Alfred University
Student Organization Manual
& Recognition Form

Created by the Center for Student Involvement

2016-2017
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You are likely reading this guidebook because you are considering taking the lead of an existing AU club or possibly creating a completely new student organization. This document has been created to assist you through your journey by highlighting both the benefits and policies of student leadership.

The benefits are best described on the next page, with an overview of the “social change model of leadership development.” This is the framework that Alfred University’s Division of Student Affairs uses in developing our students’ skills in through a variety of programs, including student organizations.

The numerous policies and procedures throughout the rest of the book may seem overwhelming. These are in place to create both a high level of quality while maintaining adequate safety standards. Please be sure to read the policies so you understand that your leadership role comes with a great deal of responsibility.

Filling out the recognition form (last page) is the easiest part of your journey. Just gaining recognition is not an overly impressive accomplishment – setting ambitious goals and building your club into an impactful part of our community is the real challenge.

I look forward to assisting you and your organization in the year ahead.

Dan Napolitano
Director of Student Activities
Alfred University
The Social Change Model is grounded in the belief that leadership is a process not a position, that all students are potential leaders, and that service is a powerful vehicle for developing leaders. The eight core values of the Social Change Model are:

- **Consciousness of Self** – Awareness of the values, emotions, attitudes, and beliefs that motivate one to take action
- **Congruence** – Thinking, feeling, and behaving with consistency, genuineness, authenticity, and honesty toward others
- **Commitment** – The psychic energy that motivates the individual to serve and that drives the collective effort
- **Collaboration** – Achieving common goals by sharing responsibility, authority, and accountability
- **Common Purpose** – Working with shared aims and values, facilitating the groups’ ability to engage in collective analysis of the task at hand
- **Controversy with Civility** – Recognizing that differences in viewpoint are inevitable and valuable and that such differences must be aired openly and with respect and courtesy
- **Citizenship** – The process whereby an individual and the collaborative group become responsibly connected to the community and the society
- **Change** – The ability to adapt to environments and situations that are constantly evolving, while maintaining the core functions of the group
Philosophy and Benefits Granted to Student Organizations

Center for Student Involvement Mission Statement
The Center for Student Involvement contributes to the overall success of students by providing engaging opportunities and innovative activities with an emphasis on building a strong community where every member is encouraged to contribute as diversity and uniqueness are celebrated.

Student Organization Philosophy Statement
Alfred University supports an environment where co-curricular activities flourish and provide opportunities for students to pursue social, recreational, cultural, spiritual, and other interests. Alfred University, student organizations, their leaders, and advisors are expected to create an environment within which all activities are pursued in a sound, safe and productive manner, both on and off campus.

Benefits Granted to Official AU-Recognized Student Organization

- Organization listed on AU publications and websites
- Activation of an Alfred University e-mail account
- Creation of an AU business account & services (note: no automatic budget)
- PCC box for organization mail (*only if you expect frequent mail*)
- Use of facilities - meeting rooms and other spaces
- AU Motorpool vehicles and discount rate
- Use of AU e-store on-line credit card system for charging club activities to students and non-students (Student Service Center coordinated)
- AU hotel discount rate (for official business)
- CSI staff advising (workshops, one-on-one consultation, and other support)

Benefits of Being an Official Student Senate-Recognized Student Organization

- A vote on campus issues (after one year of membership)
- A possible budget (see Student Senate financial policy)
- Membership on various impactful committees

Status as an Intercollegiate Varsity Sport

- Clubs (or individual students) may request the creation of an intercollegiate sport by following the policy outlined on page 7 of this manual.
Recognition Requirements

1. The proposed organization must have at least five leaders that are enrolled as Alfred University students and are willing to be held accountable for the actions of the student organization. This includes being financially responsible for any deficit spending. Leadership must be listed and signed on a completed recognition application, found in the back of this guidebook. Student organizations are expected to inform the Center for Student Involvement regarding any mid-year changes in leadership and advising.

2. The organization must have a non-student advisor. All student organization advisors that are not full-time employees of Alfred University must be approved by the Director of Student Activities. Advisors of all club sports, regardless of University employment, must be approved by the Director of Student Activities. (Proof of advisor is also required on recognition application.)

3. Every student organization is expected to create a constitution which describes the operational structure and policies of the group. A copy of the constitution is to be submitted with the recognition application. This document will assist in holding an organization accountable to their established standards. (A sample constitution is on the reverse side of the recognition application.)

4. Student organizations are subject to liability review by Alfred University. If programs are deemed dangerous or not covered by University insurance, AU reserves the right to restrict such activity.

5. Student organizations are expected to contribute to campus life and admissions efforts through required programs including, but not limited to, leadership training, admissions visit days, community service events (i.e. Hot Dog Day). Failure to attend or participate in such events may result in denial of recognition.

6. Student organizations and their members are responsible for complying with all policies included in this manual and other published University policies, including, but not limited to: The Student Code of Conduct; Hazing Policy and Procedures; Racial Harassment Policy; Substance Abuse Policy; and Demonstration Policy. Student organizations and their members are also responsible for complying, at all times, with local, state, and federal laws. Student organization leaders and members may be held responsible for any conduct which adversely affects the University community and/or the pursuit of its objectives whether that conduct occurs on or off University premises AND/OR whether conduct is by members or guests.

7. Student organization membership must be open to the entire student body. Any exclusive membership policies (grades, physical abilities) must be approved by the Director of Student Activities. Student organizations cannot exist for the sole purpose of suppressing the mission of another campus organization or a specific group of students.

8. Alfred University does NOT recognize any social fraternities or sororities. AU reserves the right to suspend any organization or individual believed to be participating in / collaborating with such prohibited activities.
Policy for requesting the addition of an intercollegiate varsity sport

Any student may submit a request to add an intercollegiate varsity sport using the procedure outlined below. All requests will be reviewed by the University’s Title IX officer, the athletic director, and the vice president for student affairs in light of federal requirements. Any request approved by this group will be forwarded to the vice president for business and finance for funding consideration and a recommendation to the president. The president will make a final decision.

The timing of the implementation of a decision to add a varsity sport will take into account personnel needs, compliance with Title IX, availability of competition, facility requirements, the availability of funding to support a competitive experience, and University-wide programmatic needs.

In order for Alfred University to consider adding a varsity sport as early as the following academic year, the documentation outlined below needs to be submitted to the athletic director by Oct. 15.

Procedure:

Submit a written statement of your request to the athletic director. The request should include a general statement stating the specific men’s, women’s or co-ed sport requested, the rationale for the addition of the sport, and the league/organization (e.g. NCAA, IHSA, USCSA) the student proposes should sponsor the sport.

In addition, the student should include as much of the following information as possible, particularly if the requested sport is not an NCAA division III sport:

a. Available competition at the level proposed, reflecting conference, local and regional teams
b. Equipment and facility needs (e.g. practice facilities, competition facility requirements). Please address time requirements for student-athletes.
c. Personnel needs (coaching, etc.)
d. Names and contact information for people or organizations that AU can contact for additional information about the sport
Accountability Process For Student Organizations

Introduction: This process exists to address issues of a student organization violating any policy, whether it is as serious as breaking a federal law or addressing internal issues such as failure to follow the organization’s own constitution. The process and sanctions are intended to be a learning experience that results in the improvement of the organization and community.

I. Reporting Procedures
Reports of alleged violations by a student organization must be submitted in writing to the Director of Student Activities. Any individual may submit a report of an alleged violation. If a report reveals an individual to be responsible or involved in an alleged violation of the AU Code of Conduct it may be referred to the University Judicial System for further review and action if deemed appropriate. An individual’s violations of village, state, or federal laws will be reported to AU Public Safety and Alfred Police Department.

