Student Organization Leader Manual
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Noelle Niznik
Director of Student Activities
(315) 859-4194
nniznik@hamilton.edu

Kaity Werner
Assistant Director of Student Activities
(315) 859-4516
kwerner@hamilton.edu
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REGISTRATION AND RECOGNITION AT A GLANCE

To be eligible for Student Assembly funding, a student organization must be recognized through the Student Activities Office, which requires:

- List of Current Leadership
- Constitution
- Updated Roster
- Accurate Organizational Information

Students wishing to register a new student organization must complete the online Student Organization Registration through the Organization Database. Once this is submitted in full, the new organization will need to be reviewed and approved by Student Activities and Student Assembly.

Existing clubs and organizations must renew their registration annually and continue to update information whenever new officers are elected and membership changes (update roster). Renewing your organization and updating your organization’s information is completed online through the Organization Database.

An updated list of all student organizations is always available on the Student Activities Office website.

Membership in registered student organizations must be open to all students without regard to race, color, religion, national or ethnic origin, gender, sexual orientation, age, marital status or citizenship.

It is strongly recommended that student organizations have an advisor who is a regular, full-time member of the faculty, staff, or administration.

All registered clubs, organizations and groups will have equal access to space and use of College facilities.

In addition to online registration, all student organizations are required to send at least ONE (1) representative to a Fall Club Leader BASIC TRAINING. Student organizations formed midway through the fall semester are required to send ONE (1) representative to a Spring Club Leader BASIC TRAINING. Information about the trainings will be distributed via email, and an organization will not be fully recognized unless a member has attended.

RECOGNITION BENEFITS

All student organizations are subject to regulation by the Student Activities Office and the College. The benefits of recognition granted by Student Activities and the College include:

- Use of College name.
- Reservation and use of campus facilities.
- The opportunity to create an organization email and use of mass email listservs.
- Ability to establish membership dues and raise funds.
• The opportunity to request funds from Student Assembly (or other identified funding source).
• Use of a College budget line managed through the Student Activities Office.
• The ability to use Student Activities resources to publicize programs, events and activities.
• Use of the Student Activities Office website to make organization information available.
• Use of College vehicles (when available).
• Use of College Print Shop.
• Ability to reserve cash boxes, cash advances, credit cards, and Hill Card readers for event purchases and fundraising.
• Use of computer printer for organization business.
• Assistance in developing programs.
• Sound and technical support for programs (provided by AV Services).
• Ability for Student Activities staff to review and approve and sign-off on offer letters and contracts for artists and event services.
• Ability to table and fundraise in Beinecke Village / Martin’s Way.
• Participation in various events for recognized clubs and organizations, such as the annual Student Activities & Organizations Fair.

RECOGNITION BENEFITS - PROCESS AND POLICY

Purpose

The recognition and registration process is intended to:
• promote the formation of student organizations
• help coordinate and facilitate communication between student groups, faculty, and administrators
• promote student involvement in organizations
• assist students and organizations in taking full advantage of College resources and facilities
• provide practical training and education
• encourage the formation of organizations which complement existing programs at the College
• and provide students with the opportunity to gain experience in activities which enhance their education

Definition

A student organization must be comprised of registered Hamilton College students, have a stated purpose declared through a Constitution, comply with College policies, and follow the procedures set forth in this process. Hamilton College will not recognize a student organization until the registration process has been completed and the Student Activities Office/Student Assembly has approved the recognition request.
REGISTRATION PROCESS FOR NEW STUDENT ORGANIZATIONS

New organizations may initiate the recognition process anytime during the fall semester, and in the spring semester prior to Spring break. However, once a new organization is recognized, there is a 5 week (35 day) probationary funding period in which the organization cannot apply for Student Assembly funding. The 5 week probationary period does not include the Summer Recess, Thanksgiving Break, Winter Break, or Spring Break.

Interested in starting a new organization? Here’s how...

1. Before you start a new organization, we recommend that you first start talking to other students informally to gauge if there are other students on campus who would be interested in forming/joining this club. We like to see that you have at least 5 students interested to make sure the club would be relevant and sustainable.

2. When you feel ready to submit an official request to start your organization, you need to submit the organization into the Student Activities Organization Database. Here are directions for navigating the Database.

Go to the Student Activities website and click on the tab on the right-side for "Organization Database". The website will prompt you to log-in with your Hamilton username and password. Once you log-in, click on the blue box for "Add an Organization". On the new page that comes up, select the option for "Student Organizations". When you select this option, two form fields will pop up at the bottom of the page, requiring you to put in your Organization Name and Contact. Type these in and then click on "Submit".

Once you do this, you will need to complete four sections of information about your new organization. The sections can be seen by clicking on the blue links for each section, which include: Leadership, Constitution, Roster, and Organization Information. You do not need to fill out everything at one time. You are welcome to log-out and log-in at a later time to add more content.

Tips for filling out the Organization Database info:

1. Leadership section:
   - Please list 2 different people for the Organization Contact/Leader and the Financial Contact/Treasurer. You should have a president/leader and a treasurer on your e-board.
   - The Reservation Contact should be the e-board member who will be submitting reservations into 25Live. The College is moving to central scheduling later this year, so they will be moving to ONLY allowing one organization leader to reserve rooms for your organization.
   - The students you list as additional contacts will have access to update contact in the Organization Database.
   - You are not required to have an advisor, but we do encourage this. An advisor can be a great resource for navigating on-campus systems, supporting the mission of your club, and helping address group conflict or issues.

2. Constitution section:
You must create and upload your organization's constitution. On our website under “resources” we have a Constitution Template that you can use as a guide. The template includes all possible sections you may want to include based on your type of organization. You do not need to include all of these sections in the template if they do not fit for you. We require you to include the Anti-Discrimination and Anti-Hazing statements again in your uploaded constitution as well.

- Review the Discrimination Policy and the Anti-Hazing policy and check the boxes below to each statement indicating you agree to abide by these policies.

3. Roster section:
   - You must include at least five members. As you gain membership throughout the year, we ask you to please update this with your active members.

4. Organization Information section:
   - The information you put in this section is mostly what populates the Student Activities website.
   - We require all organizations to have an organization email. Please put in an email address here that reflects your organization’s name and purpose. It must be less than 8 characters.
   - Mass Email 1 and Mass Email 2 are the email accounts that will be given access by LITS to send all-campus emails for club business and events. We recommend you use your organization email and the student email for someone on your organization’s e-board who will be in charge of email distribution.

I submitted my new organization. Now what?

Once you have completed all four sections of your new organization's request, your organization will show up in the queue for Student Activities to review and approve. In Fall 2017, we are working with Student Assembly to revise our procedures for approving new organizations, so there may be a delay in us approving your new organization. Once we do approve your organization, you will receive an email notifying you that your organization is approved! If you are curious about the status of your organization request, please email Kaity Werner at kwerner@hamilton.edu.

Once approved as a Recognized Organization, what should I do first?

1. Now that you are recognized, you can begin to recruit members and hold meetings and activities.
   - You can send emails to the mass email listservs on behalf of your club. Directions and rules for using these listservs can be found here.
2. You can reserve rooms on campus through 25Live for your organization.
3. New organizations have a 5-week funding probationary period. After the first 5 weeks, you are welcome to apply for funding from Student Assembly.

If you have additional questions, please email Kaity Werner at kwerner@hamilton.edu.

You can also set-up a meeting with Kaity by contacting Theresa Gallagher (tgallagh@hamilton.edu or call 315-859-4193).
RENWAL PROCESS FOR EXISTING STUDENT ORGANIZATIONS

Registration for existing and previously recognized organizations MUST TAKE PLACE NO LATER THAN THE SECOND WEEK OF SEPTEMBER EACH YEAR. If an organization fails to renew by the designated renewal date, they must repeat the initial registration process as a new organization, including the 5 week (70 day) probationary funding period.

Students listed as current officers for a student organization are the only group members who are permitted access to the online Organization Database, therefore it is very important to constantly update all organization information. If you are not listed as a contact, then you must contact the Assistant Director of Student Activities to get access to your organization.

To renew your organization, go to the Student Activities website and click on the tab on the right-side for "Organization Database". The website will prompt you to log-in with your Hamilton username and password. Once you log-in, the organization you are a leader for should be listed on the webpage. Click on your organization to open it’s profile in the Organization Database. Once you do this, you will need to complete four sections of information about your new organization. The sections can be seen by clicking on the blue links for each section, which include: Leadership, Constitution, Roster, and Organization Information. You do not need to fill out everything at one time. You are welcome to log-out and log-in at a later time to add more content.

