Student Group Handbook

2011–2012

ALVERNO COLLEGE
Department of Student Activities & Leadership
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Alverno College is an institution of higher education dedicated to the undergraduate education of women. The student – her learning and her personal and professional development – is the central focus of everyone associated with Alverno. Alverno extends its mission of service and strengthens its ties to the community by offering graduate programs to both women and men.

Student Activities & Leadership Mission Statement

The mission of the Department of Student Activities & Leadership is to enhance the quality of campus and academic life at Alverno College by:

- creating and promoting opportunities for students to utilize the skills and abilities they learn in the classroom. These opportunities are an extension of the classroom, providing a “seamless” learning environment.
- offering opportunities for students to develop their leadership, communication, and organizational skills.
- providing on-campus social opportunities for students to interact with each other and have fun.

People to Contact

The Department of Student Activities & Leadership is typically open from 8:30am to 5:00pm. We’re located on the second floor of the Athletic & Fitness wing, down the hall from Student Affairs. Please come and visit us!

Brooke Wegner
Director of Student Activities & Leadership
Office: AF 202A
Phone: 414-382-6317
Fax: 414-382-6316
Email: brooke.wegner@alverno.edu or studentactivities@alverno.edu

Leticia Kelley
Assistant Director of Student Activities & Leadership
Office: AF 202A
Phone: 414-382-6459
Fax: 414-382-6316
Email: leticia.kelley@alverno.edu or studentactivities@alverno.edu

Student Activities Board
Office: AL 247
Phone: 414-382-6869
Email: sab@alverno.edu
Find us on Facebook (search Student-Activities Board)!
STARTING AND MAINTAINING A STUDENT ORGANIZATION

Student Organizations at Alverno College

The Department of Student Activities & Leadership serves as the coordinating unit for recognized student organizations. Recognized organizations are guided by two important principles: community and self-governance. Success of a student organization depends upon shared decisions and responsibility by the organization’s members. Since organizations enjoy considerable self-governing authority, they also incur a large measure of collective responsibility. To help assure community and self-governance, all student organizations are responsible for:

- considering students for membership without regard to ethnic origin, religion, disability, sexual orientation, or any other characteristic declared unlawful by federal or state law.
- meeting the Community Responsibilities for behavior outlined in the Student Handbook and acknowledges responsibility for the conduct and activities of members and guests.
- complying with College policies and national organization regulations (if applicable). Non-compliance results in the organizations' standing being put in jeopardy.
- actions which damage the College's good name and reputation, or which violate College policy or the requirements of law. The College recognizes that nationally affiliated organizations are internally self-governing, legal entities, responsible and liable for their organization's members and guests.

Starting a New Student Organization

Student organizations may apply through the Department of Student Activities & Leadership. The Student Affairs Advisory (SAA) Committee ultimately approves the recognition of new student organizations. The SAA Committee is chaired by the Associate Vice President & Dean of Students and includes staff, faculty, and student representatives.

The SAA reviews the new organization using the following criteria. The Student Organization:

- promotes personal development and accommodates the diverse needs of women.
- extends opportunities to practice the eight abilities and to practice what they are learning in the classroom.
- promotes the pursuit of knowledge, collaboration, and teamwork within the organization and with other organizations on campus.
- prepares students for their profession and/or responsibilities of citizenship.
- does not duplicate another organization’s purpose or efforts unless meeting the needs of a weekend audience versus a weekday audience.
- is open to any student without regard to ethnic origin, religion, disability, sexual orientation, or any other characteristic which is declared unlawful by federal or state law.
- has a constitution or statement of purpose.
- has a faculty/staff advisor.
- has at least 5 members.
Student organizations typically fall into six categories: Academic/Professional, Multicultural, Greek Life*, Special Interest, Student Publications, and Department Sponsored.

**Step 1: Fill out a Request to Organize Packet**
To form a new organization on campus, students will need to complete the application for a new student organization; this application packet is available in the Student Group Forms Cabinet located outside Student Activities & Leadership (AF 202) or on the website, http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/

The application includes the following information:
- name of organization.
- statement of purpose or constitution.
- name of advisor and acceptance letter/email from advisor.
- names of active members (at least 5).
- list of officers.
- membership eligibility (organizations cannot discriminate based on race, sex, religion or disability).

NOTE: If the student group is a part of a national organization, you need to include any membership requirements, a constitution, and mission/vision statement from the national organization.

**Step Two: Get approval from the SAA Committee**
Once the application is completed and turned in, the Director of Student Activities & Leadership will present the Request to Organize to the SAA Committee. The SAA Committee reviews the submitted new student organization applications. The Director of Student Activities & Leadership will follow up on any issues or questions raised during the SAA meeting with the student organizer and/or advisor. If the issues are not resolved, the organization ceases planning and operation and begins the application process again. Approval may be granted on a probationary status until concerns are addressed and resolved. Once the SAA Committee gives final approval, the student organization will receive written approval from the Director of Student Activities & Leadership.

Depending on the SAA meeting schedule groups may be eligible for temporary status as an Emerging Organization. An emerging organization is in the initial stages of development. Emerging organizations can use College space or host a recruitment table for organizational development. Use of facilities for other purposes such as fund raising, social events, service projects, or general programs is not permitted at this level of development. All activities require approval by the Director of Student Activities & Leadership.

**Step Three: Find out about Policies & Resources**
Once the student organization has officially been approved by the SAA, student leaders are required to meet with the Director of Student Activities & Leadership to review expectations, policies, and resources.

* Alverno does not “house” sororities on campus. Alverno does have relationships with sororities affiliated with city wide or national chapters that pull members from a variety of colleges and universities. Contact the Director of Student Activities & Leadership at 414-382-6317 with questions.
Responsibilities of Student Organizations

Student Organizations are guided by two principles: community and self-governance. Success of a student organization depends upon shared decisions and responsibility by all members of the organization. All organizations are responsible for:

- observing all laws and regulations of the College.
- observing all laws and regulations governing the activities of the group.
- registering the organization each semester to remain in good standing with the College.
- sending representatives to every monthly Student Group Council meeting.
- communicating with and meeting with the local/national office of the organization, if pertinent. On-campus visits should include a conference with the Director of Student Activities & Leadership and the advisor(s) of the chapter.
- providing financial resources for students who may not have the resources for membership or make payment arrangements if possible.
- providing the environment and support to promote academic achievement.
- encouraging members to take part in educational opportunities that will enhance their effectiveness as a leader.
- including volunteer service and/or philanthropy opportunities among its annual projects.
- using the services and resources the College offers before going to outside sources.

If there is conflict about leadership within an organization, the conflict first needs to be addressed by the executive board or active members. If a group is unable to find a working solution that is amendable to all parties, they need to approach their advisor for assistance with problem solving. The Director of Student Activities & Leadership is also able to offer assistance, but only if the problem has already been addressed with group members and the advisor.

Organizations are encouraged to develop election procedures for nominating new leadership each year. Elections offer the opportunity to develop new leaders, as well as to keep the mission fresh and alive among the majority of members.

Responsibilities of the Student Activities & Leadership Department

The Department of Student Activities & Leadership is responsible for:

- assisting student organizations in their development and growth.
- assisting student leaders in reviewing, modifying and updating organization policies.
- maintaining files on national and local chapters of organizations.
- maintaining records of organization functions.
- maintaining records on membership, officers and advisors of organizations.
- providing resources and workshops for leadership training.
- providing assistance in developing educational, social, and professional programs.
- assisting in finding faculty/staff advisors.
- providing assistance in securing help from departments on campus.
Responsibilities of the Advisor

Every student organization must have an Alverno College faculty or staff advisor. Organizations rarely become successful without the active involvement of an advisor.

The Advisor is responsible for:
- submitting a letter/email accepting and outlining the advisor’s role within the organization.
- learning about the goals and objectives of the organization (or assisting in the development of goals).
- attending regularly scheduled meetings.
- discussing the organization’s goals and financial status and assisting with the development of programs within a budget.
- knowing the organization’s constitution and by-laws.
- being knowledgeable about College policies.
- recognizing the general financial condition of the organization and encouraging the maintenance of sound financial records.
- monitoring the organization’s functions and encouraging all members to participate and assume responsibility for the organization’s activities. An advisor has the right to restrict any activity or event that violates College policy.
- intervening in conflicts between members and/or officers.
- providing continuity and stability as leadership changes.
- contacting the Director of Student Activities & Leadership to discuss organizational plans or concerns.

If an organization would like to switch advisors, a current group member must have a conversation with the advisor about concerns and/or the desire to switch before a new advisor is designated. If an advisor wishes to resign, a letter or email must be sent to the Director of Student Activities & Leadership.

Recognized Student Organizations

Recognition of a student organization means the organization has completed recognition procedures and received approval by the Student Affairs Advisory Committee (SAA). Recognition does not imply the College endorses the views of the organization’s membership or the views expressed at meetings. The organization members are responsible for views held or expressed. Alverno College reserves the right to restrict use of the College’s name if deemed necessary. Only student organizations that maintain good standing by following the policies and procedures will be authorized to use College facilities and services, or be permitted to identify themselves directly or indirectly with the College. Organizations are required to follow the guidelines outlined in this section to maintain good standing. The Director of Student Activities & Leadership reviews the activities of student organizations and monitors compliance with College policies.

Privileges of Recognized Student Organizations

Recognized Student Organizations may:
- Use the College facilities for meetings and activities.*
- Sponsor events and activities on campus.**
- Recruit members on campus under the organization’s name.
- Participate in the Student Involvement Fair.
- Raise funds under the organization’s name, subject to the approval of the Director of Student Activities & Leadership and within the fund raising guidelines.
- List the organization in the Student Group Directory.
- Promote events on campus bulletin boards and other designated posting areas.
- Use campus services such as Event & Space Coordination (E.S.C.), Media Hub, Dining Services (Food Services, Inc.), and Print Services.
- Participate in leadership development programs.
- Use the student organization mailboxes located outside of Student Activities & Leadership (AF 202).

* Student organizations may use the majority of space on campus free of charge for meetings and events. However, fees may be assessed based on set-up or technical requirements.

**If a national organization (with a student chapter on campus) wants to host an event at Alverno, student leaders are responsible for completing the event planning procedures (i.e. Space Request form, catering requests, etc.) in order to avoid room rental fees. Some fees may still apply.

**Membership Recruitment and Orientation Practices**

Student organizations are encouraged to participate in the Student Involvement Fair every fall and spring semester to promote their group and recruit new members. The Department of Student Activities & Leadership will invite organizations to participate several weeks prior to the start of the fair. It is very important student groups RSVP in order to secure table space. Organizations are encouraged to display a tri-fold (not provided by Student Activities & Leadership) with information about the group’s mission, vision, and sponsored events. Student Activities & Leadership will provide each group with a sign-up sheet where interested students can list their name and email. Student organizations are encouraged to follow up immediately with interested students about upcoming meetings or events.

Orienting new members of student organizations is an important means to retain membership. New member orientation plans should be accompanied by a general schedule of planned activities. The Department of Student Activities & Leadership recommends a new member education period of no more than four weeks and requires that no initiation activities of any kind be held during Mid-Semester Assessments or the final three weeks of the semester.

Recruitment Practices and Periods must be
- communicated to the Department of Student Activities & Leadership.
- open to all interested students.
- free of alcohol and of all conduct and activities which violate any law, ordinance, or college policy.
- in accordance with national and local chapter guidelines governing recruitment, education, and initiation activities.
Hazing Policy

Hazing is in violation of the human and civil rights of individuals and is not acceptable behavior. Hazing will not be tolerated, regardless if the incident takes place on or off campus. Alleged incidents of hazing will be reported to the Dean of Students and all parties involved will be subject to disciplinary action through the College Community Relations Board.

Student Group Council

Student Group Council meetings provide a forum for student organizations to share experiences, collaborate, and have a voice in the development of policies and procedures. Meetings are held six times a year (3 per semester), and are offered each month during an afternoon and evening time slot. Every student organization is expected to send at least one representative to the monthly Council meetings. Organizations not represented at two of the semester meetings may jeopardize the organization’s status.

Student Leadership Reception & Excellence in Leadership Awards

Student group members are invited to a leadership celebration each spring. The Student Leadership Reception is open to all active group members and is designed to highlight and recognize student group accomplishments from throughout the year. The reception is free to attend, and non-Alverno guests are welcome to attend if they RSVP with the Department of Student Activities & Leadership.

At the reception five Excellence in Leadership Awards are presented. The awards include:

- Outstanding Student Organization
- Outstanding Program
- Outstanding Service
- Outstanding Faculty/Staff Advisor
- Outstanding Student Leader

Criteria for the awards are available on-line. Student groups are encouraged to nominate themselves or others for the awards on-line by going to http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/

Groups are ineligible to win the same award in back-to-back years.

Contact the Department of Student Activities & Leadership with questions or about the nomination process.
**RESOURCES FOR ORGANIZATIONS**

**Alcove Space**
Student Organizations and campus departments may reserve the Alcove space in the Commons Lobby for publicizing events. Reservations may be made in Student Activities & Leadership for up to 2 weeks at a time. All publicity posted in the Alcove must be placed on the bulletin board strips and must not exceed 20% of wall space. Organizations and departments are responsible for removing all display and publicity items before the reservation date ends. Displays not removed by this date will be discarded. The College is not responsible for stolen or damaged displays.

**Dining Services**
Food Services, Inc. (FSI) is the company that provides dining services for Alverno. Student organizations are required to use FSI’s catering services if they are planning an event on campus with food. See page 18 under “Hosting Events with Food” for more details.

**Forms Cabinet**
The literature cabinet next to the Student Organization mailboxes is your easy access to any on-campus forms you will need. Please notify a Student Affairs worker if a form is missing. There are also some student organization forms available on-line at [http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/](http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/).

**Leadership Development Resources**
The Department of Student Activities & Leadership is committed to assisting recognized student organizations to develop strong leadership and effective practices. Members of the Department of Student Activities & Leadership are available to serve as consultants for any leadership topic. In addition, the department also sponsors an annual leadership development retreat every summer for new and returning leaders.

**Mailroom & Mailboxes**
Each recognized student organization is assigned a mailbox located near the Student Organization bulletin board. This is an easy way for you to receive notes from prospective members and information from Student Activities & Leadership and other departments. Please check your mailbox regularly.

The College mailboxes in the Faculty/Staff Mailroom may NOT be used for selling or soliciting without sponsorship by an office, department or registered student group. If you would like to distribute approved materials to faculty/staff mail drawers, you must first get approval from the Department of Student Activities & Leadership, then contact Professional Support Services at 414-382-6074.

Residence hall mailboxes are subject to federal statutes and policies governing the mail. All materials for residents of the halls must be individually addressed to the occupant of each room. Please check with Residence Life, 414-382-6372, for specific regulations concerning mailings or postings for the residence halls.
The Mug Coffeehouse & Café

The Mug offers a relaxing, mellow environment with couches, lamps, tables, computers, free wi-fi, and a lending library. The Mug is the perfect place to study, read, meet with friends and just hang out. Student organizations will find the coffeehouse to be an ideal place for group meetings. To reserve meeting space call 414-382-6672.

To inquire about hosting an activity (any night except Wednesday) you must contact the Director of Student Activities & Leadership for event approval and space reservations.

The Mug serves Alterra Coffee, espresso, lattes, cappuccinos, blended coffee drinks, fruit smoothies, delicious bakery, salads, and gourmet sandwiches. The Mug is located on the basement level of Austin Hall.

The Mug is open:
Monday-Fridays  7:30am-1:30pm, 6:30pm-12am
WEC Sat.   6:30pm-12am
WEC Sun.   5:00pm-10pm
Non-WEC Sat.  10:00pm-12:00am
Non-WEC Sun.  10:00am-10:00pm

Newsletters

Etc. is the faculty/staff e-newsletter. If a student group would like to include an announcement that applies to all faculty and staff, they can email the announcement to donna.kierzek@alverno.edu AND melodie.riecica@alverno.edu by Fridays at 12noon. The publication is sent every Tuesday.

To include an announcement in Campus Newsnet, the student e-newsletter, email studentaffairs@alverno.edu. Submissions must be BRIEF and include who, what, when, where, and how much. The submission deadline is Wednesdays by 12noon. The publication is sent every Friday.

Pipeline

The Pipeline also provides an ideal environment for student groups to hold meetings and events. The Pipeline offers a large screen TV, ping pong table, pool table, air hockey, dartboard, music, and provides a fun, comfortable place to socialize and meet with your friends. If you’d like to reserve the Pipeline for a large group meeting or dance, contact Residence Life at residencelife@alverno.edu.

Print Services

Student organizations may use Print Services to make copies of fliers, posters, workshop handouts, etc. To find out about paper selection, binding options, and costs of services, contact the Print Services Manager at 414-382-6475. Services requiring a fee must be paid for ahead of time.
Programming Grants

Alverno Student Government in conjunction with the Department of Student Activities & Leadership offers limited programming grants each semester. These grants are designed to help student organizations that do not receive funding from departments or national organizations, offer more campus programs. Application materials are available in Student Activities & Leadership, AF 202A. Student groups are only eligible for one grant per academic year. A presentation and interview with Alverno Student Government is required to be considered. Groups are encouraged to submit programming grant applications at least three weeks in advance of the event date. Applications submitted less than three weeks in advance may not be considered.

Vehicles (College Owned & Rented)

Vehicle travel to all College sponsored events (e.g. workshops, events, seminars, student group use) and business travel are coordinated through Plant Operations. This includes within Milwaukee and outside the state.

Authorized Drivers

Only students, faculty, and staff on the authorized list of drivers may drive Alverno vehicles (rented or owned). Human Resources verifies driving records on individuals requesting to drive a college owned or rented vehicle, re-checks records annually and maintains the authorized list. Requests to drive college owned and college rented vehicles will be denied if the verification shows within the last three years

- a record of six or more lost points or
- more than one accident for which you received a citation or
- a record of driving while intoxicated

You must also provide proof of current personal insurance HR and successfully complete the Alverno driver safety training (through the Office of Safety & Security).

Qualifications for Authorized Drivers for Alverno owned vehicles...

- Complete the application in Human Resources and submit a copy of your valid driver's license. Student drivers need an approval from the appropriate faculty/staff member connected to the group.
- Show proof that you are nineteen (19) years of age or above and that you have two years driving experience
- When all paperwork is complete, Human Resources will verify your driver's license and driving record

for Alverno rented vehicles...

- all of the above qualifications
- The driver must be at least 21 years of age.

Number of Drivers on a Trip

For authorized student event

- Two authorized drivers and a faculty/staff member must accompany the group beyond a radius of 125 miles
- One authorized driver is needed within a radius of 125 miles. (A faculty or staff member does not need to accompany the group.)
For faculty/staff events
  - One authorized driver is required.

**Insurance**
Alverno College has coverage to insure the legal capacity of the other vehicles. Coverage includes liability, collision, comprehensive, medical, uninsured and underinsured motorists. In a large van, insurance covers twelve passengers (including the driver) and occupancy may never exceed that number. All damage to the vehicle (no matter how small) must be reported to Plant Operations immediately upon return of the vehicle.

**Emergency Road Care / Gas**
A gas charge card is kept with the keys of the vehicle at all times. This gas credit card is to be used only for refueling the vehicle. If you have an accident, need repairs or need roadside service, call Security. Contact Alverno College Security (414) 382-6158 or (414) 382-6911.

**Payment/Costs**
  - All costs for using the vehicle are billed directly to the department.
  - The group is charged at the prevailing IRS rate found on the Human Resources Website.

**Reservations** (Forms are available in Mail Drawer room LA 119 or Plant Operations Dept. LA B6)
  - The appropriate staff/faculty member must approve any student or student group reserving an Alverno or rented vehicle.
  - All Alverno owned vehicle reservations are honored on a first-come, first serve basis. All other vehicles will be rented and charged back to the department.
  - Requests for use of the vehicle must be made at least one week in advance by turning in a completed vehicle reservation form to Plant Operations.
  - All passengers must sign a Waiver Form, which is to be given to Security prior to departing.

**Driver Responsibilities**
The driver is responsible for:
  - Adhering to all traffic regulations.
  - Keeping the vehicle clean. Ask passengers to remove litter at the end of the trip. A minimum $20.00 cleaning fee will be charged if the vehicle needs to be cleaned before checking it out to another group.
  - Monitoring the behavior of the passengers.
  - Reporting broken equipment, equipment failures or damage to Security/Plant Operations immediately upon return.
  - Placing all receipts in the pouch used on the credit card and label all receipts with your Dept name.
  - Not transporting any alcoholic beverages in an Alverno vehicle at any time.
  - Not consuming alcohol when driving an Alverno vehicle.
  - Ensuring that no tobacco products are used while in an Alverno or Rental vehicle.
  - No cell phone utilization while driving including texting, talking and websurfing.
If the vehicle is not in satisfactory condition when returned, privileges of using an Alverno vehicle may be suspended for the individual.

**Picking Up/Returning Vehicles**
- During Business Hours, drivers may pick up the pouch, keys and Waiver form in Plant Operations.
- During Non-Business Hours, call Security (382-6911) to meet them.
- The driver will have all passengers sign the *Waiver Form* prior to leaving and return it to the TL Information Desk or Security before departing.
- When returning, the driver should fill up the vehicle with gas and empty all trash from the vehicle. Return the vehicle to the designated reserved Plant Operations spaces in the Parking Structure (1st Floor North).
- During business hours, return the keys to Plant Operations. During non-business hours, use the outside phone to call x6911 to contact Security.

**Reporting an Accident**
- Refer to the information and paperwork in the pouch.
- Call the Police and DO NOT move the vehicle.
- Complete the proper insurance forms and bring all completed paperwork to the college.
- Immediately Call Security (414) 382-6911. Security will facilitate appropriate personnel.
- All damage to a vehicle (no matter how small), must be reported to Plant Operations immediately upon return of the vehicle.

**Departments reserving rental vehicles**
You MUST check the condition of the vehicle before signing any of the paperwork for it.

**Technology Usage**

Student Group web sites (i.e. Facebook, etc.) may not violate copyright, libel, obscenity or other local, state or federal laws. Student Organizations should be aware that any personal information published on the internet is available to the public. Be judicious in the use of full names, phone numbers, photographs, and other personal information.

- Maintain a high standard of conduct in your communication. Accessing, or assisting others in downloading, uploading, transferring, posting, displaying, or printing of sexually explicit or pornographic images of any kind, or materials considered obscene, vulgar, harmful, hateful, harassing, threatening, defamatory, demeaning, or otherwise objectionable is a violation of College policy. Sending material that is abusive, offensive, or unwanted may disrupt the work of others and is a violation of the policy.
- The Alverno College name may only be used in an official context for College business. To avoid misrepresentation of Alverno College, do not use the Alverno College name or any symbol, graphic, text, or logo associated with Alverno College in a manner implying endorsement of any political, social, or commercial activity or in a context that implies official endorsement by the College without prior written approval of Student Affairs or other appropriate College authority.
- Student web sites may not be used for the distribution or file sharing of copyrighted materials created by others. This includes music, video, software and multimedia files.
- Students may not use personal web sites for commercial or financial gain. Any content promoting commercial sales or promotional advertising is prohibited.
- Student web sites should not create a high volume of network traffic that interferes with the normal activities of the Alverno College network infrastructure.
- Student web sites must conform to policies in the Alverno Technology Use Policies and Alverno Student Handbook.
- Students are responsible for development and maintenance of their own site. Sites must be updated periodically. If information is more than 6 months old, the Director of Student Activities & LEadership will contact the group and ask for it to be updated. If the site is not updated in a timely manner, Alverno College reserves the right to disable and/or remove the web page links.
- Every effort should be made to ensure web pages are free of typographical and grammatical errors.
Effectively handling money in your organization can be a tough job. The United States Government has issued several mandates that every organization must adhere to. Please follow these guidelines and regulations to keep in accordance with College requirements. Contact the Department of Student Activities & Leadership with any questions.

Financial Expectations for Registered Student Organizations
Student Organizations can decide to be only an interest group with no financial transactions at all. However, if your group decides to fundraise, make purchases, collect fees etc., you will need the following financial information:

- Financial records should be retained for a minimum of five years. This can be accomplished by sealing all records in an envelope or box at the time of transfer to the new treasurer/bookkeeper. The data to destroy the information should be clearly identified on the container to ensure future officers know the proper date.

- All expenses for your organization should be paid by check and all receipts deposited into an organizational bank account in order to track the organization’s finances. The organization will need to open a checking account at a financial institution. Things to consider before opening the account is convenience, service charges (the most common are for checks, deposits, stop payments and bad checks), services available, and the potential for earning interest on your money.

- Alverno College requires recognized student organizations to maintain complete financial records for the organization. This is best accomplished by maintaining a separate account in the name of your organization. Organizations should not use personal information to open an account. A voluntary association of individuals operates in the name of the entity and not in the name of the individuals who are part of that organization. This means that the business records for the organization must be maintained in the organization's name. It is important to avoid confusion with respect to whom the funds belong and avoid tax liability for an individual (as the IRS considers funds deposited into a personal account to be taxable income). Also, keep in mind that financial institutions will require that checks made payable to the organization be deposited into an account established for the organization.

- The United States Treasury Department and the IRS require an organization to disclose their Employer Identification Number (EIN) when opening any type of deposit account. Every financial institution is required by the IRS to report dividends or interest paid to each depositor when it is in excess of $10.00 in any given tax year. The dividend or interest amount is reported using the account name and taxpayer identification number (TIN), which is your organization's EIN. A social security number from one of your organization's members will NOT substitute for an EIN.
Financial Expectations Continued…

If the IRS cannot match the identification number and name to their records, the IRS can penalize the financial institution for the incorrect reporting and the account holder for giving incorrect information to the financial institution. The penalty is normally $50 but can be higher under certain circumstances. Organizations may apply for an EIN on-line at www.irs.gov (search for Employer Identification Number).

- Recognized organizations must indicate the organization is not-for-profit. This does not mean the organization is tax exempt, unless a College department sponsors the organization and if an appropriate college official authorizes the organization to use the College's non-profit tax exempt 501(c)3 number or if the organization has applied for and received 501(c)3 status from the IRS, you may be charged tax for purchases. If interested in applying for tax-exempt status, the application procedure can be found on the web at http://www.irs.gov/charities/article/0,,id=136200,00.html

- Recognized student organizations are not required to file federal income tax forms if the organization earned LESS than $5,000.00 in gross receipts in the tax year. Gross receipts are the revenue you received from sources outside the organization. Collecting dues from members for the benefit of members is not included in gross receipts. An organization is required to file federal income taxes if the organization earned MORE than $5,000.00 in gross annual receipts in the tax year from outside sources (interest-bearing checking accounts, investments, fund-raisers, donations, etc).

- Student organizations do not need to collect sales tax when fundraising or selling items.

Develop a Budget

Sound financial planning is important for an organization's strength, stability, and permanence. Budgeting is an important planning tool and an integral part of program planning. A budget is a projection of income and expenses but can be revised as plans change. Prepare a budget for your organization with expected income and expenses for the year. Income possibilities are membership dues and fundraising events that may include ticket sales or donations. Expenses could include printing and duplicating, equipment, postage, travel, national or regional membership dues, and Dining Services costs. Examples of expenses for special events include speaker/entertainment fees, officials, space rental, mileage, lodging, publicity, receptions, and sales tax.
Keep a Financial Journal

Organizations using a bank, credit union, or a savings and loan, will find a financial journal to be useful in tracking deposits, detailed expenses, earnings, and interest. An original receipt from the vendor should substantiate all expenses paid by an organization. If this is not possible, the individual requesting reimbursement should be required to furnish a signed statement that explains the purpose of the expense. The officer/committee person responsible for the activity/event for which the expense was incurred should also approve such an expense. The treasurer should reconcile the books with the bank and any investment account(s) and prepare a monthly financial statement for the organization’s officers.

Recommended Practices

The financial statements and records of the organization should be reviewed and audited annually by an independent group or individual. This can be a separate committee of the incoming treasurer as long as it is done before the individual(s) have authorization to expend funds. Organization financial records should be retained for a minimum of five years. This can be accomplished by sealing all records in an envelope or box at the time of transfer to the new treasurer/bookkeeper. The date to destroy the information should be clearly identified on the container to ensure future officers know the proper date.

It is recommended that the faculty/staff advisor and 1-2 student leaders are listed as signees on a checking account. It is the responsibility of the student leaders to remove themselves from the bank account at the time they transfer leadership and/or leave the organization.

Even if a treasurer has been charged with keeping track of all financial records for an organization, consider having at least two people sign off on every deposit and withdrawal. This helps maintain the integrity of the accounting practices.
Sponsoring an Event

Event Approval Form

ALL on or off-campus student group activities (including fundraisers) need to be approved by the faculty/staff advisor and the Director of Student Activities & Leadership. Event Approval forms are located outside of Student Affairs in the forms cabinet or on-line http://www.alverno.edu/campuslife/studentactivitiesleadership/studentorganizations/, and need to be turned in 2 weeks prior to the event. Questions and approval are directed via email to the contact person listed.

Food and Bake Sale Policy

This policy applies to all registered student organizations and athletic clubs interested in utilizing a food sale to generate funds for their organization or team.

Requirements

For the protection of the student organization/team and for those purchasing food, the following precautions must be taken.

1. The majority of products must be made by students or other members of the group, and sold by student members. Commercially-packaged products that specifically say “not for individual sale” are prohibited.
2. Food which requires refrigeration must be first approved through the Department of Student Activities & Leadership.
3. Beverages must first be approved through the Department of Student Activities & Leadership.
4. Food must be cooked thoroughly before being brought to campus or served. Food that needs to be warmed must be contained in chafing dishes or crock pots.
5. All “loose” food sale items shall be individually wrapped, at the original point of preparation (i.e. cookies, cakes, brownies, etc.). Napkins or other appropriate materials must be provided to pick up food items that are not individually wrapped, such as rolls, or they should be individually bagged prior to sale.
6. All food handlers must wear gloves when working with food that is not individually wrapped.
7. Food sale items shall be transported in a covered, dust-proof container.
8. Individuals conducting the baking, wrapping or sale of food shall thoroughly wash their hands before handling the product.
9. Apply good sanitation practices in the storage, preparation, and display of food.
10. All products must be labeled with a list of the ingredients.
11. A sign or placard stating “Homemade/Not Inspected” must be posted at each sale location; as well as “Food may contain nuts, dairy and other allergens.”

In order to ensure the same opportunity is given to all interested groups, organization, or teams must follow these rules:

- Groups are limited to three (3) food/bake sales (any combination) per semester.
- Groups cannot hold a food/bake sale longer than two days in any given week. The days do not need to be consecutive, but cannot exceed two days per week.
- No more than one (1) student organization or team may hold a food sale per day, except under unusual circumstances.
Food and Clothing Drives

The following areas have been identified as collection sites for on campus food and clothing drives:

- The Mug Coffeehouse & Café
- Christopher Hall Lobby
- TLT Vending Area
- Pitman “T”
- Alphonsa Hall Lobby
- Commons Lobby
- Fisbowl in Corona/Clare

Areas may be reserved for up to two weeks on a first-come, first-serve basis. Each drive or collection may use up to three collection sites. Sites must be reserved by completing a Space Reservation Form and an Event Approval Form. Organizations should connect with the office of Event & Space Coordination to determine the availability of collection sites before finalizing the event. Publicity should reflect the location of the drop-off sites. Organizations are also encouraged to refer to the Fundraising Calendar on the Student Activities bulletin board (outside of AF 202) to check if other organizations are sponsoring a collection. Event & Space Coordination has limited collection bins available, organizations may need to provide their own bins, and all containers must be clearly labeled with the organization’s name and the type of collection/drive it is. Items must be removed from the bins at the end of each week. All bins must be removed from collection sites before the end of the semester (first week in May and first week in December).

Hosting Events with Alcohol

The student organization officers and the advisor(s) must ensure social events are properly planned and orchestrated. Alcohol for events sponsored by student organizations on campus must be purchased and served by Alverno College Dining Services staff. The organization is still responsible for preventing underage drinking even if the organization did not arrange for alcohol to be served. The organization must stop the consumption of alcohol by an intoxicated person. Because of their positions in the organization, the president and advisor may be legally liable if the aforementioned are not carried out.

Hosting Events with Food

Alverno College recognizes student organizations have limited budgets; therefore, it is strongly encouraged all organizations explore food and beverage options with Alverno’s Dining Services Department before scheduling the event. Food for sponsored campus events must be purchased through Dining Services unless otherwise approved.

Student Organizations may provide their own food and beverages for meetings, fundraisers, or for off-campus events.

Large Event Policy

To ensure the safety of Alverno College students, staff, and faculty attending events on campus, the following guidelines are established for: events where we expect more than 50 participants, which are open to the public; and/or where we serve alcohol. Organizers of the event are responsible to:
1. Complete a Space Reservation Form or Austin Hall Reservation Form that is approved and signed by the Advisor of the Group and the Director of Student Activities & Leadership.

2. Secure one or several faculty/staff chaperones to attend the event (several people can rotate throughout the night). The name(s) of the faculty/staff must be submitted to the Director of Student Activities & Leadership BEFORE the event will be approved and advertised.

3. Make an appointment with Student Activities & Leadership no later than 21 business days prior to the dance, party or event to review the invited audience, marketing plan, DJ or band information, admission costs, check-in procedures, etc. for the dance, party or event.

4. Parties may not go beyond 4 hours and must end by midnight.

5. Prevent guests under 18 years of age from attending unless the event is specifically advertised as a family event (consult with the Department of Student Activities & Leadership).

6. Publicity may not include advertisements for alcohol. (See the Advertising Guidelines in the Student Handbook.)

7. Meet with Dining Services to discuss the event.
   - All alcoholic beverages, food and other beverages must be purchased through Alverno’s Dining Service.
   - Sufficient food and soft drinks must be served.
   - Dining Services must provide a licensed bartender.
   - Alcoholic beverages may not be provided free of charge. Alcoholic beverages may be dispensed and consumed only in designated areas. The Bartender is responsible for checking IDs and will not serve to minors, be alert and aware of signs of intoxication, will not serve to person(s) who are intoxicated and will notify the supervisor if, in their judgment, they should cease serving alcohol to a customer, and will charge for alcoholic beverages (no free drinks are allowed).

The Department of Safety & Security should be notified about any large campus event on campus. Unless otherwise arranged, an officer will not be stationed solely at the event location, but will try to do frequent rounds through the event. Security Officers will:
   - watch that guests are not bringing in alcohol, and/or are not under obvious influence of drugs and/or alcohol.
   - ask individuals who do not comply with policies, who demonstrate unacceptable behavior, who bring in alcohol/drugs, or who demonstrate being under the influence of drugs/alcohol to leave the Alverno College Campus.
   - check suspicious persons for possession of weapons, alcohol, and/or drugs.
   - monitor the exit and reentrance of guests of the event and rotate between outside, check-in and the dance area.
   - terminate the event (after consulting with the advisor and sponsors of the group) and call the Milwaukee Police Department if it is known that someone possesses a weapon or if there is other suspicious or questionable behavior.

**Large Event Planning Check List**
- Secure faculty or staff representative(s) to attend the entire event
Fill out an Event Approval Form and Space Reservation Form

Discuss and create a plan with your group about who is the intended and expected audience, how and where are you advertising the event, how are you going to handle check-in procedures, what food and beverages do you need (carding procedures if there will be alcohol)

Meet with the Director of Student Activities & Leadership to discuss your plan (3 weeks prior to event)

Communicate your set-up needs to Event & Space Coordination (2 weeks prior to event)

Communicate your catering needs to Dining Services and submit order (2 weeks prior to event)

Communicate your security needs/concerns to Safety & Security (2 weeks prior to event)

Discuss safety concerns and procedures with group members and advisors working/attending the event (i.e. how and when to contact Security, where the nearest house phone is, what to do in case of a fire alarm, what to do if a fight breaks out, what to do in case of alcohol misuse, etc.)

Events in Austin Hall
If you have reserved space in Austin Hall (Pipeline, Formal Lounge), and you expect LESS than 50 people, guests attending the event must check in at the Reception Desk. If you expect MORE than 50 guests the sponsoring student organization must request a separate check-in table adjacent to the Reception Desk in the lobby for guest check-in. Guests must enter and exit through the main (west) entrance of Austin Hall only. Guests must sign-in upon arrival and check-out when they leave, but they do not need to leave a photo ID. Guests are not allowed on resident floors unless formally checked in at reception desk with a current Alverno College resident (and photo ID).

Failure to abide by procedures may result in disciplinary action.

Off Campus Events
An off-campus event is any event that takes place in a facility not owned by the College. Student organizations participating in off-campus events represent Alverno College and reflect the image of the institution, as well as the organization. Inappropriate behavior, even though occurring off campus, falls within the jurisdiction of the College and may result in disciplinary action. The following responsibilities pertain to participation by student organizations in events, activities, and programs away from the College campus.

1. A copy of the properly completed contract with the off-campus establishment must be filed with the Director of Student Activities & Leadership at least 72 hours before the event. For the protection of the organization, a written contractual agreement must be made with any off-campus establishment. The organization must obtain written approval from the organization’s advisor.
2. All financial obligations are the responsibility of the student organization and must be met in accordance with the contract.

3. The student organization is responsible for abiding by current state statutes regarding alcohol.

4. The student organization and its officers are directly responsible for the behavior and general welfare of both the organization and its individuals. Advisors must be aware of the event in advance and should attend, if possible.

5. The student organization officers and the advisor(s) must ensure social events are properly planned and orchestrated. If the organization arranges for alcohol, it should take adequate steps to prevent underage students or guests from drinking. Any student organization sponsored event that takes place on campus that includes alcohol must be purchased and served by Dining Services personnel. Even if the organization does not arrange for alcohol to be served, the organization is still responsible for preventing underage drinking.

6. The organization must stop the consumption of alcohol by an intoxicated person. Because of their positions in the organization, the president and advisor may be legally liable if the aforementioned are not carried out.

7. If problems arise disciplinary action may occur.

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**Political Activity Policy & Guidelines**

Alverno College values the opportunity for free expression of political views by members of the Alverno community and is committed to the value of discourse and debate as an essential component of a liberal education. At the same time, the college must also comply with the provisions governing its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code. The College must maintain a non-partisan, educational status. Federal statute stipulates that non-profit, tax exempt institutions of higher education are prohibited from participating in, or intervening in, any political campaign on behalf of any candidate for public office. College Policy:

1. Alverno College promotes effective citizenship and encourages participation in the political process.

2. Students, staff, or faculty may freely engage in and comment on political issues as individual citizens but must clarify the expressed opinions are their own and do not represent the official position of the College.

3. Use of the College’s name, letterhead, or logo on any written materials used for political purposes, such as solicitation of funds or other contributions in support of a political party or political activities, is prohibited.

4. Unless a candidate for public office is of significant stature as to warrant an invitation from the Office of the President, hosting of political candidates for educational purposes should generally be left to faculty within academic departments or the appropriate Alverno College recognized student group.

5. If a faculty member, academic department, or the college itself chooses to invite an individual candidate to speak on campus about his or her political activities or campaigning, every attempt should be made to provide opposing candidates the same opportunity.

6. If any member of the College community is contacted by a political official to organize an appearance on campus, the Marketing Department should be immediately notified.
and updated with information. The Marketing Department coordinates all public affairs on campus.

Approved by the Quality of Campus Life Committee, March 2004

**Political Posting and Canvassing**
Posting of political materials must adhere to the Posting Guidelines. Canvassing (mass distribution of fliers in common areas) is not allowed. Alverno student organizations or individuals wishing to distribute political postings should include a contact name or name of sponsoring group. Individual students who wish to engage in the political process are encouraged to connect with the Department of Student Activities & Leadership. As a reminder, opinions promoted are the opinions of Alverno students and members of an organization. Alverno College does not support any one specific candidate.

**Screening of Films**
Student Organizations are to be aware the federal copyright law prohibits the use of videocassettes and DVD’s to private showings without prior consent of the holder of the copyright. All films being shown for entertainment purposes require clearance for its performance. Organizations requesting to show a film must submit an Event Approval Form along with the name of the film being shown and the name of the company through which the film is being obtained. For more information on copyrights or information on how to obtain permission visit the Copyright website at www.copyright.gov.

When showing a film for educational purposes, student groups are required to follow the format listed below.

1. The film viewing is only open to the members of the student organization.
2. The event cannot be advertised through a Facebook announcement or by distributing paper flyers. An email to group members is permitted.
3. To set context for the films, the presenter will share background information about the making of the film, and reflections of the filmmakers and actors on the issues explored in the film.
4. After setting context for the movie, the presenter will hand out a news article or share visual media as a prelude for discussion of a local, national, or international current event related to the issues that will be explored in the film.
5. Show the movie.
6. Following the movie the presenter will lead a discussion using prepared questions that encourage the use of Alverno’s eight abilities to reflect on the film.

Failure to follow these guidelines may result in federal fines and/or sanctions from the College.

**Table and Room Reservations**
All table space and room reservations must be made through the Event & Space Coordination Office (E.S.C.). Student Organizations may reserve rooms in the LA Building, Christopher Hall, the Teaching and Learning and Technology Building and Austin Hall for meetings and events. A student organization may be assessed a small fee through E.S.C., depending on the site requested and set-up requirements. Student Organizations may request a room reservation by completing a Space Request Form. If space is being used for fundraising purposes, an Event Approval Form must be completed in addition to the space
Request Form. If too many events are planned for the same date and time in the Commons Lobby, an alternative date or location may be suggested. Notify E.S.C. if you change plans so the space can be reserved for another organization.

**Visiting Speakers and Public Performances**

Visiting speakers, public performances, and the screening of films must be approved by the Director of Student Activities & Leadership by completing an Event Approval Form at least two weeks prior to the date of the event.

When hosting speakers on campus, student organizations must submit an Event Approval form and include a biography and/or resume of the speaker including a written description of the purpose of the performance.
PUBLICIZING YOUR EVENT

Advertising and Posting Procedures

We hope to enhance our environment by decreasing our use of paper; this will create more environmentally sound and aesthetically pleasing surroundings. Your cooperation will aid us in creating a campus that will be attractive and inviting for students, faculty, staff and guests, as well as provide your event or program with effective promotional exposure.

Policy Statement
Student Affairs is responsible for posting all promotional materials and for maintaining posting areas. This policy does not apply to departmental bulletin boards. All materials for campus posting must be approved and stamped by Student Affairs. They will accept 15 flyers per event and will route and post these flyers across campus. Posting materials must be legible and include the following:

- Name of department or sponsoring group.
- What, When, Where, Cost, How to Register, and Who to Contact for more information
- A blank 2”x2” space in the lower right hand corner for the Student Affairs approval stamp
- Error-free information and legible

Posting without an approval stamp or posted in undesignated areas will be removed. The approval stamp is neither an endorsement of the activity or of the quality of the publicity. The College is not responsible for damaged or destroyed postings. The following may advertise on campus:

- Alverno Sponsored Events
- Student Groups and College Departments
- External Groups and Individuals

Content Guidelines
Student Affairs reserves the right to refuse posting non-college related material that may be a conflict of interest or violate campus policy, criteria, or procedure. Interpretation of content resides with Student Affairs. The following are not permitted:

- content that is threatening, harassing or invades the privacy of others;
- materials that imply pornography, contain explicit implied vulgarity, or contain pictures or statements perceived as obscene, offensive or insensitive to any religious, ethnic, age or gender group;
- and materials promoting, displaying or implying the use of alcohol or illegal substances.

Posting Guidelines

- Only one posting per event may be posted.
- Postings will be limited to 11” x 17” or smaller and will be approved for 4 weeks prior to the advertised event.
- Postings larger than 11” x 17” must be approved by Student Affairs and may not exceed 20” x 24”. These postings will be posted 7 days prior to the advertised event.
- Postings may not cover up other postings.
- All postings and displays will be removed and discarded within 24 hours after the event.
Posting Locations For On Campus Events
- Commons Lobby Bulletin Board Strips
- Athletic Breezeway Bulletin Board Strips
- Christopher Hall Bulletin Board Strip
- Student Activities Bulletin Board

For Academic Postings....
Postings advertising for study groups, assessment schedules, travel courses, resource center information, new course offerings, and scholarship/financial aid information are limited to Alum Hall Bulletin Board Strip.

For Jobs, Volunteer Opportunities, Off Campus Events....
- Bulletin Board outside of Student Affairs (AF 205)

Postings are NOT allowed in the following areas:
- Chapel lobby walls
- Rotunda, Teaching, Learning and Technology Building
- Restrooms and elevators
- Doorways and windows
- Grounds, trees, shrubs, cars, snow
- Resident rooms and/or doors
- Stairways

Advertising Resources

- **Alpha, Student Newspaper** - Submissions should be sent to alpha@alverno.edu. The newspaper staff reserves the right to accept, decline or edit any submissions.

- **Austin and Clare Hall Announcements** are made nightly in the residence hall. Send submissions to lynn.kuhlman@alverno.edu 24 hours prior to the time of the announcement.

- **Banner Paper** – This paper is great for banners, art projects, table decorations, etc. Paper is only accessible during the Department of Student Activities & Leadership’s (AF 202A) business hours. All banners must be brought to Student Affairs for the stamp approval.

- **Button Machine** - This button machine creates 1½ inch buttons. Complete the Button Form and return to Student Affairs. Please provide front design inserts and allow one week for assembly. Button template can be downloaded from alverno.edu, click on Student Affairs.

- **Campus Newsnet** – Weekly email sent every Friday to all students, faculty, and staff. Send submissions to studentaffairs@alverno.edu. Include a brief description, date, time, location, and contact information. Deadline: Wednesday by noon. Student Affairs reserves the right to accept, edit or decline submissions.

- **ETC** – Published and distributed to faculty and staff every Tuesday. Send submissions to donna.kirezek@alverno.edu AND melodie.riecica@alverno.edu or drop in the Professional Support Services mailbox in the Mailroom, LA 119. Deadline: Friday at noon for publication the following Tuesday.

- **Helium Balloons** - A variety of helium balloons may be ordered through Student Affairs by filling out a Balloon Order Form. Balloons cost $1 per balloon. Orders are not delivered. A
member of the student organization must pick up the order. For orders exceeding 20 balloons, the group may be asked to assist in blowing up the balloons.

- **Mobile Kiosks** – Five-sided mobile bulletin board units may be reserved in Student Affairs for two weeks at a time with a maximum of eight weeks in an academic semester unless authorized by Student Affairs. All items placed on the kiosk must be removable. Groups are responsible for removing items before or on the day the reservation ends. Displays not removed by this date will be discarded. The College is not responsible for any stolen or damaged displays.

- **The Mug Coffeehouse & Café** - Postings for The Mug must be approved through the Mug Manager, 414-382-6672.

- **Napkin Dispensers in Commons**
  Advertising space is limited to one week and must be reserved through Student Affairs, 414-382-6118. Reservations will be on a first-come, first-served basis. Inserts must be 5” x 6” in size and delivered to Student Affairs by 5pm Thursday. Inserts are limited to a quantity of 50 and will be removed and discarded within 24 hours after the event.

- **Sidewalk Chalking** – Student Organizations who want to chalk sidewalks and walkways must submit a written copy of the message to be chalked to the Director of Student Activities & Leadership for approval at least 1 week in advance of the proposed date of chalking. Chalking is allowed on all sidewalks except for sidewalks in front of the Teaching, Learning, and Technology Conference Center and the LA Building.

- **Table in the Commons Lobby** – Table space may be reserved through Event and Space Coordination by using an Event and Space Coordination Form (forms available outside Student Services). Student organizations reserving a table must have this form signed and approved by the Director of Student Activities & Leadership. *Note: Alverno College is not responsible for stolen or broken items used in displays. If an incident occurs the Safety & Security office should be contacted immediately.

**Registered Student Groups** – BEFORE advertising an event, Student Groups must have a completed and signed Event Approval Form. Once the event has been approved and space has been reserved (if applicable), Student Groups can take postings to Student Affairs to be stamped.

If you have any questions about posting policy, contact Student Affairs at 414-382-6118
Fundraiser Policy

Student Organizations are encouraged to sponsor fundraising activities. Only recognized student organizations may sponsor a fundraising activity. Fundraisers are defined as any sales, including raffles, lotteries, bake sales, food sales, jewelry, and clothing sales. A fundraising calendar is kept on the Student Activities & Leadership bulletin board outside of Student Affairs. Check the calendar to find available dates.

All fundraising activities must be approved by the Director of Student Activities & Leadership through the submission of an Event Approval Form. Fundraising activities must be consistent with the mission of Alverno College and comply with all local, state, and federal laws. Promoting credit card applications and/or sale of alcohol will not be permitted.

Organizations sponsoring food or bake sales must follow the guidelines listed in the Policy Section. Bake/Food sales may be held in the Commons Lobby, Austin Hall Lobby, Christopher Hall Lobby, Clare Hall Lobby, or the Pipeline. Organizations should plan well in advance to ensure the date and location for the fundraiser is available.

Fundraising for Charities

Student organizations must make sure the charity is legitimate and complies with the Internal Revenue Service 501(c)(3) before fundraising activities begin. Student organizations raising funds for a non-profit charity must obtain written consent from the charity prior to holding the fundraiser. Often organizations hold food drives or clothing drives and then decide where the items would go afterwards. Though well intentioned, these items may not be what the charity needs at the time. Consult with the charity ahead of time to determine their fundraising needs.

Solicitations

Student Organizations generally raise funds for raffles through the solicitation of businesses. Only those businesses listed in the Permissible Prospects List may be contacted for goods or funds, except for those businesses with noted exceptions, for support of their organization’s activity. Organizations should remember to write appropriate thank-you letters as follow up when money or goods are given. Questions regarding the list can be directed to the Director of Student Activities & Leadership. Outside vendors, such as banks or cell phone companies, are not allowed to solicit on campus unless sponsored through the Development Office.

Raffles

The selling of raffles involves separate procedures than the selling of goods for fund raising. Raffle procedures are outlined by the State of Wisconsin Department of Regulation and Licensing and are not subject to change or interpretation by Alverno College. Alverno College holds a raffle license that may be used by campus organizations. Alverno College is required to report ALL raffle activities to the State of Wisconsin’s Department of Administration and Division of Gaming in order to maintain a valid license. In order to accurately record and report raffles sponsored by student organizations or college departments, the following procedures must be followed:
**Getting a raffle approved:**

_Student Organizations and Campus Departments_ must fill out an Event & Fundraiser Approval Form at least **2 weeks prior** to the start of the raffle. A copy of a raffle ticket must be submitted for approval as well (a ticket template will be emailed upon request). Raffles will NOT be approved until the ticket design is approved.

Please note that the ability to hold a raffle is not guaranteed and that advance notice is necessary for approval. No two student organizations or campus departments will be allowed to hold raffles at the same time. For raffle information email studentactivities@alverno.edu.

**Holding a raffle:**

Sponsoring organizations are required by state statue to sell raffle tickets face-to-face in order to provide the buyer with their portion of said ticket at the time of purchase and the purchaser must be present to enter their name and address on the drawing stub portion of the ticket. **Phone, Internet, mail, and any other form of non face-to-face sales are strictly prohibited by both federal and state law (Game 44.03).**

Please make sure you do the following:

1. Submit your raffle ticket to the Department of Student Activities & Leadership for approval.
2. A copy of the raffle license must be displayed prominently during times of active selling of raffle tickets.
3. Publicity must clearly state how the funds from the raffle will be used, the procedure for awarding prizes, and when the prizes will be awarded.
4. Provide a list of prizes when actively selling tickets.
5. All raffle drawings must be held in public.
6. If a raffle drawing is cancelled, the sponsoring organization shall refund receipts to the ticket purchasers.

**Concluding a raffle:**

Please submit the following items to the Department of Student Activities & Leadership **24 hours** after the raffle drawing:

1. Completed Raffle Report
2. Borrowed copy of the raffle license
3. A **BLANK** printed raffle ticket
4. ALL raffle ticket stubs used in the drawing
5. Winning raffle ticket stubs (separate these from the non-winning raffle ticket stubs). Please rubber band in bundles.

Failure to abide by the following procedures and to submit the required paperwork will result in loss of raffle privileges.

**PLEASE NOTE:** Raffles are different from prize drawings. If you are selling tickets in exchange for the chance to win prizes, this is considered a raffle and the procedures listed above must be followed. If people are entering their names to win prizes and there is no exchange of money, this is considered a prize drawing.