II. Inquiry and Hearing
The Director of Student Activities shall review all incident reports regarding student organizations and determine whether to conduct a formal inquiry. The formal inquiry may include a preliminary “administrative hearing” with the organization president to discuss the alleged violation(s). Student organizations may have their advisor present at the hearing. The Director may also interview other parties involved and may ask the organization not to contact or influence certain people involved in the inquiry.

Once all information is gathered, the Director of Student Activities will meet again with the organization president and issue official findings along with possible sanctions and recommendations. Sanctions will be mandatory requirements that must be met in order to continue as a recognized organization. If the student organization is found in violation of the charges, sanctions may include, but are not limited to, loss of University privileges, funding and/or recognition. Recommendations would be suggestions for improvement but are not mandatory.

The Director of Student Activities has the right and responsibility to report individuals to the University judicial system for individual hearings and may also bill student accounts for any damages or costs incurred.

III. Appeals: Appeals must be submitted in writing to the Dean of Students within ten days of the notification of the hearing results. The imposition of sanctions will remain in effect during the period of the appeal proceedings. Appeals must be based on the organization’s ability to demonstrate that:
- the hearing was not consistent with the established hearing procedure
- information is available that was unavailable at the time of the hearing, and new information is relevant to the hearing determination or
- the sanction(s) is/are inappropriate for the violation(s).

An appeal must set forth concisely the grounds for appeal, as well as any supporting material. A written decision will be rendered by the Dean of Students and e-mailed to the president of the student organization within seven (7) days of receipt of the appeal. The Dean of Students may uphold the original decision and sanctions; uphold original decision and alter sanctions; or refer the case back to the Director of Student Activities or designee for rehearing or review. The Dean of Students may reduce but not increase the sanctions imposed. The outcome of the appeal is final.
STUDENT ORGANIZATION EVENT PREPARATION CHECKLIST

The following checklist has been created to assist student organizations in preparing for an event. The PREPARATION checklist offers RECOMMENDED tips for organizing a program. The SAFETY checklist is REQUIRED steps in order to ensure the events meet the safety and liability criteria established by the University. Please complete both sides and copy as necessary for seeking support and/or approval.

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<th>Event Sponsor:</th>
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<tr>
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<td>Location:</td>
</tr>
<tr>
<td>Primary Coordinator:</td>
<td>Cell #:</td>
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**ROOM RESERVATION**
No
Yes - I have contacted the appropriate office, held the space, and have discussed any set-up responsibilities. (Contact list in Student Organization manual)

**TECHNICAL NEEDS**
No
Yes - I have contacted the appropriate technicians, understand what is being provided, what I need to bring, and who is running the equipment.

**ACCESS NEEDS**
No
Yes – My advisor has the key to access any necessary spaces and organization has made plans to borrow a key.

**CATERING NEEDS**
No
Yes - Contact Catering Director at 607.871.2285

**PAYMENTS**
No
Yes – Work with Student Senate treasurer (if Senate-funded) and/or the Business Office for such payments.

**HOTEL**
No
Yes – Contact Saxon Inn for reservations at 607.871.2600

**VEHICLES**
No
Yes – Advisors must reserve vehicles on our.alfred.edu

**ADVERTISING**
No

**SAFETY CHECKLIST**
No
Yes – I have completed the Safety Checklist and received approval on aspects that may be deemed a safety concern.
STUDENT ORGANIZATION EVENT SAFETY CHECKLIST

The following checklist has been created for student groups to self-assess their programs to determine whether all necessary permissions and safety issues have been addressed. If you answer YES to ANY questions below, please follow the directions to receive approval regarding your event. Failure to recognize safety risks and attain appropriate approval could result in cancellation of event or suspension of organization’s recognition.

**Alcohol Served**
Third-party licensed alcohol provider needed (AVI)

- No
- Yes

Complete alcohol permit and submit to Dean of Students. (page 21)

**Fire / Open Flame**
candles, bonfires, barbecue grills, other hot works

- No
- Yes

Complete Hot Works permit through the Environmental Health and Safety office (x2190)

**Physical Risk**
Events in which physical risk exists for participants or observers

- No
- Yes

Contact the VPBF Office (x2966) to develop a safety plan on either a per-event or year-long basis.

**Chemical Usage**
Are any chemicals being used in program?

- No
- Yes

Contact Environmental Health and Safety office (x2190)

**Fire Alarms**
Are fire alarms being deactivated?

- No
- Yes

Contact Environmental Health and Safety (x2190) office

**Installations**
Is anything being hung or mounted for the program?

- No
- Yes

Contact Environmental Health and Safety office (x2190) and Physical Plant (x2154) for approval.

**Combustible Materials**
Paper decorations, Hay bales, other questionable material

- No
- Yes

Contact Environmental Health and Safety office (x2190) for guidelines and approval when unclear.

**Hazing Concerns**
Is any action being required for induction or membership?

- No
- Yes

Consult with Dean of Students (x2132) for further descriptions and advice on how to create a safe and respectful traditions.

**Travel**
When using AU vehicles and/or AU funding.

- No
- Yes

- Yes – Student organizations must comply with AU Travel Policy included providing documentation and AU employee must accompany on trips over 200 miles away and overnight.

**Controversial Content**
Could this event lead to demonstrations or opposition?

- No
- Yes

Notify Public Safety office (x2108) and familiarize yourself with AU demonstration policy (page 18)
## Important Dates to Remember

### Spring 2016 Important Dates:

- **Sunday, March 27 – Saturday, April 2**  
  **Nomination Week:**  
  Nominations for your club’s officer positions should be taken no later than this week.

- **Saturdays, April 2 and April 9**  
  **Accepted Students – Club Fair** (Setup by 10:15 AM)  
  Promote your organization to incoming students with the help of Admission – RSVP to Jeff Scharl (Scharl@alfred.edu) or Jared Cooper (cooperj@alfred.edu)

- **Sunday, April 3 – Saturday, April 9**  
  **Election Week**  
  Elections to vote in new officers should happen no later than this week

- **Wednesday, April 13**  
  Turn in paperwork at E-Board 101 (or CSI Office beforehand)

- **Wednesday, April 13 8:00 - 9:30 PM**  
  **E-board 101**  
  Club leadership training – 3 concurrent sessions at 8, 8:30, and 9pm one leader per club / per session required. Begins at Nevins Theater at 8pm.

- **Friday, April 15 10 AM – 3:30 PM**  
  **Budget Day**  
  CSI staff and Senate officers available to help with budget planning CSI Suite

- **Friday, April 15 By 4 PM**  
  **Budgets Due** (Late budgets receive a penalty – E-mail electronic proposal to senate@alfred.edu)

- **Saturday, April 16 Starts at 8:30 AM**  
  **Budget Hearings** by Appointment  
  McNamara Room, Powell CC

- **Thursday, April 28 6pm**  
  **Student Leadership Dinner – Knight Club**  
  Past year’s club presidents are invited; others welcome by contacting studentaffairs@alfred.edu for an invitation. Guest speaker Alumni Sebastian White.

- **Saturday, April 30 12 PM – 5 PM**  
  **Hot Dog Day – Lower College Drive, Alfred State College**  
  Student Senate funded clubs must provide 2 volunteers for 2 hours of community service on HDD – sign-up through Student Senate.
Understanding Liability

Liability refers to holding individuals, groups, and organizations responsible for the consequences of specific actions. It is important for AU student leaders to recognize they could be held liable for the activities which they lead.

Below is a brief summary of some points for all student leaders to be aware.

- All accidents and injuries incurred through extra-curricular activities are the responsibility of the participant. Each participant is expected to maintain their own health insurance coverage.

- Any injuries should be reported by completing the Accident/Incident/Near-miss Investigation Report form (page 14 in this manual) and also available through the Environment Health & Safety Office. “Near miss” incidents help recognize possibly dangerous situations that can be reduced for better safety. Contact this office at 607-871-2190.

