Mission

Point Park University educates students in a diverse environment and prepares graduates to apply knowledge to achieve their goals, advance their professions and serve their communities.

Vision

Point Park University will be one of the most dynamic private, urban universities in America.

Values

- Promoting academic excellence
- Focusing on student needs
- Fostering a community of mutual respect and diversity
- Encouraging innovation
- Ensuring integrity and ethics in our actions
- Responding to our stakeholders
- Facilitating civic engagement
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Introduction

At Point Park University, students will find the ingredients that help make their college years some of the most memorable of their lives. The years spent here are much more than the work that goes into getting a diploma. It's the passionate, artistic environment - from faculty who encourage individualism to the abundance of stimulating classes and extracurricular activities. It's the close friendships students develop and keep long after graduation. It's the dynamic and diverse urban environment that surrounds the campus and offers endless opportunities. It's having all the right ingredients to provide students with the unforgettable memories of what it took to get there.

...And one of the most important ingredients provided to students seeking success is student organizations.

In due course, we hope that this manual will complement the development of your student organization by providing the stepping stones for success.

Questions, Concerns, Advice?

If you think of anything that may need to be included within this student organization manual or if you have any questions regarding polices or procedures, please contact the Office of Student Activities at 412.392.4735, or studentactivities@pointpark.edu. Students can also contact the Office of Student Affairs for additional questions at 412.392.3851, or on the 7th floor of the Student Center.

Mission of Student Activities

The mission of Student Activities is to foster community and school spirit by giving students an opportunity to get involved, give back, and learn through social, cultural, educational and civic programming.
Establishing Student Organizations

About Student Organizations

Student organizations at Point Park University are initiated and run by students. They provide students with co-curricular opportunities for social interaction, recreation, leadership training, and enhancement of academic interests. Students learn to organize and to work with others, pursue special interests, and make friends. The student organizations on our campus are as diverse as our student body and are a great way to meet new people and enhance your college experience.

Participation in student organizations is open to all Student Activity Fee paying undergraduate students at Point Park University regardless of race, religion, gender, sexual orientation, national origin, or physical limitations. The United Student Government (USG) and the Office of Student Activities work together to provide the majority of services available for student organizations. For example, USG is responsible for approval of all student organizations as well as a yearly census of the groups, while the Office of Student Activities assists student organizations in acquiring space on campus, transportation, approval of marketing and policy consulting.

To see a complete list of student organizations please visit the following website:
http://www.pointpark.edu/StudentLife/StudentActivities/
StudentOrganizations

Student Organization Categories:

Academic
These student organizations are closely related to an academic major or have a substantial educational focus. They provide students with opportunities to explore new topics and partner with students outside the classroom.

Governing Boards
The student governing boards; CAB, RHA, and USG are designed to represent the needs and concerns of the student population. Students are welcome to attend the general meetings of these boards to make the representatives aware of important issues. The Campus Activities Board (CAB) functions as a group assisting in the development and implementation of various events across campus. The Residence Hall Association (RHA) serves residential students by giving them a voice for their residential needs. The United Student Government (USG) listens to the concerns of the entire student population and brings an action plan to the administration to bring about change.

Interest-Based
These organizations are for students interested in a particular topic. There are a wide variety of groups, from those focusing on purely social activities to events involving raising awareness of a greater cause.
Service Organizations
The sole purpose of Student Service Organizations is to give back to the community. These students volunteer their time and energy helping others.

University Sponsored Student Media
University Sponsored Media Organizations help make students aware of what is going on around them. They publish our newspaper, make announcements on our radio station, broadcast the news, and produce magazines.

The following are University sponsored student media organizations at Point Park University:

- The Cavalcade
- WPPJ-670AM
- U-View
- The Globe

The organizations noted above are available to students of any major. Please feel free to contact the United Student Government or the Office of Student Activities for any questions.

Steps to Create a New Student Organization
If you are interested in starting a new Student Organization, it is important to discuss your options with the Office of Student Activities. This process may take up to four (4) weeks to complete.

STEP 1: Contact the Office of Student Activities at studentactivities@pointpark.edu, or 412.392.4735.
STEP 2: Set up a meeting with the Student Organizations Coordinator.
STEP 3: Review and compile information needed to complete the Student Organization Standards. This process will include; registration of the Student Organization on OrgSync and completion the online Organization Registration Update form.

Recognition of Student Organizations
Recognition of new Student Organizations is officially established through the United Student Government (USG), not through the Office of Campus Life or Student Activities. Recognition is given upon Senate Vote by the USG, once a student organization is recognized they must continue to update USG on any changes in leadership, advisor or student organization status, or they could lose their recognition.

Upon recognition, each new Student Organization can now begin to establish group status within the USG recognized Tier System. Please refer to the Finances portion of this manual for further information concerning the status of each individual group.

The New Student Organization Probationary Period is a one year period for all new student groups. This will allow the student organizations to adequately establish their group prior to incorporation into the Point Park Tier System. Such organizations have the following rights and expectations within the Office of Student Activities;

- Plan a meeting with the Student Organizations Coordinator
- Complete Student Organizations Standards

Student Organization Tier System
Overview
Acknowledging the variety of purposes, and the different levels of risks and financial responsibilities that student organizations may possess, the Office of Student Activities
in collaboration with USG developed a four-tier categorization system to facilitate the development of specific training to support the needs of your organization. Most student organizations fall into the Tier I or II categories. Tier I and Tier II organizations are defined and operate in the manner described below.

**TIER I ORGANIZATIONS:**

**Characteristics**
- An association of students with a similar interest(s)
- High visibility on campus
- Greater detail in the organizational structure
- Low to high risk activities
- Could need space to meet.
- Rely on USG for funding
- Rely on Student Activities for event space, event planning support and advisement

**Benefits of Being a Tier I Organization**
- Use of all reservable University facilities
- Use of a University sponsored student organization email account
- Ability to post flyers around campus for events
- Ability to request equipment from Media Services
- Opportunity for co-sponsorship of on-campus events
- Ability to request funding from the USG
- *First* to receive semestery budgeting from USG
- Ability to request co-sponsorship with the Campus Activities Board (CAB)
- Use of University Vans
- Student Organization Lockers
- Space on the University website
- Access to leadership development opportunities
- Ability for an extra-curricular transcript
- Ability to be included in the weekly “Check This” email

**Requirements to be a Tier I Organization**
- Properly register with the Office of Student Activities (complete the Tier I Registration Form)
- Complete the Office of Student Activities Standards; which include the following
  - Organization Officer attends Student Organization Training session
  - Submit Student Organization Registration Update form on OrgSync
  - Student Organization must have an active OrgSync Organization Account within Campus life
- Hold at least three on or off-campus events per semester
- Hold regular group meetings

**TIER II ORGANIZATIONS:**

**Characteristics**
- An association of students with a similar interest(s)
- Low visibility on campus
- Simple organizational structure
- Low risk activities
- Need space only for meetings
- Rely on USG for funding
- Rely on Student Activities for event space, event planning support and advisement

**Benefits of Being a Tier II Organization**
- Use of University facilities for meetings
- Use of a University sponsored student organization email account
- Ability to post flyers around campus for events
- Ability to request equipment from Media Services
- Opportunity for co-sponsorship of on-campus events
• Ability to request funding from the USG
• Second to receive semesterly budgeting from USG
• Ability to request co-sponsorship with the Campus Activities Board (CAB)
• Use of University Vans
• Student Organization Lockers
• Space on the University website
• Access to leadership development opportunities
• Ability for an extra-curricular transcript
• Ability to be included in the weekly “Check This” email

Requirements to be a Tier II Organization
• Properly register with the Office of Student Activities (complete the Tier II Registration Form)
• Complete the Office of Student Activities Standards; which includes the following
  • Organization Officer attends Student Organization Training session
  • Submit Student Organization Registration Update form on OrgSync
  • Student Organization must have an active OrgSync Organization Account within Campus life
  • Student Organization must hold at least one on or off-campus event per semester

Tier III Organizations: (WPPJ, USG, CAB, etc)

Characteristics
• Organizations that are financially supported by student fees
• Formally referred to as “Chartered Organizations”
• Moderate to high visibility on campus
• High accountability to all students
• Moderate to high risk activities
• Regular interaction with University staff
• Reliance on the University Departments or student fees for funding, financial support, facilities and event planning support

Benefits of Being a Tier III Organization
• Use of all reservable University facilities
• Use of a University sponsored student organization email account
• Ability to post flyers around campus for events
• Ability to request equipment from Media Services
• Opportunity for co-sponsorship of on-campus events
• Ability to request supplemental funding from the USG
• Ability to request co-sponsorship with the Campus Activities Board (CAB).
• Use of University Vans
• Student Organization Lockers
• Space on the University website
• Access to leadership development opportunities
• Ability for an extra-curricular transcript
• Ability to be included in the weekly “Check This” publication

Requirements to be a Tier III Organization
• Complete the Office of Student Activities Standards; which include the following
  • Organization Officer attends Student Organization Training session
  • Submit Student Organization Registration Update form on OrgSync
  • Student Organization must have an active OrgSync Organization Account within Campus life
  • Currently receive financial support directly from Point Park University funds
TIER IV ORGANIZATIONS:

Characteristics
- Organization has not fulfilled Student Organizations Standards for the current academic year
- Considered inactive for a period of one or more years
- Will have no rights to reservation of University space
- Will have no rights to USG funding

Benefits of Being a Tier IV Organization
- Ability to restart group with new interested individuals
- Ability to register as Tier I or II within the Office of Student Activities

Student Organization Standards
The following are the guidelines set forth by the Office of Student Activities for any student organization wishing to use the services provided by this Office.

1. Register Student Organization on OrgSync.
   HOW TO:
   ✓ Sign-in to OrgSync.com, or simply create a new account if not previously registered.
   ✓ Find the tab labeled “My Orgs,” and click. Choose the option “Join an Org” within this drop down menu.
   ✓ Choose the “Register New Organization” option. This tab can be located in the top left-hand side of the page.
   ✓ Follow the directions provided to complete.

2. Complete Org Sync form titled “Organization Registration Update,” which includes the following:
   a. Complete list of your executive board and their phone numbers and email addresses.
   b. List of active members and their student ID numbers.
   c. Advisor name, number and email.
   d. Upload a Constitution (Word Doc or PDF)
   e. Regular meeting schedule, place, and time. This will be used to highlight group information within the weekly “Check This” email.
   f. Upload a picture/information to be added to Point Park website.
   g. (For the Org Sync form, a picture is optional; however, it is strongly suggested.)
   h. Summer contact list.

3. The organization president and one general member must attend a leadership training seminar at the beginning of the fall semester:
   a. Should leadership roles change, the new President must meet with the Office of Student Activities.
   b. Any student organization formed within a semester must set up a meeting with the Student Activities Office in order to comply with leadership training standard.
Failure to comply with the above standards will result in the inability to hold events as well as use of services provided by the Office of Student Activities.

