 1. Two signatures must appear on all checks which are issued from the organization's checking account. The faculty adviser and one of the officers are authorized to sign checks; not the treasurer.
- b. It is the duty of the treasurer and all officers to follow accounting procedures and keep accurate all financial records in accordance with the following:
 - 1. A cash journal must be maintained summarizing all cash activity.
 - 2. A general ledger will be utilized to post the journals. If the organization has very few transactions, a 14 column pad may be used.
 - 3. Invoices must be examined and approved at the time checks are signed.
 - 4. All paid invoices must be canceled and retained for records.
 - 5. All income must be deposited on a timely basis, preferably the same day as collected.
 - 6. All expenses must be documented by invoices.
- c. The treasurer's annual report must be submitted to the Office of Student Life by April 30 of each year.

8.3 Funding

- a. Organizations may acquire money by assessing their members according to constitutional provisions.
- b. Organizations may sponsor fund-raising activities which have been approved by the Dean of Student Life (see Appendix B for copy of Request for Fund-raiser). Fund-raising activities will be limited to support of approved activities of the organization.
- c. Solicitation of funds from businesses or individuals must have prior approval of the Vice President for Administrative Affairs.
- d. Requests for approval of fund-raising activities are submitted to the Dean of Student Life's office at least three weeks prior to the scheduled date of the activity (six weeks for raffles, bingo and other gaming activities) and countersigned by the organization's adviser. **Gaming activities such as raffles are governed by state law.** Contact the Office of Student Life for a copy of the most current state regulations governing these activities.
- e. The number and types of activities may be limited by the University (see office of Auxiliary Services for a copy of the Student Organizations Handbook for Reserving Facilities on Campus).
- f. Fund-raising activities sponsored by campus organizations may not unfairly compete with or undermine business operations on the campus and within the local community.

Section Nine

Activities and Scheduling Facilities

- 9.1 Recognized organizations may use the facilities and services of the University, its buildings, grounds, and equipment subject to the regulations of the controlling departments. See the Student Organizations Handbook for Reserving Facilities on Campus published by the Office of Auxiliary Services and the policy on student organization events open to the public. (See Appendix D).
- 9.2 All activities **on** or off campus must be approved/registered with the Office of Student Life. Advertisement of the activity is not allowed until official University approval is obtained.
- 9.3 The use of University grounds and facilities must be reserved through the Office of Auxiliary Services.
- 9.4 Signed applications for use of University grounds and facilities indicate the officer's and adviser's intent to comply with University regulations concerning student activities and social functions.
- 9.5 The approval of a request for use of a University facility carries with it the responsibility by the adviser or designated representative to be present at the activity.
- 9.6 Fees for services of University personnel e.g., janitors and security personnel, and food services are determined in accordance with University policy by the director in charge (see Office of Auxiliary Services for a copy of the Student Organizations Handbook for Reserving Facilities on Campus).
- 9.7 The organization will receive its final billing through the Office of the Controller.
 - a. All events where food and/or beverages is provided/consumed are subject to the Self Catered Events Policy (See Appendix E).
- 9.8 Use of alcoholic beverages is subject to the University's current published policy.
- 9.9 Organizations must follow University regulations governing posting of signs (see Appendix C) and may use designated campus bulletin boards to advertise their approved activities. Organizations shall refrain from using trees, walls, or painted surfaces for posting advertisements, announcements, or other materials (see Appendix C).
- 9.10 Advertisement and solicitation on campus of either sales or contributions is governed by published University policy (see Appendix C).

Section Ten

Student Travel

- 10.1 Organizations seeking approval for group travel shall conform to the following guidelines:
 - a. Trip approval forms must be completed and approved by the Dean of Student Life at least one week in advance. (Request for Student Travel and Trip Insurance Application in Appendix B).
 - b. Trip insurance must be purchased for each person participating in the field trip.
 - c. Each organization must inform its participating members of the following regulations governing field trips:
 1. Prohibition of alcoholic beverages;
 2. Procedures for emergencies and proper communications with appropriate University officials (see Office of University Police).
- 10.2 Student Organizations using University transport (vehicle/bus) must be accompanied by University personnel.

- 10.3 All drivers of vehicles (personal or University vehicle) on University business must obtain approval from the Director of Campus Safety before departure. Contact the Director of Campus Safety (extension 4783) at least five work days before the scheduled date of departure.