- If a program involves a physical risk, it is recommended that the organization develop a safety plan through consultation with VP of Business & Finance. Creation and signing of liability waivers may be required as part of a safety plan. If the event is deemed too dangerous, a safety plan could be denied.

- Alfred University maintains general liability insurance for the institution. This insurance is to protect the University and advisor against any claims that may arise. The advisor must be acting within his/her advisor capacity in order to maintain coverage.

- Alfred University student leaders are NOT protected by the University’s general liability insurance plan. Any claim that may be filed against the student leader is at that individual’s sole expense.

- Similarly, Alfred University non-employee advisors are protected by the University’s general liability insurance plan as “volunteers.”

- The safety checklist in this manual has been created to reduce liability risk for the University, advisor, and leadership. Please refer to it when planning events.

- When in doubt, please consult with University personnel including the VPBF office and/or the staff at the Center for Student Involvement.
Ten Miscellaneous Areas of Caution (regarding liability and laws)

1. **Contracts:** To pay any performer, speaker, or guest, we must have a contract and W-9 form. For many performers we may also require a Certificate of Insurance. The Vice President of Business and Finance (Giovina Lloyd) must sign all contracts. Tricia Debertolis will help you create a suitable contract for VP Lloyd’s final execution.

2. **Films:** Don’t show ANY films without proper licensing. Film distributors scour the web looking for films that are shown illegally in public settings. If you do watch a film PRIVATELY, it must be a personal viewing at someone’s place of residence – no public invites, flyers, announcements. Tricia Debertolis or Craig Arno can help with this.

3. **Alcohol:** Alcohol must be provided by a third-party, NYS licensed vendor. Off-campus parties which use organization e-mail announcements, Facebook invites or contain many members of a club – could still be considered a club party. Leaders could be held accountable for off-campus parties that serve minors or break other laws.

4. **Gambling:** Fifty-fifty raffles are considered monetary gambling. Use raffle prizes rather than cash if doing a fundraising raffle. All raffles should be documented to ensure legitimacy and names of winners should be sent to CSI Office in case someone inquires.

5. **Injuries:** As noted prior, any accidents should be reported immediately (48 hours by completing an Accident/Incident/Near-miss Investigation Report. Leaders should be evaluating risks before injuries occur and taking proper precautions to ensure safety.

6. **Exclusion:** Any policies excluding students from joining an organization (or limiting students to certain roles within an organization) should be approved by the Director of Student Activities.

7. **Bystanders:** The club is responsible for the conduct of EVERY PERSON at your events, even if on the sideline or audience. Make sure you have safety plans in place for your entire event.

8. **Weapons:** Please make sure the Public Safety (607-871-2108) office is aware of any equipment that might be considered, or used as, a weapon: fencing swords, bows and arrows, atlatls, etc.

9. **Money:** Leaders are responsible for any deficit spending and should not use club resources for personal gain. Clubs should inventory ALL equipment.

10. **Initiations:** In regards to hazing, along with obvious hazing infractions please consider that hazing could include less obvious pressures that a club creates for inclusion. (Hazing policy is included in this manual.)
Accident/Near-miss forms found on the Health and Environmental Safety page on my.alfred.edu  
http://my.alfred.edu/index.cfm/fuseaction/ehs.first.cfm
Student Organization Travel Policy

Introduction
Alfred University supports the philosophy that student activities are an integral component of the collegiate experience. In an effort to assist student organizations with travel needs, the Center for Student Involvement has established these travel policies and related procedures for the purpose of reducing risks and providing protection for all student organization travel. This policy is in addition to the Motor Pool’s Driving Rules and Regulations document.

Official Authorized Travel
Alfred University recognizes “official student organization travel” as any trip a) sponsored in name by a student organization, b) using University funds OR c) using University-owned and insured vehicles. All travel by recognized student organizations must relate to the purpose of the organization and comply with the policies of Alfred University. Student organization travel is reviewed and authorized by the group’s advisor, president & treasurer. The student organization must designate a member to serve as the trip coordinator who is responsible for completing and submitting trip information and waivers to the Center for Student Involvement.

“Permission Slips” The Center for Student Involvement does NOT issue permission slips to faculty asking for club travel to be an excused absence. While club advisors may choose to create a letter for student to share, it is the full responsibility of the student to speak to the professor about their ability to miss a class and the repercussions it may have on their grade.

Behavior
Students are expected to conduct themselves as positive representatives of Alfred University while traveling. All of Alfred University’s Code of Conduct and Student Organization Expectations still apply off-campus and individuals and group will be held accountable for violations of policy. Once at destination, students are expected to fully participate in the intended activity. For instance, traveling to a conference and not attending sessions is unacceptable.

Personal Use
University vehicles and funds are not to be used for personal use. This includes, but is not limited to, personal shopping trips, entertainment, doctor’s appointments, personal employment or interviews. Such misuse of the resource may result in judicial action or loss of privilege.

Vehicle Reservation & Billing
Reservations of University vehicles must be completed by an advisor using the Motor Pool website form located at www.our.alfred.edu (“faculty/staff” tab on left > motor pool reservation form). Student leaders do not have access to the on-line reservation system. Student organizations must have a Business Office account with an account code to reserve a vehicle. The president, treasurer and advisor are responsible to ensure that necessary funds are in the group’s account to cover the cost of travel. Deficit spending beyond account budget may be charged to personal student accounts of those two student leaders regardless of whether they attend the trip. Please confer with motor pool regarding updated mileage fees.

Student Organization Mileage Rates: Bus - $1.05 per mile / Car - 0.22 per mile / Large Van - .31 per mile / Mini-Van - .31 per mile

Registered Drivers
Alfred University students, faculty and staff must register to drive at the Physical Plant office by producing their license and completing a registration form. AU’s criteria for qualified drivers include a 1-year minimum with license and no DUI/DWI/DUIAI infractions in the past ten years. Other infractions must be listed and will be taken into account regarding approval. No persons other than those registered are authorized to drive University vehicles. Once approved, drivers must notify the Physical Plant if their driver’s license is suspended, revoked or other conditions have changed after being approved.
Travel Supervision
Any trip that is 200 (or more) miles one-way AND overnight must have an advisor accompany students in order to use University vehicles. The advisor is required to assist with any emergency travel situations and decision-making on behalf of Alfred University.

Waivers and List of Travelers
Any official trips over 200 miles & overnight must complete travel waivers (next page) and submit a list of all travelers to the Center for Student Involvement before departing on trip. Also, indicate the student and any advisor who are serving as the lead coordinator of the trip. The list can be e-mailed to csi@alfred.edu or a copy of the sign-up sheet may be brought to the office in the Powell Campus Center before departing. Failure to submit form may reduce a group’s ability to rent vehicles in future.

Tickets and Fines
Drivers are fully responsible for full cost and other repercussions as a result of parking tickets, speeding tickets, impound costs, or towing due to driver’s negligence. These expenses will not be paid from the organization’s account. If a bill (such as parking ticket) is sent to University, the driver on reservation record will be contacted for payment.

Accidents and Breakdowns
While using University vehicles, any accidents or other issues (flat tires, breakdowns, etc.) must be reported to Kevin Dodge, Motor Pool Supervisor, at 607-871-2169 (office). Please acquire an emergency cell number from Motor Pool when picking up keys. (Often on key chain). Accident forms are located in the glove box of each vehicle along with instructions. The University’s insurance company requires an accident form be completed for any damage to an AU vehicle or vehicle operated by another party. Information must be submitted within 24 hours to the office of the Vice President of Business and Finance at (607) 871-2966.

Personal or Privately-Owned Vehicles
Student organizations should minimize the use of personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all vehicle liability associated with the trip. Students using personal vehicles for student organization travel acknowledge the risks involved in the travel activity and assume responsibility for the liability for themselves and the passengers traveling in their vehicle.