New student organizations that are not yet approved through USG will be able to reserve one table for a week for recruitment. They will have the ability to advertise through the Office of Student Activities’ weekly newsletter “Check This” for two weeks.
How to create a constitution

What is a Constitution? What Are Bylaws?
A constitution allows students to address and present all of the fundamental principles that govern the organization. Bylaws, on the other hand, set forth the procedures that the organization must follow in order to abide by the rules set forth by the constitution. These set laws provide further definitions to the Articles of the Constitution and can be changed with greater ease in accordance with the needs of the organization. All clubs MUST have a constitution on file to be recognized by the United Student Government (USG). The constitution should be the primary operational guide of the organizations and not simply a document that is filed away in a drawer and forgotten.

Reference Appendix C: Sample Constitution, pg. 46

What is the Framework for a Constitution?
The United Student Government has provided your student organization with a basic sample constitution (Appendix A, page 46). Items highlighted are issues that need to be

<table>
<thead>
<tr>
<th>Some Specifics to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>The best names are specific and catchy ones that define the organization and look good on a t-shirt.</td>
</tr>
<tr>
<td>Affiliation</td>
</tr>
<tr>
<td>If the organization receives money from the university, they will be eligible to become a chartered organization and less likely to receive USG funds.</td>
</tr>
<tr>
<td>Dues</td>
</tr>
<tr>
<td>Will the organization require dues to join? If so, put that in Article III.</td>
</tr>
<tr>
<td>Qualifications</td>
</tr>
<tr>
<td>The organization must welcome everyone who wishes to join. If the group requires its members to audition, they must open the auditions to everyone and thoroughly publicize the time and date.</td>
</tr>
<tr>
<td>Structure</td>
</tr>
<tr>
<td>Groups are not limited by the officers listed in the sample constitution. Each organization may create as many officers with any title that seems appropriate. Also, committees with specific purposes can be very helpful.</td>
</tr>
<tr>
<td>Duties and Powers</td>
</tr>
<tr>
<td>Be sure to assign important jobs to specific officers or committees. This way, no one can say &quot;it isn't my job.&quot; No one can foresee everything that will need to be done, but try to cover as much as possible during this early stage.</td>
</tr>
</tbody>
</table>
Membership

All Point Park University traditional undergraduate students are eligible and encouraged to join any of the student organizations on campus, or start a new student organization. All student organizations must welcome any Student Activity Fee paying undergraduate into their established student organization.

Student Organization Officers

All students who are currently in an established and recognized student organization have the opportunity to run for an officer position. Each organization is responsible for declaring their method of assigning/voting in officers. At the end of each semester, each student organization is responsible for sending an updated list of officers and to the Office of Student Activities for our records.

As noted in Section I, you may create as many officers with whatever titles seem appropriate. Also, committees with specific purposes can be very helpful. Be sure to assign important jobs to specific officers or committees.

Executive Board

The function of the Executive Board is to create an agenda for meetings and maintain progress towards pre-set goals. The Advisor’s responsibility to the Executive Board is to promote problem solving and conflict resolution, but not to make decisions for them. An example of an Executive Board may consist of a President, Vice President, Secretary and Treasurer.

- The President should oversee the meetings, follow an agenda, and direct the group towards the goals set forth for the organization.
- The Vice President should assume responsibility for the President in his/her absence and assist the President in his or her responsibilities.
- The Secretary should keep all records, minutes, constitution and correspondence.
- The Treasurer should be responsible for the money and finances of the group.
- These positions and duties should be defined in the organizations constitution and bylaws.

Liability and Risk Management

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer working environment for all program participants.

Ways to identify and reduce risk:
- Facilitate a pre-event planning meeting to clarify the needs and expectations of participants.
- Identify specific risks involved in the event. These could include physical risks (such as an event with a physical activity) and liability risks (such as events involving minors, travel, etc.).
Identify options for reducing risks by including, but not limited to:

- Hiring a third party vendor or contractor.
- Preparing liability waivers, if necessary.
- Providing advanced training/instruction.
- Assuming a “worst-case scenario” and preparing for it in order to reduce likelihood of it occurring. Prepare for the worst, but hope for the best.
- Utilizing waivers that outline the specific nature and risk associated with the event.
  Contact the Office of Student Activities for University Approval Waiver.
- Canceling the event if the conditions are dangerous or the group is not prepared to assume full responsibility for the risk involved.
- Identify the challenges in managing risk, as well as resources to assist in your planning.
- Develop a plan of action in reducing risk.
- Communicate with everyone involved (officers, members, advisors, participants, facilities staff, University, etc.).

Transition of Student Officers
One of the most important functions of an advisor and current student leaders is to assist in the transition from one set of organization officers to the next. Many advisors have seen changes, know what works, and can help maintain continuity. Investing time in a good officer transition early on will require less time spent throughout the year training new officers. The key to a successful transition is to be sure officers understand their job responsibilities before they take office. Expectations should be clearly defined.

Student Organization Advisors
Advisors may be full or part-time, faculty or staff at Point Park University. Advisors should be an integral part of every student organization. Often they have been affiliated with the organization longer than any of the current officers and can offer greater experience in dealing with many issues. He/she advises the organization on what their goals and direction should be. Students should listen to and consider the advisor’s input and then make their decisions. Advisors should not make the decisions for the organization. A good advisor will work closely with the students in order to improve the organization and the individual skills of the students. An advisor should offer suggestions and a different perspective without demanding that the organization follow everything he/she says.

Advisor Liability
Advisors of a student organization are considered the University’s representative regarding the student organization’s activities. As such, he/she is expected to give reasonable and sound advice to your organization, in all regards. If the student organization breaks a University policy or a federal law, the advisor will be held responsible along with the involved students.
Advisor’s Role at Meetings, Events or Programs, and Conferences

Advisors may not be able to attend regularly scheduled meetings of the student organization as faculty and staff members have many campus responsibilities. However, it is important for advisors to attend some meetings in order to develop a rapport and relationship with the student organization members and keep up to date with the group’s plans.

Student organizations must get approval from their advisor before formally beginning the event planning process on campus. Advisors need to be present and updated throughout the process of the event planning. Therefore, it is important that the group has regular contact with their advisor so the group can consider an advisor’s schedule when making plans. Understandably, the designated advisor may not be available and/or encounter an unexpected situation that detains them from attending an event or program. In such instances, the group, in conjunction with the advisor, need to identify and secure another faculty or staff member who can attend the Category I or II event.

Building a Working Relationship (Advisor and Student)

The relationship between student and advisor should be open, honest and willing to share ideas while building trust and reinforcing the values of the organization with its members. This relationship should be viewed as a partnership where both the student and the advisor work together to build and develop a working relationship. It is important to establish a job description for the advisor from the very beginning that clearly defines his/her responsibilities, duties, and anticipated outcomes while working with the student organization. It is essential to keep the lines of communication open and direct between the advisor, officers, and all members in order to ensure a responsive and communicative team. This way, you can share needs, responsibilities, suggestions, concerns, expectations, and ideas for the future of the organization. It helps to recognize each other’s organizational duties and the various roles that they perform on the campus at large. If you recognize commitments, it can help to plan and prioritize your organizations needs, and you can let each other know of their impact on the overall campus as well. It is always important to support and acknowledge the work of your students to boost their confidence, and hopefully they will do the same in return.

It is important to remember that advisors and students are human beings and deserve to be treated as such. Everyone also has their own values system, personal beliefs, and professional working style. Acknowledge them, and build upon them, using them to their best advantage. The main thing is to realize that both the students and the advisor are continually growing and learning, constantly changing and developing in their own ways. Everyone is at his/her own unique stage in life, and you must challenge and support each other to continue the learning process.

Please tell your advisor to reference the Advisor Manual for more information. Your advisor can receive a copy by contacting the Office of Student Activities at 412.392.4735 or emailing studentactivities@pointpark.edu.
Making it Work

Student Leader Training

In order to foster the development of a structured student organization we require the attendance of mandatory training sessions for student leaders. This will help guide the organization through the expectations of this manual and the steps and procedures that are crucial to sustaining your organization. If any student organization does not have the appropriate representatives at the student training sessions they will be unable to use the privileges of the Office of Student Activities.

The training will consist of meet and greets with other organizations, a step by step instructional session, a personalized walk through of this manual, and other interactive activities to help build team development and leadership skills.

We highly encourage taking full advantage of the training process, because it is a valuable learning opportunity that will provide first hand information which will assist in building a successful organization for years to come.

Running an Effective Organization (Meetings, Objectives, Planning, Executing)

Meetings serve an important purpose and have several functions. They provide group members the opportunity to discuss ideas, objectives, goals, and current/upcoming events. They provide an environment for open communication to maintain cohesive thought within the organization. Most importantly, they allow groups to discuss and pull together resources for decision-making.

Reference Appendix D: Effective Meeting Tips

It's very important to clearly define your goals prior to your meeting to allow for purpose and structure. One key word of advice would be to develop an agenda for each meeting. Create and offer an agenda for each member to follow along throughout the meeting. Developing an agenda sets a guideline for activities and goals of each meeting, this can include: meeting announcements, officer/committee updates, new discussion topics, unfinished business, progress of old business, tasks, responsibilities, schedules, and upcoming goals.

Logistics of each meeting is also a key element in making it work. For instance, it is best to set out activities and goals of a meeting, but equally important to keep consistent schedules and meeting times. Regular meetings allow for progressive change while keeping the organization on track with their previously established objectives. Find a location and time that suits the majority of group members. Also, keep things interesting, don't be afraid to spice it up once in awhile; invite a guest speaker, vary method of discussion, use visual aids and/or allow refreshments for meetings. Conduct fun, new icebreakers at the beginning of meetings (especially early in the year).

As for structure, set out clear and regular opening and closing procedures for your meetings. Keep an open line of communication in order to welcome all members and
members’ ideas for an open environment. Stick to the agenda, this can be influenced by officers and/or those keeping track of minutes to encourage efficiency and time management. Encourage group discussion and feedback; remember this is the key reason for gathering as a whole in the first place. Group members will be motivated and committed if their opinions are included and respected. Summarize agreements and decisions made in order to stay on track and to keep all members on the same page. For any particular upcoming events or orders of business establish goals, responsibilities, and deadlines. Work as a team and not as individuals. Lastly, allow for social time during your meeting. Whether this is a quick break for a snack, team building exercises, or interlaced throughout your meeting time it is an important component in building comradery within your group. Remember, although the group is meeting to set out and accomplish goals as an organization you are also a social organization and you are together to enjoy one another’s company, grow as a group, and create new friends.

After the meeting, be sure to account for and distribute meeting minutes and summary points. It is best to do this within 24 hours because most meetings will involve responsibilities, deadlines, and a need for quick action. It is only fair to keep members updated and informed.

Follow up with each member and their responsibilities. It is the duty of the organization to create a position of guidance for members to achieve what is expected of them. This may include clarifying duties, offering support, and lending a helping hand.

Remember, good leadership is creating positive influence over others. So be sure to openly discuss problems, issues, and topics of interest openly amongst officers and advisors. Show appreciation and recognition for others’ efforts.