Section Eleven

Rules for Conducting a Raffle

- 11.1 A Request for Fund-raising Activity must be completed at the Student Life Office before any activity associated with the raffle is initiated. See Appendix B.
- 11.2 The sponsoring organization must apply for a limited license to conduct charitable gaming with the Division of Charitable Gaming Control of the State Department of Public Safety and Corrections at least six weeks before the date ticket sales begin. Contact the Student Life Office for the license application.
- 11.3 Ticket sales may NOT begin until the limited license is granted by Division of Charitable Gaming Control.
- 11.4 Tickets may not be sold for more than \$1.00 each.
- 11.5 Value of total number of tickets sold may not exceed \$3,000.
- 11.6 Total value of all prizes may not exceed \$2,000.
- 11.7 All prizes must be purchased or donated before any chances are sold.
- 11.8 The sponsoring organization may conduct a raffle (or any other game of chance) no more than twice a year. Total gross sales for all raffles conducted during the school year may not exceed \$5,000.
- 11.9 The sponsoring organization must maintain records showing: gross revenue from the raffle, detailed expenses of conducting the raffle, detailed report of how the net proceeds from the raffle were spent.
- 11.10 These records must be kept for at least three years from the date of the raffle.

Appendix A

Standards for Student Organizations

Introduction

Student organizations at Nicholls State University are grouped into several categories: departmental/professional, honorary, religious, service, special interest, and social. The principal aim of these organizations is the personal development of their members through a variety of activities, programs and services which complement the academic offerings of the University and contribute to the cultural, intellectual, physical, emotional and social development of its students.

Standards for student organizations have been established to assist student organizations, their members, officers, and advisers, in fulfilling their responsibilities to each member, the University, its governing organization, and the general community. The standards have been written to address all categories of student organizations. The specific purpose and function of each organization will determine the level of application of each standard.

Nicholls State University Standards for Student Organizations

I. Organization Identity and Vitality

The standards in this section draw attention to each organization's need to reiterate its purpose and distinctive characteristics; to ensure that its ideals, purposes, traditions, and procedures are understood and accepted by all members; and to maintain its distinctive characteristics and tradi-

tions in the context of the policies and position statements of Nicholls State University and the organization's national or international affiliate.

Standards:

- A. Organizations encourage positive intellectual and/or social development of the organization and its members.
- B. Organizations preserve unique characteristics of the organization through the use of educational programming to instill a knowledge of history, ideals, policies and procedures of the organization.
- C. Organizations provide training in leadership skills, personal and social skill development, and awareness and appreciation of different life-styles and cultural heritages.
- D. Organizations promote individual and organization behavior that is representative of the high standard of conduct expected of Nicholls State University students and the founding ideals of the organization.
- E. Organizations educate members regarding Nicholls State University policies and procedures including the Code of Student Conduct.
- F. Organizations foster a community spirit through programming and participation in a variety of campus activities and interaction with other groups. Each organization promotes involvement in extracurricular activities.
- G. Organizations develop and implement individual and organization community service programs.
- H. Organizations remain in close contact and maintain a working relationship with faculty and staff of the University, alumni and their national or international affiliate.

II. Membership

The strength of any organization is derived from its members. The skills, abilities, aptitudes, and attitudes of each member define the levels of attainment possible for the organization in scholarship, leadership, community service, social awareness and involvement, and career preparation. These qualities of individual members also are indicative of the way the organization maintains its traditions and passes them on to future generations. The standards of this section provide focus for an organization's membership selection decisions, its processes for assimilating new members into the full life of the organization, and its programs for developing the full potential of each member.

Standards:

- A. Organizations select members consistently with the purpose and distinctive identity of the organization as established by its constitution and/or by-laws.
- B. Organizations maintain a minimum membership of 10.
- C. Organizations adhere to all Nicholls State University and national or international affiliate guidelines regulating membership recruitment.
- D. Organizations follow practices for educating and initiating new members according to University and national or international affiliate guidelines regulating membership recruitment.

III. Management

The organization and administration of an organization have both direct and indirect effects on the vitality of the organization. An optimal environment for all members is achieved through sound fiscal management and efficient administration of organization operations. Standards of this section detail the elements requisite to responsible, efficient, and effective organization management.

Standards:

- A. Organizations demonstrate a commitment to efficient and prudent organization management by officers' and members' compliance with operation policies established by the University and their national or international affiliate.
- B. Organizations practice effective risk management as directed by policies of the University and their national or international affiliate.
- C. Organizations demonstrate a commitment to good management by maintaining a close working relationship with their faculty or staff adviser.
- D. Organizations demonstrate a commitment to sensible financial operations by adhering to policy and procedures specified in Section Eight of the Manual for Student Organizations.
- E. Organizations operate within the rules and regulations of the University, as well as all local, state and federal laws.

IV. Scholarship

The fundamental reason for enrolling in a university is to acquire the educational foundation necessary to function effectively as a citizen. The range of academic programs offered by Nicholls State University provides the opportunity for all students to prepare themselves to assume roles as adults in government, in business and industry and in the professions. The major indicators of the progress are: the course selection decisions made; achievement levels attained in each course; major and minor areas of study; and in the graduate programs, occupations, or profession each member enters upon graduation. The academic progress of all members considered collectively indicates the relative strength and vitality of the organization. The standards in this section reflect the central importance academic achievement should occupy in the life of each organization at Nicholls State University.

Standards:

- A. Organizations nurture academic excellence within the campus community by providing continuing and new members appropriate incentives and resources to facilitate scholastic achievement.
- B. Organizations create an environment conducive to academic success by offering education programs to members maintaining acceptable academic standing and to members confronting academic distress.
- C. Organizations maintain a minimum overall organization grade point average of 2.00 on a 4.00 scale.
- D. Organizations require individual members to maintain at least a 2.0 cumulative grade point average.
- E. Organizations select and work closely with a faculty or staff adviser who is an employee of the institution and whose influences are directed primarily toward organization scholarship and secondarily toward other organization obligations at the host institution.

V. Social Responsibilities

The basic purpose of any student organization is the constant development of its members in the areas of scholarship, leadership, community service, social awareness and career preparation. The standards of this section center on the social realities of the broader contemporary contexts for student life and provide guidelines for addressing issues associated with our racially and culturally diverse society, with interactions between the sexes, with substance abuse issues, and with other social issues of the University and general community.

Standards:

- A. Organizations demonstrate a commitment to the University's stated ideal of an inclusive campus by achieving an organization environment where students of different races, ethnic origins and religions are welcomed and included.
- B. Organizations promote the kinds of diverse social interactions that their members will encounter throughout the University, and upon graduation, as active participants in their communities and as socially responsible citizens.
- C. Organizations stress social activities which are conducive to dignified interaction among people and are not degrading or demeaning to any person or group.
- D. Organizations maintain effective alcohol and drug abuse awareness programming, intervention and referral procedures for members, and disciplinary measures that ensure that violators are punished but that also provide due process for any member who violates organization standards.
- E. Organizations maintain effective social awareness programs that address campus and community issues such as sexual harassment, date rape, hazing, etc., and enforce community standards through the use of disciplinary procedures that ensure that violators are punished but that also provide due process for any member who violates these standards.
- F. Organizations sponsor activities that are conducted within the following guidelines:
 - 1. Activities are not scheduled during the mid-term or final exam period.
 - 2. Activities are within the guidelines of the University and their national or international affiliate.
 - 3. Activities are not scheduled off-campus during orientation week.
 - 4. All activities whether sponsored on or off the campus are registered with the Office of Student Life and the organization's adviser. The registration process includes verification that the planned activity will comply with organization, state or national, and University regulations.

Appendix B

Forms

Nicholls State University Student Organization Intent to Organize

Date Submitted _____

** Please Print

Name of Organization _____

Contact Person Name _____

Phone _____ E-mail _____

Purpose/Goals of Organization _____

Type or Organization (Circle one)

Academic Greek Religious University Program Honorary
Recreational Special Interest Other _____

For Office Use Only

STAGE OF FORMULATION:

- Constitution
- Charter Membership
- Faculty Advisor

ORGANIZATION STATUS:

- Intent to Organize Process Completed
- Probationary Status Granted
- Charter Granted

Revised 03/2005

Nicholls State University
Student Organization
Approval of New Student Organization

Name of Organization _____

Local/State/National Affiliation _____

Purpose _____

Total membership _____ Dues _____ Initiation Fee _____

What are the qualifications for membership? _____

Is membership restricted to students? Yes No (If no, state exceptions.)

Do you have any financial assessments other than dues? Yes No

If yes, list _____

Will the Treasurer keep written financial accounts? _____

Will the Secretary keep proceedings of all meetings? _____

Where will these and other records be kept? _____

How often will group meet and where will meetings be held? _____

Will the group have service or philanthropic projects? Yes No

If so, what? _____

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What types of programs (educational, social, cultural, religious, recreational) are to be conducted by the group? _____

What do you consider the chief values of membership in this organization? _____

What specific opportunities does this organization offer for developing:

A. Special talents _____

B. Leadership _____

C. Skill in human relations _____

What contributions will this organization make to the life of the University community? What are your objectives? State briefly how you plan to work toward achieving these. _____

APPROVAL:

Signature of Organization President

Date

Signature of Organization Advisor

Date

Signature of Student Life Officer

Date

Note: When this questionnaire has been completed and signatures of both the organization president and faculty advisor secured, it should be submitted with three copies of organization constitution and a list of charter members to the Student Life Office. An appointment should be made for the President, one or more members, and faculty advisor to confer with the Student Life Officer.

Nicholls State University Student Organization President's Annual Report

Return by April 30 to the Office of Student Life Date Submitted _____

Name of Organization _____

State/National Affiliation _____

INCOMING OFFICERS

President _____ Vice President _____

Secretary _____ Treasurer _____

Number of Members _____

If requested, do you have a record of all minutes of your meetings on file? Yes No

Activities of organization for past year (list in detail; attach list if necessary).

Social: _____

Fundraisers: _____

Service: _____

How has your organization accomplished its own purposes and goals this year? _____

How has your organization contributed to the purposes/goals of the University this year?

Signature of Organization President

Date

Signature of Organization Adviser

Date

Revised 3/2005

Nicholls State University Student Organization Treasurer's Annual Report

Return by April 30 to the Office of Student Life Date Submitted _____

Name of Organization _____

Budget and Financial Statement for Past Year		
SOURCE OF REVENUE	BUDGET	ACTUAL
TOTAL		
Cash Balance at Beginning of		
Available for Expenditure		

Expenditures		
TOTAL		
CASH BALANCE		

Authorized Signatures:

Name of Bank: _____

Account Name: _____

Account Number: _____

Signature of Organization Treasurer

Signature of Organization Adviser

Student Activities & Fundraiser Request
Donald G. Bollinger Memorial Student Union



Name of Organization _____ Date _____

Name of Event _____

Date(s) of Event _____ Building _____

Room Choice _____ 2nd Choice _____

Contact Person _____

Phone _____ Email _____

Campus/Local Address _____

Campus Advisor _____ Phone _____

Type of Event: Closed Event Open to the Public Fundraiser _____

Other _____ Estimated Attendance: _____

Type of Reservation: (check all that apply)

Bake Sale Barbecue Conference Dance Meeting Raffle

Recurring Event? YES NO If YES, please list all event dates and attach to this form.

Reservation: Pre-Activity Time (Set-up/Decorating) _____

Post Activity Time (Clean up/Tear down) _____

Start Time _____ Ending Time _____ Total Time _____

Equipment: Tables (Indicate number): _____ 4ft. Round _____ 5ft. Round _____ 8ft. Long
 _____ 8ft. Conference/Narrow _____ 3.5 ft. Square **Head Table:** No Yes No. at Head Table: _____

Wall Location: East West North South

Sound System: None Full System Portable Lectern Table Top

Audio Visual: None TV/VCR Overhead Projector Slide Projector Power-point
 Projector Car Easel Flip Chart Stand Dry Erase Board Sign Stands

NOTE: (Surround Sound Theater equipment is only available in LeBijou Theater)

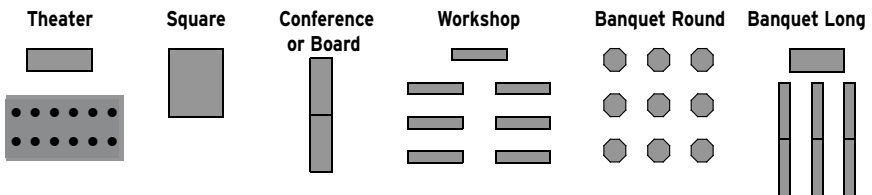
Other Equipment: Lattice Panels Gray Room Dividers United States Flag Louisiana Flag

Food: Yes No

Refreshments Breakfast Lunch Dinner Reception other _____

(This information is for Student Union benefit only. Food service arrangements should be made directly through Sodexo/Nicholls Dining Catering Services.)

Provide diagram (if necessary) or select from set-ups below.



Describe activity/event detail _____

If this a fundraising activity, please provide: Charge for admissions/entrance _____

Donations/list of potential donors _____

Sale of goods or raffle method _____

Funds will be used for what purpose? _____

Raffles ONLY: License No. _____ **Prize(s)** _____ **Ticket No.** _____

Organization President or Representative _____ Date _____ Faculty/Staff Advisor _____ Date _____

Approved by:

Student Life Officer _____ Date _____ Print Name _____ Date _____

Dean of Student Life _____ Date _____ Print Name _____ Date _____

Vice President for Institutional Advancement _____ Date _____ Print Name _____ Date _____
(Required for Fundraisers ONLY)

Director, Student Union/Campus Activities _____ Date _____ Print Name _____ Date _____

Bollinger Student Union Building Hours

Fall/Spring Semesters

7 a.m. - 10 p.m.

Monday - Thursday

7 a.m. - 7 p.m.

Friday

11 a.m. - 6 p.m.

Saturday

4 p.m. - 9 p.m.

Sunday

Summer Sessions

8 a.m. - 6 p.m.

Monday - Friday

CLOSED

Saturday & Sunday

***Events that extend past these times will incur overtime charges. Weekend events that have food or require set-up will also incur overtime charges.**

IMPORTANT NOTICE

This form is due in the Director
of the Student Union Office

2 WEEKS

before the events
scheduled date. An official
signed confirmation is
required before set up
of event can proceed.

Office Use Only

Return for Approval

Date Unavailable

Room Unavailable

Needs Signatures

Other _____

Revised 6/7/2004

Request for Student Travel and Trip Insurance Application

TO BE COMPLETED ONE WEEK IN ADVANCE OF TRIP.

- Field Trips:** For all class-related student travel, please complete this form and route to appropriate **department chair and dean**, obtain the Controller's Office signature*, and then route to the **Student Life Office**.
- Travel with Student Organizations:** For all travel sponsored by a chartered student organization, please complete this form and route to the **organization representative**, the **faculty/staff sponsor**, the Controller's Office or the Fee Collection Window*, and then to the **Student Life Office**.

* If you are paying cash, pay at the Fee Collection Window. If a university account is paying for the trip insurance, please indicate university account number below. The Controller's Office signature or receipt should accompany this form.

Sponsoring Class/Organization: _____

Faculty/Staff Sponsor: _____

Dates of Travel: Departure: _____ Return to NSU: _____

Destination: _____ Purpose of Travel: _____

Number Participating: _____ Cost of Insurance _____

State Vehicle: _____ Personal Vehicle: _____
per person rate (1 day-.19; 2 days-.38; 3 days-.57;
4 days-.76; 5 days-.95; 6 days-1.14; 7 days-1.33;
8 days-1.52; 9 days-1.71; 10 days-1.90)

.....
Department Sponsored Field Trip/Travel with Student Organization

Department Chairperson/Organization Representative

Dean/Sponsor

Controller's Office for Payment/Account Approval

Receipt #
(If Paying Cash)

Uni. Account # ³²⁸⁵
(If Paid by University
Dept. or Account)

Received: Student Life Office

List of Participants

Revised 1/02

Appendix C

Advertisement for Campus Activities

Regulations Governing Solicitation on the Campus, the Use of Bulletin Boards, and the Posting of Signs.

Bulletin Boards and Posting of Signs:

1. Signs, fliers, and posters for approved campus activities may be posted **ONLY** on bulletin boards or on places designated by the approving authority. The posting of signs on trees, painted surfaces, brick surfaces, and glass surfaces is **PROHIBITED**. The writing with chalk, removable markers, shoe polish etc. on sidewalks, buildings, garbage cans, walls, or university glass surfaces is **PROHIBITED**. The University reserves the right to place time, manner and place restrictions on advertising by any organization/group/individual, and may restrict the content of the advertisement if it thwarts the aims, purposes or policies of the institution; for example, advertisement for alcoholic beverages will **NOT** be permitted. Penalties for violation will be \$15 per sign or advertisement per day and disciplinary action may be taken against the individual or organization/group in violation.
2. Approval authority for the posting of signs advertising campus activities* is as follows:
 - General Campus and General Bulletin Boards - Dean of Student Life
 - Department Bulletin Boards - Individual Department Head
 - Residence Halls - Director of Residential Services
 - Student Union Building and Surrounding Area - Director of Auxiliary Services

* All campus activities must be approved prior to advertisement. Approval for student organization/group activities shall be obtained from the adviser and the Office of Student Life.
3. Fliers and posters on bulletin boards generally should not exceed 11" by 17". Signs posted outside should be **NO** larger than 4'X8' (the face of the sign.) All fliers should be approved before they are displayed. Approval can be obtained from the offices noted above in item 2.
4. Signs advertising specific events must be removed by the sponsoring organization/group within 72 hours after the event.
5. Standing signs should be at least five feet from walkways, building entrances, or buildings. Penalties for violation will be \$15 per sign or advertisement per day and disciplinary action may be taken against the individual or organization/group in violation.
6. Approval must be obtained by the University Safety Officer prior to digging any holes in the ground for the placing of standing signs. Any holes made in the ground for the purpose of placing signs must be properly filled, after the signs have been removed. Failure to fill in the holes, will result in a fine and disciplinary action may be taken against the individual or organization/group in violation.
7. Banners can be hung from trees as approved by the Office of Student Life, but must be removed within 72 hours after the event. Banners **CANNOT** be hung from outside of **ANY** building on campus.
8. Signs for campus elections, Homecoming, Family Day, rush, and other campus events must be approved by the Student Life Office prior to placement on University grounds. These signs must be placed and removed in accordance with published regulations governing

the activity or as requested by the University. Penalties for violation will be \$15 per sign or advertisement per day and disciplinary action may be taken against the individual or organization/group in violation.

9. Outside fliers/posters placed on the campus can **ONLY** be displayed on official bulletin boards.
10. Outside signs can **ONLY** be displayed in the following locations which have been approved by the University Safety Officer:
 - a. Quadrangle
 - b. Front of Polk Hall
 - c. Field behind Married Housing
 - d. Lot on the West side of the Library
 - e. West side of the Water Fountain on LA 1
 - f. Field between Babington Hall and Married Housing

Charitable and Nonprofit Educational Solicitation

Regulations Governing the Use of Bulletin Boards,

The Posting of Signs and Solicitation on the Campus.

1. The University permits advertisement and solicitation by charitable and nonprofit educational groups that comply with these regulations. Charitable and educational advertisements and solicitation must conform with all regulations governing the use of bulletin boards, the posting of signs on campus, and facility use. The University reserves the right to place time, manner and place restrictions on commercial advertisement if the advertisement thwarts the aims, purposes or policies of the institution or if the advertisement violates Board policy, local, state or Federal law. Any organization or individual that violates the above stated rules will lose the privilege of advertising on campus.
2. Charitable and nonprofit educational groups must seek approval from the Dean of Student Life before advertisement and solicitation begins on the Nicholls campus. A detailed description of the product or service to be sold/provided, the method of advertisement, proof of non-profit status (as applicable), and other documentation as may be required by the University must be submitted to the Dean of Student Life for approval. Solicitation directed solely to employees must be approved by the Director of Human Resources.
3. Charges for use of facilities and related expenses will be determined by the University and paid by the charitable or educational group in accordance with University Policy.
4. Solicitation that competes with campus based operations will not be allowed.
5. Signs for approved activities may be posted ONLY on bulletin boards or on places designated by the approving authority. The posting of signs on trees, painted surfaces, brick surfaces, and glass surfaces is **PROHIBITED**. The University reserves the right to place time, manner and place restrictions on advertising by any organization/individual, and may restrict the content of the advertisement if the advertisement thwarts the aims, purposes or policies of the institution; for example, advertisement of alcoholic beverages will not be permitted. Penalties for violation will be determined by the University.
6. Approval authority for the posting of signs is as follows:
 - General Campus and General Bulletin Boards -
Dean of Student Life
 - Department Bulletin Boards - Individual Department Head

- Residence Halls - Director of Residence Life
 - Student Union Building and Surrounding Area - Director of Student Union
7. Signs on bulletin boards generally should not exceed 8 1/2" by 11"
 8. Signs advertising specific events must be removed by the sponsoring group within one week after the event.

Revised 4/96

Commercial Solicitation

Regulations Governing the Use of Bulletin Boards, the Posting of Signs and Solicitation on the Campus

Advertisement on the campus:

1. The University is not required to allow any non-University related commercial enterprise or individual to advertise on campus. However, in the spirit of good community relations, some business advertisements may be allowed. Commercial advertisements by businesses and individuals must conform with all University regulations governing the use of bulletin boards and the posting of signs on the campus. The University reserves the right to place time, manner, and place restrictions on commercial advertising by any organization/individual, and may restrict the content of the advertisement if the advertisement thwarts the aims, purposes or policies of the institution or if the advertisement violates board policy, local, state or federal law. For example, advertisement of alcoholic beverages is **PROHIBITED**. Any business or individual that violates the above stated rules will lose the privilege of advertising on campus.

Bulletin Boards and Posting of Signs:

1. Signs for approved activities may be posted **only** on bulletin boards or on places designated by the approving authority. The posting of signs on trees, painted surfaces, brick surfaces, and glass surfaces is **prohibited**. The University reserves the right to place time, manner and place restrictions on advertising by any organization/individual, and may restrict the content of the advertisement if the advertisement thwarts the aims, purposes or policies of the institution; for example, advertisement of alcoholic beverages will not be permitted. Penalties for violation will be determined by the University.
2. Approval authority for the posting of signs is as follows:
 - General Campus and General Bulletin Boards - Dean of Student Life
 - Department Bulletin Boards - Individual Department Head
 - Residence Halls - Director of Residence Life
 - Student Union Building and Surrounding Area - Director of Student Union
3. Signs on bulletin boards generally should not exceed letter size (8 1/2" by 11").
4. Signs advertising specific events must be removed by the sponsoring group within one week after the event.

Commercial Solicitation on Campus:

1. Solicitation for commercial purposes that competes with campus-based operations will not be allowed.
2. Entities wishing to solicit on campus must present to the appropriate approval authority as

listed below, a detailed description of the product or service to be sold/provided, proof of commercial licensure or non-profit status, as applicable; and other documentation as may be required by the University to determine acceptance or rejection of the request.

Solicitation Target Population

General Campus Community
University Employees (Faculty and Staff)
University Purchases

Approval Authority

Dean of Student Life
Director of Human Resources
Purchasing Agent

3. The University reserves the right to place time, manner, and place restrictions on all solicitation activities.
4. The University reserves the right to deny approval of the content or product of commercial solicitation if the content or product thwarts the aims, purposes, or policies of the institution, or if the content or product is prohibited by University regulations, board policy or law.
5. Charges for facility use, related expenses, and compensation to be paid to the University will be determined by the University and paid by the individual, group or business in accordance with published University policy.

Appendix D

Nicholls State University Policy On Student Organization Events Open to the Public

The use of the word organization in this document applies to all NSU student organizations, performing groups, media groups and all other student groups recognized by the University.

In the following statement of policy and procedures, the definition of “open” and “closed” events is as follows: a “closed” event is one which is limited to the members of the student organization, their social dates and close family members, and appropriate University personnel. General invitations to the public may not be issued. Entrance fees or admission may not be collected at the door, although admission charges may be assessed in advance of the event.

An “open” event is one which is not limited to Nicholls students, their social dates and close family members, and appropriate faculty or staff, and to which the general public may be invited. Admission or entrance fees may be collected at the door. **The University will not authorize student organizations to sponsor events open to the public at any off-campus site where alcoholic beverages are sold or consumed as the primary business of the establishment.** Organizations and officers which do so, nevertheless, and represent, in any way, that the function is an authorized function of an NSU organization, may be charged with fraudulent misrepresentation and brought before the Student Discipline committee and/or the Student Organizations Committee for possible suspension from the University and revocation of charter.

Events Open To The Public

1. Fund raising functions open to the public are limited to two events per semester.
2. Should the organization choose dances, talent shows or block parties as their fund raisers, one weekday (Sunday through Thursday) dance and one weekend (Friday/Saturday) dance are allowed each organization per semester. Organizations may have two weekday dances. All on-campus dances must be held in the Cotillion Ballroom. No organization may schedule an activity on Crawfish Day, finals week, midterm exam week or commencement.
3. All Activities must be booked, using the Activities Request Form, and appropriate Overtime Request Form. Forms must be completed and submitted to the Office of Auxiliary Services at least 7 workdays preceding the date of the proposed event.

NOTE: THE EVENT IS NOT BOOKED UNTIL WRITTEN CONFIRMATION IS PROVIDED BY THE OFFICE OF AUXILIARY SERVICES.

If the organization should cancel the event, at least 24 hours' notice of cancellation must be given to avoid assessment of overtime and other charges.

4. The University is not responsible for personal or organization property used for the event, left or stored prior to and/or after the event.
5. Alcoholic beverages may not be served at fund raisers, dances/talent shows and other major activities open to the public.
6. Weekday activities must end by midnight.
Weekend activities must end by 1 a.m.
7. The organization's adviser is expected to be in attendance throughout the event.
8. All problems involving the behavior of students, guests, and the public must be addressed by the president of the organization, its adviser, and the officer on duty.
9. If an entrance or admission fee is charged, organizations must follow an approved money-collection and accounting system for each event. The Official Accounting Report form is appended hereto. The organization will submit the Official Accounting Report to the Office of Student Life by Noon the next workday following the event. A copy must be kept in the organization's file.
10. Loitering around the site of the function is prohibited. Persons will be asked to enter the function or to leave the area.
11. The Director of University Police will determine the need for officers to work each event. The general practice is that no fewer than two officers will be required for events open to the public. Officer requirements will be determined by the specifics of the event. Use of private security must be approved in advance by the Director of University Police.
12. The sponsoring organization will pay the cost for officers, custodians and other personnel and services required by the event.
13. All aspects of the event must be organized and managed by members of the student organization. Any co-sponsorship or involvement by outside entities, businesses or individuals must be approved in writing **in advance** by the University. **The University will not approve any activities co-sponsored by establishments for which the principal source of income is from the sale and/or consumption of alcoholic beverages.**
14. If the event is a fund raiser, a completed Official Accounting Report for Fund raiser Activities must be submitted to the Student Life Office by Noon the next workday. Evidence of how the money raised was spent must be submitted to the Student Life Office as soon as possible after the expenditure, but not later than December 1 (fall) or May 1 (spring) of the semester in which the fund raiser was held.
15. All off-campus advertising must be approved in **advance** by the Student Life Office.

Special procedures for on-campus, fund raising events (dances, block parties, songfest, talent shows, etc.) open to the public.

1. The University reserves the right to limit admission to such events to persons who:
 - present a valid NSU student ID;
 - are accompanied by a student with a valid NSU ID; no more than three guests per student escort are allowed;
 - present a valid picture ID, either a driver's license or its

- equivalent (military, state).
2. The University reserves the right to require that all attendees sign in, using a legible handwriting (if the writing is illegible, an officer of the student organization will print the attendee's name next to the signature).
 3. If admission is charged, either pre-sold tickets or admission fees must be collected throughout the event until its termination.
 4. Reentering may require additional payment.
 5. Security personnel may use hand-held metal scanners as attendees enter the event.

Appendix E

Self-Catered

1. Student organizations may self cater closed social events.
2. The term self-catered means that members of the student organization prepare and serve the food and beverage for the event. The service of any alcoholic beverage must be provided by the campus food service contract company.
3. Whenever alcohol is served at a student organization sponsored event, non-alcoholic beverages and food must be served in **sufficient quantities**.
4. The use of any business to prepare the food for ready consumption and/or to serve for the event constitutes a catered event.
5. Student groups will not be charged rent for use of University facilities provided the event is self catered or catered by the campus food service contract caterer.
6. Student groups that choose to use off-campus businesses to cater closed social events will be charged rent as a nonprofit group.
7. An event is a "closed social function" when admission is limited to members of the organization, appropriate university personnel, social dates and close family members. Persons not affiliated with the organization shall be denied admission. General invitations and advertisement to persons of the community are not permitted. Members may be assessed a fee to pay for the cost of the event; however, admission may not be charged.
8. Open social events are those events where admission is not restricted to members of the organization, University personnel and social dates or close family members.
9. As indicated in University policy, open social events and the serving of alcohol must be catered by the campus contracted food service company.