Weather
In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures in observance of travel warnings as issued by the highway safety authorities or weather advisory services. The Motor Pool also has the ability to withhold vehicles if the director deems the conditions to be unsafe for vehicle travel.

Vehicle Occupancy & Seat Belt Use
The maximum number of people in any vehicle must not exceed the number of seatbelts in the vehicle. All vehicle occupants must wear seat belts at all times while traveling.

International Travel
University vehicles may not be taken into Mexico or Canada without the prior written consent of the Motor Pool and Center for Student Involvement.

Other Forms of Transportation
Student organizations using commercial transportation such as train travel, air travel, charter bus, or any commercial boats must still comply with travel policy.

Sanctions
Student organizations and individuals failing to follow travel this policy may be sanctioned (including loss of privileges or recognition) or be referred to the University judicial system if personal actions are found in violation of University policy.
STUDENT ORGANIZATION TRAVEL RELEASE WAIVER
To be completed by each traveler and submitted to CSI Office prior to trip.

I, the undersigned student, acknowledge that I have agreed to participate in an Alfred University sponsored activity (hereby known as the “Activity”) described as follows:

Sponsoring Club: __________________________ Event Date: __________________
Leader name: ____________________________ Destination: __________ Distance: @
Leader cell phone ________________ Advisor’s Name __________________
# of AU Vehicles _____ # of Personal Vehicles _____ Form submitted _____

1. I am choosing to participate in this activity and I assume and accept the responsibility for my involvement in this activity.

2. I acknowledge that participating in the Activity involves certain risks and that injuries, death, property damage, or other harm could occur to me or others. I accept and voluntarily incur all risks of any injuries, damages, or harm which arise during or as a result of my participation in the Activity, regardless of whether or not caused in whole or part by the negligence or other fault of Alfred University, its departments, trustees, affiliates, employees, officers, agents or insurer (herby known as “Released Parties”)

3. I understand that I am representing Alfred University and the university’s policies are in effect while off-campus. As a university-sponsored activity, I am bound by all University rules and regulations regarding student conduct including, but not limited to, restrictions and policies regarding underage drinking of alcoholic beverages, use of any illegal substance, abuse or harassment of other students or people, disorderly conduct, hazing (as defined in the Student Code of Conduct), theft or damage to the rental property that will be used or occupied on the trip, or any activity that would reflect poorly on Alfred University.

4. I will reimburse Alfred University for any costs it incurs due to injury/damage resulting from my participation in this activity: I agree to indemnify Alfred University for any loss or costs, including medical bills, court costs and attorneys’ fees, that it might incur due to injury or damage resulting from my participation in this activity. Furthermore, if driving a university vehicle I am responsible for any speeding or parking tickets or fines levied against vehicle while under my supervision as driver. (Note: AU does retain auto insurance on our vehicles in case of accident but NOT on personal vehicles.)

5. For overnight trips beyond 200 miles (and using AU vehicles), the advisor listed above will chaperone the trip.

BY VOLUNTARILY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS LEGALLY BINDING AGREEMENT.

Student 1 name printed __________________________ Signature of Student ____________ Date ______
Student 2 name printed __________________________ Signature of Student ____________ Date ______
Student 3 name printed __________________________ Signature of Student ____________ Date ______
Student 4 name printed __________________________ Signature of Student ____________ Date ______
Student 5 name printed __________________________ Signature of Student ____________ Date ______
Student 6 name printed __________________________ Signature of Student ____________ Date ______
Student 7 name printed __________________________ Signature of Student ____________ Date ______
Student 8 name printed __________________________ Signature of Student ____________ Date ______
Student 9 name printed __________________________ Signature of Student ____________ Date ______
Student 10 name printed __________________________ Signature of Student ____________ Date ______

(Duplicate sheet if more than ten students traveling)
Reserved By

* Last Name
* Email
* Date(s) Needed
* Pickup Time

(Key pickup time is Monday-Friday, 7 am - 3:30 pm at motor pool. Please specify day and time.)

* Key Pickup Time

* Driver(s)
(To select more than one driver, hold the Ctrl key (MACS CTRL + key) down while making the selection. If you need a driver provided from motor pool, please specify that in the comments box below.)

Destination:

* City
* State

Drivers must register to drive each year, July to June. If you have not registered you may not drive. To register print out the Faculty & Staff and/or Student Driver Registration form, fill in and return to Physical Plant.

---

**Trustees and Student Shuttles to Airports come first for all vehicles**

<table>
<thead>
<tr>
<th>First Choice</th>
<th>Second Choice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car</td>
<td>Car</td>
</tr>
<tr>
<td>Quantity: 1</td>
<td>Quantity: 1</td>
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<tr>
<td>Mini van</td>
<td>Mini van</td>
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<td>Quantity: 1</td>
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<td>Large van</td>
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<td>Quantity: 1</td>
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<tr>
<td>Bus</td>
<td>Bus</td>
</tr>
<tr>
<td>Quantity: 1</td>
<td>Quantity: 1</td>
</tr>
</tbody>
</table>

* Need Gas Card
* Yes  No

* Need Seats Out
* Yes  No

(If you select more than one van, please specify in the comments box below what van you need the seats taken out of.)

Student that is driving for a trip that is 200 miles one way and overnight must have an Advisor with them.

Advisor's Name

Comments

---

**Motor Pool Additional Charges**

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Removal of seats</td>
<td>$10.00</td>
</tr>
<tr>
<td>Cleaning beyond the ordinary</td>
<td>$25.00</td>
</tr>
<tr>
<td>Non-cancellation</td>
<td>$10.00</td>
</tr>
<tr>
<td>Returning vehicle late per day</td>
<td>$30.00</td>
</tr>
<tr>
<td>Minimum charge if mileage is under</td>
<td>$5.00</td>
</tr>
</tbody>
</table>
Policy for Use of Campus Facilities for Faith-based Student Organizations

Alfred University is a non-sectarian institution which respects all faiths and the varied understanding of spirituality among the student body. All student organizations are expected to practice intercultural dialogue. Religious activities for students are welcome on the University campus and facilities will be provided for religious activities as long as those activities conform to the following guidelines:

1. Any event must be sponsored by a recognized student organization or approved by the AU Interfaith Advisor.
2. The majority of participants in religious events and activities, especially those which occur on a regular basis (e.g. worship, religious study, fellowship programming), must be AU students.
3. Groups wishing to schedule events must conform to the University calendar and operating schedule, and may not use facilities during times when the facilities are not normally open and available.
4. Faith-based student groups must have an Alfred University advisor, and must be distinguished by name as a college student organization.
5. Proselytizing/witness/ministry that negatively impacts students or other members of the AU community is prohibited.

AU Demonstration Policy

In that the rights of free speech and lawful assembly are fundamental to the democratic process, the University supports the rights of all members of the academic community to freely express their views, by works and actions, and to protest against actions and opinions with which they disagree. The University also recognizes a concurrent obligation to maintain upon the University campus an atmosphere conducive to academic work and freedom, to preservation of the dignity of University ceremonies and public exercises, and to respect the rights of all individuals.

While expressing his/her convictions as an individual or member of a group, each member of the academic community is expected at all times to conduct him/herself reasonably and responsibly, and to respect the educational processes and goals of the University and the rights of others.

Orderly demonstrations on University premises that do not interfere materially with the educational processes or endanger the safety of the academic community are permitted. Such demonstrations must not limit, interfere with or infringe upon the equal rights of others to express their conviction, to safe counter-demonstrations or to participate in the activities or programs being demonstrated against. The individual’s rights of free speech and lawful assembly do not confer upon those who exercise them a license to limit, interfere with or infringe upon the equal rights of others free speech, lawful assembly, free association, privacy and the pursuit of education without unnecessary interference.