In order to build success with meetings, it is valuable to reflect on all previous meetings to improve on future meetings. It is personal reflection on time management, productivity, and objectives met within the meetings that will determine the ultimate success of the student organization.

**OrgSync**

To address the unique needs of student organizations, Point Park University created a partnership with OrgSync to better serve our student body. This web-based application offers more than 50 tools that together revolutionize the way campus administrators, student organizations, and students communicate and interact. Each community is set up to mimic the existing campus hierarchy and creates a collaborative system connecting users with organizations and organizations with institutions.

Each organization and program on campus is provided with their own online community to communicate with members and manage their events, calendars, files, dues, websites and much more. OrgSync is also place where student organizations can complete forms for event planning, provide feedback to the Office of Student Activities, update group information, as well as communicate with various members of the University community.

Please contact the Office of Student Activities if you have any questions on how to use any of the features of OrgSync, at 412.392.4735 or studentactivities@poinpark.edu. You may also contact OrgSync for technical support at 972.907.0900 or through the website help feature.
Outstanding Student Awards

Student Leadership Awards

The Outstanding Student Awards are presented each year to undergraduate students who embody a collective mix of academic excellence, volunteerism, and exemplary character within campus organizations, schools, and departments. This is the premier event on campus to celebrate student achievement.

Students, Faculty, and Staff are also welcome to nominate student leaders and advisors for the Annual Leadership Awards. Awards are given out each year to the most Outstanding Orientation Leader, Emerging Leader, Student Leader, Advisor, and Student Organization. Please check the website for detailed descriptions and to nominate individuals.
Event Planning

Guidelines

Policies And Procedures

Student organizations who wish to reserve space on campus for meetings, events, and tables must have fulfilled the Office of Student Activities standards and be recognized by USG. All student event requests must be submitted to and authorized by the Office of Student Activities. Student organizations can make arrangements by completing an online form located on the website. You can find the necessary forms by going to www.pointpark.edu/studentactivities > Student Organizations > Forms.

Once the event is approved, the Office of Student Activities will send the space request directly to the Office of Conference and Event Services for approval based upon room availability and even feasibility. (Note: CES will not accept event requests directly from student groups or Academic Offices requesting for student groups.)

Students will agree that the space requested is only for their student organization. Student organizations are unable to request space for anyone else, whether they are on campus or off.

For those student organizations wanting to request room space for the first fourteen (14) days of each semester they must submit these requests no later than the second Friday of August for the fall semester or the second Friday of December for the spring semester. Otherwise, student organizations will not be permitted to reserve rooms. Also, rooms are not available for reservation during finals week within the fall and spring semesters.

Room Waiver

All student groups are required to sign a room waiver with Conference and Events Services for the venue space being used. It is the responsibility of the student group to be sure the waiver is signed.

Reservation Cancellation

Cancellations must be made in writing or by e-mail to the CES coordinator three (3) business days prior to event at 412.392.4200 or events@pointpark.edu. Failure to make proper notification of cancellation could result in suspension of privileges to use campus space in the future. CES will make the Office of Student Activities aware of any cancellation.

Venue Availability

In the event requested space is unavailable, Conference and Events Services will be in direct contact with the requestor to work through venue options. If there are any questions regarding room choice or availability please contact Conference and Events Services at 412.392.4200 or events@pointpark.edu.
Venue Disclaimer
If reserving an outdoor location, please be sure to provide a second indoor location in case of inclement weather.

Use of University Facilities
Point Park University facilities are expressly for the use of Point Park students, staff, and their guests, under established University policies. Unauthorized access is subject to disciplinary action. University facilities are not open to the general public except for special programs. No student organization, individual student, or group(s) of students can charge an admission fee for social events without prior approval from the Office of Student Activities.

Contract Policy
At no time may a student sign a binding contract on behalf of the University. Advisors MUST sign off on all contracts as well as make sure that the student organization has secured funding; signing a contract makes Advisors the financial backer. Contracts must be completed whether or not the guest artist or speaker is being paid for the engagement. Any and all outside contracts must be submitted to the Office of Student Activities for proper record keeping at least one week prior to the event.

Diversity in Planning
When programming, it is important to be mindful of the differences of the people on campus and in your community. Individuals striving to create, and maintain, inclusive communities must ask the following question: “Whose perspectives, experiences, viewpoints, and voices are included?” Make sure to account for any gender bias, religious backgrounds, diverse racial and/or ethnic populations, needs of students with disabilities, economic limitations faced by some students, and diverse sexual orientations of students in your programming. Considering all of these factors will help to establish a more successful program overall, reaching a wide range of students at once.

References
Venue Specifications
Locations include spaces in and around our buildings, campus, or off-campus sites. These specifications are available for reference within Appendix C of the Student Organizations Manual.

Campus Life Supplies
The Office of Campus Life does not provide materials for the creation of posters or other signage. In addition, students may not use the Campus Life Office to print, copy, or create flyers or posters.

Student Event Staffing
It is the responsibility of the organizing student group to provide personnel to aid in risk management for its event. These functions will be determined by the type of event.
Reservation Quick Guide

Completed OrgSync form

Upon submission; student will receive the following prompt within the OrgSync website: Thank you for your submission! Download a PDF copy of your submission below.

(The Office of Student Activities encourages each organization to save and/or print a PDF copy of the form submission for your records.)

Following the website submission; student will receive a confirmation email that reads as the following: Thank you for your submission. This form has now been sent to the Office of Student Activities for review by the Student Organizations Coordinator. The office hours for review are the following; Monday through Thursday from 10:00 am to 4:30 pm. Forms submitted outside of the listed time, will be reviewed upon the next scheduled office hours.

Please contact the Office of Student Activities if you have any further questions at 412.392.4735.

At this time, the form will be reviewed by the Student Organizations Coordinator for content and feasibility. If you have a question or concern, this is the best time to contact the Student Activities Office at 412.392.4735.

Upon approval, student will receive the following email response; Thank you again for your submission. This request has been approved by the Office of Student Activities, and has now been submitted to Conference and Events Services. The CES Office will review the request for space availability and will be in contact with you upon final reservation of the space.

If you have any questions please contact Conference and Events Services at 412.392.4200.

At this time, the form has been approved by the Student Organizations Coordinator. The form will now be sent to Conference and Events Services, via email, for final reservation. CES has the right to deny any request if deemed to be in violation of University Policy or if the space requested is unavailable. If there are any further questions, please contact CES directly, at 412.392.4200.

Should your form be denied, you will receive an email response indicating if you have:

- Missed appropriate deadline
- Failed to properly complete the form
- Included content deemed to infringe upon University Policy

At this point, please contact the Office of Student Activities in order to resolve the situation.

Upon final reservation, student will receive an email from Conference and Events Services directly.

At this time, the form has been approved by Conference and Events Services. Depending on the specifications of the request, it may be necessary to meet with a CES Coordinator to finalize logistics and set-up. Please make yourself available for this and be prepared with the proper information.
Requests

Events

Category I

Description
Any event inviting outside guests: that includes, but is not limited to, local business people, prominent public figures, board of trustees’ members, University executive administrators on a dean level or above, or non-PCHE Universities. Off-campus fundraising, events requiring special setup, large-scale marketing, and significant food service such as conferences, large events anticipating one hundred people or more, dinners with key note speakers, or formal celebrations. The Dean of Students Office will be responsible for formally inviting any important figures from the University or prominent outside guests. This category also includes any event held in the University Center parking lot.

This event requires an event proposal.

Deadline
Submit twenty (10) business days prior to event date.

Category II

Description
Concerts, conferences, performances or any event requiring special set-up qualifies as a Category II event. This event must only include Point Park or PCHE students and will require an appointment with a CES coordinator.

This event requires an event proposal.

Deadline
Submit ten (10) business days prior to event date.

Event Proposal

Description
Students will need to submit a formal proposal to the Office of Student Activities in conjunction with their online room request form. It is the responsibility of the student organization to keep the Office of Student Activities informed of any changes in the event details. Failure to do so may result in the immediate cancellation of this event. The Office of Student Activities, in conjunction with the Dean of Students, has the right to deny any event that poses any risk to the University.

An event proposal must be submitted with any Category I or II event request.

This proposal is to be a formal document including the following required information:

• Name of Student Organization
• Event Title
• Detailed Event Description
• Budget Outline
• Funding Sources
• Marketing Plan
• Planning Timeline
• Event Day Timeline
• Purpose of Event
• Intended Audience (Please include all that apply)
  ○ Point Park Students
  ○ Point Park Staff
  ○ General Public
Meetings

Description
"As-is" space or space with NO additional set-up or services required

Deadline
Submit five (5) business days prior to event date.

Tables

Description
Table space may be reserved for various locations on campus. These spaces may be used for information distribution, fundraising activities in compliance with University guidelines, and membership recruitment. Tables must display a legible sign indicating the name of the organization and a copy of the approved tabling request form. If not, CES reserves the right to ask your group to leave the premises. Organization members must be present at all times to take full responsibility for the activity. If an organization is not present within 15 minutes of their designated time CES reserves the right to remove the table.

Deadline
Submit five (5) business days prior to event date.

Vans

Description
Van requests will be fulfilled on a first come first serve basis. All recognized Point Park student organizations may reserve $200 in van services per semester.

If you are requesting a Transportation Services van driver, there will be a minimum $75 charge for four (4) hours of service. Any service exceeding four (4) hours will be charged $18.75 per hour, along with $0.36 per mile. If the organization plans to provide a certified van driver, they will only be charged $0.36 per mile.

If students wish to cancel a service they must contact Transportation Services directly. Cancellations must be sent via email to all of the following;

• Jan Pekar, Director of Transportation and Administrative Services (jpekar@pointpark.edu)
• Bill Cameron (bcameron@pointpark.edu)
• Colleen Roell (croell@pointpark.edu)

Cancellation email must be sent within 48 hours prior to the requested service, or the student club or organization will be billed accordingly.

Deadline
Submit ten (10) business days prior to event date.
Collections

**Description**
All donations must be made within a three (3) week period. If your Student Organization has not collected their donations within the maximum time allotted, all items will be gifted to a local charity.

Please utilize the following locations;

- Student Center Lobby
- Lawrence Hall Lobby
- 2nd Floor Lawrence Hall
- 3rd Floor Lawrence Hall (Outisde of RDF)
- Academic Hall Lobby

**Deadline**
Submit **five (5) business days** prior to event date.

Audio Speakers

**Description**
Students can request audio speakers from the Office of Student Activities to amplify music from laptop computer, iPod, and musical equipment.

Requests will be honored on a first-come first-served basis. The student group is responsible for coordinating arrangements to pick-up, set-up and return speakers with the Office of Student Activities.

Failure to do so will result in suspension of audio speaker use. The person requesting the equipment for a student organization will also be held liable for the damages. Please refer to the policy and procedures section for guidelines for speaker use.

**Deadline**
Submit **five (5) business days** prior to event date.

Banners

**Description**
All recognized Point Park University student organizations may reserve a maximum of five (5) days of banner space per event. Approved posters must be given to the Office of Conference and Event Services to put into the requested location. Any banner not retrieved by the organization will be discarded twenty-four (24) hours after the reservation end time.

**Deadline**
Submit **ten (10) business days** prior to posting date.
Glass Cases

Description
Glass cases are allowed to be reserved for a maximum of fourteen (14) days. Posters that are not requested to be saved will be thrown out. Approved posters must be given to the Office of Student Activities to be put into the reserved glass cases. Any poster not retrieved by the organization will be discarded twenty-four (24) hours after the reservation end time.

Size of a glass case poster should be 33” x 45” (inches). Student Activities is not responsible for the printing or payment of posters.

Deadline
Submit request ten (10) business days prior to posting date.

Submit poster to the Office of Student Activities five (5) business days prior to posting date.

Easels

Description
All recognized Point Park University student organizations may reserve a maximum of five (5) days of easel space per event. Approved posters must be given to the Office of Conference and Event Services to put into the reserved easel. Any easel poster not retrieved by the organization will be discarded twenty-four (24) hours after the reservation end time. Student Activities is not responsible for the printing or payment of posters.

Deadline
Submit five (5) business days prior to posting date.

Additional Information

Food Service

Bake Sales
Bake Sales are permissible fundraising activities on campus providing all products are baked by organization members or are purchased from a commercial entity for resale. Advertising for the commercial producer is prohibited. Bake Sale items should be pre-packaged. Egg-based, cream-filled and/or moisture-rich items should be avoided.

Grilling
Open-flame (charcoal, wood, gas) grilling is prohibited on University property.

Internal Food Requests
ARAMARK food requests must be submitted by department or group paying for event fifteen (15) business days in advance of event. To purchase online Food Requests Form ARAMARK, please visit the following web address: https://pointpark.catertrax.com. Note: A University budget line is required to place and order.

External Vendor
If you are serving food provided by an off-site vendor, you must submit to your CES coordinator a copy of the vendor’s Certificate of Liability three (3) days prior to the event day.

Table Clothing
ARAMARK provides table clothing service at no charge for all food/banquet tables when an internal food service order is placed. ARAMARK offers clothing service for an additional charge of $12 per cloth for those events not requesting internal food service. The student group must place its request directly with ARAMARK’s office (412.392.3829).

**Housekeeping**
The housekeeping staff provides assistance with general event set-up, i.e., table and chair placement, stage set-up, sign posts, easels, etc. Once your event needs are determined, the CES coordinator communicates these directly to the staff.

**Physical Plant**
The physical plant staff provides assistance with set-up items that are more technical in nature, i.e., sourcing electricity for band performances, lighting requests, dance floor set-up. The CES coordinator communicates your requests directly to the physical plant staff.

**Tie Dye Events**
Any and all tie dye events must be held in the Student Center parking lot and Student Center patio (ground level).

**Public Safety**
In general, the required number and type of public safety personnel assigned to an event is determined by a variety of factors including, but not limited to projected attendance, time and location of event, description of activity planned, whether it is open or closed to outside guests, and if cash is being collected. **Public safety requests must be made a minimum of fifteen (15) business days in advance of event.**

Student organizations may be responsible for the cost of public safety and/or police officers.

**Event Monitoring**
A University Representative will be in attendance at all times during student events.

**Restricted Space**
Conference and Event Services will make every effort to meet the student’s event needs, but reserves the right, in its sole discretion, to disapprove any event space in order to protect the University from liability.

**Lawrence Hall Lobby**
The Lawrence Hall Lobby is considered restricted event space and permissions will be granted on a case by case basis at the sole discretion of the Conference and Event Services.

**Village Park**
Due to visibility, the Village Park is considered restricted event space and permissions for both tables and events will by granted on a case by case basis at the sole discretion of the Conference and Event Services.
Audio Visual Support

The Office of Media Services coordinates the technical requirements associated with all events in venues and classrooms held on campus. Be prepared to discuss in detail with your CES coordinator your event’s technical needs (microphone, sound, lights, amplifier system, etc.). Your CES coordinator, in turn, communicates these requirements to the Office of Media Services.

Internal Technical Support

Requests for events requiring minimal technical assistance (microphones, Power Point presentation set-up, etc.) by the Office of Media Services must be submitted to the CES Coordinator. This request must be submitted a minimum of five (5) business days in advance of the event date.

External Technical Support

Events providing entertainment (concerts, guest speakers) may require additional technical support/equipment from an outside production company. All technicians must be submitted to and approved by the Director of Student Activities. The technician will then be assessed by the Office of Media Services to determine appropriate technical support. Organizing student group will be notified if outside technical support is required and bear responsibility for all associated costs. All external technical support must be requested a minimum of twenty (20) days in advance of event.

Outside Guest Policy/Public Events

Student social events may be closed events (for the student membership and their personal signed-in guests) or open events (for the student membership, their personal signed-in guests, Point Park University students possessing a current valid ID card, and/or students from other institutions possessing a current, valid ID card). When planning an event please check which event category aligns with your plans, and be sure to follow the Outside Guest Policy, defining ID as either a student ID or a state issued license or ID card.

According to the Outside Guest Policy, guests must sign the “Event Sign-in Sheet,” a representative from the organization along with a Security Officer will collect their ID and present them with an “Event Guest Pass” that coordinates with the number on the “Event Sign-in Sheet.” Upon conclusion of the event, the guest may get their ID back when they return the “Event Guest Pass.”

The Guest must sign the “Event Sign-in Sheet” located at the Desk Attendant's security desk.

Public Safety/Desk Attendants will collect their ID and present them with an “Event Guest Pass” that coordinates with the number on the “Event Sign-in Sheet”

Upon conclusion of the event, the guest may get their ID back when they return the “Event Guest Pass”
Marketing Guidelines

Publicizing Events
All organizations can use the Point Park University computer labs to create flyers for an event, meeting or activity. If only a small number of copies needs to be made for the activity they can be printed from the computer lab printers, however, if more than twenty (20) copies are needed of a flyer, poster, etc. the organization must go through the Print Shop and pay with their budget.

Use of University Name
Without written approval, students may not use the name “Point Park University” in any way that may associate it with their enterprises. The use of the University's name in advertising and on jackets, etc., is not permitted unless official University permission and recognition has been given. Please review the Graphic Standards Guide on the pointpark.edu website for more information.

Posting Policy
All signs, notices, flyers, and posters must be approved by the Office of Student Activities. After approval, your flyers will either be posted by your student organization on the approved bulletin boards or given to the Campus Life staff to be posted in the residence halls. Student Activities does not post flyers for student organizations. Please see the following guidelines for posting flyers on campus.

Flyer Approval and General Guidelines
1. Individuals wishing to post flyers on campus must bring the flyers to the Office of Student Activities for approval.
2. All flyers will be approved within forty-eight (48) hours of their submission. Student Activities will then contact the submitter when the flyers are approved and stamped.
3. You will then receive a list of approved locations to hang up your flyers. Any flyers posted in non approved locations may result in the loss of posting privileges for your student organization.
4. To fulfill posting within all non-residence halls, twenty-five (25) flyers will be needed.
5. Approved flyers and posters to be hung in the Residence Halls approved bulletin boards will be posted by Campus Life staff members.
6. To fulfill posting within all residence halls, forty-five (45) flyers will be needed.
7. Advertisements should be no larger than 11”x17” unless previously approved by the Office of Student Activities.
Finances

Guidelines

Point Park University encourages all student organizations to become financially self-sustaining, and every student organization should develop a plan to be fiscally responsible. In order to assist student organizations achieve this goal, the Office of Student Activities has created the following guidelines.

Budgeting

A budget is a detailed statement of estimated income and expenses that can be a very helpful way of keeping track of the student organization’s funds and planning for the future. The budgeting process will vary from one organization to the next depending on the organization and its history and needs.

A Budget Can

• Refine goals
• Compel members to use funds efficiently and appropriately
• Provide accurate information with which to adjust, analyze, and evaluate programs and activities
• Help allocate resources for events, programs, or activities

Some Questions to Ask when Beginning the Budgeting Process

• How much money does our student organization have already?
• Do we need additional funds?
• What types of resources does our student organization have at our disposal to raise money or cover costs?
• Will we need to fundraise; if so, what sort of fundraising activities can we do?

Preparing A Budget

• Prepare an outline of all of your organization’s scheduled and/or potential activities
• Record already available funds
• Estimate income, including known and potential sources (dues, fundraising proceeds, USG, etc.)
• Estimate expenses (advertising, rentals, printing, supplies, food, etc.)
• Remember that the budget should be flexible enough to account for possible overlooked or unanticipated expenses, events, etc.
• Estimated income must be equal to, or exceed, estimated expenses; if not, adjustments must be made to the budget

See Appendix D: Sample Budget Form
Managing A Budget

- Once approved, it is the responsibility of the treasurer, fellow officers, and student organization members alike to closely manage and make progressive changes to the budget
- One way to manage the budget is to create a minimum balance policy
- Set additional general policies that will help to achieve your student organization’s financial objectives.
- Keep an accurate and up-to-date account of all transactions, as well as backup documentation such as receipts, invoices, memos, emails, etc.
- When the budget period is ending, as a group, reflect on your progress from the previous semester or year to see what changes will need to be made in the year(s) to come

See Appendix D: Sample Record of Income and Expenses

**Adapted from the ACPA Advisor Manual

Sources of Funding

Student organizations have a number of potential sources of funding, and the most common are discussed in this section.

Solicitation

Student organizations wishing to solicit off-campus businesses for material donations (prizes, materials for programs, etc.) must coordinate these activities with the Office of Student Activities. Organizations are not permitted to solicit businesses for monetary donations or corporate sponsorship. The exclusive right of a single sponsor to be the sole supporter of any student organization or organizational program is prohibited.

Fundraising

Fundraising is an excellent way to earn the money necessary to support a student organization and plan events while simultaneously helping to bring members closer together. Often times, student organizations have big plans and ideas for excellent programs and services, but do not have the resources to make these plans possible. In order to succeed, fundraising is often necessary and important to help with the success of the programs. Fundraising events can be a lot of fun for all involved, but students should remember to always be professional, reliable, legitimate, and appropriate. This should be a group effort, getting as many people involved as possible who will aid in bringing members closer together and producing an excitement for the organization felt group-wide.

An important key to successful fundraising is to be creative and to always keep your goal in mind. In order to keep members excited about your fundraising efforts, it is important that all members know what the raised money will be used for. Otherwise, the members may lack motivation and not put as much energy and effort into the fundraiser as is necessary. It is extremely important to make sure that the money you are raising is going to a legitimate cause, so the members of the community will feel good about giving and know exactly how they are helping.

