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Purpose

Shippensburg University is committed to providing co-curricular activities that will assist students in the development of leadership skills and community service skills that compliment excellent classroom education. Learning how to use these skills is as important as knowing they exist. By serving as a leader of a student group, you are making an essential contribution to the Ship experience. Shippensburg University is committed to teaching students how to work together to achieve as groups the things that cannot be achieved as individuals. Involvement in student clubs and organizations provide a lifetime learning experience that builds skills students can use in their emerging role as global citizens.

The Student Senate and the community value your contribution and is dedicated to providing the services needed to support your student group activities.

Helpful information about student organization resources, University policies and event planning is illustrated in the following document.
Terms and Definitions

The Student Senate: The governing body of elected students that oversees all clubs and organizations as well as creates the policies and procedures that govern recognized organizations.

Student Services Inc.: The corporation that is entrusted with the funds generated from the Student Activity Fees from which recognized clubs and organizations may request funding.

The Student Association (SA): The entire student body of Shippensburg University.

ECAC Information Sheet: An information sheet available in the Student Senate Office which requests the names and addresses of elected officers as well as the current advisor. This must completed each semester or each time new officers are elected.

Advisor Contract: A contract for all advisors of clubs and organizations recognized by the Student Association through which the Student Senate asks the criteria on this document to be followed.

Membership Audit: A procedure that all recognized clubs and organizations must complete each semester to inform the Student Senate of the following information: 1) A list of current member's names (membership list) and 2) Class standing.

Profit Making Permit: A permit obtained from the Student Senate office, located in the Ceddia Union Building, Room 323, to request permission to hold the event.

Solicitation Agreement: An agreement form obtained from the Student Senate office, located in the Ceddia Union Building, Room 323, between the university and the outside vendor, to request permission to hold the event.
Chapter One

University Governance of Clubs and Organizations
Policies and Procedures
Governing Recognized Clubs and Organizations

GENERAL POLICIES

1. Each club or organization must submit an updated ECAC information sheet of current officers, current members and advisor(s) no later than September 30th. (See Appendix I and II)

2. Those clubs or organizations whose activity is such that it entails a sport activity shall petition the ECAC for approval and shall follow the established guidelines for sports clubs. Sports clubs shall also follow standard chartering procedures of the ECAC. If a question arises concerning the nature of a club, the Athletic Committee and the Senate will determine under which category there is an intercollegiate athletic sport recognized. NCAA rules do not allow sport clubs to be formed in the same area in which there is an intercollegiate athletic sport recognized.

3. All clubs/organizations are required to attend one scheduled Senate meeting per academic semester to give an oral report as to what the clubs/organizations have done or what they plan to do throughout the semester.

INACTIVE ORGANIZATIONS

1. Student clubs or organizations will be deemed inactive by the Student Senate if:
   - The club/organization does not hand in all updated ECAC information by the set deadline.
   - Membership is less than fifteen (15).
   - There is no advisor.
   - There are no officers.
   - There are no meetings in one academic semester.
   - Failure to attend one of the mandatory club/organization meetings at the beginning of the fall semester.

2. Inactive clubs/organizations may not request funds from the Student Association may not use University facilities and may not request profit making permits.

3. Inactive clubs/organizations have the opportunity to become reactivated for the second semester if and only if their updated information is handed in no later than the second week of December of the current academic year.
DEFUNCT ORGANIZATIONS

1. Student clubs/organizations will become defunct if the organization has:
   • Been inactive for two years.
2. Defunct clubs/organizations will not be recognized as an organization under the Shippensburg University Student Association.
3. Defunct clubs/organizations may not request funds from the Student Association, may not use University facilities and may not request profit making permits.

PROFIT MAKING POLICIES

1. The operations of solicitation and/or fundraising activities shall be defined as Limited Enterprises.
2. Limited Enterprises shall refer to the operations of those individuals or clubs/organizations which either singly or collectively engages in solicitation and/or fundraising activities and are students at Shippensburg University.
3. Limited Enterprises must apply through a permit application in the Student Association Office.

Guidelines

1. All clubs/organizations engaged in solicitation and/or fundraising activities on the campus of Shippensburg University are required to apply for a profit making permit and conform to the regulations of this section. (See Appendix III)
2. The Senate Secretary will immediately post the approved and rejected permits.
3. The Senate Secretary will maintain a record of all profit making permit applications each semester.
4. All permits will be reviewed within the current academic semester.
5. Possession of a permit at a previous time will in no way guarantee continuation of the privilege. Permits shall be forfeited at any time upon the action of the Senate for violations listed in the guidelines. The individual or group will have the right to appeal the revocation before the Student Senate.
6. If a Limited Enterprise desires to engage in additional activities, or to make a change in activities, he/she must submit a new application for a permit and have outlined the original activity as well as the additional or changed activity.
7. If questioned, a club or organization must produce their permit when selling. A club or organization may photocopy issued permits to facilitate the activity.
8. Whenever possible, preference will be given to campus groups and offices over individuals or off campus vendors sponsored by a Shippensburg University club/organization.
10. Clubs/organizations sponsoring outside vendors shall complete a Solicitation Agreement to be handed in with the permit application. (See Appendix IV)
11. Outside vendors or companies sponsored by SA organizations will be limited to two (2) days of solicitation activities per semester, per organization.
12. If rejected, the club or organization must again reserve the dates for the facility and go through the process again.

**Permit Application Process**

**Food Products**

1. Permits for food products will be approved for a period not exceeding one calendar month. Food sale contracts at athletic events are exempt from this clause.

2. Only one type of any food product may be sold at any one place at any one time. This will be left to the discretion of the ECAC Chair.

3. Either clubs/organizations or individual students may apply for food product sales.

5. All food vendors for delivery or sale on campus must submit a copy of their Commonwealth of PA permits to operate a food or beverage site.

6. Bake sales in which the product being sold shall not be permitted.

**Non-Food Products**

1. Only sales of residence hall T-shirts; class, sorority/fraternity and residence hall dinner dance tickets; Cumberland Yearbook sales; and individual resident assistant programs, done on a hall-wide basis, are exempt from these guidelines.

2. No raffles are permitted on the university campus.

3. The following organizations are exempt from the previous two guidelines only when selling advertising:

   Homecoming Committee    SU Act V Productions
   SLATE                   Cumberland Yearbook
   WSYC

4. All applications for permits for non-food products (with the exception of flowers) may be scheduled for no longer than one academic semester. These applications shall be submitted for the semester in which the sale shall take place.

5. Permit applications for flower or balloon sales shall be submitted and stamped by the Student Senate Secretary 30 days or less in advance of the sale. Possible exceptions may be discussed with and approved by the ECAC Chair. Only one organization/individual may take orders and/or sell one type of flowers or balloons on one date.