The University expects all members of the academic community to comply strictly with the following guidelines which are applicable to all demonstrations hereafter occurring upon the University premises, including the conduct of all demonstrators, those demonstrating against and spectators:

- Members of the academic community shall assure and maintain reasonable and free access to and exit from any University office, building, or other premise.
Members of the academic community shall avoid interfering with the freedom of movement or speech of any individual or group.

When guests of the University are on campus for personal interviews, members of the academic community shall remain at a distance from such guests sufficient to assure the free access and privacy to any individual who desires to consult with such guests.

Members of the academic community who attend any lecture, speech, discussion or public event shall treat all participants in an orderly and reasonably courteous manner.

Members of the academic community shall avoid disruption of or interference with classes, educational activities, or any events sponsored by any University office or official, faculty group or student group.

Members of the academic community shall not utilize or threaten physical force, physical harassment or physical obstruction.

Members of the academic community shall avoid language or actions likely to provoke or encourage physical violence by demonstrators, those demonstrating against or spectators.

Members of the academic community shall avoid the public use of language which is unreasonable and persistently abusive or obscene.

In addition to complying with the requirements of the foregoing specific guidelines, which are not exclusive, members of the academic community shall conduct themselves in a manner which does not disrupt unreasonably the academic community or infringe unreasonable upon the rights of others.

In order to afford maximum protection to demonstration, demonstrators and the academic community, the Dean of Students or designee, should be given 24 hours’ notice of any planned demonstration, its proposed locale, and the object of intended protest. (Within this Policy, any reference to the Dean of Students also implies the designee.)

At any demonstration, judgment as to whether the guidelines are being observed shall be made at the scene by the Dean of Students. If the Dean of Students at the scene of any demonstration judges that one or more of the guidelines are being breached, he/she will request the participants to modify their conduct so as to comply with the guidelines, indicating the nature of the adjusted breach of the guidelines and the requested corrective action. All demonstrators, those demonstrated against, and spectators shall comply immediately, fully and cooperatively with the request of the Dean of Students.

Should any demonstrators, those demonstrating against, or spectators decline to comply with the requests of the Dean of Students, they shall be subject to judicial action by the University, including suspension or expulsion. The University reserves the right to take appropriate action necessary to modify or terminate the conduct of a demonstration and/or the people involved. This action may include requesting the assistance of the police and other civil authorities. Violations of this policy will be addressed through the Alfred University Judicial System for Alfred University students, through Alfred University Personnel procedures for employees of the University and through student clubs and organization guidelines for Alfred University recognized student clubs and organizations.
University Hazing Policy

Alfred University will not tolerate any form of hazing. Due to the serious nature of hazing and the unique situational pressures to which victims of hazing are subjected, the University has a procedure solely to address allegations of hazing. To the extent they do not conflict with this procedure, the normal rules and procedures of the University shall apply.

Alfred University’s definition of hazing is broader than the New York State Penal Law which defines hazing as follows: "A person is guilty of hazing in the first degree when, in the course of another person’s initiation into or affiliation with any organization, he intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or a third person and thereby causes such injury." (N.Y. Penal Law, §120.16)

A conviction of this offense carries a potential penalty of a fine of up to $1,000, one year in jail, or both. Hazing in the first degree is a Class A misdemeanor.

Hazing in the second degree (a violation) incorporates a nearly identical definition except that no actual injury to any person needs to be proven. (N.Y. Penal Law, §120.17)

Alfred University defines hazing as "any activity expected of someone who is initiating into or affiliated with a group, that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. Furthermore, this definition includes any action which results in the disruption of the educational process, the impairment of academic performance, or failure to properly fulfill obligations to University sponsored groups or organizations." Examples of hazing include, but are not limited to the following: depriving a person of sufficient sleep, paddling or beating a person, requiring or encouraging a person to consume alcohol, drugs or foreign or unusual substances, kidnapping or confining a person, subjecting a person to cruel and unusual psychological conditions.

Any violation or suspected violation of the University's Hazing Policy should be reported immediately to any of the following: the Student Affairs, Athletics or Student Activities Offices. In addition, students may also report incidents of hazing to the Alfred Police Department. Any person who is in violation of this policy may be subject to expulsion from the University. Recognized organizations that are found in violation of this policy may be subject to loss of recognition, distinct and apart from any sanctions to which its members are subject.
Once your organization is recognized, establishing a business account gives you the ability to raise money, deposit money into a secure account, and spend that money in various ways. Each organization is assigned a Fund and Organization code. When you make transactions you will use these two codes plus an Account and Program code. Together it is called a FOAP. Your F never changes but your OAP is a reflection of what the transaction describes (deposit, food expense, programming cost, printing, etc.)

**Request for New/Change to Fund Number**

Overview – This form is used to request or change a fund number. The fund number is the number that the Business Office uses to identify your club or organization; it is unique to your group. This form is used to request a Fund number for a newly organized group or to request a change to your existing fund number which would commonly be a name change for the group or organization.

Form can be found at [http://our.alfred.edu/index.cfm/fuseaction/business_office.FormsDocs.cfm](http://our.alfred.edu/index.cfm/fuseaction/business_office.FormsDocs.cfm)

**Signing Rights to your Business & Finance Accounts**

Overview – This form is used to tell the Business Office who is allowed to access your business and finance accounts. In essence, who controls your money? Without this form the business office has no authorization to perform any transactions for you and your group. This form must be filled out and turned in as quickly as possible after officers are appointed and needs to be updated whenever changes are made. As the form states, it is suggested that 3 people be listed on this form, your organization President, Treasurer and Advisor.

All financial requests to the Business Office must have two signatures. All Student Senate funded regulated organizations must get Senate approval on all transactions. The Student Senate advisor can approve transactions in the summer months.

To Complete the Form:

Fill in the Name of your Organization and the Fund ID number. If you do not have the fund ID number you may contact the Business Office to request this information.

List the name & title of each individual with rights to access financial information for your account. This needs to be followed by the individuals’ signatures and the start and end date for this authorization. Your advisor must be included on this page. Please attach a separate sheet to this form listing all club/organization officers’ contact information.

This form should be turned in as soon as possible after the start of a semester and needs to be updated at least once a year in the fall. It should be updated with any changes as soon as possible after they occur.

Form can be found at: [http://contribute.alfred.edu/portals/business_office/docs/OrganizationClubSigningRightsform4-21-09.pdf](http://contribute.alfred.edu/portals/business_office/docs/OrganizationClubSigningRightsform4-21-09.pdf)
Requesting Funds from the Business Office

Your group and organization will have various needs financially. Determining what is necessary to obtain funding is the first step. Some guidelines apply no matter what the situation.

1. Any request requires 2 signatures, groups & organizations under the Student Senate will also need Senate approval. The only exception to the two signature rule is the signature of the advisor, or in the case of Senate funded, regulated organizations the signature of the Student Senate Advisor. This is only so bills can be paid while school is not in session.
2. Proper documentation must be provided.
3. All requests must include the FOAP to be charged. The FOAP is the Fund, Organization, Account and Program numbers.

Requests for Funds can be broken down into the following groups:

1. Request to have an Invoice (Bill) paid
2. Request for a check to pay an upcoming expense without an invoice
3. Request for Reimbursement of expenses already paid
4. Request for a cash advance

1. Request to have an invoice or bill paid

If you have received a bill for goods or services provided to your group or organization the Business Office will process payment. In order to do this you must:

1. Provide the Business Office with the original invoice. The invoice must include:
   a. Two signatures authorizing payment.
   b. The FOAP to be charged
   c. If you are a Senate funded club you must have signature of senate Treasurer and Financial Secretary
2. Keep in mind that invoices can take up to 10 days to process; remit your invoice to the Business Office as soon after receipt as possible to avoid late charges, etc.
3. Invoices can’t be paid unless the club signature page is in to the business office.