When considering a fundraiser, remember to follow all University policies and procedures. For more information, reference the Student Organization Manual and the Student Planner and Handbook.
Fundraising Ideas

- Bake Sale
- Car Wash
- Recycling Drive
- Talent Show
- Marathon
- Candy Sales
- Community Clean-Up
- Cleaning or Errand Service
- Dog Walking or Pet Care Service
- Golf Tournament
- 50-50 Raffle
- Speed Dating
- Karaoke Night
- Basket Raffle
- Singing Christmas Cards (or Valentine’s Day)
- Spaghetti Dinner (or other type of dinner event)
- Drive-In Movie
- Best Beard Contest
- Game Tournament
- Catalog Sale
- Discount Cards
- Mystery Dinner Theater
- Bingo
- Holiday Cards
- Pumpkin Carving Contest
- Chinese Auction

Student organizations wishing to conduct raffles must meet the requirements as stipulated in Pennsylvania State Law. For more information, visit the Commonwealth of Pennsylvania’s website at www.portal.state.pa.us/portal/server.pt/community/small_games_of_chance/14500. Organizations who meet these requirements must also obtain written permission from the Student Activities Office.

Recognized student organizations may not sell items or raffle tickets door-to-door in the residence halls or in faculty/staff offices.

USG

The United Student Government (USG) has funds available for student organizations to utilize for programs and events that benefit the entire student body. For more information about petitioning these organizations for funding or co-sponsorship of your program or event, please contact these organizations directly.

United Student Government
717 Student Center
412.392.3850
usg@pointparkedu
http://pointparkusg.com


**Student Organization Accounts**

Recognized student organizations are not permitted to have off-campus bank accounts. Student organizations found to have an off-campus bank account risk losing their University privileges as a recognized student organization.

Student organizations are encouraged to have a University account, which is essentially a line within the University’s budget. University accounts offer the following benefits:

- Record of income and expenses paid and received through the University
- Ability to have goods and services purchased from campus vendors such as Printing Services and Food Service (Aramark) billed directly to the account
- Security of the group’s money
- Ability to rollover student organization funds from year to year

**University Budget Account Number**

A University budget account number (budget line) is a holding account that acts as a bank account for a student organization. Below are the requirements a student organization must meet before it can acquire a budget account number:

- Be in good standing with USG and the Office of Student Activities.
- Have a Point Park University faculty or staff advisor willing to take responsibility for the account; the Director of Student Activities is unable to be that person. The designated University faculty or staff advisor is the only person permitted to directly access the student organization’s funds.
- Do not have any records of misused funds.
- Have an initial deposit of $100; this cannot be Student Activity Fee money from USG.
- Contact the Director of Student Activities once all of the requirements are completed for review and final approval. Once you receive final approval the Director of Student Activities will set up your account with the Business Office.

**Depositing funds**

Once a student organization has a University budget account number, funds can be deposited into the account.

Note: A student organization that has obtained funding from a source such as USG may access that funding only through a purchase of services or goods. The allocated money will not be deposited or transferred into the student organization’s account. For more information, see the section Purchasing and Payment.

- Download the Cashier Deposit Form from the website under Student Club Financial Guidelines at [www.pointpark.edu/StudentLife/StudentActivities/StudentOrganizations/Forms](http://www.pointpark.edu/StudentLife/StudentActivities/StudentOrganizations/Forms).
- Date - Enter the date in which the deposit will be made in a mm/dd/yy format.
- Name of Department From – Enter the name of the student organization.
- Contact Name, Email, Phone Extension – Enter the name, email, and phone number of the person to be contacted if there are any questions about the deposit.
- General Description of Deposit – Briefly provide an overall description of the deposit, such as Scrapbooking Club Member Dues.
- Separately list the amounts to be deposited and indicate cash, check, or money order. If checks are to be deposited in the aggregate, attach an adding machine tape showing all checks added together, along with the total; this should only be done when there are a large amount of checks. In this case, it is suggested that the group keep a record of the individual checks.
- Fund # and Budget Account # - Enter the 3-digit fund number and 13-digit budget account number that was assigned to student organization (together this is the group’s University budget account number). DO NOT enter dashes or spaces; the form auto-formats the numbers.
Description – Enter a brief description of each amount; be specific -- include name of person who paid the money or wrote the check and what money will be used for. DO NOT use the term “miscellaneous”.

• Student ID # – Do not use this column
• If more space is needed, use additional forms(s).
• Print 2 copies of the form, one for Student Accounts and one for the student organization’s records.
• Student Accounts Signature – The Student Accounts representative who accepts the group’s deposit will sign on this line on both copies.
• Depositor Signature – The person making the deposit signs on this line on both copies.

Bring both copies of the Cashier Deposit Form, along with the funds to be deposited, to the Student Accounts Office located in the Student Financial Services Center on the first floor of Thayer Hall. Student Accounts will verify the total of the deposit, sign both copies of the Cashier Deposit Form, and return one copy to the depositor for the student organization’s records.

**Purchasing and Payment**

Student organizations that hold meetings or events often need to make purchases or pay for services related to the meeting or event. This section discusses some common types of purchases and methods of payment student organizations have available to them, along with options, procedures, and appropriate forms that need to be used. Keep in mind, there may be other options as well, but the ones discussed here should be explored first.

In order for student organizations to be able to make a purchase or be reimbursed for one, the organization must have funds in their University account and/or have been approved for funding through USG or a University department.

All forms must be fully and accurately completed; follow all instructions. All requests must be submitted in a manner that allows for sufficient time for processing of the request by the University and the vendor, including vendor shipping, handling, and delivery time.

All University policies and procedures must be followed throughout the purchasing and payment process, and the University reserves the right to require a particular purchasing option or payment method, regardless of the funding source, in order that University policies and procedures are followed. Failure to follow any policy or procedure may result in the delay or denial of a purchase or payment.

See Appendix D: Student Organization Request for Reimbursement form
Student Organization Purchase Request form
Check Request Form

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<th>Type of Purchase</th>
<th>Options</th>
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| Purchase supplies or food; purchase or rent equipment; off-campus print/copy services | • Reimbursement  
• Check Request  
• Advisor advance (cash only purchases)  
• University credit card |
| **Note**: See policy regarding purchases Over $1,000 from a single vendor       |                                             |
| Conference registrations, travel (not University van), membership fees, off-campus advertising | • Check Request  
• University credit card |
Services such as catering, DJ, band

**Note:** A contract for services is required; this may be a written, itemized invoice or estimate of costs

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Honorariums for speakers

**Note:** A contract for services is required; this may be a written, itemized invoice or estimate of costs

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<td>• University payroll for Point Park faculty/staff (stipend)</td>
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University department services such as van transportation, print/copy services, catering

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**Sales Tax**

Student organizations may not use the University’s state sales tax exemption certificate. However, if the University is making a purchase for a student organization, the tax exemption certificate should be utilized by the staff or faculty member making the purchase.

To be exempt from paying sales tax as a non-profit organization, a student organization must apply for non-profit status through the IRS and sales tax exemption through the Commonwealth of Pennsylvania. For more information, visit these websites: [www.irs.gov/charities/index.html](http://www.irs.gov/charities/index.html) and [www.revenue.state.pa.us/portal/server.pt/community/sales%2C_use___hotel_occupancy_tax/14487](http://www.revenue.state.pa.us/portal/server.pt/community/sales%2C_use___hotel_occupancy_tax/14487).

**Purchases Over $1,000 from a Single Vendor**

In addition to any forms specified in this section of the manual, purchase over $1,000 from a single vendor may require a University Purchase Requisition form. Student organizations must check with their advisor, the Office of Student Activities, or the Office of Student Affairs prior to purchasing or ordering the item(s). Payment may be refused for any purchase over $1,000 in which a University Purchase Requisition form is required.

**Proof of Purchase**

In financial transactions, supporting documentation is always required; this can be in the form of an invoice, original receipt, contract, email, or similar document.

The documentation should always include:

- Date of the purchase or event
- Name of the person or business supplying the goods or services
- If the person or business is supplying a service (catering, speaker, DJ Band, etc.)
  - Employer ID Number (EIN), Tax ID Number (TIN), or Social Security Number (SSN)
  - Address
  - Phone Number
- An itemized list of goods being purchased or services being rendered, along with the cost

**Special Note:** In order for the University to issue a check for payment of services, a TIN, EIN, SSN, or similar identification number is required. However, in today’s world, where
identity theft is a concern, there are people who need to be paid but are concerned about releasing this information. If you encounter such a situation, contact the Office of Student Affairs for assistance.

**Reimbursement**

This option may be available for student organization members who need to be reimbursed for a purchase made with their own personal funds on behalf of a student organization.

**Funding Sources:**

Student organization University account and/or USG

**Forms Required:**

Student Organization Request for Reimbursement, Check Request Form

**Processing Time:**

Completed Check Request forms with all required signatures submitted to the Business Office by Friday afternoon will result in a check being available on the following Wednesday.

**Procedure:**

- Every individual who requires reimbursement completes a Student Organization Request for Reimbursement form; see form for more information and instructions.
- Attach proof of purchase documentation supporting the request.
- Submit the Reimbursement form and supporting documentation to the student organization treasurer.
- The student organization treasurer completes a Check Request Form for every individual to be paid, attaches the completed Student Organization Request for Reimbursement form and supporting documentation, and obtains the appropriate signatures. For more information, such as instructions for completing the form and where to submit, see the section regarding the Check Request Form.

**Check Request**

This option may be available for student organizations that need a check issued for payment of a purchase, deposit or payment of services for a non-University department or employee, or payment of event registration fees, membership dues (such as for a professional organization), etc.

**Funding Sources:**

Student organization University account and/or USG

**Forms Required:**

Check Request Form

**Processing Time:**

Completed Check Request forms with all required signatures submitted to the Business Office by Friday afternoon will result in a check being available on the following Wednesday.

**Procedure:**

- Download the Check Request Form from the website under Student Club Financial Guidelines at www.pointpark.edu/StudentLife/StudentActivities/StudentOrganizations/Forms. This is a .pdf fill-in form that may be completed by hand or on the computer as follows:
- Wire Transfer/Check Request Form – Check only the “Check Request Form” box. Wire transfers are not an option.
• Bank account if other than general operating account – disregard this field.
• Make Check Payable To – Enter the name of the person or business to which the payment is being made. The payee may not be Point Park University, any of its departments, staff or faculty. The payee must be willing to accept a check as the form of payment. Checks will be issued under the name of Point Park University.
• Amount – Enter the total amount to be paid.
• Date Needed – Enter the date the check is needed; if there is no specific date, you may enter “Next check run.”
• Mail Check or Hold for Pickup – If you would like the Business Office to mail the check to the payee, “x” the Mail Check box. If you would like to pick up the check in the Student Activities Office, “x” the Hold for Pickup box and enter extension 4735 to pick the check up in the Student Activities Office, or 3851 to pick the check up in the Student Affairs Office.
• Purpose of Check – Enter a brief description of the reason for the check, including the name of your club; Examples: 2011-12 membership dues for NPPA; Dance for dreams catering deposit for 3-11-12 event; conference registration fees for Globe. Please list the same details as on your deposit form in the description section.
• Address – Enter the full address of the business, organization, or person to which the check is made payable; if this is a reimbursement for expenses, no address is required (see Reimbursement section); if this is a business or organization, this should be the address on the attached invoice or estimate.
• Social Security No. – Enter the Social Security Number of any person to whom you are paying an honoraria or fee for service; enter the Employer Identification Number (EIN) or Taxpayer Identification Number (TIN) if the payee is a business or organization. This is only required the first time the University makes payment to this person, business, or organization.
• Description of Services… - This line may be used for any additional information you would like the Business Office to know about this transaction.
• Charge to Budget Account Number(s) – All funding sources will enter their budget account number including all leading and ending zeros, and the amount to be charged to that number. The total of the amounts listed on all six lines must equal the amount of the check.
• Originator – The student organization treasurer signs; also print the name if the signature is not legible.
• Originator Phone Extension – Enter the student organization treasurer’s phone number.
• Department Director – All University staff/faculty with budget authority over the budget account numbers supplied on this form must sign; use the bottom blank area of the form if necessary to accommodate multiple signatures.
• Student organization advisor for purchases funded by a student organization account
• Director of Student Activities
• USG treasurer if the purchase is funded by USG
• Attach documentation supporting the request; see Proof of Purchase section
• Disregard the remaining fields on the form.
• Submit the completed Check Request Form with all required signatures and documentation to the Student Activities Office; in cases involving a USG budget account number, submit to the Student Affairs Office.

Advisor Advance
This option may be available to student organizations that need to pay cash for a purchase.

Special Note to Advisors: By requesting and accepting a Travel Advance, you authorize the Payroll Office to deduct the entire amount of the advance from your salary if a satisfactory Travel Expense Report is not submitted within thirty (30) days from the final date expenses are incurred.
Funding Sources:
Student organization University account and/or USG

Forms Required:
Request for Temporary Traveling or Expense Advance form, Point Park University Travel Expense Report form (even if not travel related)

Procedure:
• Advisor completes the Advance form, available on the Faculty/Staff Intranet, then signs and dates the form on the “Individual Receiving Funds” line. Note: Advisor must be an employee of the University in order to utilize this option.
• Account number and additional signatures required
  • If the student organization is providing funding, use the organization’s University account number; the Director of Student Activities signs and dates on the “Department Director” line.
  • If USG is providing funding, the Dean of Students will enter USG’s budget number and signs and dates on the “Department Director” line.
  • If there is more than one funding source, enter all applicable budget account numbers and obtain all signatures according to the above procedures.
• A check will be available on the following Wednesday for Travel Advance Request forms that are properly completed, have the appropriate signatures, and are submitted to the Business Office by the end of business on Friday.
• A Travel Expense Report, available on the Faculty/Staff Intranet, must be fully and appropriately completed by the advisor, have the appropriate signatures (the same signatures as required for the Travel Advance Form), have the appropriate supporting documentation (proof of purchase) attached, and be submitted to the Business Office within thirty (30) days following the final date in which expenses are incurred.
• An advisor may only have one outstanding advance at a time.

University Credit Card Purchases
This option may be available to student organizations who
• Have the funds in their University account, and/or have obtained funding by USG
• Cannot pay for a purchase via cash (advisor advance) or University check, and its members do not have the personal resources to make the purchase and be reimbursed afterward.

University credit card purchase by Advisor: Student organization advisors may use their University credit card to make purchases on behalf of their student organization, if the student organization has funds in their University account to completely cover the cost of the purchase. Note: Not all University faculty and staff have University credit cards.

University credit card purchase by the Director of Student Activities: May be an option if a student organization has the funds in their University account to cover the cost of a purchase and the advisor does not have a University credit card.

University credit card purchase by the Office of Student Affairs: May be an option if a student organization has the funds in their University account to cover the cost of a purchase and the advisor does not have a University credit card, and/or the purchase is being funded by USG.

Funding Sources:
Student organization University account and/or USG

Forms Required:
Student Organization Purchase Request

Procedure:
• The student organization completes the Student Organization Purchase Request
form

- The budget account information and authorization section is completed by the person with budget authority over the budget account number used; if multiple sources are funding the purchase, all sources must supply their budget number, information, and signature
  - Student organization treasurer for purchases funded by a student organization University account
  - Director of Student Activities
  - USG treasurer if the purchase is funded by USG
- Attach supporting documentation, if any
- Submit the completed form to the person or office whose credit card use is requested.
- The person holding the credit card makes the purchase as requested, if appropriate, and is responsible for submitting an acceptable Travel Expense Report to the Business Office with the appropriate credit card statement and supporting documentation.

**University Payroll**

Services provided by a University faculty or staff member must be paid via University payroll stipend; there is no other option for payment of this type.

**Funding Sources:**

Student organization University account and/or USG

**Forms Required:**

HR-2 Personnel/Payroll Universal Authorization Form

**Processing Time:**

Generally, completed forms with supporting documentation and required signatures submitted to the Human Resources Office by the 15th of the month will result in payment at the end of the same month; December deadline is earlier, usually around the 9th or 10th of the month.

**Procedure:**

- The student organization’s advisor completes the HR-2 form; only sections indicated here need to be completed.
- At the top of the form “x” the Misc. Pay/Stipend option
- Employment Information section – Provide the name, position title, department, and supervisor of the faculty or staff member to be paid.
- Miscellaneous Pay/Stipends section
  - Type of Payment – Stipend
  - Total Payment – Enter the total amount to be paid.
  - No. of Payments – 1
  - Amt. Ea. Payment – Enter the total amount to be paid.
  - To Be Paid From/To – Enter the same month and year in which the faculty or staff member is to be paid in both spaces; see Processing Time above.
  - Budget Code – Enter the University budget account number to be used.
  - Reason for Payment – Enter a brief description of service provided, including date of service or event.
- Authorization: Supervisor/Manager Initiating Action – The student organization’s treasurer authorizes through written statement.
- Authorization: Department or Division Signature – This signature is dependent upon the funding source:
  - Student organization’s advisor if funded by the student organization’s University account
  - Director of Student Activities if funded by CAB
  - Dean of Student Affairs if funded by USG
• Supporting documentation is required, such as contract, invoice, or email that contains all pertinent information about the services provided; see Proof of Purchase section for more details.
• The completed form, with required signatures and supporting documentation, is to be submitted to the University's Human Resources Department.

Account Billing

Services provided by a University department to a student organization are paid for through monthly account billing (aka “budget transfer”). Services that may be paid for in this manner include: University van transportation, copy/print services, and catering.

Funding Sources:
Student organization University account, CAB, and/or USG

Forms Required:
The Van Request Form and Print Shop Submission Form

Procedure:
• Follow all instructions and complete all fields on all forms.
• For van transportation or copy/print services,
  • If the student organization is funding the total purchase, complete the appropriate form online at www.pointpark.edu/StudentLife/StudentActivities/StudentOrganizations/Forms.
  • If CAB is funding all or part of the purchase, CAB will submit the appropriate requests.
  • If USG is funding all or part of the purchase, visit the Student Affairs Office for appropriate forms and instructions.
• For catering services,
  • If the student organization is funding the total purchase, visit the Dining Services Office, 207 Lawrence Hall.
  • If CAB is funding all or part of the purchase, CAB will submit the appropriate request.
  • If USG is funding the purchase, visit the Student Affairs Office for appropriate forms and instructions.

Other Purchase and Payment Options

As mentioned earlier, the purchase and payment options discussed in this manual are the most commons ones available to student organizations and should always be explored first when considering the appropriate path to take; however, they may not be the only options. If a student organization needs assistance in determining if there is an alternate option, they may contact the Student Activities Office or the Student Affairs Office.

Note: If a University department (such as an academic department) is funding the total cost of an item or service, that department must arrange for purchase and/or payment according to departmental and University policies and procedures. If they are providing partial funding, contact the Student Activities Office if CAB is also involved, or the Student Affairs Office if USG is also involved.
Disciplinary Action

Any student group or its representative(s) found in violation of policies set forth in this handbook may be subject to disciplinary action determined at the discretion of the Dean of Student Affairs and/or the Office of Judicial Affairs.

Student Code of Conduct

The purpose of this code is to delineate non-academic standards of conduct appropriate to the University in consonance with the educational goals of the University. A student enrolling in the University assumes a responsibility to conduct himself/herself in a manner compatible with the University’s function as an educational institution. All students are expected to familiarize themselves with the provisions of the Code and their individual responsibility with it. The Student Code of Conduct applies to all students of Point Park University. The student is expected to respect and abide by local ordinances, and state and federal statutes, both on and off campus. As a member of the educational community, he or she is expected to abide by the institution’s code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

Groups representing the University must behave in a manner conducive to the Point Park University’s Student Code of Conduct. A student group or organization may be held collectively responsible and its officers may be held individually responsible when violations of the Code of Conduct by those associated with the group or organization have occurred. A position of leadership in a student group, organization, or athletic team entails responsibility. Student officers cannot permit, condone, or acquiesce in any violation of this Code of Conduct by the group or organization.

Hazing

Point Park University forbids the practice or act of hazing among students or within student organizations. Hazing is defined as any activity (on- or off-campus) that subjects a person, with or without their consent, to the risk of bodily harm or emotional distress, or causing or encouraging behaviors that would be a violation of law or University policy, for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization (University-recognized or not). Violations of this policy will result in the dissolution of the organization and expulsion of students involved. Additional information on hazing can be obtained from the Office of Student Affairs.
**Event Policies**

These policies are specific to events that are being held by a student organization.

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**Alcohol**

**Overview**
To establish the University’s alcohol use policy for student sponsored events on and off campus.

**Purpose**
To clarify to student body that no alcohol can be served at student sponsored activities located on or off campus.

**Procedures**
1. No alcohol will be sold, served or consumed at any campus event sponsored or organized by a student organization on or off campus.
2. No student organization will hold fundraising events involving the provision, sale, or consumption of alcohol on or off campus.

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**Event Decorating**

**Overview**
To establish a decorating policy for student events.

**Purpose**
To clearly communicate event decorating guidelines to student groups.

**Procedures**
1. Flammable liquids are prohibited.
2. Windows and smoke detectors must remain free of decorations. Windows cannot be covered. Windows should not be blocked by furniture.
3. Uses of tape, staples or any other adhesives that can potentially damage surfaces to affix decorations are prohibited.
4. Doorways may not be blocked.
5. Heating units may not be blocked or covered by decorations or furniture.
6. Confetti and/or glitter are prohibited.
7. A pathway at least four feet wide must be kept clear of furniture and decorations at all times.
8. Modifications to venue lighting must be made by Physical Plant staff.

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**Grilling**

**Overview**
To establish the University’s grilling policy for students on campus.

**Purpose**
To clarify to student body that no grilling is permitted for student sponsored activities on campus.

**Procedures**
Open-flame (charcoal, wood, gas) grilling is prohibited on University property.
**Load-In Load-Out**

**Overview**
To establish a consistent load-in load-out policy for student events

**Purpose**
To clearly communicate event guidelines for event load-in load-out

**Procedures**
1. Student group representative must arrange delivery time with vendor/group making deliveries.
2. Student group representative must be present at load-in.
3. Deliveries to LH Ballroom.
4. Deliveries must be received at the Third Avenue mailroom doors and taken by freight elevator through the Laurence Hall dining room to the ballroom.
5. ARAMARK and the Office of Public Safety must be notified in advance of load-in and load-out times.
6. Public Safety officer must be present to operate freight elevator during load-in and load-out time.
7. Ballroom deliveries must be scheduled between the hours of 1:30PM and 3:30PM only.
8. Student group representative must escort vendor/group from Third Avenue entrance to ballroom site and back for load-in load-out. (cont.)
9. Student group liable for any damages to University property incurred during the load-in load-out process

**Student Event Check-In**

**Overview**
To establish consistent procedures for operation of the check-in/registration area for all student events

**Purpose**
To clearly communicate guidelines for check-in/registration area to student organizations

**Procedures**
1. The sponsoring organization must provide adequate staff (minimum of 2 people) to check identification and manage functions necessary to event check-in such as performing ID checks, maintaining guest list, monitoring the entrance at all times, wrist banding and cash collection.
2. Student in charge of event is to arrive one (1) hour prior to event to ensure proper set-up. If student is not present, changes will not be able to be made.
3. ID Check
4. Point Park University Students: Currently enrolled Point Park University students are admitted to Point Park University social events/dances by showing their University picture ID. A currently enrolled Point Park University student is allowed only one non-University student/guest at each social event.
5. Guests: Non-University guests must show a valid driver’s license or another form of picture ID upon request and must be accompanied by a currently enrolled University student.
6. Guest List: All non-Point Park University students must sign-in on a non-Point Park University guest list. Guest list must be turned in to campus security at the end of the event. (cont.)
7. A permanent card of “Social Events Rules” shall be posted on an outside door at the check-in table listing the following information:
   a. Please present your Point Park University ID.
   b. Only one guest per University student is allowed.
c. Disruptive behavior is not tolerated
d. Alcohol, controlled substances, and weapons are not allowed.

Print Shop Requests

Overview
To establish consistent procedures for requesting printed materials from the University Print Shop.

Purpose
To clearly communicate the guidelines for making print shop requests.

Procedures
1. Student Organizations must be approved and recognized before they can submit a Print Shop Request form.
2. Approved Student Organizations must submit a Print Shop Request Form fourteen (14) days prior to display date. If the Print Shop Submission Form is sent in any day after the fourteen (14) days prior to the display date, the request form will not be processed.
3. Student Activities is responsible for approving the content of poster/flyers, not for the printing and payment of them.
4. Student Organizations will provide an approved budget number on the Print Shop Request form. Failure to do so will result in the flyer/poster request being cancelled.
5. Student Organizations are responsible for getting the flyers approved and stamped through the Office of Student Activities. Student Organizations are responsible for hanging up their approved fliers on the approved bulletin boards located around the Point Park University Campus. Failure to hang any flyers in any location other than the approved bulletin boards will result in those flyers being pulled down.

Solicitations

Overview
To establish the University’s solicitation policy.

Purpose
To clarify to student body that no solicitation is permitted on campus.

Procedures
1. No solicitation of any kind is permitted on campus unless approved by the Office of Physical Plant and/or the Office of Student Activities.
Travel Policy

Off-Campus

Overview
To establish consistent procedures for student organizations traveling off of campus.

Purpose
To communicate clearly the guidelines for off campus travel.

Procedures
Depending on the nature of the event, the number of participants, and the proximity to campus, the following policy pertains:

1. If a recognized group is sponsoring an event off-campus that involves 28 students or less, and is less than 50 miles from campus, group members may use University vans or their own vehicles. Drivers must be certified through the University and at least 21 years of age. A Trip Waiver must be filled out for all participants. The University does NOT assume any liability for incidents/accidents that occur in personal vehicles.
2. If a recognized group is sponsoring an event off-campus that involves more than 28 students, irrespective of distance, the group must provide a chartered bus.
3. Groups can reserve Point Park University vans through the Office of Student Activities. The vans hold 14 passengers. A Van Request Form must be filled out and returned to the Office of Student Activities no less than two weeks from the date of the trip.

Enforcement

1. Failure to comply with these policies may subject the responsible organization and/or individuals to fines for property damage and/or clean-up costs. Individuals who fail to comply with this policy may be judicially referred.
2. Student organizations may have the privilege to post advertising and/or to hold campus events revoked if this rule is violated.
3. Organizations, businesses, and other groups not affiliated with the university may be subject to action by the University for Violation of this policy.
Frequently Asked Questions

Q: Can I reserve rooms without having an organization?
A: No, students must be a part of or sponsored by a recognized student organization by USG and Student Activities before having the privilege to reserve any University space.

Q: Can I be an officer for more than one student organization?
A: We strongly discourage a student to serve on more than one executive board.

Q: Are we allowed to invite outside speakers to our events?
A: Yes, but you must first notify Student Activities during the reservation process who will be speaking at your event.

Q: How do we get flyers approved?
A: You must come to the Office of Student Activities for approval and meet the standard guidelines and poster policies; posters must not contain profanity, alcohol/drugs, and indecency. You will be contacted within 48 hours if your flyer is approved and stamped.

Q: Do I have to be in a student organization to volunteer with Student Activities community service events?
A: No, you do not need to be involved in a student organization to participate in planned community events, we welcome all Point Park University students to become involved in civic engagement activities.

Q: If I am holding an event/meeting on campus and would like to bring food, am I required to order food from ARAMARK (PP Food Service Vendor)?
A: No, student organizations have the freedom to bring outside food to meetings and events. However, if you bring off-site food to a large event the Office of Student Activities requires you to indicate whether or not you will be using ARAMARK or an off-site vendor. Also, the sale of dinner and sandwich foods by students or student-sponsored organizations is prohibited. The sale of baked goods and snacks is permitted. For more information, please see page 26.

Q: If my student organization would like to make posters/flyers and have supplies, may we borrow supplies and get computer access at Student Activities.
A: No, The Office of Student Activities does not have supplies (i.e. paper, scissors, tape, etc) readily available for students; however, if you are seeking computer access there are several computer labs available to students. Point Park University has 10 computer labs on campus and two Macintosh labs. There are also public computers available on the lower level of Thayer Hall and the first floor of the University Center.

Q: Is there a calendar where I can view all other student organization events?
A: The Office of Student Activities will create a weekly newsletter called “Check This” available to all students via email. Along with this newsletter we include the Student Activities Calendar, which can be viewed at www.pointpark.edu/Event.aspx. There will also be a new web-based platform, OrgSync, where student organizations can input their own events, meetings, and activities onto the calendar. Please see the Administrative Coordinator of Student Activities for further assistance.

Q: If we ever have a complaint, concern, or problem where do we go?
A: We encourage you to take advantage of your student organization advisor first. For further assistance you can contact the Director of Student Activities.
THE CONSTITUTION OF
NAME OF STUDENT ORGANIZATION

Article I – Name
Section 1
This student organization shall be known as NAME OF STUDENT ORGANIZATION.

Article II – Purpose
Section 1
The purpose of this organization shall be to PURPOSE, AIMS AND FUNCTIONS OF ORGANIZATION.

Section 2
This organization is affiliated with INDICATE IF YOUR ORGANIZATION AFFILIATED WITH OR FUNDED BY A POINT PARK UNIVERSITY OR OUTSIDE SOURCE, SUCH AS A NATIONAL ORGANIZATION. IF YOU HAVE NO AFFILIATION, THIS SECTION MAY BE OMITTED.

Article III – Membership
Section 1
Full membership to this organization shall be offered to Point Park University students who are currently enrolled as full-time undergraduates. Students who do not pay the Student Activity Fee shall not be permitted to use funds distributed from the Fee.

Section 2
All members must maintain a cumulative GPA of at least 2.5 on a 4.0 scale.

Section 3
Membership in this organization shall be open to all members of the student body who meet the qualifications of this Article and who LIST ANY ADDITIONAL QUALIFICATIONS, IF ANY.

Section 4
Membership in this organization shall be granted without regard for age, race, gender, ethnicity, religion, sexual orientation, or color.

Article IV – Advisor
Section 1
This organization shall select an advisor who currently holds a position at Point Park University as faculty, administration, or staff.

Section 2
The duties and responsibilities of the advisor shall be LIST FUNCTIONS OF ADVISOR.

Section 3
Should the position of advisor become vacant during the year, it shall be filled as soon as possible. The Office of Student Activities shall serve as an interim advisor for a maximum time of one (1) month while the position is filled.
Article V – Structure
Section 1
This organization shall have NUMBER officers to oversee its operations and functions. The PRESIDENT shall STATE DUTIES AND POWERS. The VICE PRESIDENT shall STATE DUTIES AND POWERS. The SECRETARY shall STATE DUTIES AND POWERS. The TREASURER shall STATE DUTIES AND POWERS. Section 2
Officers shall be required to STATE ANY QUALIFICATIONS TO BECOME AN OFFICER.

Section 3
The term of each officer shall be STATE TERM LIMITS, SUCH AS “ONE ACADEMIC YEAR”.

Section 4
Should any officer position become vacated during the academic year, STATE WHAT WILL HAPPEN TO FILL A VACANT POSITION.

Section 5
USE THIS SECTION TO SET ANY REGULAR COMMITTEES THAT YOU INTEND TO CREATE, THEIR LEADERS AND PURPOSES. IF YOU WILL NOT HAVE COMMITTEES, THIS SECTION CAN BE OMITTED.

Article VI – Meetings
Section 1
Regular meetings of this organization shall be held STATE WHEN, WHERE, AND HOW OFTEN YOUR ORGANIZATION WILL MEET.

Article VII – Elections
Section 1
Elections for officer positions shall be held WHEN, where voting is limited to current members of the organization. ALSO STATE ANY OTHER RELEVANT PROCEDURES FOR YOUR ELECTIONS, IF ANY, SUCH AS HOW THE BALLOTS WILL BE COUNTED.

Article VIII – Amendments
Section 1
This constitution may be amended at any regular meeting by a two-thirds (2/3) majority vote. Changes will be reported to the United Student Government.

Section 2
This organization and its committees shall reserve the right to create by-laws or procedures as necessary to carry out its duties by the due process of law.
Appendix B: Effective Meeting Tips

Detailed outline of how to better structure your meeting agendas and post meeting evaluations/reflections

Before the Meeting:

- Create an objective for the meeting.
- Create an outlined agenda.
- Create copies and distribute the agenda to the group along with all other documents pertinent to the meeting objectives.
- Choose a meeting time that works best with the majority of your members schedules. Set a time limit as well and stick to it if possible. Members are more likely to continue coming to meetings regularly if they are kept short and productive.
- Try and create an effective seating arrangement. For small groups create a circle so that it’s more intimate and everyone is facing one another. With large groups classroom style or U shaped arrangements work best.
- Choose a location that works best with the size of your organization.
- Keep interest. This can involve visual aids, presentations, speakers, and or discussion topics.
- Keep everyone informed of when and where meetings will be held. It may be best to have meetings at different locations to accommodate for larger crowds coming from different areas.

During the Meeting:

- Welcome individuals to create an open comfortable atmosphere.
- Try and plan ice breakers to help members become comfortable with one another.
- If you are able try and offer light refreshments as well.
- Start on time. End on time.
- Review the agenda and set priorities for the meeting.
- Stick to the agenda.
- Encourage your members to offer point of views and spark discussion within the group. You will have more motivated members and will create better decision having greater input/feedback. Organization commitments improve when members take part in the decision making process.
- Have someone taking meeting minutes to refer back to old business and stay on track.
- Be a strong leader. Meetings are a wonderful opportunity to practice your skills as a leader. Be honest, compassionate, direct, progressive, and admit mistakes when need be.
- Unify your members by reaching out on a positive note. For example, offer reflections and constructive criticism.
- Set a date, time and place for future meetings.

Meeting Evaluation Checklist:

- Was there a well outlined agenda?
- Were members notified about the meeting in advance?
- Did Officers have reports ready?
- Did the meeting start on time?
- Were guests welcomed?
- Were agendas available for all members/guests?
- Was there a purpose/objective for the meeting?
- Did we stay on topic?
- Was there a transition made from the last meeting?
• Were we focused on one topic at a time?
• Did we allow open relevant discussion?
• Did we operate at workable pace?
• Did we make all appropriate announcements?
• Did we cover all topics of interest?
• Were committees assigned?
• Was our future agenda discussed?
• Did we set an appropriate meeting time and place for the next meeting?

**Participation in the Meeting:**
• All members participated in voting.
• All members participated in open discussion.
• Questions were raised during conversation.
• Suggestions were raised during conversation.
• Responsibilities were evenly distributed.
• Full member participation took place.

**The Value of the Meeting:**
• Met our objective/goals.
• Made progress toward future events/activities.
• Learned.
• Felt challenged

**Attitude of the Meeting:**
• Was attendance high?
• Was everyone present and accounted for?
• Did members positively react with one another?
• Was there a warm up period?
• Did members help one another meet common goal?
• Was there open free expression?
• Was there good humor?

*Adapted from the University of Michigan's Office of Student Activities and Leadership*
Appendix C: Floorplans

Alumni Park
Ballroom
Student Center Gym
# Appendix D: Sample Budget Forms

## Student Organization Purchase Request

**Purpose:** The form is used by a student organization that has funds in their University account, and/or has funding from another source such as CAS or USG, and due to the nature of the purchase, needs the assistance of the Student Activities Office or the Office of Student Affairs. Purchases funded by a University department budget should be handled directly through that department according to departmental guidelines.

**Processing Times:** Allow at least 5 business days for processing of this request. Purchase orders are required on purchases from a single vendor over $1,000; allow an additional 5 business days for purchase order processing. This does not include vendor order processing and shipping time.

When to submit the form: Submit completed form to the Student Activities Office, 192 Student Center. In cases involving a USG budget account number, submit the completed form to the Office of Student Affairs, 215 Student Center.

### Student Organization Information

<table>
<thead>
<tr>
<th>Student Organization Name</th>
<th>Date of Request</th>
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<table>
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<tr>
<th>Contact Name (Person most knowledgeable about this request)</th>
<th>Email Address</th>
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<table>
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<tr>
<th>Reason for Purchase/Name of Event</th>
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### Vendor Information*

*Use only one vendor per form. Use additional form(s) if more than one vendor.*

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Email</th>
<th>City, State, Zip</th>
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<table>
<thead>
<tr>
<th>Federal Tax Id #</th>
<th>Li University has previously used this vendor (Tax Id # not required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The University reserves the right to change the selected vendor if it is in the best interests of the University.

### Item(s) to be Purchased

(May also attach written cost estimate or correspondence from vendor if available)

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM #</th>
<th>SIZE/ COLOR</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>ESTIMATED COST</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHIPMING/HANDELING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SALES TAX</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Budget Account Information & Authorization

<table>
<thead>
<tr>
<th>Student Organization Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Account #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Authorization:</th>
<th>(Sign for the student organization treasurer)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**DO NOT WRITE BELOW THIS LINE**

<table>
<thead>
<tr>
<th>Date Form Received</th>
<th>Date Ordered</th>
<th>Date Order Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Activities/Student Affairs Staff Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev: 7-4-12
# Student Organization Name

## Budget

20__ to 20___ Academic Year

### Income

<table>
<thead>
<tr>
<th>Membership Dues</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Fees</td>
<td></td>
</tr>
<tr>
<td>Fundraisers</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
</tr>
<tr>
<td>Other Funding (USG, CAB, etc.)</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
</tbody>
</table>

**Total Income**

### Expenses

<table>
<thead>
<tr>
<th>Advertising/Publicity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td></td>
</tr>
<tr>
<td>Fees - Speakers, Performers</td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
</tr>
<tr>
<td>Membership Dues</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td></td>
</tr>
<tr>
<td>Prizes</td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td></td>
</tr>
<tr>
<td>Rental Fees - Space</td>
<td></td>
</tr>
<tr>
<td>Rental Fees - Equipment</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses**

**Net Income (Loss)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Name (Paid To/Received From)</th>
<th>Description</th>
<th>Category</th>
<th>Income</th>
<th>Expense</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Beginning Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Point Park University**

**CASHIER DEPOSIT FORM**

**NOTE:** Please complete the form in its entirety. Please type, DO NOT handwrite this form.

**Date (MM/DD/YY):**

**Name of department from:**

**Contact name:**

**Contact email/phone extension:**

**General description of deposit:**

**INSTRUCTIONS:**

1. Summarily list the amounts to be deposited under one check, check or money order. If checks are to be deposited in the aggregate, please affix an accompanying deposit memo tape.

2. For each amount, please include the applicable 8 digit fund number and 6 digit budget account number. DO NOT overt check.

3. Fill in the description of each amount. (Please be specific—include names of persons and other relevant information. DO NOT use the term 'miscellaneous' or simply the name of the G/L account to describe the deposit.)

4. If the amounts represent payees for students from Community Classes, Children's School, Admissions or Housing, please include Student ID #s.

5. If more space is needed, please use additional sheet(s).

6. Print 2 copies of this form, one for Student Accounts and one for the Depositor signed by each party.

<table>
<thead>
<tr>
<th>Please select</th>
<th>Check</th>
<th>Amount</th>
<th>Budget Account #</th>
<th>Description</th>
<th>Student #</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;select one&gt;</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;select one&gt;</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;select one&gt;</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
<td></td>
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</tr>
<tr>
<td>&lt;select one&gt;</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
<td></td>
<td></td>
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<tr>
<td>&lt;select one&gt;</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;select one&gt;</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;select one&gt;</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;select one&gt;</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
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<td>&lt;select one&gt;</td>
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<td>&lt;select one&gt;</td>
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<td>&lt;select one&gt;</td>
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<tr>
<td>TOTAL</td>
<td>5</td>
<td>6000-0</td>
<td>0000-000-0000</td>
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</tr>
</tbody>
</table>

**Student Accounts Signature:**

**Depositor Signature:**

One copy to Student Accounts and one copy to the Depositor.
POINT PARK UNIVERSITY

☐ Wire Transfer  ☐ Check Request Form

Bank account other than general operating account

Note: Checks submitted to Business Office by end of workday Friday will be ready for pickup the following Wednesday morning.

INSTRUCTIONS: This form should be used for:
(1) Reimbursement of Supplies or Expenses (attach appropriate receipts and expense report form);
(2) Miscellaneous Payments for membership, subscriptions, registration fees, etc. (attach copies of membership/registration forms, etc.); or
(3) Honoraria Payment or Fee for Professional Services to a non-employee (e.g., one-time or occasional fee to independent contractor). Eligibility for independent contractor status is determined by IRS regulations. Questions regarding eligibility should be referred to the Business Office prior to processing.

Paper clip non-reusable documentation to this form. If check is to be mailed, please paper clip two copies of non-reusable documentation with addressed envelope.

DO NOT use this form for vendor invoices. DO NOT use this form to process payroll to University employees for services not performed (including all full-time, part-time, temporary, student, or part-time) and not to processes. Payroll for University employees must be processed with proper sheets or other designated payroll authorization forms.

Make Check Payable to

Date Needed: ___________________________ Please indicate __ [Wire check] OR __ [Hold for pick up, fill out] __

Purpose of Check: ________________________________

If payment is for a professional fee or honoraria, complete the following: (attach copy of contract or other documentation)

Address

Social Security No.: ____________________________

Department/Work Performed/Reason for Honoraria Payment [Dates of Service] and Rate of Pay

CHARGE TO BUDGET ACCOUNT NUMBER(S)

<p>| | | | |</p>
<table>
<thead>
<tr>
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</tbody>
</table>

Department Director Signature and Date

Budget Clerk Signature and Date

Original - Signature and Date

Auditor Signature and Date

President Signature Date
Student Organization
Request For Reimbursement

Purpose: This form is used by a student organization member or advisor who needs reimbursement for a purchase made on behalf of a student organization. This form is not to be used to pay an invoice to a business or pay for services rendered; use a Check Request Form instead.

Purchases from a Single Vendor Over $1,000: Purchases of this nature require a purchase order BEFORE the purchase is made; requests for reimbursement for purchases over $1,000 from a single vendor will be denied.

Where to Submit the Form: Submit the completed form to the student organization treasurer along with proof of purchase documentation.

Proof of Purchase: Acceptable proof of purchase documentation is an original receipt, invoice, email, etc. that includes at least the date, name of vendor, name of item purchased, and detailed costs or charges. If the receipt is for a meal purchase at a restaurant or similar establishment, include the names of all persons attending.

Treasury: Attach this form and accompanying documentation to a completed Check Request Form, and submit to the Student Activities Office, 132 Student Center. In cases involving a USG budget account number, submit the completed form to the Office of Student Affairs, 715 Student Center.

Processing Time: Once this form and accompanying documentation are submitted to the appropriate office by the treasurer, allow 5-10 business days for processing of the request.

PAYEE INFORMATION

Name on the Check ___________________________________________ Student ID: ____________________________

Phone Number/Ext ______________________ Email Address: ____________________________________________

Mailing Address (Required for all requests) ____________________________________________________________

City: __________________ State: _______ Zip: ________

Choose One: □ Mail check to me □ I will pick up check when it’s ready

***If you request to pick up a check, you will be notified via Point Park email when it is available***

***Checks not picked up within 10 days of notification will be mailed to the address above***

PURCHASE INFORMATION

Total Amount of Receipts Attached: $__________

Name of Student Organization: _________________________________________________________________

Name of Event or Reason for Purchase: __________________________________________________________

_________________________________________________________________________________________

Description of Purchased Goods or Services: _________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

**REMEMBER TO ATTACH PROOF OF PURCHASE**

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