Tips for filling out the Organization Database info:

1. Leadership section:
   - Please list 2 different people for the Organization Contact/Leader and the Financial Contact/Treasurer. You should have a president/leader and a treasurer on your e-board.
   - The Reservation Contact should be the e-board member who will be submitting reservations into 25Live. The College is moving to central scheduling later this year, so they will be moving to ONLY allowing one organization leader to reserve rooms for your organization.
   - The students you list as additional contacts will have access to update contact in the Organization Database.
   - You are not required to have an advisor, but we do encourage this. An advisor can be a great resource for navigating on-campus systems, supporting the mission of your club, and helping address group conflict or issues.

2. Constitution section:
   - You must create and upload your organization’s constitution. On our website under “resources” we have a Constitution Template that you can use as a guide. The template includes all possible sections you may want to include based on your type of organization. You do not need to include all of these sections in the template if they do not fit for you. We require you to include the Anti-Discrimination and Anti-Hazing statements again in your uploaded constitution as well.
   - Review the Discrimination Policy and the Anti-Hazing policy and check the boxes below to each statement indicating you agree to abide by these policies.

3. Roster section:
4. Organization Information section:
   o The information you put in this section is mostly what populates the Student Activities website.
   o We require all organizations to have an organization email. Please put in an email address here that reflects your organization’s name and purpose. It must be less than 8 characters.
   o Mass Email 1 and Mass Email 2 are the email accounts that will be given access by LITS to send all-campus emails for club business and events. We recommend you use your organization email and the student email for someone on your organization’s e-board who will be in charge of email distribution.

AVAILABLE RESOURCES FOR FULLY RECOGNIZED ORGANIZATIONS

1. Use of college name.
   a. An organization recognized by the Student Activities Office may use Hamilton College in its name. However, please note that organizations are sorted alphabetically on our website. When entering information into the online system, you should not use “Hamilton College” in the title.
   b. If your organization collects dues, the College name cannot be used in an off-campus bank account. While off-campus accounts are not forbidden, they are discouraged.

2. Reservation and use of campus facilities.
   a. Facilities may be viewed and reserved online using the Events Calendar at http://www.hamilton.edu/events/scheduling.html Select a facility from the “Locations” grid or submit a “New Request,” both from the left column. You will be sent a confirmation email when the space is reserved for your event.

3. The opportunity to create an organization email and use of mass email listservs.
   a. Through the Online Registration, you will identify two people in your organization who will be approved to send listserv messages in addition to your organization email.
   b. To send an e-mail to STUDENTS about an EVENT use Events-students@listserv.hamilton.edu (sent only to students)
   c. To send an e-mail to ALL CAMPUS about an EVENT use Events-all@listserv.hamilton.edu (sent to both students and employees)
   d. Events
      i. By an "event" we mean an activity (meeting, performance, lecture, etc.) that takes place on- or off-campus at a specific date and time and is sponsored, or co-sponsored by either an academic or administrative department/program or a student organization recognized by Student Activities. Sponsorship means that the chair of a College department, program or organization indicates that the organization supports the event and that members of the College are actively involved in organizing the event (e.g., as speakers). If someone other than the organizer(s) makes the event announcement, they share in the responsibility for adhering to the guidelines.
ii. Posting to the lists will be limited to all employees and two* student representatives, or the e-mail account assigned to each student organization recognized by Student Activities.

iii. Violations by the student representatives will accrue to the organization they represent regardless of whether the violator acted alone.

iv. An event will be limited to two posts to the mass mailing lists. Corrections count as one of the two messages.

v. If an event is cancelled or postponed, two additional notices are allowed.

vi. Each message must have a subject line that is descriptive of the event
   1. The first 4 lines of the message must contain:
   2. Date and time of the event
   3. Sponsor of the event
   4. Name of the event
   5. Location of the event

e. Clarification: Posting a message to an inappropriate list is a violation (e.g., posting a message intended for students to the events-all list)

f. The notices mass e-mail lists will be used only for the following general categories. A non-comprehensive bulleted list of examples is provided for each category.
   i. Reports from Hamilton organizations or departments - These reports must come from individuals representing the academic or administrative offices, or student organizations recognized by Student Activities who generated the reports (e.g., Minutes of Student Assembly, Agendas, reports from faculty meetings, Honor Court decisions, results of campus-wide initiatives or community events such as United Way, Heart Walk & Run, announcement of appointments).
   ii. Surveys - Student organizations recognized by Student Activities can submit surveys directly to the student lists. These must be surveys that will only be given to students.

g. To send an e-mail to STUDENTS about a NOTICE use Notices-students@listserv.hamilton.edu (sent only to students)

h. To send an e-mail to ALL CAMPUS about a NOTICE use Notices-all@listserv.hamilton.edu (sent to both students and employees)

i. Note: ITS policy states that only two listserv emails may be sent per event. A violation of this policy will result in a loss of email privileges. To review the complete mass email policies visit http://www.hamilton.edu/college/its/policies_standards_plans/sec_5_email.html

4. Ability to establish membership dues and raise funds.
5. Use of a College budget line managed through the Student Activities Office.
6. The opportunity to request funds from Student Assembly.
   a. After the initial 5 week probationary period, your organization is eligible to apply for funding through the Student Assembly. If approved, a campus account will be established for your organization.
   b. If your organization is not eligible for SA funding and/or collects significant dues or revenue that you would like to roll over from year to year, the Student Activities Office can set up a Liability Account for your organization. These funds can be spent by following standard expenditure policies.
7. The ability to use Student Activities resources to publicize programs, events and activities.
   a. Publicity supplies such as computers, printers, markers, paint and paper are located in the Student Resource Room on the 3rd floor in the Sadove Student Center and are available for use.
   b. Because the sign-making markers are extremely strong, please make sure to place plastic underneath the paper when making signs, otherwise it will bleed through and stain the table and floor. (Please see College Posting Policy on Page 34)

8. Utilize the Student Activities Office website to make information available.
   a. Through the online system, you can post information onto the Student Activities website. This information can include a description of your organization, a photo, contact details and, if you have one, a link to your organization’s website.

9. Use of College vehicles (when available).
   a. The Student Activities Office can assist with your student organization travel plans. There is a Student Activities van available for student organizations to use for approved travel. If you are traveling to an event off campus, this is the van you will want to use. Please refer to the Transportation section (Page 23) of this manual for more information on van usage and travel policies. As this van is used frequently, please plan as far in advance as possible.

10. Use of College Print Shop.
    a. The College Print Shop can assist you with almost all your printing needs. Simply supply them with your organization’s account number and the work can be charged right to your account.

11. Ability to reserve cash boxes, cash advances, credit cards, and Hill Card readers for event purchases and fundraising.
    a. When collecting money, a cash box can be reserved through the Student Activities Office. This will allow for safe and secure method of exchanging money. When money is done being collected, the Student Activities Office can assist in depositing the money back into your student organization’s account.
    b. You can also request a cash advance of up to $400 or a credit card to make purchases using your organization’s approved funds.

12. Use of computer printer for organization business.
    a. The Student Activities Office has computers designated solely for student organization use. These computers are equipped with software to make flyers, manage organizational budgets and more. These computers are located in the Resource Room on the 3rd Floor of the Sadove Student Center. If you need assistance using any of the software, please contact the Assistant Director of Student Activities.

13. Assistance in developing programs.
    a. The Student Activities staff is more than happy to meet with student organizations to assist in the development of programs. The Student Activities Office has many resources available to aid in this process. Please contact the Assistant Director of Student Activities for assistance.

14. Sound and technical support for programs (provided by AV Services).
    a. The Student Activities Office staff can assist your organization with coordinating the appropriate sound and technical support for your event. When you are in the early stages of planning an event, we advise you to meet with a Student Activities staff
person to discuss your needs and the equipment and resources available. The most important point is to plan ahead and ask the right questions. [http://www.hamilton.edu/college/Student_Activities/venues.html](http://www.hamilton.edu/college/Student_Activities/venues.html)

15. Ability for Student Activities staff to review and approve and sign-off on offer letters and contracts for artists and event services.
   a. Do you have an idea of what your organization would like to do but have no idea how to get in touch with the person? The Student Activities Office and the Campus Activities Board (CAB) have a significant number of resources that are available to you. In these resources, you can find contact information, short biographies, and references, etc. Stop by and ask the Assistant Director of Student Activities for more information. At the very least, if we don’t have something on hand, we can point you in the right direction.

   a. Tables in the display area of Beinecke Village, just outside of the Howard Diner, must be reserved through the Events Calendar at least 48 hours in advance of their intended use. In order to minimize congestion and maximize your group’s visibility, a maximum of three groups can reserve a table in Beinecke Village at any one time.
   b. The Student Activities Office must approve all potential fundraising projects in advance. Please note that Beinecke Village is the only approved area for student organization fundraising activities.

17. Participation in various events for recognized clubs and organizations, such as the annual Student Activities & Organizations Fair.

**ORGANIZATION ADVISORS**

All student organizations are encouraged to have a faculty or staff advisor. While an advisor is not required for an student organization to exist, we strongly encourage organizations to select an advisor. **An advisor must be affiliated with Hamilton College, such as a full-time faculty or staff member.** Exceptions are made for unaffiliated advisors who have a particular expertise that is not available on campus. If the latter, the individual must be approved by the Director of Student Activities, in writing, to serve as advisor to a student organization. The Director of Student Organizations will make these decisions for unaffiliated advisors in consultation with the associated department (e.g. Athletics for club sports, Chaplaincy for religiously affiliated organizations). The extent of an advisor's involvement with their organization must be agreed upon by the advisor and student organization officers.

An Advisor’s role includes:
- Meeting with the organization’s chair or president at least once a month.
- Meeting with the group’s executive board at least once a semester. (Additional meetings may be scheduled as needed or desired.)
- Attending at least one meeting/event with the entire organization. (Additional meetings may be attended as needed or desired.)
- Requesting and receiving regular updates/minutes from organization meetings.
- Acting as a liaison between the organization and the College's administration.
• Getting to know students on an individual level. Learn what they want to get out of the organization.
• Reaching out to other advisors or departments for assistance and support.
• Empowering students to take action and to take satisfaction in seeing the student organization succeed.

PLANNING AN EVENT AT A GLANCE

7 Easy Steps to Planning an Event
2. Start Planning.
3. Seek Funding to Cover Expenses.
4. Schedule the Event.
5. Attend a CACC Meeting.
6. Organize the Program Activities.
7. Accomplish the Program.

Event Contracts and Funding

A program budget must be approved before facilities can be scheduled or contractual arrangements undertaken. The leadership of the student organization will assure that funding is available before members may schedule dates, reserve facilities, or begin contract negotiations.

All contractual arrangements must be processed through either the Assistant Director of Student Activities or the Director of Student Activities. STUDENTS MAY NOT SIGN CONTRACTS. The Director and Assistant Director of Student Activities are the only authorized administrators to sign contracts on behalf of student organizations.

PLANNING EVENTS - PROCESS AND POLICY

Step One (1): Program Ideas
1. The Student Activities Office staff will be happy to assist you in the creation and planning of your event. A variety of resources on films, speakers, performers, novelties and more are available through the Student Activities Office.

Step Two (2): Start Planning
a. The outline on the following pages can be referred to throughout the planning process. This checklist is meant to be used as a guide, subject to the conditions of the event. If you need suggestions for an event, consult with the Assistant Director of Student Activities.
   b. Advance Planning
      a. Make a rough outline of activities for the entire semester.
      b. Discuss preliminary ideas with your organizational membership and advisor.
         i. Consider the following:
            1. Program purpose and budget.
2. Special permits, licenses and insurance required.
3. Venue (campus facilities).
4. Special Equipment (sound, lighting, staging).
5. Hospitality requirements (food, lodging).
7. Committees/persons in charge.

Step Three (3): Seek Funding to Cover Expenses
a. The most common source of funding for student organizations is the Student Assembly. Before considering any other options, you should plan to apply to the Student Assembly for funds.
b. Consult the Funding section of this manual, which includes proper procedure, Student Assembly Funding codes and sample budget forms.
c. For additional information on funding, please contact the Student Assembly Treasurer or Assistant Director of Student Activities.

Step Four (4): Schedule the Event
a. Events are scheduled through the 25Live System.

Step Five (5): Organize the Program Activities
a. Three to Five Weeks Prior to the Event
   a. Organize and establish committees with persons in charge of major activities.
   b. Make publicity arrangements.
   c. Make arrangements for special equipment such as stage, sound, lights, audio visual services, tables, chairs, trash cans, etc. These items can usually be secured at a weekly CACC (Campus Activities Coordinating Committee) meeting or with the event reservation.
   d. Consult with the Assistant Director of Student Activities to determine if any of these items are needed, and then follow up with the appropriate administrative office.
   e. Arrange for security if needed. Student Event Staff is coordinated at the CACC meeting. Requests must be received at least 72 hours in advance of the event.
   f. Complete hospitality arrangements. Requests must be received at least 72 hours in advance of the event.
   g. Confirm set-up and clean-up times and crews.

b. Two to Three Weeks Prior to the Event
   a. Arrange for payment checks if applicable. A completed W-9 form is required of the organization/person being paid.
      i. You should work in advance with the Assistant Director of Student Activities or a representative from your funding source to ensure payment is submitted in a timely fashion. You need at least two weeks prior to the event in order to have a check ready on the day of your event. If contracts are involved, please see the Assistant Director of Student Activities to ensure payment can be available at the conclusion of your event. Checks are processed once a week; to be ready on Friday afternoon they must be submitted the Friday prior.
b. Establish work details. Recruit people for all jobs. Encourage volunteer help. Identify by name those people to be paid and request checks for payment.

**Step Six (6): Attend a CACC Meeting**

a. The Campus Activities Coordinating Committee (CACC) meets every Tuesday afternoon at 12:00PM during the academic year in the Sadove Student Center Room 112 (First Floor). The purpose of these meetings is to facilitate the planning of events sponsored by student organizations. A representative from the organization is required to meet with CACC at least 72 hours to one week prior to a scheduled activity.

**Step Seven (7): Accomplish the Program**

a. One Day Before the Event:
   a. Make final check-up on the facility, seating, refreshments, and equipment.
   b. Provide an update to organizational membership and advisor.

b. Day of the Event:
   a. Ensure that all committee assignments are carried out and details are underway.
   b. Pick up payment checks from the Student Activities Office or from a representative from your funding source. If the event occurs on a weekend, the check must be picked up no later than 4:00PM on Friday.

c. Immediately after the Event:
   a. Be sure to clean up.
   b. Be sure to track **ALL** of your expenses. If you need to submit receipts for reimbursement, you must submit a reimbursement request and all **ORIGINAL** receipts to the Student Assembly Treasurer or a representative from your funding source. Reimbursement for expenses UNDER $25.00 can be settled in cash. Any expenses totaling over $25.00 must be settled by a check. The appropriate reimbursement envelopes are available at the Student Activities Office on the second floor of the Sadove Student Center.
   c. Return borrowed or rented equipment.
   d. Send notes of thanks, as desired.
   e. Remove all publicity materials (flyers, posters, banners, etc.).

**AVAILABLE DEPARTMENTAL RESOURCES**

**Audiovisual Support**

a. Sound and/or lighting equipment and services are available to student organizations that are planning events that have such technical requirements.

b. AV Support is free to student organizations. The AV staff is managed through LITS. To schedule AV support, contact Claire Skjellerup at cskjelle@hamilton.edu or 315-859-4120.

c. The AV Staff can support the following:
   i. Sound support for events
   ii. Lighting support for events (through installed lighting in the Events Barn and Tolles Pavilion only)
   iii. Data projection
   iv. Outdoor portable speakers
v. Microphones
vi. TV/DVD player for events
   i. If your organization is showing a film, your organization must work with Assistant Director of Student Activities to purchase rights to the film you are showing.

vii. Karaoke machine
viii. Staging (in Events Barn & Tolles Pavilion)

Campus Safety
a. Full consideration of security requirements should accompany the planning of each event. Crowd control, protective measures, reserved parking, and traffic control are some of the concerns dealt with by the campus safety office. Most security requirements for events are handled through CACC meetings.
b. Contacts:
   i. Francic Coots, Director of Campus Safety, x4144
   ii. Wayne Gentile and Mike Jones, Assistant Directors of Campus Safety, x4125
c. Student Event Staff Contacts can be found on the Student Activities Website located here: https://my.hamilton.edu/studentactivities/meet-the-staff
d. Please Note: There are charges for some forms of security services, including Events Staff. See the Associate Dean of Students for Student Engagement and Leadership for specific information

Catering and Food Services
a. Ordering through Bon Appetit Food Service
   i. Place your order with Bon Appetit, giving them a complete description of your needs (faxed or emailed requests are preferred). A minimum of 72 hours in advance is required for all events; however, special events may require longer notice. Bon Appetit’s Catering operation is located in Bundy Dining Hall. The phone number is x4985 and you can browse the catering options at http://my.hamilton.edu/college/food_service/
   ii. When placing a catering order, you are advised to attend the CACC meeting that is no less than 72 hours prior to your event.
   iii. Upon request, Bon Appetit will deliver and clean-up. Arrangements must be made in advance with Bon Appetit or the Physical Plant for clean-up. (See Physical Plant section on Page 22 for clean-up requirements).
   iv. Please discuss food arrangements with your organizational advisor or the Student Activities staff.
   v. If you are planning a group meal and Bon Appetit is catering, use your equivalencies to reduce the total costs. Types of equivalencies include meal exchanges (when the catered meal is the exact cost of eating in the dining hall) and price off-setting (when the price of a dining hall meal is subtracted from the price of a catered meal)
   vi. If you are traveling, you may use your equivalencies to obtain some food and drink items for your trip.
   vii. Add info about order confirmations being faxed to our office for approval.
b. Working with Outside Caterers
i. There are times when outside caterers (non-Bon Appetit) are hired to support receptions or special meals for Hamilton College. Certainly the diversity of choice is necessary; however, there are host responsibilities in arranging for these functions, which may not be obvious.

ii. All outside caterers must provide proof of liability insurance ($1,000,000 aggregate policy) and NYS Health Department certification. This paperwork must be in the Office of Administrative Services before a caterer can be contracted for service. The host is responsible to determine whether that paperwork is in place. If the paperwork is not in place, it is the host’s responsibility to get copies of it and file it at the Office of Administrative Services.

iii. The host must negotiate the menu and service expectation with the caterer.

iv. If the outside caterer requires space, in addition to the event location, the host must make arrangements for this need. This space might include set-up space or pantry/kitchen space. Requests for adjacent rooms for set-up should be reserved through the Events Calendar. If you have questions, please contact the Student Activities Office.

v. Caterers must supply all of their own equipment - glassware, plates, silverware, pots, pans, serving equipment, warming carts, etc. If necessary, an organization may request equipment rental from Bon Appetit.

vi. If your organization will be preparing food, a completed Food Waiver must be submitted to the Office of Administrative Services. This form can be requested by calling x4271.

vii. The host must make the reservation for the event space.

viii. The host will be billed for any additional cleaning or damage to facilities as a result of the event.

c. Alcoholic Beverages

i. It is important to understand the College's Alcohol Policy. Please see Information for Social Hosts for more information [https://my.hamilton.edu/college/student_activities/guidelines.html](https://my.hamilton.edu/college/student_activities/guidelines.html). A hard copy can be obtained from the Student Activities Office.

ii. Alcohol cannot be purchased with College funds, unless a third party vendor/licensed caterer is used. Please contact the Student Activities Office for more information about third party vendors.

d. Contacts

i. David Urban, Bon Appetite Catering, x4985

ii. Dannelle Parker, Contracting Outside Catering, x4372

Physical Plant

a. Can provide a variety of services for student organizations upon request. A **MINIMUM OF 48 HOURS** advance notice is needed.

b. Plumbers, carpenters, electricians, mechanics, painters, laborers, and custodians are available during work hours or with advance notice for a fee.

c. Construction support: carpentry and painting services

i. The College has prefabricated stage and platform sections that can set-up inside or out of doors. Moving services can be provided for unusual or bulky items. For a
reasonable charge, minor renovations, alterations, or construction services can also be provided.

d. Ground Crew support: set-up/take-down and moving service
   i. Removal of stage and/or other physical props to a suitable location. This location should be arranged with both the Student Activities Office and the maintenance department.

e. Custodial support: cleaning and janitorial services
   i. In all cases, you can anticipate charges for the clean-up of spaces after events. Certain clean-up responsibilities still rest with the sponsor, including these tasks:
      i. Remove all garbage bags to the dumpsters where possible, both throughout the event and after its completion. The garbage should be put in dumpsters or, if the dumpsters are full, in a previously arranged location.
      ii. Move all garbage cans to a suitable location.
      iii. Clean mud, dirt, or other debris off the walls, windows, doors, etc., of all areas used for the event.
      iv. Sweep dirt and other debris from the floor. Bag it and place with the other garbage. Any gross spillage or messes on the floor, which cannot be swept, should be cleaned.
      v. Clean the walls, ceiling, stall, etc. of the bathrooms.
      vi. Prepare a list of any damages that occurred in the areas used. Please include the name(s), if possible, of those responsible for the damage, and forward to the Associate Dean of Students for Student Engagement and Leadership.

Print Shop

a. The Print Shop provides copying and printing service to all clubs and organizations, and is located in the basement of Commons Dining Hall. During the school year it is open from 8:30 a.m.-Noon and 1 p.m.-4:30 p.m. Monday through Friday. Visit the Print Shop website at: https://my.hamilton.edu/college/printshop for Print Shop guidelines and the Print Shop Service Request Form.

b. Copying and Printing: A Print Shop Service Request Form must be completed for all copying orders. Forms are available at the Print Shop or online. Orders are done on a first-come, first-serve basis. It is recommended that work be submitted at least 24 hours in advance. Larger jobs, involving printing and/or handwork (folding, collating and/or binding) require more time. Call ext. 4626 or 4627 for time estimates. In order to process an order, the club or organization account number must be included on the form.
   a. Basic black and white copy pricing:*
      i. $.05 per side for 8.5 x 11 white or color paper
      ii. $.07 first side and $.05 second side for 8.5 x 14 white or color paper
      iii. $.09 first side and $.05 second side for 11 x 17 white or color paper
      iv. *Card stock prices are slightly higher.

   b. Color Copy Pricing:
      i. $.25 per side for 8.5 x 11 paper
      ii. $.27 per side for 8.5x14 paper
      iii. $.30 per side for 11x17 paper
      iv. *Card stock prices are slightly higher.
c. Typesetting and Design: The Print Shop is happy to assist with poster, flyer, post card, brochure and invitation design and typesetting. Call Yvonne Schick at x4626 for assistance.

d. File Requirements: For copying and printing orders, clean hard copy or electronic files must be provided. Files from common programs are accepted, but PDF files are preferred, as some fonts may not be available on Print Shop computers. Originals may be brought to the Print Shop (hard copy, disc or thumb drive), or sent to printsho@hamilton.edu as an e-mail attachment.

Residential Life

a. Every Residential Assistant has a mailbox in the Residential Life office. They are a good resource for advertising your events because each floor has a bulletin board for publicity.

b. Contact: Jean Burke, x4014

Transportation

a. The Student Activities Office manages student organization requests for College vehicles. Only recognized organizations may reserve a van.

b. When your organization considers programs and events off campus, it is helpful to know and understand the following points:

   i. Scheduling of College Owned Vehicles
      1. Scheduling is handled via the online space reservation form.
      2. When reserving a college van please select “Van Reservation” under “Event Type”

   ii. Priority and Procedures
      1. Three vehicles are available for academic purposes and student activity support.
      2. Vehicle availability will be based on a first-come, first-served basis. No person who has reserved a vehicle will be "bumped" or deprived of that vehicle during two weeks prior to the proposed trip except in the event of mechanical difficulties rendering the vehicle unsafe.

   iii. Driver Eligibility and Charges for College Vehicles
      1. A student must be designated an "eligible driver" to drive these vehicles. To drive a van, a student must have a valid driver's license, three years driving experience with no moving violations, view a van-safety video and must successfully complete a driving test in a van with a Physical Plant representative.
      2. A mileage charge, and the cost of driver time (where applicable), will be assessed for the use of College vehicles. Where appropriate, this charge will be made to the account of the department or organization using the vehicle. The 2017 charge for college vehicles is $0.535 per mile. User is responsible for the cost of any gas purchased during reservation. Any updates to this policy can be found at: https://my.hamilton.edu/college/business_office/index.html

c. Dispatch
   i. Vehicles will be released to authorized drivers from the Physical Plant Office on Miller Road in accordance with the proper arrangements. The driver should report to the Physical Plant as close to the requested time as possible. In the evening or on weekends, the reserved vans will be released to the authorized driver by one of the following methods:
1. The driver who wants to drive his/her own car to the Physical Plant Office on Miller Road should first ask the Campus Operator at the Campus Safety Office to arrange for the safety officer to meet the driver with the van keys and the trip/authorization log.

2. Alternately, the driver may go to the Campus Safety Office thirty (30) minutes before the trip’s actual departure and request a ride to the Physical Plant Office. The Campus Safety officer can verify the authorization of the trip and driver, and issue the keys.

3. At the conclusion of the trip, the driver may request a ride from the Campus Safety Officer back to campus. The keys and log should be dropped in the “Drop Box” outside the Physical Plant entrance.

d. Length of Trip / Drive
   i. Because driver fatigue is a major cause of automobile accidents, the following general rules apply to all trips:
      1. Individual drivers shall limit their driving time to a maximum of 6 hours per day.
      2. Groups shall not travel more than 14 hours per day, regardless of the number of drivers available for the trip or in the vehicle.
      3. Trips shall not depart from any location nor should driving take place between the hours of 1:00AM and 5:00AM. The jitney is exempted from rule 1c.
      4. For a complete list of vehicle policies visit: 
         https://my.hamilton.edu/college/physical_plant/usepolicy.pdf

e. A Note About Traveling
   i. When arranging a trip to travel off-campus, please notify Campus Safety and the Dean of Students Office. They should have the following information in order to contact students in the case of an emergency:
      1. List of students traveling
      2. Destination and Accommodations
      3. Contact Information including a phone number.
STUDENT ORGANIZATION TRAVEL POLICIES AND GUIDELINES

Introduction

If approved in advance by the appropriate funding source, travel expenses incurred on official student organization business will be paid by organizational funding if the expenses are properly authorized, reasonable, and appropriately documented. Members of student organizations who incur such expenses should neither lose nor gain personal funds as a result.

This manual describes the policies and procedures used at Hamilton to implement those goals with as much flexibility and as little complexity as is possible within the constraints imposed by various legal and contractual requirements.

Student organizations should exercise care in incurring travel expenses. It is the responsibility of each individual incurring such expenses to comply with the College's policies and procedures, as described in this manual.

Payment of Travel Expenses

Hamilton provides two means for the payment of travel expenses: (a) prepaid expenses, and (b) reimbursements. Each of these is explained in turn below. **Travel reimbursements for organizations funded by Student Assembly MUST be pre-approved by the Student Assembly prior to travel.**

A. Prepaid Expenses
   a. These are expenses paid by the College in advance of the travel date – registration fees, hotel deposits, etc. In order to have the College prepay these expenses, submit an appropriately signed Student Assembly Reimbursement/Payment Envelope (which can be found at the Student Activities Office) along with documentation of the expense (i.e., registration form, hotel confirmation form).

B. Reimbursed Expenses
   a. In order to be reimbursed for expenses incurred or to substantiate travel advances, a traveler must submit an appropriate and signed Reimbursement Envelope accompanied by appropriate original receipts.
   b. The receipts are needed to document the actual amounts of any travel expenses that will be charged to a student organization account. This includes receipts for tolls, gas, and parking.
   c. To be reimbursed for mileage for travel in a personal vehicle, you must submit a map printout (from a site such as GoogleMaps) showing the distance traveled and total mileage. If your trip was round-trip, include maps for both ways.
   d. A description of the trip (including departure and return dates) and a detailed list of your transportation, lodging, meal and miscellaneous expenses should be included with your receipts.

Receipts

A. Required Receipts
   a. Dated original receipts should be submitted with Reimbursement Envelope for:
      i. All lodging expenses (itemized hotel bills required, credit card statement alone is not sufficient)
      ii. Meal expenses, unless such expenses do not exceed $25.00 per day
iii. All purchased transportation expenses, including air, train and bus fares, as well as car rental charges
iv. Registration fees that were not prepaid
v. Any other expense

B. Credit card payment forms and travel agency invoices are not considered adequate receipts for transportation, lodging or car rental agreements. Airplane or train ticket stubs, hotel bills, and automobile rental bills are required. A cardholder's original of an itemized credit card receipt form will be accepted as documentation for meal payments.

C. When expenses are partially covered by an organization other than Hamilton, duplicate copies of the receipts may be submitted by attaching either a copy of the request for reimbursement submitted to the other organization or a Reimbursement Envelope that details expenses divided between Hamilton and the other organization.

Reimbursable Travel Expenses

Travel reimbursements for organizations funded by Student Assembly MUST be pre-approved by the Student Assembly prior to travel.

A. Transportation
   a. Commercial Transportation
      i. Travelers should use the most economical mode of available transportation that is consistent with the purpose of the trip. Whenever possible, travelers should take advantage of excursion rates or other airline discounts. Students will only be reimbursed for coach class.
   b. Private Automobiles
      i. Travelers may wish to use their own automobiles to save time, transport equipment, or reduce the cost for a group traveling to a common destination. The College will reimburse the vehicle's owner by applying a standard rate per mile to the actual driving distance by the most direct route. This mileage allowance covers all transportation and operating costs. Tolls and reasonable parking charges will also be reimbursed, but repairs to the vehicle and other similar costs, whether they result from the traveler's acts or the acts of others, will not be reimbursed.
      ii. Travelers who choose to use their own automobiles on a trip for which air travel is more appropriate will be reimbursed for the actual miles the automobile is driven at the standard rate per mile. This reimbursement may not, however, exceed the coach air fare to the destination, plus airport transportation costs. If two or more people travel together for the College by automobile, the maximum reimbursement is the actual miles the automobile is driven at the standard rate per mile plus tolls, parking fees, etc. are the sum of the coach airfare and ground transportation costs for all the official travelers.
   c. Miscellaneous Transportation Expenses
      i. Reasonable expenditures for limousines, taxis, and public transportation for service to and from airports and railroad stations, between appointments, and between hotels and meeting places are fully reimbursable, as are reasonable tips for the service.

B. Food and Lodging
a. Charges for food, lodging and incidentals are reimbursable according to academic and administrative standards and may vary depending on the nature of the travel - official travel, professional development travel, team travel, scouting trips.
b. Receipts are not required for meal expenses of $25 or less per day (per diem). Requests for per diem reimbursement for food must state the number of days traveled, with fractional days rounded to the nearest quarter. Travelers requesting per diem reimbursement must substantiate the dates and place of the travel. Airline tickets are normally used to provide this substantiation.
c. Travelers should use standard accommodations in reasonably-priced hotels and motels and eat in restaurants or hotel dining rooms of equivalent quality. Travelers should adhere to the SA Policy of 4 people to a room (maximum capacity).
d. Original hotel bills are always required as documentation for reimbursement of lodging expenses.

C. Other Travel Expenses

a. Registration Fees
   i. Registration fees will be paid directly to the sponsoring organization upon submission of a properly completed Reimbursement Envelope form with documentation attached. These fees should be listed on the Expense Report and noted as a prepaid expense, but no additional documentation will be required.
   ii. If registration fees are not prepaid, the College will reimburse travelers for registration fees and conference materials when receipts are submitted with the Reimbursement Envelope. If a receipt cannot be obtained, conference brochures listing costs or other documentation for the expenditure should be submitted.

b. Miscellaneous
   i. Travel expenditures not normally reimbursable include:
      1. costs incurred by unreasonable failures to cancel transportation or hotel reservations;
      2. fines;
      3. lost or stolen tickets, cash, or property;
      4. accident insurance premiums;
      5. in-room movies/games, fitness centers;
      6. expenses not directly related to, or necessary for, the performance of the travel assignment.