If you have questions concerning payment of your bill after you have sent it to the Business Office, questions should be directed as follows:

If the Vendor Name begins with: A-M: Mandy Armer ARA2@alfred.edu ext. 2963
N-Z: Sheila Decker deckers@alfred.edu ext. 2107
2. **Before confirming a performer, speaker, DJ, or guest artist**

AU expects the following documents:

1. **Performance Contract (and Addendum):** This request for contract is completed by the student group with advising by the CSI office, and then sent to Lisa Clark, in the Business Office, clarklm@alfred.edu. If the artist has their own contract, that needs to be forwarded to Lisa Clark at the Business Office in Carnegie, who will then work directly with the performer.

2. **Certificate of Insurance:** AU requires guest contractors and artists carry their own performance insurance and name AU as additionally insured. If artists do not maintain performance insurance, as we find some smaller artists do not—then we need the artist to request we waive our requirement—either by e-mail request or writing directly onto the contract under Addendum #1. It is at the VP of Business and Finance’s discretion whether to waive this requirement.

3. **W-9 Tax Form:** Every artist needs to complete this tax form for payment (included as the last page of contract).

The following link will take you to the request for contract form. These forms should be filled out 2 months before your event.

3. The Check Request Form

A check request form can be obtained online at: http://contribute.alfred.edu/portals/business_office/docs/check_request.xlw.

Check Request Form

To complete the Check Request form:

1. Enter the date
2. Enter the Organization/Group Name
3. Enter the complete FOAP to be charged (Fund, Organization, Account, Program)
4. Enter the complete name and address of the Payee
5. Have the form signed by two authorized signers
6. Give a complete explanation of what this check is for. If available attach documentation.

The check will be mailed to address provided unless:

1. The recipient has direct deposit,
2. The address is a Powell Campus Box (Checks are not sent to these, you will be notified via email when a deposit is made.),
3. You have specifically requested that the check not be mailed, in which case it will be available in the Business Office and you will receive an email when it is ready

To check on processing of any check request contact the Business Office:
Sheila Decker – deckers@alfred.edu – ext. 2107
4. Requesting a Cash Advance

A group/organization may request a cash advance to make purchases for said group/organization. To do this you must complete a check/cash request form. You will find this form online at:

http://contribute.alfred.edu/portals/business_office/docs/check_request.xlw

To complete the Check/Cash Request form:

1. Enter the date,
2. Enter the Organization/Group Name,
3. Enter the complete FOAP to be charged (Fund, Organization, Account, Program),
4. Enter the complete name and address of the Payee,
5. Have the form signed by two authorized signers + Senate Signatures, if required,
6. Give a complete explanation of what this advance is for.

The entire amount of the advance will be charged to the Business Office cash advance account. Once you have completed your purchase(s) you will need to return to the Business Office with your receipts (and any change) at that time, the amount spent will be charged to your organization’s account. This process should be completed as soon as possible, but definitely no more than 30 days from the date the advance is given. If the advance is not cleared in a timely fashion the following actions will be taken:

1. An email will be sent to the individual who accepted the advance as a reminder to clear the advance
2. If the advance remains uncleared a 2nd email will be sent to the individual and copied to the group advisor.
3. If the advance is still not cleared the entire amount of the advance will be charged to the payee’s student account
4. If multiple advances are open and un-cleared for a long period of time the Business Office has the right to refuse a cash advance request.

Things to remember:

1. You must keep and return all receipts for all purchases you want applied to the advance.
2. Alfred University is tax exempt; take your tax exempt form with you as taxes paid will not be deducted from the advance.
3. If the advance is given in your name, you are the responsible party.
5. Reimbursement Request

A reimbursement request is made when goods or services have been paid for by someone connected with your group or organization. A Check/Cash request form is used for this and can be obtained at:

http://contribute.alfred.edu/portals/business_office/docs/check_request.xlsx

To complete the Check/Cash Request form:

1. Enter the date
2. Enter the Organization/Group Name
3. Enter the complete FOAP to be charged (Fund, Organization, Account, Program)
4. Enter the complete name and address of the Payee
5. Have the form signed by two authorized signers + Senate signatures if required
6. Give a complete explanation of what this check is for. If available attach documentation.
7. Receipts must accompany a reimbursement request and must match the total requested
8. The University is tax exempt and will not reimburse for taxes (see tax exempt instructions)

Bring the completed request to the Business Office with all receipts. If the request is $300 or less a cash reimbursement can be given to the payee at the time of presentation. If the request is for more than $300 then a check payment will be processed. If the recipient has direct deposit this is how the payment will be processed. If not, the check will be available for pick up in the Business Office after processing. Either way an email will be sent upon completion of processing.
Check / Cash Request Form

IF REQUESTOR IS SAME AS PAYEE AND AN EMPLOYEE, NO NEED TO FILL OUT VENDOR NAME AND ADDRESS, UNLESS THE ADDRESS YOU WISH TO HAVE THE CHECK SENT TO IS NOT ON FILE

<table>
<thead>
<tr>
<th>Requestor’s Name</th>
<th>Requestor’s Dept.</th>
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<th>Account Number</th>
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Vendor Information

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<table>
<thead>
<tr>
<th>Direct Deposit</th>
<th>Check</th>
<th>Cash</th>
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Cash can be given if the total is $300 or less

Reason for Request

<table>
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<tr>
<th>Explain in Detail:</th>
<th>Amount</th>
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Total Reimbursement $ -

APPROVAL

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SECOND APPROVAL (IF NEEDED)

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Business Office Use Only

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<th>Cashier</th>
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Cash Received By

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<th>SIGN</th>
<th>DATE</th>
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There are several types of deposits your organization may make. You may have revenue to deposit, a donation, or dues and membership fees among others. No matter what type of deposit you are making, you will always use the same deposit slip.

Instructions

1. Name – This should be the name of the individual or group from which you are depositing money.
2. Description – This is a short explanation of where the money came from and what it is for.
3. FOAP – Fund, Organization, Account & Program Number are all required.
4. Funding Source – Enter all applicable with correct totals.
5. Carry totals to bottom of page in each column.
6. Enter Deposit total.
7. Print the name of the person who prepared the form.
8. Enter the date the form was completed.
9. Bring to the Business Office for processing.

Things to remember:

1. Deposits are made through the revenue account numbers: your fund #, org # 17120, acct. #5815, program #10.
2. The only time you will deposit using your expense org # is when you are offsetting an expense.

We understand this is confusing and occasionally there will be deposits that do not fall into either of these categories. Please do not hesitate to contact the Business office if you need assistance completing your deposit slip.

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<tr>
<th>Name</th>
<th>Description</th>
<th>Fund</th>
<th>Org</th>
<th>Account</th>
<th>Program</th>
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<th>Check Amount</th>
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Totals

<table>
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<th>Check total</th>
<th>Check total</th>
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<tr>
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Deposit Total

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Prepared By: ___________________________ Date: ___________________________
Alfred University is a tax exempt organization. For this reason, we do not reimburse taxes on any purchase. Attached you will find a tax exempt form. Alfred University is tax exempt in the following states: New York, New Jersey, Massachusetts, Florida and Connecticut. There is a different form for each state. This form is accepted at most or all vendors you will deal with.

An exception to this is Wal-Mart. You will need a special tax exempt card for Wal-Mart; these are available in the Procurement Office in Green Hall. Please be sure to keep these with you when making purchases for the University. If you need additional copies of the New York State Tax Exempt Form please feel free to stop into the Business Office and pick them up or find them online at our website.

**WARNING:** Using a tax exempt form for personal purchases is a crime and any student or professional who is believed to be abusing our tax exempt status will be reported to the AU Vice President of Business and Finance.
Advertising and Communication Tips

There are several methods of communication and advertisement on campus. Listed below is an introduction to all of these opportunities and how to best take advantage of them.

Alfred Today

Alfred Today is a University-wide communication tool that is emailed to all students, faculty and staff on the weekdays of the academic calendar. Any student can submit an announcement or event to the Alfred Today by visiting http://our.alfred.edu.

