

September 2002

Dear Student Organization Leader:

The Office of Student Organizations and Student Activities is proud to offer this *Student Organization Manual* to facilitate your success as a leader or adviser in one of Vanderbilt's many student organizations. The information provided should assist you in making contacts around campus, in meeting the demands of University fiscal and operational policies, and in performing a variety of other tasks associated with your position.

The Office of Student Organizations is a member of the Student Activities family which includes Sarratt Services, Student Programs and Events, and Greek Life. Student Activities, a unit of the Division of Student Life, exists to support student leadership on campus. Our mission is highlighted below.

Finally, please know how much we appreciate your service to the Vanderbilt community. Your contribution to student life is significant. Your countless hours of hard work make Vanderbilt the special place we all enjoy so much. Please do not hesitate to call on us whenever we may be of assistance.

Have a great year!

Sincerely,
Courtney Salters
Associate Director,
Student Organizations and Governance

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Mission Statement

Student Activities is committed to the holistic development of students, with emphasis on co-curricular involvement. Our mission is accomplished through undergraduate orientation programs, student organizations, leadership opportunities, and experiences which allow for practical application of classroom learning. We provide a balance of challenge and support designed to enhance students' educational growth. Students are:

- Empowered to become ethical, responsible, and self-disciplined leaders
- Challenged to develop an appreciation for diversity
- Prepared for community leadership and citizenship after graduation
- Advised in their student organization roles in areas such as organizational behavior, financial management, and recruitment and retention of volunteers
- Acknowledged and celebrated for their contributions to University life and the larger community

Student Activities
Office of Student Organizations
Suite 207, Sarratt Student Center
Nashville, TN 37240
Phone: 322-2471
Fax: 343-8081
URL: www.vanderbilt.edu/studentlife

Student Activities

Student Activities, a unit of the Division of Student Life, performs several functions for the student community at Vanderbilt. To inquire about any of the programs and services below, see any member of the staff in Student Activities, 207 Sarratt Student Center, or call 322-2471 for an appointment.

Workshops

Our staff will tailor a workshop for your group, or present a workshop on any of the following topics.

- Communication Skills
- Conflict Resolution
- Committees and Delegation
- Creativity
- Diversity
- Fundraising
- Leadership Styles
- Motivation
- Membership Selection Process
- Networking at Vanderbilt
- Programming
- Publicity
- Selecting and Training Officers
- Team Building
- Time Management
- Transition Issues

Resources

We have many resources and facilities available to use or check out for your organizational needs including:

- The Poster Room and poster supplies
- Electronic poster maker and enlarger
- Copier and copy paper (outside SGA office)
- Student organization office space
- Student organization mailboxes, located in Station B Post Office
- Leadership Resource Library
- Team building and icebreaker resources
- Games
- Retreat site information
- PollStar concert and event planning data
- Programming idea files
- Presentation materials
- Small sound system

Services

Contact the Student Activities staff for any of the following needs:

- Guidance in creating new student organizations
- Assistance to students in finding opportunities for involvement
- Assistance in event planning and risk management
- Financial and fundraising guidance and consulting for student organizations
- Guidance in the student organization registration process
- Current contact information for all student organizations
- Current information on the student organization Web pages
- Mailing labels for all student organizations (for a fee)

Making It Official: Starting and Registering Organizations

How To Register

The Office of Student Organizations holds the authority to grant registration to student organizations and has established the following procedures for registering new and existing organizations.

New Organizations

Any student member of the Vanderbilt University community can begin a new student organization. The process is relatively simple, provided that the proper guidelines are followed. Obtain registration information at the Office of Student Organizations. Submit officer information and a Constitution to the Office of Student Organizations. After review and approval, student groups may begin to conduct student organization business. New Greek organizations must secure an invitation from the Greek Life Director to petition for registration.

Existing Organizations

Existing student organizations are required to re-register annually to maintain their official status. The registration period is in September, via on-line access. The registration is reviewed and approved by the Office of Student Organizations, provided the organization meets all requirements. Groups failing to register by the deadline will have their funds frozen and facilities privileges withdrawn, until registration is complete.

Constitutions

Every student organization should have an up-to-date Constitution on file in the Office of Student Organizations. Your organization should submit a current Constitution with your re-registration. A Constitution is a living document which serves as an organization's blueprint for success; it should be

reviewed at least annually and used in an organization's day-to-day operations. An outline for a typical Constitution is in the Appendix.

Why Should We Register?

All registered student organizations are entitled to the following privileges:

- Use of the Vanderbilt University name to identify institutional affiliation
- Use of University meeting rooms and facilities
- The opportunity to use office space and equipment in the Sarratt Student Center
- Free organizational consulting and training by University administrators
- Membership on VULEADER, the student leader list-serve, maintained by Student Activities
- Eligibility to apply for funding from various sources on campus
- Use of the Vanderbilt accounting system, with financial planning consultation available
- Organizational mailbox in the Station B Post Office
- Access to free publicity in publications such as the *Vanderbilt Register*, *The Hustler*, Mortar Board Calendar, *The Book*, *InnerVU*, the student organization Web pages (www.vanderbilt.edu/css/groups.htm), etc.
- Disk space for creating custom Web pages for student organizations
- Use of campus bulletin boards and kiosks to promote organizational activities

Equal Opportunity and Disability Policies

Organizations must abide by the following nondiscrimination policies in order to be registered.

Equal Opportunity

In compliance with federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, Vanderbilt University does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its administration of educational policies, programs, or activities; its admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. In addition, the University does not discriminate on the basis of sexual orientation consistent with University nondiscrimination policy.

Equal Access (From the *Student Handbook*)

"Vanderbilt University is committed to providing equal access to people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities

Act of 1990 (ADA), Vanderbilt does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in University programs and activities, nor are persons with disabilities denied the benefits of these programs or subjected to discrimination.

"The Opportunity Development Center is the office responsible for coordinating services for students with disabilities."

Students with disabilities who choose to participate in student organizations and programs on Vanderbilt's campus have the right to nondiscrimination and confidentiality. Students with disabilities have the responsibility to request reasonable accommodations from student organizations, if necessary, in a timely manner.

Student organizations and programs must be located in facilities which are accessible to all students and participants.

Inquiries or complaints regarding discrimination should be directed to the Opportunity Development Officer, Baker Building, VU Station B #351809, Nashville, TN 37235-1809. Telephone: (615) 322-4705 (V/TDD); fax (615) 343-4969.

The Bottom Line: Requirements for Registering Student Organizations

For an organization to be registered by the Office of Student Activities, the following requirements must be met.

An organization's officers must:

- at a minimum, not be on academic or disciplinary probation. In the case of undergraduates, students must maintain a minimum 2.0 cumulative grade point average;
- be full-time registered students as defined by their school or college; or, if faculty or staff, be a full-time permanent staff or faculty member of the University or a graduate assistant supervised by a full-time permanent staff or faculty member;
- assume responsibility for their respective positions within the organization's Constitution and agree to abide by all University regulations, policies, and procedures of an academic, nonacademic, legal, or financial nature;
- refrain from participating in or encouraging any unlawful activity;
- refrain from discriminating in membership selection, officer or adviser appointments, or practices of organizational activities on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or sexual orientation, in compliance with Federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990;
- assure that their organization, including all members, officers, and advisers, abide by all Vanderbilt University regulations, policies, and procedures of an academic, nonacademic, legal, or financial nature;
- assure that neither the organization nor its members allow hazing in any form. Hazing is defined as: "intimidation by physical punishment; harassment by exacting unnecessary, disagreeable, or difficult work; or harassment by means of embarrassment by banter, ridicule, or criticism."

An organization must:

- have Vanderbilt students as part of its membership;
- have only Vanderbilt students, faculty, or staff members serve as officers;
- use Vanderbilt faculty or staff members as advisers (all groups are required to have advisers, most often full-time members of the faculty or staff);
- receive funding primarily from its members or the University;
- maintain all funds on deposit in an account of good standing through the Accounting Office and follow appropriate accounting procedures;

- limit its voting membership to Vanderbilt students, faculty, or staff members (a limited number of other persons may be elected to honorary or associate membership without voting privileges);
- have purposes which do not overlap significantly with any other registered organization
- register all co-curricular programs and special events (including parties, concerts, lectures, etc., but excluding regular meetings) with the Events Registration Committee, at least two weeks prior to the event;
- make clear that organization members speak only for their organization, not for the entire institution, all students, all faculty members, or all staff members.

A faculty adviser must:

- be a member of the Vanderbilt faculty or staff (most advisers are full-time faculty or staff);
- work actively with the organization to determine the style and nature of advisement required in order to help the group achieve its stated purpose;
- receive monthly accounting reports (ledger sheets) and oversee or delegate their reconciliation to student leaders or a secondary adviser;
- exercise signature authority for financial transactions by the organization, or designate signature authority to an appropriate secondary adviser;
- work with members to ensure that the organization is conducting its activities in accordance with University policies, legal requirements, and appropriate financial practices;
- work to uphold the University policies regarding discrimination in membership selection, officer elections or appointments, or practices of organizational activities on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or sexual orientation, in compliance with Federal law, including the provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990;
- work to uphold the University policy against hazing in any form. Hazing is defined as: "intimidation by physical punishment; harassment by exacting unnecessary, disagreeable, or difficult work; or harassment by means of embarrassment by banter, ridicule, or criticism";
- be familiar with the composition of the organization's membership and work actively with the organization to ensure that it is striving to be inclusive.

A Key Player: The Student Organization Adviser

At Vanderbilt, an organization must have a faculty or staff adviser in order to be a registered organization. By accepting the position of adviser to a student organization, a faculty or staff member chooses to become involved with campus life. An adviser serves as a consultant to an organization and assists in the growth and development of the group by providing direction through advice, understanding, and clarification. Advisers do many things for organizations including:

- clarify adviser roles to group members. If advisers and student leaders have a shared understanding of each other's responsibilities, there should be few problems;
- act as an interpreter of University policies that govern registered student organizations;
- provide guidance in planning programs and events, and approve event registration forms;
- authorize spending by signing 1180s, purchase orders, and check requests, or delegate signature authority to a secondary adviser (often another staff member or department secretary);
- receive and reconcile monthly accounting reports (ledger sheets) or delegate to student members or secondary adviser;
- encourage and assist the group in setting annual organizational goals;
- encourage groups to review and update their Constitution annually;
- inform officers about leadership development opportunities such as conferences, workshops, and scholarships;
- make themselves available to group officers for consultation about their roles and programs
- encourage officers to maintain accurate records;
- attend meetings occasionally or frequently, depending on agreed-upon responsibilities;
- provide constructive feedback where appropriate and facilitate creativity and innovation for the organization;
- provide continuity from year to year in the face of frequent officer turnover;
- NOT let personal goals interfere with or influence group decisions, activities, or goals;
- facilitate a learning experience for student leaders and members by enabling their success, or, when necessary, by illustrating that failure often teaches as much as success;
- act in a conscientious and caring manner to promote student growth;
- consult the Office of Student Organizations at 322-2471 for advice, guidance, and more information.