6. The following organizations are exempt from the previous six guidelines only when selling tickets to an event:

   SU Act V Productions
   Activities Program Board
General Provisions

1. Permits must be submitted to the Senate office during regular office hours, where the Student Senate Secretary will stamp the date on the profit making permit.

2. Each club/organization will be responsible for picking up their permits, either rejected or accepted from the Senate Office by the proposed date of their sale. If this is violated, the organization will receive an official warning. After a second violation, a fine will be imposed. Repetitive violations may result in suspension of soliciting rights for at least one month.

3. Authorized signature for permission to sell at location and/or for the use of the facilities of respective buildings must be on the permit application. The buildings and authorizations are as follows:
   - **CUB**: Director for the University Union and Student Activities
   - **Old Main and Dining Halls**: Vice President for Student Affairs
   - **Heiges Field House**: Director Intramurals and Recreation
   - **Henderson Gymnasium**: Director Intramurals and Recreation
   - **Residence Halls**: Respective Asst Dean or Graduate Residence Director
   - **Classroom Buildings**: Respective Academic Dean of Colleges
   - **Performing Arts Center**: Director of the PAC

4. No sales or solicitations may occur in front of or near campus building or facilities without the above respective authorized signature. The respective name for each facility can be found on the back of the permit application.

5. All solicitation and/or fundraising will be in accordance with established Student Association and University regulations, i.e., Student Housing Agreement (residence hall rooms may not be used as warehouses or storerooms).

6. The signature of the advisor to the Student Association club/organization is required on the permit application.

7. If two or more groups apply to sell the same item on the same date, where the limit that has been placed on the type of sale due to products, dates, times or places being duplicated is met, approval shall be given to the application submitted first. Alternative dates shall then be given to the other applicant(s) to hold their respective sale(s). An exception to this is when any individual organization exceeds four (4) sales in one month; priority shall be given to the second applicant.

8. No items may be sold that are in conflict with the University Store, with University concession, and/or a contracted vendor with the exception of T-shirts, candy, posters, and Greek merchandise. Exceptions may be made with prior approval by the Senate Secretary.

9. All solicitation in the residence halls is to be confined to the lobbies between the hours of 12:00 p.m. and 11:00 p.m. The hours include the Seavers Apartment Complex, where door-to-door solicitation is permitted.

10. Vendors must stay to their assigned tables and may not approach students with the purpose of solicitation. If solicitation rights are violated, appropriate action will be taken.
11. **Credit Card Sales**
   a. Only students can sell credit cards at the table.
   b. No company can come more than four times a year.
   c. An information sheet must be given with each application articulating the conditions and cost of the card which must be obtained from the Senate Office, CUB 323.
   d. An ID must be shown with each application.
   e. The use of a credit card must be handed out with each application. The brochure may be obtained from the Senate Secretary.

**Permit Violations**

Violation of selling regulations may include the following:

1. Failure to pick up an approved or rejected permit.
2. Selling without a permit.
3. Selling at a location or time not specified on the permit.
4. Selling a product other than the product stated on the permit.
5. Selling door-to-door in residence halls (with the exception of the Seavers Apartment Complex). Sales transactions may occur only in the lobbies of residence halls unless special permission has been granted.
6. Falsifying application information.
7. Any violation of the general guidelines for profit making permits found on the back of the permit application.

**Penalties**

1. An official warning by the ECAC Chairperson may be given on a first offense; however, a more severe penalty may result if ECAC deems it appropriate.

2. A second violation occurring within the same academic semester will result in a monetary fine with the amount to be determined the ECAC and the ECAC Chair in accordance with the Vice President for Student Affairs. This fine shall not to exceed $100.00. Any fine that is not paid within a specified time period will result in the third offense penalties to occur.

3. Third Offense action will result in revocation of permit privileges for the remainder of the semester and the freezing of the organization’s funds which will also result in the club/organizations being declared inactive for the remainder of the semester. The Student Senate will review the situation for possible charter loss, and maybe referred to the appropriate University judicial board.

**Appeal Procedure**

1. All organizations must submit a written appeal to the Student Senate President within fourteen (14) days of notification of the fine.

2. The President of the Student Senate will appoint an ad-hoc appeal committee of five (5) persons including a chair who will be the Vice President of the Senate. The chair shall vote only in the case of a tie.
3. The decision of the appeal committee is final.

4. If the committee votes in favor of the standing decision, the decision is final.

5. The Vice President for Student Affairs will receive a carbon copy of every notice sent to SA organizations pertaining to violations.

6. All funds collected from fines will serve as revenue and will be contributed to the Student Association Treasury.

Rights and Responsibilities

- To be recognized by the Student Association, a student club/organization shall be required to apply for recognition within the guidelines established by the Student Senate. Assistance concerning recognition of clubs and organizations can be received from the Student Senate Office in the Ceddia Union Building (CUB).
- The membership, policies and the actions of a student club or organization shall be determined by vote of only the student membership.
- Student clubs and 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 club or organization and to meet its state 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 Vice President for Student Affairs.
  - All clubs and organizations are required to have a faculty/staff advisor.
  - Faculty/staff advisors shall advise organizations in the exercise of responsibility, but they shall not have the authority to control the policy of such an organization.
  - Advisors who are not employees of Shippensburg University are obligated to register as volunteers Office of Human Resources and must be approved by the Vice President for Student Affairs.
  - 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 club or organization’s membership must take a formal vote to select a new faculty/staff advisor. After a vote has been cast, a letter should be written to the Chairperson of Extracurricular Activities who will review, record and forward the change to the Vice President of Student Affairs.
  - A club or organization may request to have more that one advisor approved by Extracurricular Activities Committee and the Vice President for Student Affairs 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 Student Services Inc. student clubs and 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 authority which funds it.
• Affiliation with an off-campus organization shall not disqualify a student club or organization from University recognition provided that the organization is not in violation of federal or state law.

• No individual, group or organization shall have the right to officially represent or speak on behalf of the University without the expressed written authorization of the President of the University (or designee) except to identify the University affiliation of the individual, group or organization.
Privileges of Recognized Clubs and Organizations

1. Clubs/Organizations will be issued a mailbox in the Ceddia Union Building.
   a. Mailbox keys should be signed out at the beginning of the fall semester and returned at the conclusion of the spring semester. Failing to do so will result in a fine.
   b. Clubs/Organizations may obtain access to mailboxes for mass mailings through the Senate Secretary. The Senate Secretary will be responsible for distributing all mailings.
   c. Mailings must be related to the club/organization wishing to distribute the mail.
2. Clubs/Organizations may reserve facilities for programs and meetings.
3. The privilege to request funds from the Student Association.
4. The privilege to request use of a Student Association van for field trips, conferences, etc.
5. The privilege to request copies, posters or certificates for the organization up to the value of $50.00.

Club and Organization Mailboxes

All recognized clubs/organizations are issued mailboxes on a first-come, first-served basis. All mailboxes are located on the third floor of the CUB. The primary purpose for these mailboxes is to centralize mailings for clubs/organizations from the Student Senate, official university correspondence and any mail you may receive from off campus entities, some of which will be time-sensitive. In addition, these mailboxes will assist in providing information from the Student Senate regarding registration, budget and policy information.

As such, this will require each organization to check their mailboxes twice on a weekly basis. If a mailbox has been full and not emptied for at least a month, notice will be given by telephone to the organization to empty the box within one week. Failure to act will result in a letter being sent to the officers and faculty advisor notifying the organization that the box will be closed in a week. Mail will be returned to sender.

Any packages or mail which is too large to be placed in your mailbox will be kept at the CUB Information Desk and a package slip will be placed in your mailbox for pick-up at the Information Desk. Mailbox key can be sign-out by an officer of the club/organization at the beginning of the fall semester in the Student Senate Office (formal correspondence will be sent to your mailbox with a return date and instructions). Clubs/organizations that lose their keys will be charged a $10.00 replacement fee which will be billed to your group's budget.

Clubs/organizations addresses should read:

Club/Organization Name
CUB Box #
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257-2299
Chapter Two

University Recognition of New Clubs and Organizations
Policies and Procedures for Recognition of New Student Clubs and Organizations

1. In order to be recognized as an organization or club, individuals must submit a petition and a constitution to the ECAC Chairperson of the Student Senate for approval. This petition may be obtained in the Senate Office and will include:
   
a. Proposed name of organization.
b. Statement of purpose and function of the club/organization.
c. Signatures of a minimum of thirteen undergraduate students; at least four (4) individuals must indicate their intention of serving as officers.
d. Signature of at least one member of the faculty or administration or an ECAC approved person, who has indicated his/her willingness to serve as an advisor to the organization.
e. If an organization is planning to be affiliated with a national, state, or regional organization, a letter from an officer of the national, state or regional organization expressing willingness to approve this affiliation should accompany the petition.

2. After the approval of the petition, prospective organizations must organize the group and draft a Constitution.

3. A representative of the organization must submit the proposed Constitution to the ECAC Chairperson for consideration and approval. A representative of the organization will attend both the ECAC meeting and the Student Senate meetings at which their constitution is up for approval.

4. The committee shall have the prerogative to make recommendations for changes in the Constitution and By-Laws of the organization. The petitioning group must present a revised Constitution and By-Laws to the committee if requested. If a club or organization fails to make the required changes in their constitution, the club or organization will not be recognized until submitted.

5. The ECAC will consider each Constitution and submit its recommendations to the Student Senate for approval or rejection.
6. The ECAC Chairperson will notify the club or organization of the Senate's action on the issue of its charter.

7. The prospective club/organization will have the right to appeal to the Judiciary Committee, located in the Dean of Students Office up to two (2) weeks after disapproval of the chartering organization has come from either the ECAC or the Student Senate.

Club/Organization Constitution and By-Laws

Sample Constitution

(SAMPLE CONSTITUTION AND BY-LAWS)

NAME
CONSTITUTION
DATE

ARTICLE I. Name of Organization

This organization shall be known as the ________________________.

ARTICLE II. Purpose and Function

Its purpose shall be to ________________________.

ARTICLE III. Membership

The ________ Club is an organization for men and women who desire to____
__________________________.

ARTICLE IV. Officers

Section 1. The elected officers shall be President, Vice President, Treasurer, and Secretary.

Section 2. All members in good standing shall be eligible, if a student for the full term of office.

Section 3. Officers shall serve for one year.

Section 4. Elections for the organization shall take place at the next to last scheduled meeting of the second semester.
Section 5. Nominations for each office shall be accepted from the floor at the scheduled meeting immediately proceeding the scheduled election meeting.

Section 6. Officers shall be elected by secret ballot.

Section 7. Any vacancy shall be filled by secret ballot.

Section 8. Officers shall assume office at the last scheduled meeting.

Section 9. Election of office shall require a simple plurality.

ARTICLE V. Meetings

Section 1. Meetings shall be called at the discretion of the President. Normally, meetings will be held _________________.

Section 2. Notice of all meetings will be publicly posted.

Section 3. The quorum for all meetings will be one third of all members in good standing (when a vote is to be taken).

Section 4. Robert's Rules of Orders shall govern all proceedings when applicable.

ARTICLE VI. Executive Agency

The Executive Agency of this organization will be composed of the officers and committee chairpersons.

ARTICLE VII. General

Section 1. The order of business shall be as follows:
1. Call to order
2. Reading of minutes
3. Treasurer's report
4. Report of committees
5. Old business
6. New business
7. Speakers and miscellaneous items on the agenda
8. Adjournment

Section 2. All members signing this constitution and By-laws shall be known as a charter member of the Shippensburg University __________ club.

ARTICLE VIII. Ratification and Amendment
Section 1. Two-thirds of the total membership must be in favor of ratification.
Section 2. Two-thirds of the total membership must be in favor of an amendment.
BY-LAWS

ARTICLE I. Duties of Officers

Section 1. The duties of the President shall be to:
   a. Preside at all meetings of the organization.
   b. Appoint chairpersons and all members of committees.
   c. Serve as an ex-officio member of all committees.
   d. Recommend to the organization for consideration such measures
      as are expedient and necessary to carry on the business of the
      organization.
   e. Appoint appointive officers with consultation of Executive Board.

Section 2. The duties of the Vice President shall be to:
   a. Preside over meetings and conduct business of the organization in
      the absence of the President.
   b. Assist the President in the administration of the business of the
      organization.

Section 3. Duties of the Secretary shall be to:
   a. Keep a record of all proceedings of all meetings of the organization.
   b. Be responsible for all records and official papers of the organization.

Section 4. Duties of the Treasurer shall be to:
   a. Keep records of all financial matters.
   b. Report to the organization of its financial status.
   c. Be responsible for the collection and disposal of funds.

ARTICLE II. Committees

Section 1. The President, with the advice and consent of the members, may
appoint committees to perform necessary functions of the organization.

ARTICLE III. Finances

Section 1. The organization shall obtain funds by dues levied upon the
membership as determined by the membership.

Section 2. An initiation fee and time of collection of dues and amount shall
be determined by the membership.

Section 3. The organization shall obtain funds by various fund raising
activities as determined by the membership.

ARTICLE IV. Impeachment

Section 1. Impeachment can be brought against an officer, if in the view of
the organization he or she has not fulfilled his or her duties set forth in
Article I.
Section 2. There has to be a two week period between the official announcement of impeachment proceedings and the actual voting. Vote must be two thirds majority of members
Chapter Three
Student Association Funding
Budget Eligibility and Requests

Eligibility

1. For a(n) club/organization to request an allocation it must first have a valid and approved Student Association charter for at least one calendar year from the date of recognition by the Student Senate. The club/organization must maintain a valid and approved charter during the fiscal year in which the request for funds is made.

2. The club/organization must properly complete and submit to the Budget & Finance Committee of the Student Association a Budget Request Form. This form must be submitted to the Fiscal Office on or before the deadline date, which shall be determined annually by the Treasurer of the Student Association.

3. Any club/organization which fails to submit the Budget Request Form by the set deadlines shall receive a 2% penalty for each week it is late. If a budget is not submitted but 12 noon on the last Tuesday in September, no allocations will be made.

Requests for Funds

1. The Budget & Finance Committee shall review organization Budget Request Forms and make recommendations to the Student Senate. The Student Senate may accept, modify, or reject the recommendation of the Budget & Finance Committee as it deems fit and proper. Recommendations of the Budget & Finance Committee are not final until approved by the Student Senate and the President of the University.

2. Steps in the budgeting process:
   a. Properly submit a Budget Request Form.
   b. Budget requests must be broken down as to the amount needed for each specific item or activity, and must include anticipated income from an income commitment, if any.
   c. Budget requests which are vague, incomplete or improperly prepared shall be returned to the club/organization or sport submitting the request, and that organization shall not be considered for an allocation until said request is properly prepared and resubmitted within a time period specified by the Student Association Treasurer.
   d. The Budget & Finance Committee must have a current ECAC Info Sheet with a listing of the president, treasurer and advisor of each club/organization, including their addresses and telephone numbers. Any changes to this list must be forwarded to the Fiscal Officer.
   e. The Budget & Finance Committee may request a club/organization have a representative present at the Budget & Finance Committee meeting in order to have questions answered concerning their recent budget request. Such a request must be issued to the club/organization at least 48 hours prior to the time of the meeting in question. Failure of a club/organization to comply with this provision may result in penalties.
Requests and/or Appeals for Additional Funds

Requests and/or appeals for additional funds may be made at any time AFTER the budget for the fiscal year has been passed, and through the proper channels as stated within these Standing Rules.

1. Requests for Additional Funds:

   a. Requests for additional funds should be submitted in writing to both the Treasurer of the Student Association and the Fiscal Officer. Requests for additional funds should state the reason for the request, the date by which the funds are desired, any justification for the request, and other new and pertinent information. The request desired must be turned in at least two (2) weeks prior to the date(s) that the request is requested by.

   b. Requests for additional funds shall be considered by the Budget & Finance Committee at such time and place as the Committee determines. If an organization desires to have a representative present when the request is being considered, this should be clearly stated on the request. If an organization, once having been notified of the time, date, and place, of the meeting at which the request will be considered, fails to have a representative present, the Budget & Finance Committee may proceed to act on the request without the organization being represented.

   c. Acceptance or rejection of the request for additional funds shall be based upon the need of the organization, the merits of the use of the funds, the number of people which the use of the funds will involve, and the overall status of the Student Association Budget as determined by the Budget & Finance Committee. The decision of the Budget & Finance Committee, if favorable, shall be recommended to the Student Senate by the Treasurer of the Student Association. If the committee's decision is unfavorable, the committee shall notify that organization of its decision, which then may be appealed to the Student Senate under the following guidelines.

2. Appeals for Additional Funds:

   a. Any club/organization or sport that wishes to appeal decision made by the Budget & Finance Committee and/or the Student Senate, must make such an appeal through a voting member of the Student Senate who is willing to sponsor such a request.

   b. A Student Senator who wishes to sponsor an appeal must first do the following:

      (1) Notify the Treasurer of the Student Association of his intent to make an appeal at least (7) seven days prior to the meeting at which the appeal is to be made. Such notification must be in writing and signed by the Senator who intends to make the appeal.

      (2) Include in the notification of appeal the reason for the appeal, what decision is being appealed, the nature of the appeal, and the major points to be presented in support of the appeal.

      (3) Place the appeal, which must be clearly stated as such, on the agenda of the Student Senate.

   c. Any appeal which does not completely comply with these procedures should immediately be ruled out by the Student Association Treasurer.

   d. Once an appeal is heard by the Student Senate, the decision of the Student Senate is final and no further appeals on that topic may be made.
e. Appeals require a two-thirds majority vote of the members present by roll call for approval.

3. Additional allocations of funds are meant for clubs and organizations requesting special funds for events or activities in which they may engage. These allocations are to be considered on a ONE-TIME-ONLY basis. These allocations are meant to help that group in that particular year. They are not meant to be a basis for a recurrent allocation, and will not be held as a standard for future allocations. Any money that a club or organization feels will be needed yearly should be submitted as a request increase in the club or organization’s operating budget for the fiscal year of the anticipated need.

4. Time Constraint for Request
   a. In order to have a timely request processed to the Budget and Finance Committee and the ensuing Senate meeting, it is necessary to develop a cut-off period for requests to the Budget and Finance Committee. These requests include, but are not limited to, requests for additional allocations and requests for conference funds. All requests must be submitted to the SA Treasurer and SA Fiscal Officer (Sec C;1:a) by 12 o’clock noon on the appointed day of the meeting. If the meeting falls at the time of 12 o’clock noon or before, the requests shall be required to be submitted by 12 o’clock noon on the previous day. Extenuating circumstances will be considered and approved or rejected only by the majority of the Executive Rules Committee with advisement from the SA Fiscal Officer. It is important to note that poor planning on the part of any club/organization is not to be considered as an extenuating circumstance.

**Capital Expenditures**

1. Organizations requesting funds for capital expenditures shall submit such requests in accordance with procedures set forth by the Budget & Finance Committee.

2. Requests for capital items should include a detailed explanation of what is desired and a justification for the purchase. Requests must include the maximum possible cost and the name and address of any firm which gives a quoted price. At least two quotations are required unless otherwise specified by the Student Senate.

3. The Budget & Finance Committee shall make recommendations to the Student Senate, which may then accept, reject, or modify the recommendations before giving final approval. Allocations shall be entered in the official minutes of the Student Senate.

4. All such purchases become the property of the Student Association, and NOT of the club/organization requesting them.

5. In general, capital items shall be considered to be items that are essentially non-recurring; that may be expected to last a number of years, and that entail the expenditure of more than two hundred and fifty dollars ($250.00) per item.

6. The athletic committee shall submit a list of items desired for capital requests. The list shall be divided into three categories. These categories shall be safety, uniforms, and equipment. Within each category items should be ranked according to importance. Justifications and explanations for requests from coaches and trainers should accompany the subdivided list.
   a. Safety considerations should state the nature of the hazard and/or any N.C.A.A. rule changes that necessitate the request.

   b. Uniform requests should state when a particular home/away uniform was last purchased and the present condition of the same uniforms. Uniforms should be ranked from oldest to newest.
c. Equipment requests should be ranked ordered according to the greatest need.

7. Any purchase of a capital item MUST be made with the use of a purchase order.

a. Once a capital item is approved, a purchase order and an inventory identification tag number will be issued by the Fiscal Officer upon his/her signature and dating of the purchase order.

b. Inventory Identification tag numbers will be issued at the discretion of the Fiscal Officer since not all items can/should be tagged.

c. One copy of the purchase order should be sent to the vendor, one copy should be filed in a numerical file by the Fiscal Officer, and one copy should be kept with the invoice.

d. The athletic department will maintain their own purchase order process.

8. Clubs/Organizations and athletic teams possessing capital items owned by the Shippensburg University Student Association shall be expected to turn in all pertinent data concerning equipment purchases to the fiscal office and shall be responsible for the proper security and maintenance of such items.

9. Failure to comply with above procedures will lead to penalties as stated in Penalties Section.

**Income Commitments**

1. Each club/organization intending to bring in additional income through the use of allocated funds shall make a commitment as to the amount of estimated income when submitting their budget.

   a. Income estimates must indicate the type of function to be charged for and the approximate amount of the charge for each.

   b. Permission to make the charges will be determined on an individual basis in cooperation with the Extra-Curricular Activities Committee.

2. Allocations will be given based upon need, previous allocation, and projected income.

   a. Income will accrue to the Student Association treasury, since the organization's allocation will reflect the commitment.

   b. The organization will be required to make every effort to collect amounts due, and will report to the Budget & Finance Committee when such efforts fail to bring results.

3. Income which falls short of the projection must be adjusted for in one of the following ways:

   a. Expenditures from the allocation must be reduced by the amount that income falls short of the projection.

   b. The deficit must be paid to the Miscellaneous Income Account from the next year's fiscal allocation. In addition, the next fiscal year's net allocation MAY NOT be increased over the net allocation of the year in which the deficit was incurred. Organizations MAY NOT use the excuse that a previous committee was at fault and that the present committee should not be penalized. See Penalties.
4. Income which exceeds the projection will accrue to the Student Association, unless some alternative is authorized by the Student Senate.
5. For such a system to work, fiscal responsibility by all parties is absolutely essential.
   a. Complete records MUST be kept of all sources of income by the organization involved.
   b. Records of income should be submitted to the Fiscal Office along with the funds to be deposited within 48 hours after the event charged for.

**Meals, Lodging and Transportation**

1. Reasonable expenditures for travel expenses of organizations on trips closely allied with their objectives may be granted by the Budget & Finance Committee if the trips are permissible under the Budgetary Categories section of these Standing Rules.

2. Trips that are deemed curricular in nature by the Budget & Finance Committee are NOT permitted to be funded with Student Association monies.

3. The maximum rate for use of a personal automobile or the Student Association vans shall be determined by the Student Senate. Any changes made to the maximum rate must also be approved by the Student Senate. Additional tolls & parking charges may be added.

4. Organizations utilizing buses for transportation shall use the least expensive vehicle commensurate with their purposes.

5. Persons authorized to stay overnight shall use the least expensive accommodations which are feasible.

6. Members of organizations whose allocations include funds for meals shall observe the maximums as determined by the Student Association. It should not be construed from these allowances that the maximum amounts are automatically allocated. These figures represent the maximum amount permitted for each meal. Each organization or individual is encouraged to pay less when possible. When visiting other campuses, institutional meals shall be utilized, if possible. Bag lunches/dinners provided by our food service company should be utilized as often as possible.

7. If a club/organization or athletic team is provided with meal money, each individual receiving that money must sign a document as having received the money. The said document must be submitted to the Fiscal Office within one week from the date the club/organization or athletic team returns to campus.

**Administration and Disbursement of Student Association Funds**

1. All clubs/organizations which receive an allocation from the Student Association must keep an account book in which all transactions involving Student Association funds shall be recorded. All accounts are subject to audit upon request of the Student Association Treasurer, and/or the Fiscal Officer, and/or the President of the University.

2. An club/organization and/or its members that make an expenditure prior to having an approved allocation from the Student Association is solely responsible for covering such an expenditure.

3. Transfers of line item/allocations within a club/organization’s budget can be accomplished in the following manner.
a. The Student Association Treasurer and the Student Association Fiscal Officer may approve line item transfers for amounts $200.00 and lower without Senate approval.

b. The Budget and Finance Committee and the Student Senate must approve line item transfers over $200.00.

5. No allocations will be granted under broad, generalized terms i.e. miscellaneous or other, unless accompanied by a detailed explanation for the request.

6. Proceeds derived from events financed with funds from the Student Association must be returned to the Student Association, unless specific permission is given by the Budget & Finance Committee to use such funds to help offset the cost of a particular program or activity.

7. Clubs/organizations and residence halls competing in any event may not use Student Association funds to finance in any way the construction, decoration, or transportation of floats, or other homecoming activities.

8. No Student Association club or club/organization shall be allowed to spend allocated funds to pay their own members to speak.

9. Authority to draw checks should be given to the Fiscal Officer on specially prepared vouchers signed by the President, Chair-person, or Treasurer of the club/organization requesting payment. Requests for payment from clubs/organizations not having officers must bear the signature of the person(s) responsible for that specific allocation.

10. Expenditure requests must be supported by invoices, receipts, or signed statements which indicate that the money is due and owing, what the payment is for, and the amount.

11. Expenditure requests should be presented to the S.A. Accounts Payable Clerk at least 48 hours in advance of the time the expenditure is needed.

12. All bills must be presented and paid before the end of the Fiscal Year. Where this cannot be done, a properly signed voucher must be left with the Fiscal Officer, with instructions as to what to do when the belated bills arrive. Failure to do so usually results in late bills being charged to the following fiscal year's allocation. Penalties may be recommended to the Student Senate in cases where the Budget & Finance Committee determines that bills were deliberately held back in order to avoid going over an allocation.

13. No monies will be spent for food or general refreshments, except for:

   a. As stated under Meals, Lodging and Transportation, Item 6

   b. Activities Program Board
      (1) Coffeehouses and other properly scheduled events
      (2) To provide requested meals for incoming guests and performers

14. Any expenditure which is not in full compliance with the procedures and requirements set forth in these Standing Rules is the obligation of the person(s) and/or organizations making such an expenditure.

15. Any limitations on the operating budgets of clubs/organizations shall be entered explicitly on the budget request form, or in the official minutes of the Student Senate.
16. PA State System of Higher Education Guidelines Chapter 4 - Student Activity Fees Sub-Chapter D - Guidelines for Expenditures 4.43 Charities

No direct contributions may be made from student activity funds for individual charities but nothing in the foregoing shall prohibit student associations or student clubs/organizations from engaging in fund-raising activities for charities.

17. Any intercollegiate athletic team which participates in post-season competitions may have income in excess of expenses which are refunded by the NCAA, refunded to the athletic team by the Student Association upon written request to the Budget & Finance Committee.

18. Any intercollegiate athletic team that qualified for post season competition will be permitted to obtain funds when requested by the Director of Athletics from the Tournament Invitations budget account upon approval of the Fiscal Officer when the Student Senate does not have a meeting before the scheduled event or the Student Senate is not in session.

19. In the event of an emergency, Student Association funds may be allocated to a club/organization by obtaining the signatures of at least three of the Senate Officers.
   a. An emergency will be defined as any need for funding in which the need precedes the next regularly scheduled Senate meeting.
   b. The signature of the Fiscal Officer and will be required to determine if such expenditure will be defined as an emergency.
   c. In the event of the absence of the Fiscal Officer, written consent of the Vice President for Student Affairs will be needed in order to define an expenditure as an emergency.

20. No Student Association funded club/organization is permitted to use their operating budget to purchase awards.

Penalties

1. Any club/organization whose expenditures exceed the allocated amount for the Fiscal Year will receive no increase in its net allocation for the following Fiscal Year, and will, in addition, be penalized the amount of the overage from the next Fiscal Year's allocation. Individual athletic teams will not be subject to the above penalty, but the Director of Athletics and/or the Associate Director of Athletics will be held responsible for keeping the entire athletic budget within the respective allocations. The various committees of the Activities Program Board shall also be considered as one organization for purposes of this section only. The penalty for exceeding the allocation may be overruled only by a majority vote of the members present of the Budget & Finance Committee and a two-thirds majority vote of the members present of the Student Senate.

2. Clubs/organizations failing to comply with any of the procedures set forth herein may be subject to such penalties as recommended by the Student Senate Budget & Finance Committee and approved by the Student Senate.

3. Any student/athlete at any away competition who receives a punishment for an offense and is prohibited from participating in the competition may be responsible for a full reimbursement to the Student Association for expenditures incurred on his/her behalf.
Contracts

1. Any standing, special committee, or board of the Student Association which secures contracts for the Student Association must obtain the signatures of the chair-person for the committee and the committee advisor. In the case of extenuating circumstances the Student Association President would then be authorized to sign said contract.

2. A properly signed and executed contract bearing the necessary signatures shall be deemed to be a binding contract of the Student Association.

Budgetary Categories

1. Clubs
   Associations of persons for the purpose or the promotion of some common interest whose general activities are internally directed.

   Group I organizations will be considered for appropriations from Student Association funds, but requests for funds for expenses related to trips will be denied. Requests for funds by clubs may be made after the clubs charter has been in effect for one fiscal year.

2. Organizations
   Associations of persons for the purpose or the promotion of some common interest whose general activities are externally directed. These associations are under the following budget classifications: classes & councils, performing arts, printing & general.

   Group II organizations will be considered for allocations from Student Association funds, and requests for funds to support trips may be granted if the trip will benefit the campus as a whole, such as:

   (a) Providing better service to the campus and/or (b) representing the campus as a whole. Trips for second year graduate students will not be funded by the S.A.

3. Intercollegiate Competition
   Group III organizations may be allocated Student Association funds for their operating budget. Funds for trips may be included so as to carry out the competition. Funds requested for transportation, food, and lodging will be reviewed under the specified limits established by the Budget & Finance Committee as stated in these Standing Rules. Current examples are: Athletic Department

IV. Honorary and Service Fraternities, Sororities, and other Organizations
   All organizations whose membership requirements are restricted in any way. Group IV organizations will not be allowed Student Association funds under any circumstances.

4. Autonomous Governing Body under Student Senate
   Examples are:
   Student Senate Committees, Class Governments, Activities Program Board, Residence Hall Association

   Group V organizations will be considered for allocations from Student Association funds, and may be provided with funds for travel at the discretion of the Budget & Finance Committee with Student Senate approval.
5. **Sports Clubs**

Sports Clubs must be approved and recognized by the Athletic Committee of the Shippensburg University Athletic Department. The charter must be approved by the Extra-Curricular Activities Committee of the Student Association. The Student Senate must give final approval for a sports club to be officially recognized.

Budget line items are dues, uniforms, team accident insurance premiums, office equipment, equipment (limited exclusively to uniforms - Jerseys, shirts, pants and shorts), officials, and entry fees. The SA member of a sports club must have and provide evidence of medical insurance coverage to the Athletic Committee.

**Authorization for Utilization of Funds**

1. Authorized signatures for checks shall consist of the Student Association Treasurer, the Fiscal Officer, and the Director of the C.U.B. Authorized signatures for University Store checks will include the Student Association Treasurer, the Fiscal Officer, the Manager of the University Store, and the Director of the C.U.B. This assures that since at least two signatures are required for each check, at least two persons will be authorized at all times to properly conduct the business of the Student Association.

2. Funds considered to be in excess of current needs may be invested by the Fiscal Officer in such amounts and for such maturities as he deems prudent. Such investments shall be confined to savings accounts, certificates of deposit, money markets, and U.S. Treasury Securities, unless some other form of investment is specifically authorized by the Student Senate.

3. In cases where an invoice must be paid and the person responsible for signing the expenditure request is not available, authorization is given to the individual members of the Executive Rules Committee, the SA Fiscal Officer, and the Director of the Ceddia Union Building to sign such expenditure requests.

**Conference Guidelines**

1. Student clubs/organizations wishing to attend conferences should submit a budget request at the same time operating budgets are submitted (Jan.-Feb. for the following fiscal year - July 1 - June 30).

2. Although funds are approved and allocated by the Student Senate each spring to the conferences and special events non-operating expense budgetary category, it is necessary for each organization to submit a written proposal requesting senate approval for use of the funds at least two weeks prior to the conference. Also, the attendees should appear at the Senate meeting immediately following the conference and present a verbal report.

3. All students attending a conference are required to prepare a minimum of a one page written report on what he/she learned at the conference and the benefits to the organization and the Student Association. This report should be submitted to the Student Association Treasurer no later than three weeks after the conference.

4. A representative from the club/organization who attended the conference will be required to present and oral report stating what was gained from attending the event at the next scheduled Senate Meeting following the conference.
Chapter Four

Facilities Available to Recognized Clubs and Organizations
Facilities Available to Recognized Organizations

Room Reservations

<table>
<thead>
<tr>
<th>Building</th>
<th>Phone</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multicultural Student Development Center</td>
<td>Ms. Diane Jefferson</td>
<td>1616</td>
</tr>
<tr>
<td>All Classrooms</td>
<td>Associate Provost’s Office</td>
<td>1148</td>
</tr>
<tr>
<td>Ceddia Union Building</td>
<td>Connie Gruver, CUB Director’s Office</td>
<td>1560</td>
</tr>
<tr>
<td>Dining Halls</td>
<td>Suzy Cool, Student Affairs Office</td>
<td>1308</td>
</tr>
<tr>
<td>Heiges Field House</td>
<td>Mr. Galen Piper</td>
<td>1755</td>
</tr>
<tr>
<td>Henderson Gym</td>
<td>Mr. Galen Piper</td>
<td>1755</td>
</tr>
<tr>
<td>Library</td>
<td>Lisa Cline</td>
<td>1463</td>
</tr>
<tr>
<td>Memorial Auditorium</td>
<td>Mr. Doug Bietsch</td>
<td>1133</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Respective Residence Director</td>
<td></td>
</tr>
<tr>
<td>Special Use Classrooms</td>
<td>Department Chair</td>
<td></td>
</tr>
<tr>
<td>Spiritual Center</td>
<td>Judy Newell, CUB Director’s Office</td>
<td>1693</td>
</tr>
</tbody>
</table>

Note: All reservations and information regarding reservations must be reported by Thursday at 4 pm, the week before the event takes place.

Information Needed for Room Reservation

1. Time.
2. Room (Building and number).
4. Advisor’s name. (Those without advisors must receive signed authorization from the Vice President for Student Affairs.)
5. Reason for reservation.
6. Number of people attending event.
7. Number of people from off-campus attending event.

Miscellaneous Information (Phone)

1. Visitors and/or official guests of the University are required to obtain a visitor/guest parking permit. The person reserving the class rooms will be responsible for obtaining the parking permit from the University Police Office. Sponsors of large groups need only report to University Police the number of people attending and a parking area will be assigned (1444).
2. Extra chairs, tables, podiums, etc., must be requested from Plant Maintenance (1451).
3. Audio-visual equipment may be requested from Campus Services (1647).
4. Questions about rooms may be directed to the Graduate Office.
Appendix I
Sample ECAC Info Sheet
ECAC INFORMATION SHEET

Name of Organization _________________________________________________________

Date _________________________________________________________________

Current Membership _______________________________________________________

Last Year’s Membership ___________________________________________________

<table>
<thead>
<tr>
<th>Officers</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
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<td></td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Treasurer</td>
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</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When do you elect new officers? ________________________________

Advisor(s)
Name __________________________ Name __________________________

Address ________________________ Address ________________________

Signature ______________________ Signature ______________________

Phone __________________________ Phone _________________________

Person applying for fund-raising permits?
Name __________________________ Phone _________________________

- You must attach a current list of members
- This sheet MUST be completed every time new officers are elected OR once every academic year

Sign here to allow officer information to appear on the Student Senate website

Signature __________________________

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Appendix II

Sample Advisor Contract

ADVISOR CONTRACT
for all SA Clubs and Organizations

Please read and review the following criteria. The Extra Curricular Activities Committee (ECAC) of the SU Student Senate is asking that all items be met in order to establish a closer communication link between the club and the advisor and with the club and ECAC. Therefore, we can have a productive year for everyone.

Please return the bottom portion of this sheet through campus mail to the Student Senate Office, CUB Room 323 as soon as possible.

If you are not planning on being the advisor for the upcoming year, please notify the officers of the appropriate club and the Vice President of the Student Association by calling x1651.

Failure to turn in the club’s ECAC Information Sheet and to notify the Student Association (SA) of any changes will result in the club or organization’s budget being frozen.

I, ________________________________, agree to the following terms as I am a beneficial advisor for .

1. Meet with officers at least once a semester.

2. Establish a relationship with the Student Association by:
   a) making the sure the SA Office is aware of the current membership
   b) handing in ECAC Information Sheet by the required deadline
   c) notifying the Vice President of the Student Association and the club/organization officers if any information changes
Appendix III

Permit for Profit Making Application

APPLICATION FOR PROFIT MAKING PERMITS
Limited Enterprise

The application must be filled out completely or it will not be considered for approval. Consult the ECAC Guidelines found at the Student Senate website, www.ship.edu/~senate and the back of this application for assistance in completing this.

Applications must be stamped by the office secretary with the date and time of submission. The office secretary is located in the Senate Office, CUB 323, Monday through Friday, 8:30 a.m. to 4:30 p.m. The date stamped by the secretary will be the date considered when your application is reviewed.

- Applications must be submitted to the Senate Office on either Monday or Wednesday and will be available for pick-up in the Senate Office on the following Tuesday and Thursday. Please schedule your event(s) accordingly.
- If you are planning to sell a product in the CUB Lower Lobby, you must FIRST obtain the signature from the CUB Director's Office to schedule the date and time before submitting the application.

DATE AND TIME OF THE APPLICATION (To be stamped by secretary) _______________________

NAME OF INDIVIDUAL OR ORGANIZATION APPLYING ________________________________

TYPE OF ACTIVITY (Circle ONE): Fundraiser, Benefit, Other

BRIEF DESCRIPTION OF ACTIVITY:
____________________________________________________________________________

PRODUCT(S) TO BE SOLD ________________________________________________________

PLACE OF ACTIVITY ____________________________________________________________

DATE OF ACTIVITY (Be certain to list two different dates, the first may not be available)

1st Choice
_______________________________________________________________________________

2nd Choice
_______________________________________________________________________________

SIGNATURE FOR AUTHORIZATION TO USE CAMPUS FACILITY IF NECESSARY (See attached sheet for the appropriate contact person(s))
_______________________________________________________________________________
I am fully aware of the procedures for fundraising activities as stated in the ECAC Guidelines and I assume full responsibility for these guidelines being followed.

PRINT NAME

PRINT ADDRESS AND PHONE NUMBER

SIGNATURE OF ADVISOR

Please read and sign the reverse side of this application. Failure to do so will result in an incomplete form.

GENERAL GUIDELINES FOR PROFIT MAKING PERMITS
Limited Enterprise

(Read the ECAC Guidelines for the complete list of Guidelines and Violations)

1. The organization applying for the permit is responsible for reserving selling space in the CUB Lower Lobby. The CUB Director’s office must sign the permit application before it is valid.

2. Permits for monthly food products will be approved for a period not to exceed one calendar month. Food sale contracts at athletic events are exempt from this clause when approved by ECAC.

3. Permit applications for flower or balloon sales shall be submitted and stamped by the secretary 30 days or less in advance of the sale. Possible exceptions must be discussed with and approved by the ECAC Chair. Only one organization/individual may take orders and/or sell one type of flowers or balloons on one date.

4. All fundraisers require approval and permits MUST be at the event at all times.

5. No raffles or games of chance are permitted on campus.

6. Approved and rejected permits must be picked up in the Student Senate Office. Failure to do so can result in a fine up to $100.00

Note: All permit approvals and rejections will be posted on the ECAC Bulletin Board in the Senate Office, CUB 323, every Tuesday and Thursday. If your first choice of date is not available, your second choice of date will be considered. You must pick up your permit before the date of your event.

7. Planning and advertising for events must be done AFTER approval of the application is granted.

8. Selling without a permit is PROHIBITED. An organization may have a photocopy of their permit for members of the group to carry around.

9. A complete list of the ECAC guidelines and violations may be found at the Student Senate website, www.ship.edu/~senate.

10. Clubs sponsoring outside vendors shall fill out the top portion of a Solicitation Agreement and hand it in with the permit application.

11. Bake sales in which the product being sold is homemade shall not be permitted.

* I have read the above and I am fully aware of ALL the ECAC Guidelines.
* I will make sure individuals participating in this event are aware of all the guidelines as well.

SIGNATURE

DATE
SOLICITATION AGREEMENT

**Please fill out the top part of this form. Hand this form with rules attached in with your permit application.**

CLUB: ____________________________________________

NAME OF COMPANY: ________________________________________

DATE(s) COMPANY COMING TO CAMPUS: ________________________

PRODUCT(s) TO BE SOLD: ____________________________________

TERMS:
1. A company can sell its product up to two (2) days per semester.
2. The officer or member of sponsoring club **MUST** help with set up of table.
3. At the time of set up, representative **MUST** sign this form as evidence they understand Rules & Procedures of the University.
4. The top sheet of the Solicitation Agreement should then be turned into the information desk before start of solicitation. (Representative **MUST** retain the remaining permit and Solicitation Agreement.)
5. The representative from the company **MUST** stay in the designated area; violation of this rule may cause representative to be asked to leave the premises.
6. Students may not be approached for solicitation purposes.

/ __________________
Signature Club President/Date

/ __________________
Signature Company Rep./Date

/ __________________
Signature Information Desk./Date & Time

* Violation of any of these rules will result in suspension of permit and future permits.
Appendix V

Example of Financial Forms

Shippensburg University Student Services, Inc.
Conference Funding Request Form

This form is to be filled out for each conference a club/organization attends and and is handed in with the budget proposal. Included in it’s information is conference name, location, dates, estimated costs and details of the conference.

Club/Organization Name: __________________________
Student Officer Name: __________________________
Date of Request: __________________________
Telephone Number: __________________________
Total Amount Requested: $________________________

Conference Information

Conference Title: ____________________________________________
Organization Hosting Conference: ________________________________
(Please no acronyms – Spell it out)
Location of Conference: _______________________________________
Dates of Conference: From: __________________________
To: __________________________

Estimated Cost Breakdown (if available)

Gas/Tolls: $________ (________ miles X $.30 a mile = $_______)
Hotel: $________ (________ nights X _______ rooms X $____ = $______)
Meals: $________ (________ days X _______ people X $____ = $______)
Registration Fee: $______ (________ per individual X _______ people = $____)
Transportation: $______ (vehicle rental and/or transportation fares)
Total Expenses: $________

Describe in detail the purpose of the conference (Attach a separate sheet)

Approvals:

Student Officer’s Signature: __________________________ Date: ____________
Advisors Signature: __________________________ Date: ____________

Date Received: ____________

* Committee - Please refer to reverse side for approval determinants.

Committee Use Only

Approved _________ Vote: Yes _________
Not Approved _________ No _________
Abstain _________

Reason: __________________________________________

Committee Chair: __________________________ Date: ____________
Shippensburg University Student Services, Inc.  
Contract of Conduct

This form, along with a Conference Funding Request Form, must be turned in two(2) weeks prior to the conference dates. After submission, a member of the club/organization’s executive board must be in attendance of a Budget & Finance meeting. Such meetings will take place in the Fiscal Office. The exact date in which a member of the club/organization’s executive board member will attend shall be decided by the SA Treasurer, and will be announced to the club/organization.

I, __________________________, a representative of __________________________ (club/organization), hereby agree to fulfill all of the terms listed below as a delegate to the __________________________ (name of conference).

1. I understand that as a representative of Student Services, Inc. and Shippensburg University, I will stay with the delegation at the hotel and return with it, via transportation provided by Student Services, Inc. Exceptions to transportation can be made under certain circumstances.

2. I will attend and participate in all obligated sessions.

3. I realize that I am a representative of Student Services, Inc. of Shippensburg University, and I have been chosen to represent it and its interests. As such a representative, I understand that any actions I take at the conference will positively or negatively affect people’s opinions about my organization and my university.

4. As a delegate I will engage in behaviors which are responsible and mature. Use of illegal substances and disruptive, abusive, or inappropriate behavior may result in breaking of conference, hotel, or university rules and may result in dismissal from the conference. If I am asked to leave, I understand that I must reimburse the organization for any expenses it covers for my participation in the conference.

5. I will share all of the information from the educational sessions/workshops with the rest of my club or organization and any other interested organizations or individuals.

________________________  ________________________
Delegate Signature        Date signed

________________________  ________________________
Name of Conference        Dates Being Held

FAILURE TO COMPLETE FORMS FOR ALL PROPOSED MEMBERS ATTENDING THE CONFERENCE WILL RESULT IN NO ALLOCATION BEING MADE.
Shippensburg University Student Services, Inc.
Transfer of Funds Request Form

This form needs to be filled out if a club/organization would like to move money to each account in its budget proposal. You must include the reason or purpose you are transferring such monies.

Club/Organization Name: ____________________________
Student Officer Name: ____________________________
Date of Request: _________________________________
Telephone Number: ________________________________

Form Line Item: ___________  Amount: $___________
To Line Item: ___________  Purpose: __________________

Form Line Item: ___________  Amount: $___________
To Line Item: ___________  Purpose: __________________

Form Line Item: ___________  Amount: $___________
To Line Item: ___________  Purpose: __________________

Form Line Item: ___________  Amount: $___________
To Line Item: ___________  Purpose: __________________

New Line Item Request

New Line Item: ___________  Description: __________________

New Line Item: ___________  Description: __________________

Committee Use Only

Approved ___________  Vote: Yes ___________
Not Approved ___________  No ___________
                  Abstain ___________

Reason: __________________________________________

__________________________  Date: ____________

__________________________

__________________________