The difference between a campus event and an announcement:

When you post your item to Alfred Today, please take a few seconds to consider whether an informational item is an event or an announcement. What's the difference? Events take place at a specific location, on a given date and time. If your informational item doesn't have a location, date and time - then it is probably an announcement. Events will be permanently submitted to the On-line Calendar while announcement will only appear on the Alfred Today for the designated days.

When you visit http://our.alfred.edu you will click on the Submit Content link on the left navigation bar and log in with your AU username and password to reach the below screen:

Once you see this screen you can access various guidelines, tips, tutorials, etc. as well as submit your announcement and/or event. You will also be able to see previously submitted items and adjust/re-submit them.
**Get Involved Guide**

The Center for Student Involvement (CSI) publishes the *Get Involved Guide* twice a semester. During the Fall Semester, it is published immediately following Orientation and then following the mid-semester break. During the Spring Semester, the guide is published following the winter recess and following spring break. The CSI office will call for submissions through Alfred Today and emailing student organizations when they begin working on the guide. Please include the following when submitting to the *Get Involved Guide*:

1. Name of the event,
2. Time, place, and date of the event,
3. A picture to accompany your event in the guide.

**MyAU Slides**

The MyAU slides appear on the home screen of [http://my.alfred.edu](http://my.alfred.edu). An example slide looks like this:

![MyAU Slide Example](image)

To have a slide posted, please email Dan Napolitano ([napolitano@alfred.edu](mailto:napolitano@alfred.edu)) at least a week before you would like it posted with the following information:

1. Name of the event,
2. Time, place, and date of the event,
3. A brief description (15 or less words),
4. A picture to appear on your slide,
5. When and for how long you would like the slide to appear.

Also, make sure if you are advertising an event on a slide to have already posted it to Alfred Today so that Dan can link your slide to the event’s description on the On-line Calendar.
Student Senate Announcements

The Alfred University Student Senate meets every Wednesday night at 8:00 p.m. in the Nevins Theater. A portion of that meeting is dedicated to announcements from AU students and the community. Make a brief announcement to the Student Senate floor and write down the information for the Student Senate executive board for it to appear in the Student Senate minutes that are distributed campus-wide every week.

Posters: Many clubs and organizations hang posters and fliers around campus for their various events, meetings and activities.

A few things to keep in mind while placing posters:

1. You may need approval to hang your posters. For example, in the Powell Campus Center, the Center for Student Involvement will need to approve your posters. Please research the criteria for posting for the buildings in which you are interested in presenting your information.

2. Make sure all relevant information is available: dates, times, locations, contact information, and who is sponsoring the event, meeting, etc. should always appear on posters. Some of this information may be necessary for approval in certain venues.
Posting Policy for Powell Campus Center

I. Intent of Policy: The Center for Student Involvement issues this policy to implement a coherent and meaningful system for disseminating information within the Powell Campus Center.

II. Approval Required for Posting: Flyers, posters, and displays must receive an approval stamp by the Center for Student Involvement before being posted in the Powell Campus Center.

III. Requirements for Approval: Posted information must include the name of the sponsoring organization/department as well as the date, time and location of the program. Content of posters and displays may not include promotion of alcohol, drugs, or profanity. As a community space, Tricia Debertolis, Director of the Powell Campus Center, makes the final determination of whether content is questionable and appropriate for public viewing.

IV. Areas Designated for Posting: Only bulletin boards, display cases and the atrium on the second floor may be used for posting. Posters or flyers may not be placed on interior or exterior walls, floors, doors, windows, painted surfaces, columns or public art. In the case of emergency, the administration may post a notice wherever they deem necessary.

V. Guidelines for Posting in the Powell Campus Center

1. Only one notice per event may be posted per bulletin board.

2. Posted materials should not cover or obstruct other notices.

3. Posted materials should be of a reasonable size relative to the size of the posting area and are not to exceed 28 inches by 24 inches.

4. Materials can be posted for a period of up to two (2) weeks. Any group wishing to have material up for more than two weeks will need to seek permission from the Center for Student Involvement. Permission will be granted for groups who are recognizing month-long programming that coincides with national awareness months. Each group will only be allowed to ask for this special permission once a year.

5. Any stand-alone displays or easels may only be up for one week at a time and cannot block any doorways or walkways in or leading to the Powell Campus Center. Such stand-alone displays or easels must abide by all aforementioned regulations with the exception of designated dimensions. Acceptable size of stand-alone displays and easels will be at the discretion of the Center for Student Involvement staff. Contracted services are exempt from this policy.

6. Any postings that are not in compliance with these terms will be removed and discarded by the Center for Student Involvement staff.
THE ADVISOR’S ROLE & F.A.Q.s

What is the advisor’s role within the organization?
Each advisor may have a different role within their specific organization. It is important to set expectations with the organization’s student leadership regarding the role of an advisor. Included is a sample checklist that advisors should review annually with new leadership. No advisor is expected to do all these items. This checklist is to discuss what the advisor is willing to do.

Sample Contract Between Advisor and Student Leader(s)

Attendance:
It is agreed upon that …
___ the advisor attend all general meetings
___ the advisor attend all executive leadership meetings
___ the advisor attend meetings once per month
___ the advisor only attend special events and special meetings
___ the advisor not attend meetings but will meet regularly with the primary leader

During meetings / functions the advisor is asked to:
___ actively participate similar to a member
___ volunteer for committees and take on responsibilities
___ speak up after discussions with any additional observations and contributions
___ help to moderate discussions
___ observe and then discuss feedback and tips with organization’s leadership

Responsibilities
___ the advisor will travel with group on trips
___ the advisor will reserve vehicles
___ the advisor will assist in budget supervision
___ the advisor will help count ballots during elections / selection of new leadership
___ the advisor will help mediate conflict between leaders when necessary
___ the advisor can provide a history and perspective regarding the organization

External Relations
___ the advisor will work with students to maintain recognition by national associations
___ the advisor will work to keep club in compliance with FCC guidelines (media clubs)
___ the advisor will help to address issues between the University and student leaders
___ the advisor will help address issues between the community and student leaders
___ the advisor will assist in registering for conferences

Other Expectations Discussed:


Advisor’s Signature  Primary Leader’s Signature
How can an advisor best serve the organization?
Some advisors are very active and involved while others get involved only when students need them. Advisors maintain a difficult balance between being involved enough to support the students’ leadership development but not be too involved that you’re seen as the leader of the club.

The most effective advisors appropriately provide advice when students face challenges, act as a liaison with university offices, and serve as a mentor to student leaders.

A successful advisor recognizes learning opportunities and challenges students to take advantage of the positive growth experiences within their organization.

Should an advisor take charge if the group is floundering?
The advisor and Center for Student Involvement can work together to provide outreach and leadership development within any organization.

Sometimes advisors step into a leadership role of a group without leaders. For some groups it is a temporary fix but for many it leads to a path of the organization really being a faculty/staff-led committee. In these cases it may be best to reassess whether the organization should function as a different type of entity.

While it is frustrating to see student organizations go defunct, it may be the best thing for the future of a particular common-interest program. If the student interest does not exist, then there should not be a ‘student organization.’ If the interest returns, students will likely look to restart the organization.

If faculty and staff are alone in this interest, they may be best suited for starting their own community organization or University committee rather than trying to run a student organization without student ownership.

Academic programs often measure their success by the existence of an out-of-classroom student organization that ties into their study. If students do not step up to lead such an organization, the student organization should not be run by faculty but rather the department should seek to provide additional out-of-classroom opportunities run under the department’s leadership.

What if an advisor has a conflict with the way the group is operating?
It is important to set clear expectations for your involvement in a club. If an advisor disagrees with the safety or legitimacy of organization functions, it is the advisor’s responsibility to discuss the concern with the leadership and also the Director of Student Activities. Through reassessing mission statements and functions, the organization may be able to refocus in a way that everyone can agree upon.