Liability Concerns

When a faculty or staff member accepts the position of adviser to a student organization, he or she also accepts responsibility for the actions and activities of the organization. An adviser acts on behalf of the University and is expected to exercise that responsibility reasonably, diligently, and in good faith. The type of liability or risk varies greatly depending on the type of organization being advised and the type of activities planned by that organization. Some suggestions to guide advisers follow.

1. Advisers should anticipate risks which may arise out of any decision or situation. Regardless of what organization or activity is involved, there will always be an opportunity for something to happen that might create a liability for the University. However, if decisions are made in good faith and reasonable precautions are taken, the risk involved can be minimized.
2. It is important to be aware of University policies and regulations as they affect student organizations. The *Student Handbook* is the student information manual and a source for many University rules and regulations. Advisers should be familiar with the *Handbook*, particularly those sections that apply to community life, student organizations, and guidelines for organizational activities. The Division of Student Life and the staff of the Office of Student Organizations can also serve as resources for advisers and their student organizations.
3. Advisers should act only within the scope of their authority. Advisers may make certain decisions or take certain actions within their stated responsibilities as advisers. For example, an adviser may approve purchases necessary for the day-to-day operation of an organization. However, advisers do not have the authority to contract on behalf of or to bind the University. Only the Associate Vice Chancellor for Student Life is authorized to sign contracts.

For more information about liability and risk management, advisers may contact the General Counsel's office at 322-8331 or the Office of Risk Management at 936-0660.

Where, When, How: Scheduling Meetings and Planning Events

Regular Meetings

The Office of Student Activities recommends that organizations plan and make reservations for regularly scheduled meetings a semester in advance. The types of meeting rooms available are described in detail at the Schedules and Reservations Web site, www.vanderbilt.edu/reservations. Generally, room rental is free or low cost. To determine availability and cost of a room, call Schedules and Reservations at 322-2448.

Each student organization is entitled to two continuous reservations per semester. For example, an organization may book a room for every Wednesday from 8:00 to 10:00 p.m. for an entire semester, provided that room is available. Continuous reservations must be made over the telephone or in person at the Office of Schedules and Reservations, Sarratt Student Center. For isolated single-event reservations, the University strongly suggests a minimum of five days notice to reserve space. Space can be requested in person, by telephone, or by using the electronic request form on the Schedules and Reservations Web page.

Special Programs and Events

University organizations are required to register most non-regular, co-curricular programs with the Special Event Registration Committee. Programs which must be registered include:

- All outdoor events (including lawn and deck parties)
- All events at which alcohol will be present, held at a location other than the group's primary location
- Events which are scheduled at a location other than the group's primary location
- Events scheduled in Memorial Gym, Langford Auditorium, Alumni Lawn, and other large venues

How to Register a Special Event

1. At least two weeks prior to the event, check the University Events Calendar (calendar.vanderbilt.edu) for already-scheduled events, and then tentatively schedule your event with the Office of Schedules and Reservations. (This Office can reserve most Vanderbilt facilities for noncurricular uses. Reservations for athletic facilities are made with the Department of Athletics in McGugin.) If your program is outdoors, it is recommended that you also reserve an indoor site as a rain location at this time.

2. Obtain a Special Event Registration Form from Schedules and Reservations, complete the general information (time, date, place, description, attendance), and **obtain your student organization adviser's signature**. (Greek organizations are required to obtain the signature of the Greek Adviser in addition to their primary adviser.)

3. Attend a Special Event Registration Committee meeting. The committee meets every Wednesday at 2:00 p.m. in Sarratt. You must attend the meeting at least two weeks before an indoor event and three weeks before an outdoor event. Representatives from Schedules and Reservations, the Vanderbilt Police Department, and Plant Operations will all be available to provide guidance and required signatures on the special event proposal. **All required approvals must be obtained before contracting speakers, performers, DJs, or bands.**

4. Return the completed and approved form to the Office of Schedules and Reservations.

Your event will not be considered registered until all of these steps have been completed.

In scheduling meetings and events, the following guidelines must also be followed:

- Room reservations should be made at least five days in advance for regular meetings, and two weeks in advance of special events. Outdoor events require three weeks. If the meeting or event is cancelled or the venue is changed, room reservations must be cancelled at least 24 hours in advance to avoid charges.
- Meetings and special events scheduled on week nights must end by 11:00 p.m. so as not to interfere with students' sleep or study, or other events on campus. Organizations should also take care not to schedule events on major religious holidays (see the Appendix).
- Events which require amplification (for musical instruments, stereos, vocal performances, or public address) may not take place at times or locations which will interfere with scheduled class times or other previously scheduled events.
- Officers of sponsoring organizations are responsible for seeing that no person under the age of 21 possesses or consumes alcohol at the event and that all University policies and state laws are obeyed with regard to alcohol. See the "Alcohol Policy" chapter (p. 9) for more information.

Where, When, How: Scheduling Meetings and Planning Events (continued)

Co-sponsorship

Co-sponsoring an event with another student organization or department is one way of maximizing an event's potential for success by using the combined resources of more than one organization. Co-sponsorship can often reduce over-programming or duplication of effort, and can result in positive community building and increased turnout. Communication with other student organizations and departments is essential to successful co-sponsorship. One way to ensure co-sponsorship's success is for all parties to fill out a co-sponsorship agreement (see the Appendix for a sample agreement). See the "Student Organization Funding Sources" chapter for more information on co-sponsorship.

Hiring Performers, DJs, Bands, and Other Entertainment

For suggestions and assistance with contracting speakers, performers, DJs, bands, or other types of entertainment, contact the Office of Student Activities, or other organizations which plan events of this type, such as the Concerts Committee, the Speakers Committee, or the Vanderbilt Activities Council.

In general, when negotiating a fee for a regional or national performer, speaker, or band, it is best to find out an "asking price" from the performer's agency. If the asking price is more than your group can or should pay, determine what your group can reasonably afford, and fax or send a written offer to the agency, with the approval of your student organization adviser. (You may wish to secure the co-sponsorship of other student organizations or departments, if the asking price is out of range.) If you offer less than the asking price, an agency or performer should be willing to engage in negotiations to arrive at a mutually acceptable fee. **You should never extend an offer for an amount which your group does not have or cannot afford.** If the performer or agency accepts your offer, request that they send you and your adviser a contract. Courtney Salters (207 Sarratt, 2-2471) will also need a copy in order to get it approved and signed by the appropriate administrators. Please allow three weeks before the event for processing.

Student organization members and officers are not authorized to sign contracts or make deposits! **All contracts for performers, speakers, or other types of entertainment must be approved and signed by the Associate Vice Chancellor for Student Life.** All performers will be paid at the conclusion of the scheduled event or performance. Contact Student Activities at 322-2471 for further information on contracts, performers, bands, and booking agencies.

Sound Amplification

For guidance in arranging sound and lights for large events, contact Student Activities at 322-2471.

Functions or special events which require electronic sound amplification (for musical instruments, stereos, vocal performances, or public address) must be registered with the Special Event Registration Committee, except when held at sorority and fraternity houses or residence hall areas during reasonable hours.

The Division of Student Life may issue guidelines for activities routinely permitted without specific authorization, such as weekend music in fraternity row. These guidelines may be revised upon the recommendation of the Interfraternity or Panhellenic Councils, or upon the initiation of the Division of Student Life Office.

Electronic amplification may not be used in the vicinity of classroom buildings, the library, the hospital, or the apartments for family housing. Use of outside amplification at any event or function held in close proximity to the residence halls should involve consultation with the Office of Campus Living. Indoor or outdoor sound amplification which disrupts classrooms, the library, the hospital, or other residences is prohibited.

Electrical and Stage Needs

Before hiring entertainment, inquire about a performer's contract "rider" requirements for microphones, stage equipment, etc. Plant Operations (322-2622) can provide cost estimates for stage and electrical services at the weekly Special Event Registration Committee meeting, Wednesdays at 2:00 p.m. in Sarratt. Outside vendors may also be used for some of these services, although students should communicate their vendors' specific needs and plans to Plant Operations throughout the planning process. Whether using Plant Operations or an outside vendor, it is necessary to notify the Office of Schedules and Reservations or the Events Registration Committee of your event plans so that they may arrange for any additional services when you turn in your completed event registration form.

Accessibility

All events should be wheelchair accessible. Please include a statement in advertisements (e.g., postings, announcements, invitations) concerning disability needs. For example, "If disability accommodations are needed, please contact event planners." For further assistance, contact the Opportunity Development Center at 322-4705.

Catering and Other Food

Some facilities do not allow food, and others require that if food is to be served, it must be served by Vanderbilt Catering or purchased from Vanderbilt Catering To Go. When reserving your facility, be sure to inquire about specific guidelines for food. Contact Vanderbilt Catering at least two weeks in advance with your food order (322-2837), or 48 hours in advance if ordering from Vanderbilt Catering To Go. Whether you use Vanderbilt Catering or another food service vendor, you should request a written quote for the order prior to the event, and follow up frequently to ensure success. If you buy your own food and drinks, make sure to keep your receipts, so you can be reimbursed by your organization.

Security

Security is required for events at which alcohol is present, for large events, and for events open to the general public. Consult your adviser and VUPD (322-2745) to determine your specific needs, or inquire at the weekly Events Registration Committee meeting, Wednesdays at 2:00 p.m. in Sarratt. Depending on the nature of the event, you may be allowed to hire private, third-party security, as opposed to uniformed VUPD officers. Both VUPD and private security can be arranged through VUPD.

Parking

Contact the Office of Traffic and Parking (322-2554) to arrange for vendor parking or loading space.

Alcohol

See the “Alcohol Policies” chapter, pages 9 and 10.

Set-Up and Clean-Up

Your organization is responsible for set-up and clean-up before and after your event. If staging, special equipment, or furniture moving is needed, you must inform the Special Event Registration Committee or the Office of Schedules and Reservations.

How to Pay for All This

- Student organizations are not allowed to make deposits in advance of services rendered. Many vendors and performers request a deposit for services. If a vendor will not negotiate without a deposit, refer the individual to your faculty adviser or Student Activities for clarification.
- All performers or vendors will receive their checks *upon completion* of their performance and/or the event. This is nonnegotiable.
- As a private educational institution, Vanderbilt is tax-exempt; therefore, student organizations should never pay tax to any vendors, performers, or service providers. If a vendor requests a “tax-exempt letter,” your faculty adviser should be able to provide you with one. If not, contact Student Activities at 322-2471.
- If you charge admission to your program or special event, you may wish to contact the Sarratt Main Desk for information about selling the tickets there. The use of the Sarratt ticket office requires a set-up fee of approximately \$50. Additional fees vary with the event, ticket needs, etc. For more information, contact Sarratt Services (322-2471).
- See the “Student Organization Finances” chapter for more information.

Alcohol Policies for Student Organization Programs and Activities

The following information is a summary of the University alcohol policies which affect student organization events. Please contact the Office of Alcohol, Tobacco, and Other Drug Prevention (343-3200) for more specific and comprehensive information about the alcohol policy and use of alcohol at student organization functions.

Official Policy

Vanderbilt University prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by students, student organizations, faculty, or staff on its property and as part of any University-sponsored activities. This prohibition extends to off-campus activities that are officially sponsored by Vanderbilt or its registered organizations.

Officers of an organization or a residence hall or individuals hosting an event are responsible for ensuring compliance with University policies and state and local laws. Organizations and individuals who violate these policies are subject to disciplinary actions by the University, by the state of Tennessee, and by the Metropolitan Government of Nashville.

Students who are age 21 or older may consume alcoholic beverages at registered and approved “BYO” (bring your own) events or special events approved for serving alcohol at the place and during the time approved for the event (see the BYO policy, page 11). However, intoxication is prohibited, in accordance with Tennessee state law.

Food and nonalcoholic beverages must be available at any BYO event or where alcoholic beverages are served.

The distribution of alcohol to underage students is prohibited, whether the group purchases and makes alcohol available to underage students, or allows its individual members to provide alcohol to underage students.

Kegs and common containers are prohibited at student organization events.

The sale of alcoholic beverages, the use of pure grain alcohol or devices designed for the rapid consumption of alcohol, and participation in drinking games at student organization events are prohibited.

Student organizations found guilty of infractions may be placed on disciplinary probation for one calendar year, with no parties with alcohol permitted for a period of six months. In determining sanctions, the University will consider a group’s actions within a four-year period prior to an infraction. Violations during probation may result in a group’s registered status being withdrawn.

Enforcement

Officers of all groups are responsible for enforcing the alcohol policy at their events. Resident Advisers have the authority at all times to investigate students if reasonable cause indicates that a person is violating the alcohol policy. The alcohol policy will be enforced off campus whenever the University has an interest (e.g., if violations occur at events sponsored by Vanderbilt organizations, if neighbors complain of noise). VUPD has the right to enter parties and events at all times to address policy violations and ensure safety of Vanderbilt students. If it is determined that an organization is collectively responsible for violations of the alcohol policy, the group may be subject to disciplinary action.

Sanction Exemption

It is University policy that no student seeking medical attention for inebriation or overdose shall be formally disciplined for the simple illegal use or possession of alcohol or other drugs, provided that the sole reason a student’s inebriation or overdose was discovered by University officials arose from the seeking of medical care (by the affected student, by friends, or by Resident Advisers).

If you (or a friend) are drunk and need medical attention, call 1-1911 on campus! You will not be disciplined by the University for the alcohol policy violation if being at the ER was the only way your condition was discovered!

For more information, contact the Office of Alcohol, Tobacco, and Other Drug Prevention at 343-4740, or drop by the Office at 220 Student Rec Center.

See the *Student Handbook* for more complete information on the alcohol policy.

Undergraduate Bring-Your-Own Policy

For a complete guide to hosting BYO events, contact the Office of Alcohol, Tobacco, and Other Drug Prevention.

Summary of guidelines for hosting BYO events.

1. Student organizations seeking approval to host a BYO function will be expected to register the event with the Special Event Registration Committee (343-3200), and are required to send two officers to a Party Management Program presented by the Office of Alcohol, Tobacco, and Other Drug Prevention. Workshop schedules are available in 208 Sarratt.
2. Normally, one entrance may be used for guests of a BYO event to enter and exit. Multiple entrances and exits may be used as long as there are personnel to monitor additional access points at all times.
3. Each entrance must be monitored at all times by a minimum of two security guards and/or fully recognized members of the organization. These monitors *may not consume alcohol at any point prior to or during the event*. Sponsoring organizations will provide appropriate instruction to persons monitoring access (third party security).
4. Guests must present a valid driver's license or State-issued I.D. for admission to a BYO event. Non-Vanderbilt students must be accompanied by a Vanderbilt student and have identification to verify their age.
5. Persons over 21 who plan to consume alcohol must receive a wristband at the entrance to the event. Persons under 21 must receive a stamp on the left inner wrist.
6. Guests of legal age may bring a maximum of six 12-ounce cans of beer, four 12-ounce wine coolers or comparable prepackaged alcoholic beverages into an event. Persons bringing distilled spirits may bring a maximum of one half-pint (not exceeding 100 proof) or one 750 ml bottle of wine into an event.
7. All alcohol brought by guests must be in its original sealed container.
8. At closed venues where a bar area is available, all alcohol brought by guests must be checked in with a server at the bar area immediately. The server will provide the guest with

a punch card identifying their items; the punch card may be redeemed only by the person who brought the alcohol.

Guests may redeem only one alcoholic beverage at a time (one 12-ounce can of beer or one wine cooler, five ounces of wine, or one and a quarter ounces of distilled spirits). Servers should be 21, should not consume alcohol at any point prior to or during the event, and should receive appropriate instruction for serving and liability.

9. At open venues such as tailgates and other outdoor events, a bar area is not required. Event hosts may elect to establish a bar area if they choose. It remains the responsibility of the event host to monitor the possession and consumption of alcoholic beverages. Event hosts will be held liable for the actions of their guests.
10. Unopened containers of alcohol may be retrieved by the guest at the end of the event or when the guest chooses to leave the function. Visibly intoxicated persons may not redeem their alcoholic beverages. If the intoxicated guest demands their alcohol, call VUPD.
11. Hosts must ensure that no one under 21 possesses or consumes alcohol. The passing of beer, drinks, etc., is prohibited. Underage guests may not bring alcohol into the BYO event.
12. Providing alcohol to underage individuals in any situation is prohibited. Prohibited activity includes, but is not limited to, leaving alcohol in locations where those under 21 may serve themselves.
13. The event host must have an event staff to assist in event management. Individuals must be easily identifiable and must be present throughout the duration of the event. For large campus-wide events, the hosts must hire professional security to assist in party management.
14. Punch bowls and other common containers are prohibited.
15. Sanctions for violating the BYO policy could result in the loss of social privileges and other disciplinary action. Individuals as well as student organizations serving as event hosts may be disciplined for violations of the University policy.

Guidelines for Responsible Party Planning

Since the objective of a great party is that everyone (including non-drinkers) have a great time, it is important to plan parties and social activities where alcohol is not the primary focus. Officers or representatives of a registered student organization are expected to make reasonable efforts to assure that minors and intoxicated individuals are not served alcoholic beverages. Keep in mind the following tips on responsible party planning.

Responsible Party Planning and Responsible Guests

- Do not promote drinking as the primary focus of any activity.
- Recognize and respect another's right not to drink.
- Do not encourage or allow irresponsible behavior such as drinking games or physical confrontations.
- Have a plan to get home safely before you have your first drink.
- Remember that the use of alcohol is limited by society through laws governing drinking and driving, the mini-

imum drinking age, open containers, etc., and respect these laws.

- Set a reasonable limit on how many drinks you are going to have if you decide to drink, and then do not exceed that amount.
- Do not expect your host (or friends) to take care of you when intoxicated; take responsibility for yourself. Don't get sloppy!

Responsible Hosting Behavior Guidelines

- Provide food and nonalcoholic beverages when alcoholic beverages are consumed; give everyone a choice, and support the decision to abstain.
- Serve substantial food or snacks (not just chips and dips) at all activities at which alcohol is being consumed; food slows down the body's absorption of alcohol into the bloodstream. Avoid serving only salty snacks.
- Don't be insistent about refilling drinks, "pushing" drinks, or pressing guests to have "just one more."
- Measure beverage alcohol when you are mixing a drink. Better yet, hire a licensed, professional server.
- Provide standard ten-ounce cups for all beverages served. Discourage use of large cups or mugs.
- Do not serve alcohol within thirty minutes of the ending time of the event. At the close, *no* alcohol should be served or taken from the facility.
- Prevent any driver who is under the influence of alcohol from driving by having a "key master" and providing designated drivers, taxi service, or a place to spend the night.
- Don't allow drinking games or you will play the game of "cleaning up vomit."

- Provide incentives for designated drivers to remain sober by supplying special party favors, free food, or other treats.
- Always have sober event monitors who can handle any problems that may arise.
- Remember, the human body can only process about one drink an hour. Coffee, cold showers, and exercise will not sober someone up! Only time can do that. If you observe a guest drinking too much, try the following:
 - 1) engage him or her in conversation to slow down the rate of drinking;
 - 2) offer high-protein food and a nonalcoholic beverage;
 - 3) seek medical attention, if necessary.

For more information on hosting and managing safe events with or without alcohol, see the *Guide to Party Planning*, available from the Office of Alcohol, Tobacco, and Other Drug Prevention in the Student Recreation Center.

* Adapted from the Texas A&M *Student Handbook*

Getting the Word Out: Promoting and Marketing Events

The most effective approach to publicizing a program is to use a variety of complementary methods. Each group should carefully evaluate current methods, as well as new, creative approaches to obtain the highest response. The following guidelines can assist you in developing a comprehensive marketing strategy.

- When publicizing an event, think about who your **target audience** is and what you want to tell them. When should you begin publicity? Teasers are effective when you start publicizing early. Publicity should start as early as possible and recur frequently. Publicity should increase a few days before your event.
- It is best to hang **banners and posters** one or two weeks in advance. You can paint banners and posters in the Poster Room, in Sarratt's third-floor student organization wing. Contact Student Activities for more information.
- Submit events to the University Calendar. Go on-line to <http://calendar.vanderbilt.edu>. Simply click on the "submit An Event" link, and fill out an on-line form. The University Calendar is free and open to any student organization to submit event information. Call 343-6887, or e-mail university-calendar@vanderbilt.edu for more details or for help submitting.
- Submit event and regular meeting dates to the **Mortar Board Calendar** in April. Call 343-3200.
- Call **Media Relations** at 322-2706; they frequently will publicize newsworthy events to local media.
- Use the **Vanderbilt Hustler**. The *Hustler* accepts announcements about student organization events and prints them for free in their "Campus Corner" section. Ads are also available in all sizes. Call the *Hustler* at 322-7347 for rate information. Deadlines are one issue in advance, i.e., Tuesday for the Friday edition, and Friday for the Tuesday edition. They expect you to provide an internal requisition form ("1180") when you place an order. The *Hustler* can create ads for you, but also accepts camera-ready art on disk, which helps to assure accuracy.
- **Issue press releases.** WRVU, the *Hustler*, and the *Vanderbilt Register* accept press releases, i.e., articles about an event or individual accomplishment that you write yourself. Organizations may submit press releases before and/or after an event, and an editorial staff determines whether or not to include the article or announcement in the specific medium. The advantage to press releases is that they are printed free of charge!
- **InnerVU.** Each weekend, each resident receives a copy of *InnerVU*, which lists program announcements. To submit an item for *InnerVU*, send a plain-text e-mail to reesie.douglas@vanderbilt.edu. Include the name of the event or the sponsoring organization in the subject line. *InnerVU* reserves the right to edit items for length and clarity. Include requests for specific publication dates. Submit only one item per e-mail. Deadline for items to be included in the Sunday edition of *InnerVU* is 12:00 noon on the preceding Tuesday. For more information, please contact Reesie Douglas or Meg Jackson at 3-8699.
- **Vanderbilt Activities Council.** This organization publishes a monthly calendar in the first week's issue of *InnerVU* every month. Submit dates for this calendar by the last Friday of each month.
- **E-mail list-serve.** F. Clark Williams (322-3808) can assist you in creating an e-mail list-serve for people who might be interested in attending programs. The "VULeader" list-serve, whose 300-plus members are presidents and leaders of student organizations on campus, also accepts announcements about campus events. To send a note to this list, send an e-mail to vuleader@list.vanderbilt.edu, and include your announcement. The note will be sent to all members of the list.
- **Vanderbilt Register.** Submit copy including who, what, when, where, and a contact name to Media Relations, 511 Kirkland Hall, or fax to 343-7708. Deadline is Friday, two weeks before the Monday edition.
- **Table-toppers** can be displayed in Rand or the Overcup Oak, subject to the approval of Kim Jarboe in Dining Services. Contact Dining Services at 2-1877 or 2-2999 for size specification and policy.
- **WRVU-FM and Versus** have advertising opportunities. Contact WRVU at 322-3691, and *Versus* at 322-2975.
- **Word of mouth** is a very efficient way to advertise. Announce events at organizational meetings, Greek houses, etc.
- Other ideas. **Personal invitations, buttons, balloons, announcements** before classes, etc. The Office of Student Activities can suggest vendors for promotional items.

Office of University Licensing

Vanderbilt University's Trademark Policy For Use By Student Organizations

Vanderbilt University owns and controls the names, logos, insignias, seals, designs and symbols (hereafter, marks) that are associated with the University. The Office of University Licensing's primary purpose is to protect the integrity of those marks. Examples of Vanderbilt University's marks include: all University sanctioned logos and designs, Vanderbilt™, Vanderbilt University®, Vanderbilt Commodores®, Commodores™, Vandy®, and the University seal®.

The Office of University Licensing also serves to:

- Promote the image of the University to the public
- Establish a cooperative relationship with licensees
- Ensure that each licensed use reflects positively on the University
- Distribute and approve University logo artwork
- Generate royalty revenues for the University

In 1999, Vanderbilt University obtained the services of Licensing Resource Group (LRG) to:

- Assist the University in assuring that the products bearing Vanderbilt University's marks are of good quality
- Require all licensees to have proper insurance
- Insist on vendor adoption of LRG's manufacturing code of conduct
- Assist in generating revenue for the University by assisting with promotion

Licensing Requirements:

Licensed Vendors:

- Student organizations wishing to use Vanderbilt University's marks (e.g., Vanderbilt, Vanderbilt University, all athletic logos) must use vendors and/or silkscreen companies licensed with LRG. A list of approved vendors can be found on LRG's website at www.lrgusa.com, or contact the Office of University Licensing at 343-7292. If you need assistance in getting a vendor approved, please contact the University licensing office or Licensing Resource Group at 616/395-0676, ext. 114. Items manufactured for non-commercial use (fund raising events, parties, rush t-shirts) which take place on campus, will be exempt from royalties. Items manufactured for commercial use (t-shirts, hats) that are sold off campus, will be subject to Vanderbilt's royalty rate of 7.5%.

Artwork:

- When using Vanderbilt marks, please contact the licensing office or LRG for official University logos. Designs created with Vanderbilt marks must be sent to the Office of University Licensing for approval before vendor manufacturing can begin. Please use the art approval form when submitting your designs. You may contact the office to obtain an approval form or download one from the Web at www.vanderbilt.edu/publicaffairs/licensing/art.html. Once a design is approved, the licensing office will immediately forward the artwork approval to the chosen vendor. The licensing office will also notify the vendor whether or not royalties will need to be included.

For further licensing inquiries, please go to: www.vanderbilt.edu/publicaffairs/licensing or contact Margaret Harris at 343-7292, or e-mail at margaret.harris@vanderbilt.edu.

Guidelines for Publicity

Banners, Posters, and Printed Announcements

Approved postings include those from student organizations or University departments for programs benefiting the Vanderbilt community. No commercial materials may be posted. All postings must identify the event, the event sponsor, and the time and date of the event.

Tape and nails may not be used to attach materials to any surface on campus. Postings may not be affixed to windows or doors. Thumbtacks may be used on bulletin boards throughout campus on both indoor and outdoor boards. Staples may be used only on outdoor boards or kiosks. Postings may be tied to trees with string; staples and thumbtacks are not permissible. Stakes bearing signs may not be driven into the ground.

Registered student organizations may place notices on bulletin boards in residence halls and the student center with prior authorization, unless the organization is representing a private enterprise.

Postings may not be posted in academic buildings or affixed to the exterior surfaces of buildings, interior walls, floors, or ceilings. Postings may not be placed on the windshields of parked automobiles/motorcycles. Postings may not be attached to any utility or light pole in any circumstance.

Special displays may be permitted in residence hall lobbies with prior authorization of the area's Assistant Director for Housing. Permission to post in the interior of Rand Hall may be obtained from the Director of Dining Services. Permission for special posting in the Sarratt Student center may be obtained from the Associate Director via the Welcome Desk on the first floor of Sarratt.

Student groups may place posters that measure no more than 24" by 36" on the posting boards attached to the exterior to Rand Hall. Each organization is limited to one posting regardless of size on each board.

Student groups may use any of the four large bulletin board areas in Sarratt for printed materials. The maximum number of posters for each area is limited to **one** of the following:

Two (2) 8.5" X 11" OR

One (1) up to 11" X 17" OR

One (1) large poster (no larger than 2' X 3').

All displays must be removed within 72 hours of the conclusion of the program advertised. Those not removed by this deadline will be removed by the University, and the person or organization responsible for them may be charged for the removal. If an organization continually violates the above policies, it may lose posting privileges and/or have its registration withdrawn.

Distribution of Printed Announcements by Campus Mail

Registered student organizations may use the campus mail service without paying postage. Items must have four straight sides and be no smaller than a post card and no larger than a 9" x 12" envelope.

Unaddressed notices, leaflets, pamphlets, and heavy packages will not be distributed through campus mailboxes.

Authorization for the limited distribution of unaddressed mail may be granted for the activities of governmental and other organizations that have a broad public purpose, provided the exception is not simply for the purpose of advertising an event or party. Groups seeking such authorization should apply five days in advance to the supervisor of the Station B Post Office. Mailings of more than 25 pieces must be arranged by box number in numerical order. All campus mailings of 250 pieces or more should be in Station B one week before the expected delivery date to ensure timely receipt.

Student Organization Finances

Twelve Most Frequently Asked Questions

1. What is my adviser's financial role?

All registered student organizations are required to have at least one adviser. Your adviser is usually a full-time faculty member, staff member, or administrator within the University who advises your organization and monitors your organization's University account. Your adviser must sign off on all your group's financial dealings, and he or she receives monthly ledger sheets from the Office of Accounting itemizing each of your organization's financial transactions. Your adviser may choose to delegate signature authority to another staff member, and also may delegate reconciliation of ledger sheets to a student officer. Many advisers maintain files of all of your financial transactions. If you do not know who your adviser is, call the Office of Student Organizations at 322-2471.

2. How is our organization funded?

Organizations at Vanderbilt are funded in several ways: a) local/national dues, b) Student Activity Fees, c) fundraising, d) donations, or e) University/Department allocation. Check with your financial adviser to see how your particular organization operates, or refer to the "Student Organization Funding Sources" chapter for more information.

3. What kind of financial forms do I need to use, and where do I get them?

Most student organizations use four types of financial forms: a) deposit sheet, b) check request, c) purchase order, and d) internal requisition ("1180"). Your financial adviser should have a supply of these forms readily available for your use. If not, forms can be ordered through Vanderbilt's Purchasing and Stores, Box 7000, Station B.

4. Where do I go to deposit money into our organization's account?

You may deposit funds into your University account by taking your deposit to the University Cashier's Office, 104 University Plaza, or to the receptionist in the Office of Student Organizations, 207 Sarratt. You may wait for a receipt, or leave your deposit with the cashier, along with a self-addressed envelope, and the cashier will mail the receipt to you. *You should make all deposits within 24 hours of receiving them.*

5. How do I get a deposit ready for the Cashier?

Get a deposit sheet from your financial adviser, and fill it out completely, indicating the amount of cash, coins, and checks that you have to deposit. All checks *must* be endorsed with the appropriate account code and center number *before* you take the deposit to the Cashier.

6. How do I get money out of our University account?

You may withdraw funds from your University account in several ways: a) by check request, b) by purchase order, or c) by internal transfer of funds. Each way requires that a specific form be submitted to accounting with your adviser's signature, so it is necessary to plan ahead when making expenditures. (See Appendix.)

7. Can you just write me a check?

No. A check request form, with the original receipt, bill, or backup documentation, must be submitted to the Office of Accounting for a check to be issued. This process usually takes four to five working days. In an emergency situation, a check may be issued for pick up on the following day, if the request is submitted to the Office of Accounting *before* 9:00 a.m.

8. If I pay for something out of my own pocket, can I get reimbursed?

Yes. If the expenditure is authorized by your financial adviser, you may request reimbursement for out-of-pocket expenses. A check request form must be completed and signed by your financial adviser. The original receipt must accompany the request or reimbursement will not be made.

9. Will off-campus businesses bill my organization?

Some off-campus vendors that do business with Vanderbilt University on a regular basis will bill student organizations. When going to an outside vendor, be sure to ask if they are willing to bill your organization. If they will not, a purchase order must be submitted to Purchasing, Box 7000 Station B.

10. What is a purchase order? How long does it take to process?

A purchase order is a guarantee of payment to the vendor and a contract to your organization that you receive what you order. When ordering something that will cost over \$500.00, a purchase order must be completed by your financial adviser and submitted to the Vanderbilt Purchasing Department. This process takes at least two weeks. For orders under \$500.00, a small purchase order may be completed and mailed or faxed to the vendor prior to delivery of goods, or taken to the vendor on the day of pick up by an organization member.

11. What is an internal requisition and what is it used for?

An internal requisition form ("1180") is used within Vanderbilt University for the transfer of funds from one University account to another. You may use this form to purchase supplies from the Vanderbilt Bookstore or Campus Copy. Your organization may also use this form to pay for rental of buildings and/or equipment, Plant Operations charges or similar charges incurred from other University offices or departments, or to transfer funds from your organization to another Vanderbilt organization, office, or department.

12. What is a ledger sheet, and how do I read it?

Ledger sheets are generated from the University Office of Accounting each month, itemizing transactions that occurred within your University account the previous month. These sheets are similar to your monthly bank statement and indicate all credits and debits made to your account within that month. As with your checking account, you must keep track of deposits not yet credited and/or debits not yet charged while reconciling your account balance. Ledger sheets are mailed to your adviser each month.

About Your Organization's Account

All Vanderbilt student organizations are required to keep their funds in the Vanderbilt Accounting System. Funds are deposited into the system through the Cashier's Office, located on the ground floor of University Plaza, and withdrawn from the system by use of a check request, purchase order, or internal requisition form.

Center Number

Student organizations are designated as "agency accounts" with a unique center number, which is an identifying number much like a checking account number. Each organization has a 3-digit identifying code within that number:

9-90- __ __ __ -0000

Account Code

Typically, your organization will be conducting two types of financial transactions, deposits and expenditures. With both types of transactions, you will need to use your center number and an accompanying "account code" to identify a) what type of transaction you are making (i.e., a deposit or an expenditure) and b) what the transaction was for (e.g., collection of dues, payment of a bill). When filling out any type of form for either deposit or expenditure, the account code will precede your center number:

XXXXX	9-90-XXX-0000
account code	center number

Account Management

It is of utmost importance that you are aware of your budget constraints, so that you stay within them. Accounts in deficit at the end of the spring semester will be *frozen*. Organizations with frozen accounts forfeit their right to be recognized as student groups (including reserving University space). If your account is in deficit, contact the Office of Student Organizations (2-2471). Any money left in your account at the end of the spring semester will roll over into the fall semester.

Listed below and on the following page are the account codes most commonly used by student organizations when transacting business. The Vanderbilt Accounting System has designated account codes for deposits and for expenditures. Be sure to use the correct account code for the particular transaction you are making. If you feel that none of the listed account codes correspond to your transaction, consult your financial adviser or Student Activities, 322-2471, for clarification.

DEPOSIT ACCOUNT CODES

<i>Account Code</i>	<i>Description</i>
44405	Student Fees (dues)
44420	Miscellaneous Fees
44930	Conference/Workshop Income
44995	Miscellaneous Revenue
46150	Soft Goods/Gift Sales
46220	Rental Income
46230	Damage Income
46300	Ticket Income
46420	Concession Income
46430	Program Income
46110	Textbook Used Income
46400	Broadcast Income
46410	Tournament Income
82600	*Internal Income

* For making an inter-office/department transfer of funds, using an internal requisition form.

EXPENSE ACCOUNT CODES

<i>Account Code</i>	<i>Description</i>	<i>Account Code</i>	<i>Description</i>
60000	Duplication/Copying	62050	Registration Fees for Conferences
60020	Printing	62620	Student Travel
60030	Postage	62640	Varsity Team Travel
60040	Office Supplies	62670	Travel Other
60050	Forms	63800	Honoraria
60060	Photography	64080	Prizes and Awards
60070	Computer Software	65210	Catalogs and Bulletins
60080	Uniforms/Costumes	67670	Varsity Game Expense
60100	Recreational	67700	Tournament Expense
60145	Books/Periodicals/Subscriptions	68500	Security
61200	Licenses	70050	Repair/Replace/Fix Equipment
61300	Telephone Local	70070	Repair/Replace Equipment
61310	Telephone Long Distance	70100	Computer Maintenance
61350	Telephone—Add/Move	71210	Rental of Buildings
61400	Fees	71220	Rental of Equipment
61410	Dues/Membership	71250	OtherRental/Flowers/Decorations
61420	Advertising/Promotion	71260	Vehicle Rentals
61430	Special Promotions	71280	Facility Use
61450	Food, Beverage, T-shirts, Special Programs/Projects	74020	Office Equipment over \$500
61490	Alumni Activities	74110	Office Equipment under \$500
61900	Miscellaneous Fees	80210	Special Catering
61920	Unassigned Expense	80700	Computer Center, University
		81100	Plant Operations

Handling Cash and Making Deposits

There are times when your organization will be required to handle cash for registration fees, ticket sales, or fundraising. The following guidelines are provided for your information.

1. **Plan ahead.** If you know that your group will need cash to make change, handle sales, etc., you must request a cash advance by submitting a check request form to the Accounting Office. It takes at least *five business days* to receive a cash advance.

2. Once you receive your advance in the form of a check from Vanderbilt, you must cash the check and obtain the appropriate denominations for bills and/or change that you will require. Always keep money in a locked metal cash box. (Your organization may wish to purchase a cash box; the Office of Student Activities has a limited number of cash boxes that may be checked out, subject to availability).

3. Assign one or two people to be in charge of money handling and collection. They should be positioned in a visible area, but one that is not easily accessible to all event participants. They should never be placed at an open doorway with direct egress to the outside of the building. Be alert to the possibility of theft. An open cash box is an invitation to any thief.

4. If large amounts of cash and/or checks build up, you should periodically remove all excess cash and checks from the cash box and place it in a locked moneybag. Keep all removed cash and checks out of sight and away from the cash box area. If your organization adviser is present, it is always advisable to entrust him or her with the safekeeping of any extra cash that you take in during your event. If your adviser is not available, the money should be given to the organization treasurer.

5. Once all money has been collected, it should be removed from the main event area, counted, and locked in the cash box. The cash box should be labeled with the organization name, contact person, and telephone number and taken to Police and Security to be held overnight or over the weekend. Your financial adviser or an officer of the organization must pick up the cash box on the next workday following your event. The money should then be deposited to your organization center number through the University cashier (main floor, University Plaza) using a deposit sheet (see example in the Appendix). If your adviser is set up to make direct deposits to the bank, you should turn the money over to your financial adviser for deposit rather than submitting a deposit sheet to the cashier. All checks must be endorsed with an account code and your center number. **All funds should be deposited within 48 hours of collection.**

6. Cash, checks, and/or cashboxes should *never* be kept in a student dorm room or apartment. Always be on guard for your organization's funds, and handle them properly.

Check Requests

A check request form (see example in the Appendix) is used

- to reimburse someone who has been authorized to make a purchase for your organization;
- to pay a business for materials, equipment, etc., for which your organization was billed;

- to pay a person or persons for services rendered, e.g., commissions, honoraria, band fees;
- to request a cash advance.

Before processing a check request for one of the above reasons, *you must have the original support documents*, (e.g., receipt, voucher, invoice, contract). When paying an individual for services rendered, you must have the person's permanent home address, social security number, and U.S. citizenship status before payment can be made. When paying an outside vendor, speaker's bureau, or entertainment agent, you must have the tax I.D. number for that business. This policy is strictly enforced by the University Accounting Office.

After you have filled out your check request form, the organization's treasurer and faculty/staff adviser must sign the request before it is submitted to the Accounting Office. Check request forms without two authorized signatures will be returned. An example of how to fill out a check request form properly is shown in the Appendix.

Internal Requisition Form

Vanderbilt University uses an internal requisition form ("1180") to conduct interdepartmental business. You may use this form to pay for services provided through a University department or office (such as printing, purchasing office supplies, or renting equipment and/or building space for meetings, etc.). You may also use an internal requisition form to transfer funds from your student organization to another or vice versa, (e.g., donations, co-sponsored events). An example of how to fill out an internal requisition form is shown in the Appendix. Your financial adviser must sign the form before you take or mail the requisition to the appropriate office or department. The University resources listed below accept internal requisition forms as payment.

University Bookstore	Rand Hall
Campus Copy	Rand Hall
Learning Resource Center	221 Garland Hall
Printing Services	625 Chestnut Street
Schedules and Reservations	Sarratt Student Center

Purchase Order

From time to time your organization may require the services of an off-campus business that requires a purchase order. Before going to your financial adviser for a purchase order, confirm that the vendor will accept a purchase order, and then provide your adviser with the following information:

1. the name, address, and telephone number of the company with which you are transacting business and the contact person at that company (if known);
2. what it is you wish to purchase (if there is a catalog number, part number, etc., this *must* be included);
3. the total cost of the purchase, including shipping and handling charges (if known);
4. whether or not the order is a confirmation only (i.e., you have already ordered the item and the purchase order is to confirm that order).

For purchase orders of \$500 or more, this process takes a minimum of two weeks, so *plan ahead*. Small purchase orders (\$500.00 or less) can be processed the same day they are requested. Be sure you know what type of purchase order you need before going to see your financial adviser. (See sample purchase order in the Appendix.) For more instructions on using purchase orders, visit the Vanderbilt Purchasing Web site at www.vanderbilt.edu/purchasing_and_ap/

Monthly Ledger Sheets

The Accounting Office generates monthly ledger sheets for all student organization accounts around the 15th of each month. These sheets are sent to your financial adviser. You should review these sheets each month to monitor your organization's financial activity. These ledger sheets are similar to your bank statement and list all deposits and expenditures that occurred within your organization's account during the previous month. As you do with your personal bank statement, your organization will need to reconcile its account, adding deposits not yet shown, or expenditures not yet withdrawn to obtain the organization's current balance. If you have difficulty understanding your monthly ledger sheets, consult your faculty/staff adviser or the Office of Student Organizations (322-2471).

Additional Forms

Occasionally, you may have to request additional forms from your financial adviser. As with all financial forms, your adviser's signature must be obtained before the form will be honored by the Accounting Office. Those forms include:

Travel Information and Travel Expense Reports

From time to time, students travel as members of a registered organization to conferences, workshops, sporting competitions, or other events. Any student who wants to travel on behalf of or as a representative of Vanderbilt University (or any approved student organization) must receive written authorization in advance of the trip. A Student Travel Form *must* be submitted to and signed by your faculty/staff adviser and the appropriate Student Life department head. This travel form must be submitted two weeks before the time of departure. Any student wishing to travel as a member of a student organization must also sign the release form which is included in the Student Travel Form.

Upon the student's return, a Travel Expense Report must be completed in order to receive reimbursement. *All expenditures must be accompanied by original receipts*. Reimbursements for expenditures will not be approved without backup documentation attached to the Travel Expense Report. This report form must be completed within ten days after the student's return, signed by the organization's faculty/staff adviser, and approved by the appropriate department head or dean in order to receive reimbursement.

Please note the appropriate department head for your organization:

- Sport Club groups—Director, Campus Recreation
- Sarratt Student Center groups—Director, Sarratt Student Center

- Greek groups—Greek Adviser, Office of the Division of Student Life
- Religious/Volunteer groups—Chaplain, and Director, Religious Affairs
- All other groups—Associate Director of Student Organizations

Rental of Vehicles and Equipment

All rental of vehicles and equipment from an outside agency, person or group by a registered student organization must be approved in advance by the organization's faculty/staff adviser and the appropriate dean or department head. All contracts with an outside agency, person, or group must also be signed by the Associate Vice Chancellor for Student Life. Any vehicle or equipment rentals should be made in the name of Vanderbilt University and signed by the Associate Vice Chancellor for Student Life.

Dormant/Frozen Accounts

If an organization fails to complete the registration process required by the Office of Student Organizations by the specified date, the account for that organization will be immediately *frozen*. The organization will not be allowed to conduct transactions until the registration process has been completed.

If the account is still frozen one year later, a written notice will be sent to that organization informing them that their University account will be closed unless registration is completed within ten days. Funds that remain dormant after this notification will be assumed by the University for reallocation to support a University nonacademic program for students.

Questions?

If you encounter problems, need help, or just want clarification on financial matters, talk with your faculty/staff adviser *first*. If you need additional assistance, or have questions regarding any information contained within this manual, feel free to call the Office of Student Organizations at 322-2471, or stop by the office, 207 Sarratt Student Center.

Student Organization Funding Sources and Policies

Organizations which are registered with the Office of Student Organizations have a variety of options available to them for funding the organization and its programs. Before considering any of these options, an organization should:

- Define its goals and plans for the year
- Create an itemized budget, based on those goals, that covers annual needs and/or any special projects
- Determine what monetary support the group already has, e.g., membership dues, activities fee money, etc., and learn about other potential sources
- Calculate what kinds of funds the organization needs to obtain, and be able to articulate how this money will be spent
- Consult with the organization's adviser to make sure the budget plans are feasible

Due to the nature of the activities fee's purpose, certain organizations and programs are ineligible for receiving activities fee allocations. Generally, activities fee money may not be allocated to:

- Groups or programs which have exclusive dues-paying memberships, except where they provide programs which are open to the general campus population and are not adequately funded by their dues structure
- Major associations
- Groups which have been identified as the fiscal responsibility of a University department (SGA, Interhall, Vucept, University Band, Sports Clubs, IFC, NPHC, and Panhellenic)
- Groups classified by the Office of Student Organizations as Religious or Political Groups

Student Activities Fees

Annual Allocation

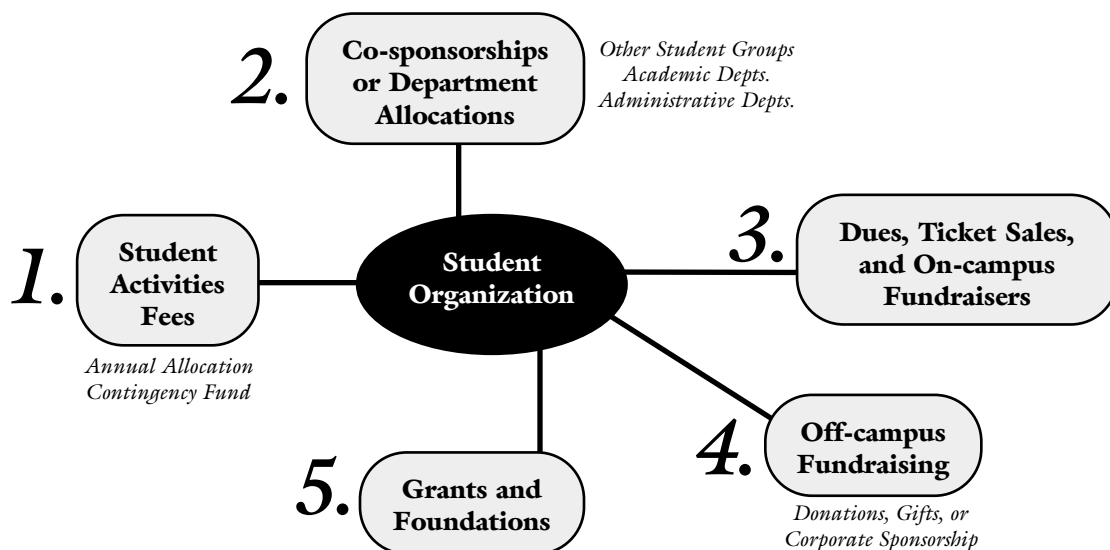
Students enrolled in Vanderbilt University pay a Student Activities Fee. The Student Finance Committee allocates these fees annually to registered student organizations which sponsor programs, projects, and services that benefit the students who have paid the fees. Applications are available in January and are due to the Student Finance Committee at the end of February for funding in the next academic year. Generally, groups eligible for funding meet one or more of the following criteria:

- Programs and services demonstrate a wide campus appeal and are open and available to all students free of charge or at a reduced rate
- Programs and services address the needs of an underserved or minority population on campus
- Programs and services enhance the overall educational, social, and cultural climate available to all students

Contingency Fund

If surplus funds are available after all annual allocations have been made, student organizations may be eligible to petition the Student Finance Committee for an allocation of up to \$5000 from the Contingency Fund. Funds granted must be used in the year the application is made and will revert to the Student Finance Committee if not used, or if used for purposes other than the application's program description. Programs which meet one or more of the following criteria will be considered for Contingency Fund allocations.

- The program demonstrates wide campus appeal, is open and available to all students free of charge or at a reduced rate, and enhances the overall educational, social, and cultural climate on campus.
- The request is from a newly established organization or for a newly established program.
- With existing groups or programs, the request is for a newly identified or unforeseen programming need.
- The program has demonstrated fiscal responsibility and/or initiative to fund the project through other fundraising efforts.



Co-sponsorships or Department Allocations

Many student organizations and student programs can be subsidized by grants or allocations from academic or administrative departments. If the program or organization derives from an academic discipline (e.g., the Chemistry Majors Association), the corresponding academic department is the best place to solicit funding for programs which supplement the academic experience. Many administrative departments may also be willing to supplement programs or services. To solicit their financial support, it is best to schedule an appointment with a member of that department to discuss partnerships which benefit both the organization and the department.

Co-sponsorship of programs is a good alternative because it combines resources of existing groups and/or departments, and it generally benefits all co-sponsoring organizations, as well as the general student population. The most successful co-sponsorship arrangements consist of the following components:

- A proposal early in the planning stages that two or more groups combine resources in order to carry out a successful program or service
- Involvement of all co-sponsoring organizations in the planning, marketing, and execution of the event (simple requests for monetary contributions from student groups do not always create a sense of ownership on the part of co-sponsoring groups and may discourage groups from assisting financially or otherwise)
- A written agreement of which organization will carry out which part of a program or service. Written agreements should list time and date of program, the agreed-upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties (see sample agreement in Appendix)
- Recognition of all co-sponsoring organizations or departments in advertising and promotion campaigns and during or following an event

Dues, Ticket Sales, and On-campus Fundraisers

Registered student organizations are entitled to charge dues to their membership. All dues must be deposited in an organization's University account upon receipt. Registered groups may also charge admission to events, provided that the primary purpose of sales shall be to raise money for the benefit of the organization, or for the benefit of a charitable group, and not for the benefit of individual members of that organization. Students may not sell tickets for a raffle or lottery, in accordance with Tennessee state law.

No approval is required for the sale of tickets for admission, or for the sale of items for fundraising when the funds raised are solely for the organization or its charity and are deposited into the organization's University account. Students must make arrangements with the Coordinator of Schedules and Reservations to reserve a table or room to sell tickets or items. Students must also secure the approval of the Dean of Campus Living in order to sell items door to door in the residence halls, or to distribute previously sold goods door to door.

All sales and promotional activities must be conducted by members of a registered student organization. No organization can sponsor the sale of goods or services to students on behalf of a non-Vanderbilt commercial enterprise, except where the sales activity provides a value-added service during a traditional Vanderbilt event, such as Homecoming or Rites of Spring. Exceptions to this policy must be approved by the Office of Student Activities.

Other On-campus Sources

- *University Committee on Lectures.* The Committee on Lectures works with faculty and student groups to bring to the campus speakers whose high personal achievement or whose topics are of sufficient timeliness to appeal to a general academic audience. The Committee is particularly supportive of programs with broad interdisciplinary and interschool appeal, and it seeks co-sponsors to assure breadth of appeal. Contact the Chancellor's Office at 322-2168 for contact information.
- *The Vanderbilt Internal Campaigns Office.* This office occasionally accepts applications for undesignated funds collected by the Vanderbilt Community Giving Campaign. The campaign invites student organizations that offer direct social services to the Nashville community to request funds for the current year. Criteria for consideration of all applications include the following: Does the program provide a direct service? To what degree are Vanderbilt students, faculty, and/or staff involved? Funds availability will be announced early in the spring semester. Please call 343-8759 for applications or questions.

Off-campus Fundraising

If your organization has exhausted all other sources of funds on campus, it may be possible for you to solicit funds from sources off campus. Funds can be obtained in several ways: through solicitation of parents and alumni, solicitation of area merchants and large corporations, and invitations for co-sponsorship or gifts in kind from businesses. In general, consider the “Tips for Soliciting Potential Donors” at right, before beginning your fundraising campaign.

Note: Fundraising is difficult! There is no guarantee that all the funds you need will be raised. However, following these guidelines will increase your chances of success. Remember that every contact you have with a potential donor influences whether your solicitation will be successful. Be courteous and professional at all times; you reflect your organization as well as your University.

Guidelines for Soliciting Parents and Alumni

1. The Office of Institutional Planning and Advancement maintains some historical records of student organization membership and may be able to provide student organizations with mailing labels for their organization’s alumni. To obtain a set of labels, call the Office of Institutional Planning and Advancement at 322-4219 to determine if there is a list of your organization’s alumni. If so, obtain written approval from your student organization adviser, and provide this approval letter and a copy of your solicitation letter to Alumni and Development for review. If the purpose of the solicitation and the letter’s content are approved, labels will be provided.

2. If the organization or program is relatively new, does not meet criteria for funding from other sources, or does not have alumni labels available to it, the organization may solicit parents and alumni for contributions. Before beginning a campaign, student organization leaders must submit a one-page summary of the program or project’s mission and budget to the Office of Student Organizations. If all other funding sources have been exhausted, and the program is consistent with the organization’s goals and complements the University’s mission, the Office of Student Organizations will refer the proposal in writing to the Office of Institutional Planning and Advancement for assistance. Pending their review, IPA will consult with and assist student organizations with approved proposals.

Guidelines for Solicitation of Area Merchants and Corporate Sponsors

Area merchants and corporations can contribute to student organization endeavors in two ways: by simple donation of money, items, or merchandise in response to a solicitation by your organization, or by donation of money, items, or merchandise in return for some recognition, better known as co-sponsorship.

1. If your organization plans to solicit an area merchant or corporation for a simple donation or a gift with a value of less than \$1000, notify the Office of Student Activities in writing of your plans. Instruct donors to send contributions to Gift Records (301 University Plaza, Nashville, TN 37203).

Tips for Soliciting Potential Donors

1. Develop a list of people and/or corporations that you want to solicit. Learn the guidelines, and obtain the approval of appropriate university administrators before proceeding.

2. Develop a strategy: Who is the best person in your organization to obtain a positive outcome in working with an individual or corporation? Should you make a personal visit, or a phone call, or send a letter?

Personal Visit. For corporations or individuals, you should do the following:

- Call to introduce yourself, explain your purpose, and set an appointment.
- Dress professionally, and be prepared to explain your organization’s needs and how this individual or corporation can help.
- Write a thank-you note promptly; reiterate your needs and the role the individual or corporation might play in meeting those needs. Explain that they should send their gift directly to the Vanderbilt Gift Records Office, designated as a gift for your organization (301 University Plaza, Nashville, TN 37203).
- Plan how to follow up, and then do so in a timely fashion.

Letter. Follow these general guidelines, and remember that a letter is never enough! Be sure to follow up with a personal phone call.

- In the first paragraph, introduce yourself and your organization. Explain your project clearly and how it will benefit the students, community, etc.
- In the second paragraph, explain your organization’s needs and how this individual or corporation can help. Justify the costs and expenses related to the project, and explain why the University is unable to support it financially from its own resources.
- In the third paragraph, remind your readers that the gift is tax-deductible, and explain any other benefits they may receive (advertising in your program, free tickets, etc.). Explain that they should send their gift directly to the Vanderbilt Gifts Records Office, designated as a gift for your organization.
- In the final paragraph, thank your readers for their consideration, and inform them that you will call soon to answer any questions they might have.

3. Ensure that gifts or donations you receive are deposited promptly and correctly. Donors should mail their gifts directly to the Vanderbilt Gifts Records Office and designate their contribution as a gift for your organization. Any donations you receive directly should be promptly delivered to the Gifts Records Office, which in turn will send a “tax deductible” receipt to the donor.

4. Send a handwritten letter thanking the individual or corporation for the gift. This letter should be sent immediately after you learn of the gift and should explain how your organization will use the donation.

2. If your organization plans to solicit an area merchant or corporation for a simple donation or a gift with a value greater than \$1000, you must secure permission from the Office of Corporate and Foundation Relations at 322-2741. Instruct donors to send contributions to the Office of Gift Records.

3. Before your organization invites an area merchant or corporation to “co-sponsor” an event by contributing any amount, you must receive permission from the Office of Student Activities. Generally, student groups may acknowledge the assistance or contribution of co-sponsoring merchants or corporations in programs, banners, displays, or event memorabilia (party favors, T-shirts, caps, etc.). Student groups may *not* permit co-sponsoring merchants or corporations to conduct sales or sales promotion, or distribute free samples in conjunction with any student organization program or event, unless the sales promotion activity provides a value-added service during a traditional Vanderbilt event, such as Homecoming or Rites of Spring. Exceptions to this policy must be approved by the Office of Student Activities.

As with student organization and departmental co-sponsors, groups are strongly recommended to develop a written co-sponsorship agreement. Written agreements should list time and date of program, the agreed-upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties. Sample agreements can be obtained in the Office of Student Activities as soon as your co-sponsorship plans are approved. It is not necessary for co-sponsoring agencies to send contributions to Gift Records. Deposits should be made promptly with your faculty adviser.

Grants and Foundations

Many private and corporate foundations and federal agencies have funds or grants available for organizations seeking funding for educational or service programs. Grant writing requires a great deal of research but can yield positive results. After researching the following sources, if you find potential grants or foundation funds for which you wish to apply, you may contact the Office of Sponsored Research at 322-2631 for assistance.

fdncenter.org The Foundation Center is a comprehensive source of information on private foundation sources.

fundingopps2.cos.com This Web site is home to the “Community of Science,” a searchable database of thousands of funding sources.

www.taftgroup.com The Taft Group publishes information on various grant sources.

Funding Sources: A Quick Reference

- *Activity Fee.* For student groups and programs with broad appeal. Apply in January, interview in February; subject to approval by Student Finance Committee. Student Activities, 343-3200
- *Contingency Fund.* For new programs or new groups, apply year ’round while funds available; subject to approval by Student Finance Committee. Student Activities, 343-3200
- *Co-Sponsorships.* Invite other groups/departments to contribute funds and assist in planning; put agreement in writing. Student Activities, 343-3200
- *Ticket Sales and Merchandising.* No approval necessary for sale of tickets or goods/services provided by student group. Sale of goods or services by or on behalf of a non-Vanderbilt merchant prohibited, except where the sale of goods enhances a traditional event. Exceptions approved by Student Activities. Student Activities, 343-3200
- *Door-to-Door Sales/Delivery.* Obtain approval from Director of Residential Life. 322-2591
- *On-campus Fundraising Events.* Special events must be registered through Schedules and Reservations and the Division of Student Life. Schedules and Reservations, 322-2448
- *Parent/Alumni Fundraising.* If Alumni Office has database of your group’s alumni available, submit sample fundraising letter to Alumni to obtain set of labels. If not, submit fundraising proposal to Student Activities for referral to Alumni and Development. Alumni and Development, 322-2929, or Student Activities, 343-3200
- *Soliciting Donations or Gifts from Merchants or Corporations.* If soliciting for less than \$1000 per merchant, submit sample solicitation request to Student Activities. If soliciting for more than \$1000, obtain approval from Corporate and Foundation Relations. Have donations sent directly to Gift Records Office. Student Activities, 343-3200, or Corporate and Foundation Relations, 322-2741
- *Corporate Sponsorship.* Exchange of funds for advertising or sponsorship credit of a student organization program or event. Advertising must be non-persuasive in nature. Corporate sponsors will not be allowed to engage in merchandising or sales promotion. Obtain permission from Student Activities before soliciting a corporate sponsor. Put co-sponsorship agreement in writing. Student Activities, 343-3200

Other Helpful Tools

There are several other resources available to you in your student organization work at Vanderbilt. Networking with these people, or being familiar with the listed publications can help you navigate the often-complicated world of Vanderbilt. The following list describes some of these other resources, and where to find them or how to get in touch with them.

- *Student Handbook*. The *Handbook* has comprehensive information on publicity policies, event registration, fundraising, and other policies vital to student organization leaders. You may review policies on line at www.vanderbilt.edu/student_handbook.
- *The Registry*. This document lists the Board of Trust, the Faculty Senate, administrators, and all faculty. It may come in handy if you are networking to get a new program or idea started at Vanderbilt. It is published by University Design and Publishing and is available at their office, 8th floor, Baker Building. Call 322-6096 for more information.
- *Mortar Board Calendar*. This publication is created by Mortar Board, a senior honor society, and is available for purchase at the Bookstore. It lists all student organization and campus events available at press time and provides useful information for students about life at Vanderbilt. Submit dates for the following year in April to the Mortar Board Calendar chair. For more information, call 343-3200.
- *Student Organization Web Pages*. Contact information for all student organizations is listed at the Student Organizations Web site, www.vanderbilt.edu/css/groups.htm.
- *University Calendar*. The University Calendar is an on-line calendar, accessible 24-7. See what's happening at Vanderbilt every day, week, or month. To make the Calendar a part of your daily life, visit <http://calendar.vanderbilt.edu> or the Vanderbilt University home page, and simply click on the University Calendar link. You can also submit your group or organization events, meetings, etc., on-line. Just click on the "Submit an Event" link, and fill out the on-line form. The University Calendar has a full-time staff member to answer your questions at 343-6887 or by e-mail at universitycalendar@vanderbilt.edu.
- *Vanderbilt's On-line Sourcebook*. This Web site contains a searchable database of faculty and staff and topics which they are willing to speak about with student groups or student leaders. Visit the site at vunews.vanderbilt.edu/cfdocs/sources/sources.cfm.

Appendix

A. Constitution and By-laws

Any organization must have some procedures by which to conduct its business. A Constitution and By-laws are effective ways of establishing those procedures. The Constitution and By-laws traditionally are two separate documents. The Constitution sets forth the general principles creating the organization, and membership and officer responsibility. The By-laws contain in more detail the procedures to be followed for meetings, decision making, officer selection, and financial transactions.

Generally, recognized student organizations are of a size that calls only for a Constitution. The following is a suggested outline for information to be included in a Constitution:

Article I: The name of the organization.

Article II: The purpose of the organization.

Article III: The membership of the organization including (1) categories of membership such as “active” or “associate,” with rights and privileges of each; (2) qualifications and eligibility including provisions for application, acceptance, and termination, and (3) membership dues and collection procedures.

Article IV: The officers of the organization (specifying each office, including the adviser), their responsibilities and authority, term of office and procedures for election, removal, and filling of vacancies.

Article V: The meetings of the organization including (1) the time for regularly scheduled meetings, (2) procedures for calling special meetings, (3) required notice of meetings, and (4) quorum, order of business, and disposition of minutes.

Article VI: The administrative board, cabinet, or executive council of the organization which may be entrusted with any administrative authority and responsibilities.

Article VII: The committees of the organization including the process of appointment, responsibilities, and reporting.

Article VIII: The parliamentary practice to which questions will be referred.

Article IX: The procedure for amendments including advance notifications, number of readings, and required vote for adoption.

B. Religious Holidays

Listed below are the religious holidays for the Christian, Jewish, Islamic, Baha’i, and Hindu traditions. Student organizations should be sensitive to these dates when planning their events and programs and should realize that different faiths require different practices and levels of commitment. The best way to know if student organizations may be affected by religious holidays is to ask your membership or your adviser about specific dates, before scheduling events, if possible. If you have further questions, feel free to call the Office of the University Chaplain at 322-2457.

—Gay Welch, University Chaplain

Holy Days 2002/2003

Christian Calendar

Christmas	December 25
Good Friday	April 18
Easter	April 20

Jewish Calendar

In the Jewish tradition, all Sabbaths and holidays begin at sundown the day prior to the holiday and end at nightfall the last day of the holiday.

Rosh Hashanah	September 7–8
Yom Kippur	September 16
Sukkot*	September 21–22
Chanukah	November 30–December 7
Passover*	April 17–24

*While both Sukkot and Passover are eight days, only the first and last two days may affect attendance at programs and events.

Islamic Calendar

Ramadan (begins)	November 6
Idul-Fitr	December 6
Idul-Adha	February 12
Muharram	March 16

Bahá’í Calendar

Birth of the Báb	October 20
Naw-Rúz (Bahá’í New Year)	March 21
First Day of Ridván	April 21

Hindu Calendar

Dussehra	October 17–26
Deepavali	November 14

Sample Cooperative Programming Agreement*

_____, _____,
 _____, and _____
 enter into a partnership this day of _____ for the sole purpose of jointly sponsoring

The statements below fully define this relationship. All other agreements, whether oral or in writing, must be signed by both parties.

Program Description

Entertainment/Program Name:

Date: _____ Facility: _____

Time: _____ Rain Site: _____

Ticket Price: Student: _____ Faculty/Staff: _____ General Public: _____ Other: _____

Program Responsibilities (Consult a program checklist.)

	Responsible Party	Completion Date
PAPERWORK		
Performer Contract	_____	_____
Financial Paperwork	_____	_____
Transfer of Funds	_____	_____
Other:	_____	_____

RESERVATIONS

Facility Reservations	_____	_____
Tech Services	_____	_____
Event Registration Mtg.	_____	_____
Other	_____	_____

PUBLICITY (All organizations should approve publicity before its implementation and distribution.)

Design	_____	_____
Campus Newspaper	_____	_____
Local Newspaper	_____	_____
Campus Radio/TV	_____	_____
Local Radio/TV	_____	_____
Flyer/Poster Distrib	_____	_____
Other	_____	_____

OTHER

Stage Crew	_____	_____
Performer Hospitality	_____	_____
Ticket Sales	_____	_____
Security	_____	_____
Ushers	_____	_____
Physical Plant	_____	_____
Refreshments/Catering	_____	_____

DIVISION OF EXPENDITURES

Expense	Responsible Party	Cost	Completion Date
Tickets	_____	_____	_____
Performer Hospitality	_____	_____	_____
Artist Fee	_____	_____	_____
Tech Services	_____	_____	_____
Facility Rental	_____	_____	_____
Security	_____	_____	_____
Publicity	_____	_____	_____
Refreshments	_____	_____	_____
Other	_____	_____	_____

Revenue. The revenue generated by this partnership will be divided by one of the following options (circle one):

A. No income

B. _____% to _____ % to _____
 _____% to _____ % to _____

C. Each organization will receive an amount commensurate with its expenses, then the balance will be split:

_____ % to _____ % to _____
 _____ % to _____ % to _____

D. Other: _____

Agreed:

For: _____
 Organization

 Signature

 Adviser Signature

For: _____
 Organization

 Signature

 Adviser Signature

For: _____
 Organization

 Signature

 Adviser Signature

For: _____
 Organization

 Signature

 Adviser Signature

*Adapted from the Vanderbilt Activities Council Cooperative Programming Agreement

SAMPLE DEPOSIT SHEET

DEPOSIT SHEET

FOR Alpha Lambda Delta DATE 9/15/00

PREPARED BY J. Smith - pres. CAMPUS BOX NUMBER 2222-B

ACCOUNT/CENTER 44405 9-90-202 0000 TOTAL DEPOSIT \$100.00

CHECKS	NAME	AMOUNT
1.	Adams, Joe	\$25.00
2.	Brown, Cindy (cash)	25.00
3.	Harris, Ann	25.00
4.	Smith, Bill	25.00
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

TOTAL CASH \$25.00 TOTAL COIN _____ TOTAL CHECKS \$75.00

RECEIPT NUMBER 56221

SAMPLE CHECK REQUEST

Form 60-005-610 Rev. 9/96

Check Request

No. 0669452

Vanderbilt University

Is this payment to or on behalf of a U.S. Citizen or Permanent Resident? Yes No (If No, the actual beneficiary of the payment must complete an Alien Information Collection Form and Form W-8; these forms must be attached to the Check Request.)

Shaded Areas are for Accounting Use Only

Vendor #	_____
1042S Amount \$	_____
1099 Amount \$	_____ Code _____
Srt Cd	_____ Ck Desc # _____ Sep Ck _____ TF _____
Due Date	_____ Acct Per/Yr _____ Type _____

Payee (Maximum of 31 characters) Laura Perkins

Tax I.D. (SS No.) 000-11-2222

Address (Max. 4 lines of 31 characters) Box 35222-B

Zip/Postal Code 37235

City/State Nashville TN

Country U.S.

Invoice # _____

Due Date 9/20/00

Description on Check stub (if required) homecoming decorations
(Maximum of 30 characters)

Other explanation (if needed) (see attached receipt)
(Will not appear on check stub - Attach separate sheet if additional space is needed)

Account (5 digits)	Center (10 digits)	Sub-ledger (if required) ID	Account (6 digits)	Amount	TR	EX
63800	9-90-010-0000			\$ 21.00		
-	-			.		
-	-			.		
-	-			.		
-	-			.		
-	-			.		

Total Amount Requested	\$ 21.00	
Total Taxes Withheld	\$.	Gross Up
Net Amount of Check	\$.	Y ___ N ___

Check Distribution Instructions (mark only one)

Mail to address shown above Send to: _____
Remittance attached (Max. 4 lines of 25 characters)

Call for pickup:
Name: _____

Telephone: _____

	Typed or Printed Name	Signature	Date
Requested by:	Laura Perkins	<i>Laura Perkins</i>	9/15/00
Approved by:	Michelle Rosen	<i>Michelle Rosen</i>	9/15/00
Approved by:			
Approved by:			

Accounting Use Only

Restricted Approval _____	Date _____	RS _____ CC _____ RC _____
Other Approval _____	Date _____	8233 _____ 1001 _____ TS _____
Financial Management or		Approval
Genl Acctg Approval _____	Date _____	Date _____

ACCOUNTING COPY

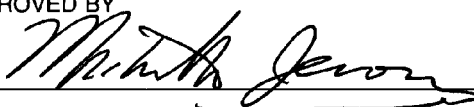
SAMPLE PURCHASE ORDER (for amounts under \$500)

Vanderbilt University PURCHASE ORDER						No. 221- 316340			
VENDOR NO.	TYPE 1	QUANT N	PAY CODE T	AMOUNT \$500.00	BUYER SOS	DEPT. CODE	NOT VALID FOR AMOUNTS OVER \$500.00		
NEED BY 4/15/97	INVOICE TERMS		SHIPPING ADVICE will pick up			COMPLETE ORDER NUMBER MUST APPEAR ON ALL PACKAGES AND INVOICES. INVOICE IN DUPLICATE TO: VANDERBILT UNIVERSITY ACCOUNTS PAYABLE SECTION BOX 1810, STATION B NASHVILLE, TN 37235			
DATE PREPARED 3/15/97	PREPARED BY Tom Hickman		TELEPHONE 322-1111						
D E L I V E R	NAME Original Cast		DEPARTMENT		ACCOUNT 71220	CENTER 9-90-358-0000	SUBLEDDGER	AMOUNT 340.00	
	ROOM NO. 220	BUILDING Student Rec. Ctr.							
	STREET 2700 Capers Ave.								
	CITY Nashville TN ZIP+4 37212								
V E N D O R	NAME Nashville Cartage + Sound		TELEPHONE 383-9999		APPROVED BY <i>[Signature]</i> AUTHORIZED SIGNATURE REQUIRED				
	ADDRESS P.O. Box 121742								
	ACCOUNTING CLEARANCE/NOTATIONS								
CITY Nashville TN		STATE TN		ZIP 37213		CONFIRMED WITH Cathy DATE 3/15/97			
						STATE TAX EXEMPT #4-190804617-000-6			
ITEM NO.	QUANTITY	UNIT	MODEL/CAT NO.	DESCRIPTION	PRICE	DISC.	AMOUNT		
	2			Spotlight rental for period of 5 days for \$65 ea.	170		340.00		
							Total	340.00	

This order is subject to and governed by the Equal Opportunity and Affirmative Action clauses contained in Title 41 CFR 60-1.4, CFR 60-1.8, 60-1.4, 60-250.4 and 60-741.4, relative to equal opportunity for all persons without regard to race, color, religion, sex, national origin, military service or handicap, and the implementing rule and regulation prescribed by the Federal government are incorporated herein by reference. All vendors must ensure that the above requirements are met by any subcontractors or providers of components used in the production of items provided.

FORM NO. 67-005-006 (REV. 6/82) DEPARTMENT COPY PF. 400.88-002

SAMPLE INTERNAL REQUISITION "1180"

FORM NO. 60-005-802 (REV. 10/90)		VANDERBILT UNIVERSITY 1180 REQUISITION FOR SUPPLIES FROM STOCK AND OTHER INTERNAL CHARGES			No. C 507827	
DATE 4/4/97	SUPPLY SOURCE Peabody		CREDIT ACCOUNT			CENTER
REQUISITIONING DEPARTMENT Original Cast		REQUISITIONED BY F. Trapp		TELEPHONE 2-3963	BLDG. Stu. Rec. Ctr.	ROOM (DELIVER TO) 220
UNITS ISSUED	LOT NUMBER	UNITS ORDERED	UNIT OF ISSUE (EA., DOZ., ETC.)	DESCRIPTION	AMOUNT	
				room rental	100.00	
				TV/VCR rental	25.00	
				technician (4 hrs x \$10/hr)	40.00	
CHARGE ACCOUNT 71220		CENTER NUMBER 9-90-358-0000		SUB-LEDGER (if needed) ID ACCOUNT		ACCOUNTING CLEARANCE
APPROVED BY 						TOTAL \$ 165.00
						RECEIVED BY

pt: 200.88-017

Retreat Sites

Retreats are an excellent way for officers of student organizations or for entire groups to accomplish team building, goal setting, and general group development. The Office of Student Organizations maintains a file with complete information about most of the following retreat sites and can help you to plan a retreat for your organization.

Camp	Location	Phone	Approx. distance in miles	Sleeping capacity	Rustic cabins	Cabins (AC/bathrooms)	Group lodge	Dorm/inn	Meeting facility/lodge	Recreation facilities	Ropes course
Ambassador Conference Center	Goodlettsville, TN	859-5433	40	340			•	•	•	•	
Barren River Lake	Lucas, KY	800-325-0057	75	180		•		•		•	•
Beersheba Springs Assembly	Beersheba Springs, TN	327-1533	110	225			•		•	•	
Bethany Hills Camp	Kingston Springs, TN	615-952-9184	25	140	•			•	•	•	
Brandon Spring Group Ctr.	Land Between the Lakes, TN	931-232-7405	100	128			•		•	•	•
Camp Easter Seals	Mt. Juliet, TN	292-6640 / 444-2829	40	120			•		•	•	•
Cedar Crest Camp	Lyles, TN	327-1533	50	200	•		•		•	•	
Cedars of Lebanon	Lebanon, TN	615-443-2769	40	80+		•			•	•	
Chigger Ridge B&B	Pegram, TN	615-952-4354	30	16				•	•	•	
Cumberland Mtn. State Park	Crossville, TN	931-484-6138	115	75+		•			•	•	
DuBose Conference Center	Monteagle, TN	800-537-9968	85	200+		•		•	•	•	•
Edgar Evins State Park	Silver Point, TN	800-250-8619	80	200		•			•	•	
Fall Creek Falls State Park	Pikeville, TN	800-250-8611	110	385	•		•		•	•	
Henry Horton State Resort Park	Chapel Hill, TN	800-250-8612	40	300+		•		•	•	•	
Hillmont Camp	White Bluff, TN	615-797-3616	40	260			•		•	•	
Joe C. Davis YMCA Camp	Antioch, TN	615-360-2267	20	0			•	•	•	•	•
Lake Barkley State Park	Cadiz, KY	800-325-1708	100	400+		•		•	•	•	
Lakeside Resort	Smithville, TN	615-597-4298	65	65		•	•		•	•	
Marymount	Fairview, TN	615-799-0410	20	130+			•		•	•	
Montgomery Bell State Park	White Bluff, TN	800-250-8613	30	200+		•		•	•	•	
NaCoMe Conference Center	Pleasantville, TN	931-729-9723	60	359	•	•	•		•	•	
Nakanawa	Crossville, TN	931-277-3711	100	300	•	•			•	•	
Nashville Shores	Hermitage, TN	889-7050	15	85	•	•			•	•	
Parish Patch	Normandy, TN	931-857-3017	61	43		•		•	•	•	
Pennyrile Forest State Park	Dawson Springs, KY	800-325-1711	100	78		•			•	•	
Standing Stone State Park	Hilham, TN	931-823-6347	80+	107		•	•		•	•	