D. Tax Exemption for Traveling

a. Hamilton College is a not-for-profit 501(c)3 organization and is exempt from any and all sales tax in the state of New York. This exemption applies to hotels, meals, rental cars and business purchases. Effective January 1, 2006, New York State sales tax paid on College purchases will not be included in reimbursements for retail purchases, hotel accommodations or meal charges in excess of $100. There are tax exemption forms available in the Student Activities Office and on the Hamilton College website when you search for “tax exemption.” We encourage all student organization leaders to use tax exempt forms on organization purchases.
b. Hotel reservations made through internet reservation services will be exempt from this policy as long as the room rate charged is less than the standard room rate charged by the hotel. Documentation provided with the reimbursement request must clearly indicate that an internet service was used.
c. The sales tax exemption should also be requested when renting a vehicle. Vehicles rented through the direct-billed accounts with Hertz and Avis are automatically tax exempt. Because rental car agencies are locally franchised, widespread acceptance of the tax exemption has proved difficult. For this reason, rental cars are currently exempt from this sales tax reimbursement policy.

d. Tax Exemption forms are available in the Student Activities Office.

e. If you have any questions, please contact Irene K. Cornish at icornish@hamilton.edu or x4999.

f. The College has reciprocal tax exemption status in the following states:
   i. Connecticut - exemption from restaurant and hotel tax must be requested three weeks prior to event, tax exemption certificate must be presented to vendor
   ii. Florida - tax exemption form must be presented to vendor
   iii. Illinois - tax exemption form/ID number must be presented to vendor
   iv. Maine - tax exemption form must be presented to vendor, tax exemption from taxable services and tangible personal property
   v. Massachusetts - tax exemption for purchases of tangible personal property only
   vi. Missouri - tax exemption letter w/ID # should be carried with you when traveling
   vii. New Jersey - tax exemption certificate and tax exemption form must be presented to vendor
   viii. Rhode Island - tax exemption form must be presented to vendor

E. Insurance
   a. Personal Property
      i. The College maintains no insurance for loss of or damage to personal property during official travel. Travelers should seek reimbursement through their own insurance company or directly from the responsible party.

   b. College Property
      i. The College does not automatically insure its equipment or the contents of buildings. An individual traveling with College equipment should therefore contact the Purchasing and Property Management Office to determine whether insurance should be purchased prior to travel.
      ii. Even if a department has previously elected to insure certain property, the coverage may not automatically extend to travel. In these cases, the department should also contact the Purchasing and Property Management Office to determine whether coverage is effective during travel.

   c. Personal Automobiles
      i. If a Hamilton student on official business is involved in an accident resulting in damage to his or her vehicle, the student’s own automobile insurance applies. The mileage reimbursement amount is calculated to include coverage for fuel, auto insurance and wear and tear on the vehicle. Travelers who use a personal automobile that is not insured for collision damage should be aware that they will not be reimbursed by the College for such damage. If a student on official organization business is involved in an accident that causes bodily injury or property damage to a third party, the traveler's auto liability insurance will apply first. When necessary and appropriate, College liability insurance may supplement the traveler’s. Inquiries and notification of loss should be directed to the Purchasing and Property Management Office, x4999.
FUNDING AND BUDGETS AT A GLANCE

Prior to applying for Student Assembly Funding, a student organization must be registered and recognized by the Student Activities Office. Once approved, an organization must adhere to the following guidelines:

1. **Attend the Club Leader BASIC TRAINING**: BASIC TRAINING’s are conducted in the fall and spring. All organizations must send a representative in the fall semester. Organizations formed midway through the fall semester must send a representative in the spring semester. Attendance is mandatory before any Student Assembly funds can be allocated for programming purposes.

2. **Obtain Authorization**: Do not, under any circumstances, purchase food, supplies or obligate Hamilton College in any way without the prior authorization of the Student Assembly or your authorized funding source.

3. **Follow Procedures**: Use the proper forms. Carefully enter all information on forms per instructions in the Student Organization Manual. All forms are available in the Student Activities Office or in the office of your advisor.

4. **Keep Records**: Always keep a copy of all forms submitted for approval.

5. **Plan Ahead**: All transactions involving the expenditure of funds require advance planning and written approval by the Student Assembly Treasurer and the Assistant Director of Student Activities.

6. **Monitor Your Account**: Check your account monthly by comparing your budget reports to your financial records and copies of expenditure documents to determine your budget balance. Bring any discrepancies to the attention of the Assistant Director of Student Activities.

7. **Spend Within Your Budget**: An organization may only spend funds for the purposes detailed in their approved budget. Written requests for program budget changes may be made to Student Assembly Treasurer.

8. **Pay Your Bills**: The College will not initiate payment on any form without verification that goods or services have been received. Present all invoices, bills and receipts to the Student Assembly Treasurer for payment as soon as the purchase has been received. If you know a business is sending a bill to the Student Activities office, let the Assistant Director know in advance so there is no confusion as to which organization it should be billed to.
FUNDING AND BUDGETS - PROCESS AND POLICY

Purpose

The purpose of Student Assembly funding is to provide monies for specific projects, programs, and activities that are sponsored by recognized student organizations of the Student Assembly if open to the public. The Funding Committee oversees the distribution and use of the Student Activity Fee funds as stipulated under Article 10 of the Constitution of the Student Body of Hamilton College.

Eligibility Requirements for Assembly Funding

1. In accordance with the Constitution of the Student Body of Hamilton College, all student organizations (exceptions listed, Article 3) must have a constitution. A sample, which can be used as a guide for organizations, is found online. For those organizations already chartered, a review of their constitutions is recommended every two years.
2. Only registered student groups and organizations are eligible for funding. Student Assembly rules and regulations determine the recognition process. Money in the Student Assembly budget can only be allocated if the organization has come before the Funding Committee to request funds. Any group wishing to request funds should contact the Student Assembly Treasurer.
3. The following groups do not need a constitution to be eligible for funding: Committees and sub-committees of the Student Assembly; Organizations and councils established or recognized by the Student Assembly; Each class (Senior, Junior, Sophomore, and First-Year) council.

Rules Regarding Requests for Assembly Funds

1. Separate budget requests should be made to cover fall and spring terms. Semi-annual budgets are requested at the beginning of the fall term for the fall, and the beginning of the spring term for spring. The Funding Committee will notify organizations of funding request deadlines.
2. All funding request forms should be submitted through the Qualtrics forms online.
3. Groups must estimate costs for planned projects and/or activities. All planned expenses and revenues, which occur as a result of the planned event, must be presented. A detailed budget sheet should be brought to the Funding Committee for review, and those presenting the request should be prepared to answer any questions.
4. The Committee prohibits financial commitments before approval of the budget. Commitments made before approval will not be considered by the Committee, nor will they be eligible for reimbursement.
5. The Associate Dean of Students for Student Engagement and Leadership must approve all potential fund-raising projects in advance.

Rules Regarding Use of Assembly Funds

1. Funds are allocated only for the purposes stated in the final budget. Any changes in spending plans must be approved by the Funding Committee. Cash expenditures must be
pre-approved by the Student Assembly Treasurer. Reimbursements will not be granted for cash expenditures made without approval of the student organization’s financial contact.

2. Club officers (organization and financial contacts) shall be held responsible for over-expenditures. Over-expenditures will have consequences for future club requests.

3. All requests must comply with the organization’s purpose and the Student Assembly’s policies.

4. Organizations may not use Student Assembly funds to purchase alcoholic beverages, unless the alcohol is served by a licensed caterer.

5. All transactions require the approval of the Student Assembly Treasurer and the signature of the Assistant Director of Student Activities.

Penalties for Misuse of Assembly Funds

1. Any organization that misuses funding (decided by a two-thirds vote of the Funding Committee) may be placed on financial probation. In some cases, funding will be denied. The organization in question shall remain in that status for one funding semester; however, the status of the organization shall not be changed until it has shown renewed fiscal responsibility (as determined by a two-thirds vote of the Funding Committee).

Accounting Procedures

1. Each organization that receives funding from the College must elect or appoint a financial contact that will be responsible for submitting bills for payment and keeping accurate records. In addition, each organization is encouraged to have an assigned advisor who will also monitor expenditures made by the organization.

2. The organization and financial contacts are the only individuals authorized to commit funds and conduct financial transactions.

3. The Assistant Director of Student Activities and the Treasurer of the Student Assembly will closely monitor student organization expenditures on a regular basis.

4. Only officially documented invoices, bills, or receipts (for reimbursement) are acceptable for payment.

5. Checks should be used to pay individuals on campus (or to off-campus vendors) when large amounts are desired. Requests for checks should be channeled through the Student Assembly Treasurer, then to the Assistant Director of Student Activities, who will direct it to the Business Office. Requests for checks must include a bill or receipt, the name and the address of the payee and W-9 tax form (available at the Student Activities Office).

Miscellaneous Policies

1. The Funding Committee reserves the right to amend, abolish or repeal any rules set forth herein if so directed by the Assembly. New rules shall take effect after sufficient notice has been given to all organizations affected by the new rule.

2. Hamilton College is a 501(c)3 tax exempt organization and is exempt from all sales tax in the state of New York. This exemption applies to hotels/motels, restaurants, rental cars and retail purchases.
3. New York State sales tax paid on College-reimbursable expenses in excess of $100 will not be reimbursed.

4. Phone calls made for conducting valid Hamilton College student organization business will be reimbursed with the proper documentation.

5. Fundraising by student organizations to supplement Student Assembly allotted budgets is encouraged. However, the Funding Committee will at no time act as a bank by lending money for fundraising events with the understanding that this money will be paid back at a later date. For specific assistance and guidelines regarding fundraising, contact the Associate Dean of Students for Student Engagement and Leadership.

6. The bulk purchase (36 or more) of T-shirts must be approved by the Funding Committee and the Associate Dean of Students for Student Engagement and Leadership.
STUDENT ASSEMBLY FUNDING CODES

Article X. Student Assembly Funding Codes
Updated Fall 2016 for Spring 2017

Section 1. The Purpose of Student Assembly Funding and the Student Activities Fee
A. Student Assembly funding serves to promote equity, efficiency, and excellence, giving as many organizations as possible the opportunity to provide the highest quality programming feasible.
B. The purpose of the Student Assembly funding allocations are the following:
   1. To provide a more proactive, strategic spending plan for student organizations and for the entire student body.
   2. To represent the needs and desires of the Hamilton College student body.
   3. To financially assist the student body in offering more high-quality programming on campus.
   4. To assist the classes in conducting business and sponsoring class activities.

Section 2: Funding Prerequisites
A. Organizations wishing to access funding from Student Assembly must be recognized by the Office of Student Activities as a Student Organization, fulfilling the recognition requirements set by Office of Student Activities.
   1. Newly approved student organizations are not permitted to receive Student Assembly funds until the completion of their five week probationary period. This probationary period does not include weeks during summer and winter breaks.
B. All Student Assembly funded organizations and on-campus events must be open to all members of the student body of Hamilton College. All students must have the opportunity to participate in organizations and off-campus events funded by Student Assembly.
   1. Organizations with selective teams must hold an interest meeting at the start of each semester open and publicized to the student body.
C. Organizations that receive dues or have private funds set aside for them must register with Student Activities as an endowed organization and disclose the amount of funding available to their organization from their outside funds for their programming.
D. Funds raised by organizations without dues or outside funds do not need to be accounted for in budget proposals, but the Funding Committee may recommend that those funds be used in lieu of Student Assembly Funding.
E. The Central Council reserves the right to require representatives from any student organization to attend a Central Council meeting or a Funding Committee meeting to explain their proposal in more detail.

Section 3: Strategic and Non-Strategic Funds
A. 80% of the Student Assembly budget, less holds and the discretionary fund, shall be allocated to the strategic budget fund. The remaining 20% shall be allocated to the non-strategic fund, available throughout the semester.
B. Student Organizations have the option of submitting strategic budgets, which consist of an organization’s financial planning for the duration of the semester.
C. Organizations will be given a deadline at or around 2 weeks into the semester to submit their strategic budget proposals, with funds to be voted on at the following Central Council meeting.
D. No student organization, through a combination of strategic and nonstrategic funds, shall be recommended by the funding committee to receive greater than 10% of the Central Council’s total semester funds.
   a. In special circumstances, the Central Council holds the right to override this rule by a ⅔ vote.
E. Any funds remaining in the strategic fund shall be moved to the non-strategic fund after the Central Council has voted on all strategic budget proposals submitted within the strategic budget deadline.

Section 4: Budget Proposals
A. Budget proposals must be submitted to the Funding Committee at least ten days in advance of the event or expenditure.
B. Budget proposals must contain the following:
   1. An itemized listing of costs for the event.
   2. The number of students:
      i. For an off-campus event: the number of expected attendees.
      ii. For an on-campus event: the number of expected attendees, not to exceed the size of the reserved space.
      iii. For internal club expenditures (e.g. supplies): the club membership.
      iv. For external club expenditures (e.g. public works): the expected number of students expected to benefit.
   3. A detailed explanation of the purpose of the event and how they will advance the mission of both the organization and Hamilton College.
   4. The date, time, and location of the event.
   5. Endowed organizations must provide documentary evidence of how their endowment funding is allocated toward the program.
   6. The most recent date of update for the organization’s roster.
   7. Any other information requested by the Student Assembly Funding Committee.
C. Itemization requirements for specific costs:
   1. Food
      i. The Student Assembly will only provide money for food for on-campus events if the food enhances the quality of the event and the event is open to the entire campus.
         a. If the food is central to the event (i.e. a meal), the Funding Committee will recommend funding up to $8 per student.
         b. If the food is not central to the event (e.g. incentive to come), the Funding Committee will recommend funding up to $5 per student.
      ii. Organizations wishing to host private meals may work with Bon Appetit or other options to use a meal exchange. Organizations using meal exchange for food for events will not have the cost of meal exchanges included in their CPS.
      iii. If an organization wishes to order from a restaurant or catering service, that organization must itemize the food order in their budget proposal. Though it is encouraged, organizations looking to cook a meal are not required to itemize each ingredient.
   2. Travel
      i. If using a personal vehicle, the Student Assembly will provide the IRS mileage rate, inclusive of tolls, gas, maintenance, and parking.
ii. If using a college vehicle, the Student Assembly will provide the IRS mileage rate, exclusive of tolls, gas, maintenance, and parking.

iii. Travel requests may include a $25 per person per diem food rate.

iv. Student Assembly will fund only 25% of plane, ship, or train costs.

v. Organizations must include a map detailing the starting address, ending address, and total round trip mileage of the trip.

3. Housing
   i. Organizations requiring hotels for events are expected to maximize room capacity, placing four students in a room, assuming room availability and that the rooms can be made single-sex for those that desire it.
   ii. Rooms purchased by Student Assembly funds must have four students per room; rooms purchased through private funding are not bound by this requirement, so long as the rooms purchased by Student Assembly retain four students per room.

4. Alcohol
   i. The Student Assembly will not provide funding for alcohol unless it is served by a licensed, third party vendor. The request must also receive special approval from the Funding Committee and the Associate Dean of Students, with the final decision falling to the Associate Dean of Students.

5. Publicity
   i. Events which receive a plurality of their funding from Student Assembly must have the Assembly logo on all of their publicity and must be publicized to the entire student body.
      a. The Student Assembly logo is to be made available on the Student Assembly website.
      b. The Student Assembly Secretary is responsible for sending a list of events which require the Student Assembly logo to the Print Shop after their funding is approved, and asking the Print Shop not to produce publicity for those events which do not have the Student Assembly logo.
   ii. Publicity funds are capped at $25 per event.
      a. Publicity includes emails, posters, flyers, stickers, and any other forms of advertisement.
      b. The Central Council shall not provide funding for t-shirts as a form of advertising for a club itself. However, the Central Council may elect to provide funding for t-shirts for events, provided the event is open to the entire student body, the t-shirts enhance the mission of the event, and it is publicized how t-shirts will be allocated.

6. Custodial Services & Utility Fees
   i. Budget proposals should include, if necessary, costs for custodial services and utilities.
      a. Events that require setup or cleanup should budget a minimum of $25 each of these services.
      b. Events that present substantial risks and thus require the presence of campus safety officers must budget $30 per officer, per hour.
      c. Campus AV (Audiovisual Services) and Event Staff are free to student organizations.
d. For concerts and other performances, student organizations should budget for an electrician to be present for the duration of the concert, as well as during tie-in and tie-out for external sound setup.

7. Entertainers and Speakers
   i. Students are not authorized to sign entertainment/speaker contracts and/or obligate funds from the Student Assembly and Hamilton College. The Director of Student Activities or Assistant Director of Student Activities are the only authorized signatories. Under no circumstances will an organization commit the College to an engagement without prior consent of the Director or Assistant Director. If this occurs the organization will lose funding for at least one semester.
   ii. Student Organizations seeking to contract or request funding for outside entertainment or speakers must meet in advance with the Office of Student Activities to discuss negotiation strategies prior to contacting the outside entertainment.
   iii. Student Assembly, in consultation with the Director and Assistant Director of Student Activities, reserves the right to not allocate funding for international payments if doing so presents an undue burden.
   iv. For speakers and entertainers with a fee greater than $2000, the Funding Committee will recommend up to 85% of the fee. For speakers and entertainers with a fee less than or equal to $2000, the Funding Committee will recommend up to 100% of the fee.
      a. The Central Council reserves the right to recommend up to 100% of the fee.

8. Prizes
   i. Prizes may not be awarded to members of the organization. A member is defined as an individual who has been on the organization’s roster and/or has been a significant contributor to the organization at any point in time within the current semester.
   ii. Organizations using prizes must record the prize winner’s name, e-mail address, and estimated value of the prize, to be submitted to Student Activities.
   iii. All prize winners must be currently enrolled students of the College.

9. Films
   i. Organizations wishing to show films or other media must acquire the rights for distribution from appropriate rights holders.

10. Prohibitions
   i. The Student Assembly will not fund the following:
      a. Web pages.
      b. Plastic, single-use water bottles.
      c. Charges related to private events (e.g. food, cleaning, etc.).
      d. Donations to nonprofit organizations, and fundraising events with a mandatory entrance fee.
      e. “Miscellaneous costs/items.”

D. An organization cannot request money for one event and spend it on another event.

1. Excess money allocated to organizations is to be returned within one week of the event or expenditures as well as an actual headcount of the programming. Failure to return
excess money within one week is punishable by a suspension of the organization’s account, the length of which is at the discretion of the Funding Committee.

2. The student organization is responsible for ensuring that excess funds are returned within one week of the event or expenditures by contacting the Student Assembly Treasurer.

3. Organizations wishing to reallocate funds to a new purpose must first receive approval from the Student Assembly Treasurer after outlining the details of the reallocation (how much funding, for what purpose, etc.).

4. Student Assembly reserves the right to audit spending of funds allocated to organizations and to manually check for rollbacks if the Central Council exhausts its funds for the semester.

E. No organization may receive funding from Student Assembly to pay one of its members for a service rendered for that organization. A member is defined as an individual who has been on the organization’s roster and/or has been a significant contributor to the organization at any point in time within the current semester.

F. Outside Funds
   1. Endowed organizations requesting funds must provide documentation of how their endowed funds will be allocated to the event or program in the budget proposal.
   2. Neither the Funding Committee nor Student Assembly shall discriminate against endowed organizations.

G. The funding committee has the authority to reject unsatisfactory budget proposals and ask organizations to re-submit their proposals.

H. The Student Assembly Treasurer reserves the right to withhold tax amounts when reimbursing costs in which the purchaser failed to utilize Hamilton College's tax exempt status.

Section 5: Guidance to the Treasurer and to the Funding Committee

A. The Student Assembly Treasurer may not make any promises to any organization with regard to funding allocations. No such promise shall be guaranteed by the Funding Committee or the Central Council. Funding amounts become official only after the approval of the Central Council.

B. An organization will be put on probation at the discretion of the Student Assembly Treasurer if either of the following occurs:
   1. Spending money on items not approved.
   2. Overspending by more than $40.00.
   3. Committing the College to a contract not authorized by the Office of Student Activities.

C. The Funding Committee is to examine all budget proposals to determine whether to recommend them to the Central Council.

D. The Funding Committee shall meet at least once during the beginning of each semester and at any time deemed necessary by the Student Assembly Treasurer or the Student Assembly President.

E. In examining budget proposals, the Committee will review and recommend based on the following principles:
   1. Overall costs
      i. The Funding Committee must work with student organizations to ensure they are minimizing their costs without compromising the nature of their programming.
ii. If the overall cost exceeds 5% of the Student Assembly budget for the semester, the Committee will submit their recommendation to the Central Council and the organization leader must present the budget to the Central Council, either in a half-page statement or in person.

iii. No organization shall be recommended by the Funding Committee to receive greater than 10% of the Student Assembly’s semester-long budget. In special circumstances, the Central Council can override this rule with a ⅔ vote.

iv. The merits of each proposal shall be evaluated using the guidelines set forth in Article X, Section 4. If the average cost per student in a budget proposal seems unreasonably high, the Funding Committee reserves the right to meet with representatives from the organization for further explanation.

2. The merits of the proposal, as outlined in Article V, Section 2.
   i. If, through revising budget proposals on their merits, the proposal’s CPS falls under the median threshold, the organization is not required to submit further explanation to the Central Council.

F. The Funding Committee must release its recommendations and budget proposals to the Central Council at least 12 hours before the Student Assembly meeting to discuss the recommendation.

G. Organizations are subject to regular audit of their financial history and events, conducted at the discretion of the Funding Committee. Audit procedures include, but are not limited to:
   1. Requiring organizations to submit information to Student Assembly after hosting Student Assembly-funded events.
   2. Requiring organizations to submit records related to their events (receipts, pictures, etc.).
   3. In-person audit (i.e. at an event) by a member of the Executive Committee or the Funding Committee.

H. If organizations are found in violation of funding codes, the Executive Committee reserves the right to determine sanctions. Such sanctions include, but are not limited to, increased scrutiny of funding proposals as well as potential suspension of funding privileges.
   1. Greater auditing scrutiny includes, but is not limited to, event-specific financial audit.
   2. The Executive Committee reserves the right to conditionally sanction organizations found to be in violation of the funding codes.
      i. This may include suspension of funding until the organization appoints new leadership.

Section 6: Guidance to the Central Council

A. The Student Assembly shall not discriminate against organizations with outside funds.

B. The Central Council is instructed to decide on funding based on the following criteria:
   1. The amount the organization has requested and spent previously during the semester.
   2. The strength of the organization’s proposal.
   3. The amount of the budget the organization is requesting.
   4. The time and effort the organization must put into the programming.

C. Approval of budgets that exceed 5% of the Student Assembly budget for the semester require line-item approval.

D. No Student Assembly member may not vote for funds for clubs of which they are a member or toward which they have an unfair bias. Failure to recuse oneself from such votes may be grounds for a vote of impeachment, as laid out in Article VII, Section 2.
Section 7: Holds
A. The Office of Student Activities, in consultation with the Funding Committee, may designate certain funds to be held for major, annual programs or events (i.e. Movie Channel, Student Assembly Programming, Senior Week). The Treasurer is responsible for keeping track of hold durations.
B. Holds are not available to individual student organizations.

Section 8: Transparency Requirements
A. After each meeting, the Student Assembly shall publish the amount of money granted to each organization, as well as the purpose of the funds.
B. The Student Assembly shall make public a permanent record of how much each organization has requested and receiving over the course of a semester, as well as the percent of the budget they are requesting and receiving.
C. Organization members must recuse themselves from votes on funding for organizations in which they are a member in the Funding Committee and on the Central Council. The Treasurer is responsible for ensuring that members properly recuse themselves.
   1. When members recuse themselves, the majority required for funding is taken from the pool of non-recused members.
   2. In cases where recusals lead to a tie, the Student Assembly President is responsible for breaking the tie.

Section 9: Revisions
A. The thresholds and values stated in these codes should be re-evaluated every two years to ensure timeliness and accuracy.
B. Thresholds and values should be set so as to sustainably exhaust the Student Assembly budget throughout the duration of the semester.
C. Data from approved budgets, including allocations, proposals, and expenditures, shall be maintained by Student Assembly for at least five years after approval to inform future revisions to the codes.
   1. The Funding Committee is responsible for this maintenance.
   2. For the purposes of this accounting, individual proposals within strategic budgets should be considered individually.

Section 10: The Student Assembly Discretionary Fund
A. Purpose of the Discretionary Fund
   1. The use of the Discretionary Fund is excluded from all funding codes set forth hitherto. The following guidelines apply to the use of the Discretionary Fund.
   2. The Discretionary Fund shall exist for use by the Central Council or Executive Committee to develop programming for the benefit of the student body and to promote Student Assembly as a governing body on campus.
      i. The Fund may not be used by Committees established by the Student Assembly, unless their programming is appropriated by the Central Council.
   3. If a program continues consistently for three years, it is recommended that a Committee established by the Student Assembly or Student Organization run the program and apply for funding outside the Discretionary Fund.
B. Size, Approval, and Evaluation

1. The Discretionary Fund will be set at $5000 each semester. Any funds not used at the end of a semester will be rolled into general Student Assembly funding.

2. If the general fund has been exhausted, the Student Assembly may, by a ⅔ vote, release any or all of the remaining funds back into the general Student Assembly fund.
   i. Up to 5% of the fund may be allocated for each of the class delegations.

Applications for the Discretionary Fund must be submitted as any other funding proposal, but do not require approval from the Funding Committee. Proposals to the Discretionary Fund must be submitted at least 24 hours before the scheduled event or expenditure. In the case of extenuating circumstances a Motion to Suspend the Rules must pass by two-thirds (2/3) vote.

All other itemization rules, however, still apply.

3. Approval for using this fund requires ⅔ vote of the Central Council.

4. The size of the Discretionary Fund shall be reevaluated every semester, and the Fund itself shall be reevaluated every two academic years.