Also, the advisor always has the right to resign as advisor if they feel the group is somehow not meeting the expectations discussed or moving in a direction that the advisor does not approve.
Are advisors covered under University liability insurance?

Organization advising falls under an extension of coverage of University employees. As long as advisors are acting on behalf of the University, the insurance policy does provide limited coverage if claims are brought against you by anyone in regard to club activity. ‘On behalf of the University’ requires the organization to be approved and the advisor to be acting within the scope of advising responsibilities.

Also note that students are not covered under university liability insurance. Students acting as leaders are not offered any University insurance protection against any claims that may arise against them as an officer of their club. Non-employees acting as advisors are also NOT covered under University insurance or liability protection.

What if advisors get injured while participating in organization functions?

If serving on behalf of the University, an advisor would submit an accident or injury report to Human Resources in a similar manner as if an advisor were injured on the job. The form can be found at http://our.alfred.edu/index.cfm/fuseaction/hr.Forms.cfm.

Also note that personal vehicles, and any accidents occurring with such vehicles, are not covered by University insurance and it is highly recommended that University vehicles be used for University functions and organization activities. The University maintains insurance on their vehicles.

What if a student gets injured while participating in University functions?

The University insurance policy does not cover students health expenses and it is important that students understand that all of their activities (skiing, rugby, camping) are at their own risk. Students should look to their own personal medical insurance to respond to injuries. We do not require that students sign waivers for all organization activity but the University may ask that waivers be created as a part of a specific safety plan.

Any injuries should be reported by completing the Accident/Incident/Near-miss Investigation Report form (page 14 in this manual) and also available through the Environment Health & Safety Office. Contact this office at 607-871-2190.

I am a non-employee advisor. Do I have any coverage?

While we do not name individuals as additionally insured, a non-employee advisor would be acting as a volunteer, for which AU has coverage if acting in such capacity authorized by the institution.
Student Senate Policies (A Brief Overview)

The following is a brief description of some of the AU Student Senate’s policies. For greater detail, please refer to the Student Senate constitution, by-laws, and finance policies.

Senate Recognition

Student organizations seeking Senate recognition must send a delegate (called a “senator”) to weekly Senate meetings (8pm Wednesday in Nevins Theater, at time of printing of this manual). No Senator may represent more than one organization at any given time.

All new student organizations that meet the following requirements shall have voting rights in the Student Senate, following the Student Senate Secretary’s notification, that the criteria has been met.

A. Recognition from Alfred University.
B. Have held regular meetings with steady membership for at least one (1) year
C. Steady attendance at the Student Senate for one year according to attendance policy as described in the bylaws.

Student Senate Budget Policy

Student Senate’s Finance Committee conducts budget hearings for student organizations to apply for annual budgets. The spring budget hearing usually occurs in late March / early April

Only organizations that have voting rights and are open to all students are eligible to receive Senate funding.

- Organizations that have maintained Student Senate recognition for less than one year are ineligible for allocations at a Student Senate budget hearing.
- Organizations that have maintained Student Senate recognition for at least one year but less than two years prior to submitting their first budget request shall be eligible for an allocation of up to $250.
- Organizations that have maintained Student Senate recognition for two years prior to submitting their first budget request shall be eligible for an allocation of up to $500.
- Organizations that have maintained Student Senate recognition for more than two years do not have a set limit but must work within the Senate finance policies to request and justify expenses.

Special Allocations are funding requests outside of the budget hearing structure that must identify an unforeseen opportunity or situation that benefits the whole campus. Such requests must be presented to the Executive Board first. The Senate Executive Board, as a whole, shall review all requests for money from Senate Allocations, and reserve the right to veto a request if it does not support the mission of the Student Senate.

Senate Attendance Policies

In order for organizations to elect their Senator(s), there will be a two week grace period at the beginning of each fall semester during which attendance at Senate meetings is not required. There will be a one week grace period at the beginning of the spring semester during which attendance will not be required. The attendance year begins the day the Budget Hearings start and continues until the next Budget Hearing a year later.

Any organization missing five senate meetings in a year, without prior notification as defined by the Student Senate Secretary, will be placed on probation and lose twenty-five percent (25%) of their budget for the following year. An organization on probation will begin the following year with no infractions of the attendance policy provided they miss no additional meetings, since going on probation. Any organization missing six senate meetings in a year, without prior notification as defined by the Senate Secretary will not submit a budget at the next Budget Hearing. An organization that misses seven or more Senate meetings in a year shall have their voting privileges revoked.
SAMPLE CONSTITUTION OUTLINE

Every student organization is required to create and update their own constitution which is specific to their mission and needs. The constitution will be kept on file with the Center for Student Involvement. Please DO NOT fill this in. Please submit your own constitution.

Article I: Name:
- List the name, and any acronyms or abbreviations, which the group will recognize as their name.

Article II: Mission
- Why do you exist?

Article III: Membership (suggestions):
- Who are your members? AU students only or can ASC and community join?
- What constitutes an official member? A certain amount of meetings?
- What privileges are granted to members (i.e. a vote, ability to run for office, or use of organization equipment)?
- Do you have membership criteria based on any factor other than attendance (athletic ability, academic performance)? Organizations must detail such membership criteria.
- Organization cannot discriminate against any individual or group of individuals on the basis of race, color, sex, sexual identity, national or ethnic origin, age, disability, or religious, political, ideological views or affiliations.
- Organizations can strongly promote one specific identity (ethnicity, religion, sexual identity, specific ability) without discriminating or excluding membership by those not possessing that trait.

Article IV: Officers
- What are the leadership positions within this group?
- What are the responsibilities of each position?
- What are the responsibilities of your advisor?

Article V: Meetings
- How often will this organization meet?
- Will there be sub-committee meetings or officer meetings?
- How many members must attend to make meeting “official”?

Article V: Voting & Elections
- What issues are decided by membership and which are made by officers?
- Who votes on issues and officer elections?
- Who counts votes?
- Does the President vote or is (s)he the tie breaker vote?
- How are elections conducted (i.e. popular vote, committee, must a candidate of majority of votes)

Article VII: Resignations, Impeachment and Dismissals
- How and why do you remove an officer?
- How and why do you remove a member?
- How do you remove or appoint an advisor?

Article IX: Constitution
- How do you change/update/ratify your constitution (majority vote, 3/4 of membership, 7/8)?
ALFRED UNIVERSITY STUDENT ORGANIZATION
OFFICIAL RECOGNITION FORM

Please keep this form as the back cover of a fully printed Student Organization Manual, verifying that anyone who signed below has had access to read the policies included.

Please bring a copy of this final page to the Center for Student Involvement by Wednesday, April 13, 2016 where this form and the organization’s constitution will be filed.

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<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>E-MAIL ACCOUNT</th>
<th>WEBSITE (IF ANY)</th>
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<td>YEAR FOUNDED (IF KNOWN)</td>
<td>FOAP BUSINESS ACCOUNT (IF ANY &amp; KNOWN)</td>
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The undersigned have read the attached Alfred University Student Organization Manual and understand the expectations and accountability involved with leading and advising this student organization. By signing your name, you will be held responsible for the conduct of this student organization and any consequences.

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<th>NAME</th>
<th>LEADERSHIP TITLE (PRIMARY LEADER)</th>
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ADDITIONAL DETAILS / REQUIREMENTS

Filled out by CSI Staff

Note: Recognition may be denied if clubs do not participate in below events:

- OPEN HOUSE 4/2/16 AND/OR 4/9/16
- E-BOARD 101 WORKSHOP 4/13/16
- HDD 4/30/16 (REQUIRED FOR SENATE FUNDING)

SUBMITTED THIS FORM ON ___ - ____ - ____ SUBMITTED CONSTITUTION ON ___ - ____ - ____

NOTES: