“Education should not be the filling of a pail, but the lighting of a fire.”
- William Butler Yeats
Becoming a Student Organization & Re-Registration 13-14

Forming a new organization
Student Life is partnering with the new Student Executive Board (SEB) to facilitate the process of recognizing new student organizations. The SEB Pre-Recognition Liaison now assists new groups as they seek full recognition. The steps students interested in forming a new group are as follows:

**Step 1: Preparing a Pre-Recognition Application**
1. A student representative should pick up an information packet in the Student Organizations Hub, Andorfer 017 and fill out the New Student Organization Pre-Recognition Application. In doing so, you’ll need to identify 5 students who are interested in being a part of the group; this is a required number, though their signature does not indicate they are going to be executive officers. It also requires the applying organization secure the commitment of an Advisor.
2. The New Student Organization Pre-Recognition Application shall be returned to the Director of Student Life for signature granting provisional status. This indicates the intent for a group of students to form a new organization.
3. The organization will be granted provisional status for six weeks while organizational meetings are held to draft the group’s new constitution and gain recognition from SEB, if applicable. At the end of these six weeks, groups can submit an Application for Recognition to Student Executive Board or request more time. Student Life will NOT market organizations that move beyond this six-week period. The Pre-Recognition Liaison will initiate contact with groups once they are in Pre-Recognition status. Groups are expected to respond and communicate with the Pre-Recognition Liaison. She or he will answer questions and assist with the development of the constitution.

**Step 2: Pre-Recognition Status and Preparing a Constitution**
1. Pre-Recognition status means that a student or group of students has petitioned for student organization recognition but has not yet been approved by SEB.
2. The petitioning student or group has six weeks from the time an Application is submitted to draft a constitution in accordance with the Guidelines for Constitutions.
3. The Pre-Recognition Liaison will review the submitted Constitution prior to handing it over to SEB and she or he will most likely make suggestions for any area which fails to meet Constitution criteria or for items which could be improved. The provisional status may be extended once for groups revising their Constitution based on this feedback. This feedback may come in the form of an email, but often the group leaders, Pre-Recognition Liaison and potentially the Advisors and Director of Student Life, will meet to discuss recommendations.
4. Once the final draft of the constitution is ready, the Pre-Recognition Liaison schedules the new group to present their organization to the full SEB for consideration of recognition.

**Step 3: Constitution Review by Student Executive Board**
The group will present their proposed organization and constitution to SEB who will then vote on the group’s recognition status. A determination of status will be made at that meeting, and it could be recognition, denial of recognition, or delay of recognition pending more information.

Re-Registration for Recognized Student Organizations
For the purpose of accurate communication and understanding which student organizations are still active, each recognized student organization will be required to complete a Registration form each fall, or at the beginning of their active period, in order to be listed as an Indiana Tech student organization. Organizations are also responsible for providing either a hard copy or electronic copy of their current Constitution and by-laws at the time of Re-Registration. The SEB will also be verifying that all recognized student organizations meet the standards of recognition. Groups who fail to do so will no longer be recognized and be put on a hiatus status.
A strong and viable student organization requires both committed Advisors and students passionate about the organization. Without having both in place, you potentially have Advisors trying (often unsuccessfully) to keep a limping organization going or a group of students who care about the organization but lack the guidance and support to be truly effective.

Where does your organization stand on these two items?

Student Organization & Advisor Mutual Expectations

Like every relationship, which is really what the Advisor-Student Organization interaction/connection has the potential to be, your efforts will be exponentially more effective if the Advisor and organization discuss and mutually agree to the level of involvement and areas of assistance the Advisor will provide. (See Expectations Worksheet in Appendix)

What can the organization expect from the Advisor?
In addition to the requirements listed above, the Advisor and student organization should set up some basic ground rules as to what the Advisor will provide to the organization. Being a student organization Advisor is a valued and voluntary service to the students of Indiana Tech, and each Advisor has the right to set up ground rules that helps them maintain their personal and professional balance. Below are some areas in which Advisors may find it useful to set up basic expectations regarding how they fulfill their role.

Communication
Advisors rely on the members and leadership to stay abreast of organizational happenings, so they can expect the group to relay that information on a regular basis. This can be done through several means and/or avenues. What Advisors may want to further discuss is:

- What types of communication will she or he have with students? Work email? Facebook? Cell phone? Home phone?
- When can that communication occur? Regular business hours? Evenings? Weekends? Holidays? Vacation?
- Students are often not cognizant that this service is a part of the Advisors’ job. It is the students’ lives, and so they will often feel free to communicate with Advisors at any time during the day or week.
- If Advisors have stipulated that they do not want to be contacted at a particular time, except in the case of an emergency, define what constitutes an emergency.
- How often will Advisors meet with the executive board?

Meeting Times
- It is appropriate to request the group meet at a time Advisors can easily put into their schedule. Many faculty at Indiana Tech teach night classes in either the day or CPS divisions, having the organization schedule regular meetings during a time the Advisor cannot meet due to his or her class schedule is unacceptable.

Input & Feedback
- While the Advisor should never run the meeting or have a vote on organizational decisions which do not violate University policy or endanger other students, the Advisor should have a voice within the context of the meeting as well as outside meetings.
- The Advisor and leadership can discuss what type of input is most useful during meetings. For example, is it helpful to ask questions versus making statements? When are suggestions most effective in helping the group move forward without taking away the members’ autonomy? What type of input is better served among the executive board versus the entire membership?

You will likely need to revisit these ground rules at the beginning of each academic year, and especially in times of leadership transition.
• Remember, periodically, Advisors need to ask the members for feedback on how she or he is doing as an Advisor and if she or he is meeting the students’ needs.

What can an Advisor expect from her or his organization?
There are a few basic expectations an Advisor should have of the organization in order to effectively and helpfully fulfill his or her role to the organization.

- The organization should keep in communication with their Advisor – but define together what regular communication means.
- Communicate meeting and event times.
- Discuss events or projects with Advisor in a timely fashion.
- Ethical and responsible fiscal management.
- Deliver financial information regularly.
- Inform Advisor of meeting agendas and notes.
- Be open to an amount of feedback and input from Advisor.
- The organizational leaders are responsible for registering as an active organization EACH YEAR with Student Life. (see Re-Registration Form in Appendix)

Running Effective Meetings

It’s unavoidable – the dreaded “M” word – MEETING. However, effective meetings have the potential for engaging and retaining your membership as well as moving your business forward. Deliberate planning is the key to running an effective meeting. Poorly planned or unplanned meetings are typically viewed as boring, unproductive, and a waste of time. You will lose members when you have unproductive meetings. However, with proper planning any meeting can be productive and fun. The following steps will guide you in planning a meeting that is informative and enjoyable to all members.

Before the Meeting:
1. Define the purpose of the meeting. A meeting without a purpose is like a class without an instructor. The purpose is the reason why people come to the meetings. Without a purpose, members may feel that their time was wasted and it could discourage their return to the organization.
2. Develop an agenda.
3. Choose an appropriate meeting time. Set a time limit and stick to it.
4. Distribute the agenda and any other materials before the meeting so that members can be prepared.
5. The location of the meeting is very important. Choose a location that is easy for members to find. Keep in mind that many students do not have their own means of transportation, so it is a good idea to stay on or close to campus. Be sure to select a location that will accommodate the size of your organization. Take time to check out the room prior to your meeting to ensure that the space is appropriate.
6. Be sure that everyone knows where and when the meeting will be held. If possible, hold meetings at the same time and place every time.

During the meeting:
1. Greet members to make them feel welcome and be sure to introduce any new members.
2. Start on time. End on time.
3. Follow the agenda.

There’s a fine balance between having an enjoyable but still productive meeting and having your meeting turn completely into social time with little being done. Young leaders often sacrifice productivity to “having fun” during the meeting.

Just remember – members can have “fun” anytime, but what will distinguish your group’s meeting from any other time these people are together?
4. Encourage discussion so that you get different ideas and viewpoints. Remember that the organization belongs to all of the members. When members see that their ideas have an impact on the decision-making process, their commitment to the organization is increased.
5. Keep the discussion on topic and moving towards an eventual decision.
6. Keep minutes of the meeting for future reference in case a question or problem arises.
7. The leader or facilitator should model leadership skills such as staying on task, listening, valuing members, and appreciating diverse points of view.
8. Set a date and time for the next meeting.

**After the meeting:**
1. Write up and distribute the minutes within 2-3 days. Quick action reinforces the importance of the meeting.
2. Discuss any problems that may have surfaced during the meeting with officers so that improvements can be made.
3. Follow up on delegated tasks. Make sure that members understand and carry out their responsibilities.
4. Put unfinished business on the agenda for the next meeting.
5. Most importantly, give recognition and appreciation to the members for excellent and timely progress!

**Student Organization Financial Processes at Indiana Tech**

Student organizations will have the responsibility of fiscal processes through the course of their work with the guidance of the Advisor. This is an excellent avenue to learn best practices in fiscal responsibility. Indiana Tech serves as the custodian of funds for several student organizations. Indiana Tech holds the funds for each student organization in a separate ledger account. All deposits and expenditures are processed through this account. The procedures on establishing and utilizing an account for a student organization are outlined below.

**Establishing a Business Account Number**

A student organization may request a business account number by contacting the Director of Student Life in Student Life at x2158 or x2150. This person will facilitate the process of obtaining an account ledger number for the organization. In addition, if you are unsure if the organization has an account or balance, the Director of Student Life can obtain that information, as well. Please note: student organizations should **NOT** have an established bank account outside Indiana Tech. The only exception to this would be Greek Life organizations whose national affiliate exists as an incorporated entity. For all other organizations, Indiana Tech serves as the custodian of funds.

**Financial Summary Reports**

Financial reports of the student organization’s ledger account may be requested by the advisor or officer of the student organization. The Finance & Accounting department can provide these reports. Beginning in Fall of 2013, the Staff Accountant will send monthly ledger account statements to the Advisor on file at the start of the academic year.

**Deposit Procedures**

Money collected for memberships, fundraisers, and other events will be submitted to the Business Office and credited to the organization’s ledger account. Deposits should be made within one (1) business day of obtaining funds. Organizations can utilize the afterhours drop box in Andorfer Commons (2nd floor outside the Tutoring Center) to ensure their funds are secure outside the Business Office hours. Student organizations who fail to do so open themselves up to an incredible amount of risk if members/officers retain funds longer than that. Advise members making the deposit to request a receipt for their transaction at the time they make their deposit and provide a copy of that receipt for the Advisor’s records.

Advisors or members should utilize the Deposit Transmittal Form & Instructions to complete deposit procedures. Advisors can find the most up to date version of this form on Foresite under the Business Office. **It is IMPERITIVE that**
Advisors sign-off on all deposit forms, even if students complete it. Retain a paper copy of the deposit form WITH YOUR SIGNATURE AND DATE for your records to show proof of your awareness of the funds deposited. You will likely have to add this information to the form in a margin, but this is an essential step for the Advisor to be aware of the financial business and provide fiscal oversight to the organization.

Purchasing Procedures
In order to facilitate the business of being a student organization, the group will need to make purchases. The Business Office has very clear expectations regarding how student organizations should utilize their funds which are in line with expectations for all departments. From equipment, to pizza for an event, the funds in your ledger account do the organization no good if the organization cannot access it appropriately. Advisors should make purchases on behalf of the group through use of a Purchase Order, use of his or her Indiana Tech credit card (or the academic department’s credit card), through expense reimbursement, or through a check to the student who will make the purchase. Under no circumstances will the Business Office make cash withdrawals to student members.

Purchase Orders
A purchase order must be used when ordering merchandise or services for which an invoice requiring payment will be sent to the University. It is one of the approved methods for ordering that the University has adopted.

Faculty advisors can now request a purchase order be created and a check made in the name of an organization member. This would allow the student to cash the check and make organizational purchases on their own time. To do this, follow the below:

1. Submit a request for a purchase order to be created and following: name of student, amount of check, ledger account should be taken from, and the name of the student organization.
2. Send this email request to the executive assistant to your dean AND AccountsPayable@indianatech.edu.
3. Take into account timing. THE REQUISITION HAS TO BE BY TUESDAY FOR A CHECK TO BE GENERATED ON FRIDAY. Be you do not let students’ potential tardiness of planning impact other departments.

University Credit Cards
Advisors who are custodians of a University credit card (i.e. it has the name on the front) can make purchases on that card on behalf of the organization and allocate that expense to the student organization’s account within the SDOL approval process. If you have trouble the organization’s account number among your regular account please contact the Staff Accountant x2364.

For Advisors who do not have a University Credit Card specific to them, they may utilize the department’s credit card. The department head bears the responsibility to monitor and approve all purchases made on the card. If you have questions regarding how to access your department’s credit card, he or she would be a good person to ask. Advisors can find the most up to date procedures for using departmental credit cards on Foresite. Advisors will need to specify the organization’s ledger account number on the receipt when turning them in to their dean’s executive assistant.

Indiana Tech is an Indiana nonprofit corporation exempt from sales tax. The Advisor should submit an Indiana Sales Tax Exemption Certificate to vendors. The form can be downloaded from Foresite. The exemption does not extend to certain purchases of food or lodging.

Whether an Advisor uses a departmental credit card or one administered to him/her, KEEP THE RECIEPTS. Not only will he/she have to submit them after the purchase, but you may have to submit copies to Student Life if you have utilized Student Executive Board funds in the course of your activity.
Employee Expense Reimbursement

An Advisor may choose to make the purchase out of his or her own funds and request reimbursement for that purchase afterwards. This is the least preferable way to facilitate purchases for the organization, but is acceptable. A properly completed and approved Request form is required from University employees for reimbursement of expenses applicable to University-related travel and business expenses. The employee will receive reimbursement via a direct deposit. Advisors can find the most up to date information regarding Employee Expense Reimbursement in the Accounts Payable Procedures on Foresite under the Business Office tab. Utilize the Employee Expense Reimbursement Form found on the Business Office menu to complete your request. Remember, the person who normally approves your expenditures would also do so for student organization purposes. DO NOT ADVISE STUDENTS THAT THEY WILL BE REIMBURSED.

Please make sure your student members are aware they should not make purchases with the expectation that they will be reimbursed by Indiana Tech for their purchase.

Fundraising & Donation Guidelines

Organizations often find it beneficial to raise funds outside the Student Executive Board allocation. A few organizations will raise minimal funds through charging dues from their membership. There are certainly pros and cons to that arrangement. However, more and more, organizations will obtain funds through donations and fundraising events. As such, we’ve outlined some basic guidelines student organizations need to adhere to as they put their plans into practice.

1. Before soliciting a company, business, or organization for fundraising purposes, please contact the Director of Alumni Relations to discuss the mission and plan. This will allow the Alumni Office to assist in making the request, assure that there is not disruption to a current proposal to the same company/organization, and provide teamwork that could result in a larger donation to the organization and to Indiana Tech. They also have sample letters and paperwork that could help your work go further. Please note: organizations coordinating a fundraiser are required to fill out a form with and submit it to the Controller, Shelly Musolf in Uytengsu Center, 2nd Floor.
2. Student organizations are prohibited from coordinating “50/50 raffles” where winners receive a cash or cash-equivalent prize. Likewise, gambling for real money is not to be used for an organizational fundraiser.
3. All fundraisers must be appropriate and in good taste.
4. There are restrictions on the use of the logo in marketing. If organizations plan to use the logo in their marketing, it must be approved by Creative Services. Any reference to the university must use the Indiana Tech name and not Indiana

Event Planning – Your Business Beyond Meetings

One of the most effective means of promoting student growth in leadership skills, creating awareness of the organization, and enacting a group’s mission are well-planned and executed events. Alternatively, an event in crisis, with missing supplies, members who do not understand their role, and unsafe practices can truly extinguish organizational morale and momentum at best, and at worst, injure students (physically or mentally) and cause the University to withdraw recognition of that group.

Where Students Tend to Struggle & Where Advisors can Help

There tend to be two areas where our students struggle in the midst of event planning, and often appropriately struggle given where they are in their own personal development. One is creating an event which is “missioned,” meaning it is in line with the mission, vision, and core values of the organization. The second place students struggle in event planning and execution is the “details” of the event. These areas are where an Advisor can be instrumental in enhancing the educational outcomes of the event and decreasing the likelihood of unsafe and non-effective behaviors.
Envisioning a missioned event
The organization exists because a group of people share a common interest or focus. Logically, an organization’s event is most often an outgrowth of that common interest – the mission of the organization. It’s important that all members are aware and understand the organization’s mission AND relate that mission to new members. Often, an organization’s event or program highlights what their uniqueness is on campus. What do they offer Indiana Tech students that no other group or department on campus does? What is their niche?

Where Advisors can help is by appropriately walking the group through a process where they determine the goals of an event or program. Examples: to bring a community together, to expose individuals to different points of view, or to provide opportunities to socialize. Some groups, based on their developmental stage, will need minimal input from you in this area, others require you to facilitate it and by doing so, model the process so that student leaders can facilitate the process themselves in the future. Once the organization determines their goals, the Advisor can help members brainstorm the type of event that will match the organization’s goals. Finally, the piece that can begin to bridge the concept of an event to the actuality of the event is for the Advisor to help the group determine which of the event ideas will work within the budget.

The devil is in the details
A well-conceptualized event is all well and good, but if groups do not take into account salient details, then large elements of the event are more likely to fail. It is not uncommon for students to attend to the details they are MOST interested in and let other details go unattended. For example, one group loved the idea of serving beverages at an event, but 15 minutes into the event realized they had not assigned anyone to bring the cups. Another group had a successful event overall, with members accurately detailing electrical and wiring needs and capacities, but who floundered at the event on how to price beverages or have cash for change. Did that ruin either of those events? No. Did it take members away from the tasks they should have been doing at that time, thereby limiting their POTENTIAL success? Certainly.

The Advisor should be considered the stable part of a group that experiences lots of turnover as students come and go. By keeping track of what the group has done in the past, he or she can save the students a great deal of time by knowing what has worked and what has not. If there are notes, lists and contacts from previous events, they can serve as a guide for the new officers undertaking the project. Many times student records get lost in the shuffle of leadership changes so it is a good idea for Advisors to have a copy of what has happened.

Student Organization Event Approval Process
As student organizations at Indiana Tech continue to grow and their student leaders mature, organizations have the desire to execute increasingly complex and large-impact events. As such, Student Life requires organizational leaders and Advisors to move through a common process that allows organizations to plan and host events while appropriately intersecting with departments impacted by their events. This increases the functional role of the Advisor, increases awareness among all members, and ultimately decreases organizational dependence. Like a multitude of other universities and colleges, student organizations are required to have all events approved by Student Life. This process is meant to put the tools to host events properly in organizations’ hands. This approval process will apply only to on-campus activities outside of regular meetings/executive meetings.

General Use of Facilities Information
The event approval process gives you the path to reserving facilities AS THEY ARE APPROPRIATELY AVAILABLE. Please understand that many facilities have other priorities which come before student organizational usage. While staff wish to help organizations, it is understandable that departmental priorities take precedence over student organization events at times. Classes, athletic practice, and previously booked events have to happen, after all. Below are expectations for usage common among all locations across campus:

The sponsoring organization is responsible for:
a. All related activities that transpire during the course of the event.
b. Incidents which occur during the arrival and departure period of participants.
c. The behavior of all persons in attendance.

Facilities must be left in proper condition. When in question, leave it cleaner than you left it. Notify staff responsible for space if, for any reason, the facilities are not returned to pre-event condition. Trash should be disposed of properly not left in facilities.

Any resources which were borrowed from another department must be removed from event location and returned the next business day during office hours.

Organizations assume responsibility for compliance with all University regulations and Code of Conduct. Alcohol, drugs, and other controlled substances are strictly forbidden. Violators will be reported to security and run the risk of being arrested. No one who is intoxicated or in an altered state of mind should be admitted. If grounds are littered with alcoholic beverage containers post-event, the sponsoring organization runs the risk of having event privileges revoked.

When obtaining location approval, we encourage organizations to inquire if there are special restrictions or rules associated with that specific location.

**Event Approval Process for Student Organizations**

The Student Organization Event Approval Form should be completed by the student leaders and Advisors. The form itself is a process, not just a piece of paper. It should help organizations think through logistics in a timely manner so that if they need to make adjustments, the event and/or event marketing are not negatively impacted. In other words, do not market an event which has not been approved yet!
Process Step by Step:

1. **Organization** determines event and scope.

2. **Student Leaders & Advisor** solidify event details, resources, & parameters.

3. Reserve facilities with location coordinators, they sign form. *(Including rain location!)*

4. Drop off form to Student Life where form is scanned to Director of Facilities Management for signature.

5. When all signatures are in place Director of Student Life will review for final approval.

6. Within five (5) days, Director of Student Life responds with Approval or Request for Conference.
   - If a Conference takes place with Advisor & student in charge, and obstacles are removed, event will likely be Approved.
   - If a Conference takes place with Advisor & student in charge, and obstacles cannot be removes, event will likely Not Be Approved.

7. Once Approved, event takes place. All facilities left in clean state & borrowed resources are returned next business day.
1. After coming up with an event concept, the organization needs to first decide on the scope of their event as it pertains to number of participants. If the organization expects less than 75 participants or attendees, the Student Organization Approval Form can be submitted, completed and with all signatures, **three weeks** prior to the anticipated event. If the organization expects 75 or more participants or attendees, then they should submit the form **six weeks** prior to anticipate event. You can ALWAYS turn it in early!

**The All Important Date:** Identify 2-3 potential dates which work for both the group and the Advisor (who is required to attend the event) in case your first choice is not available. It will save you legwork.

2. Students should ideally generate the majority of this form through their own ideas and initiative. Once they move through it first, before going to departments for signatures, they should sit down with their Advisor to review information or generate answers to anticipated challenges, and have their Advisor sign the form.

3. Approach the staff who reserves space/rooms in the facilities your organization wishes to host an event. They indicate their approval of the location use through both reserving the space in Outlook or calendar (where appropriate) AND signing their approval on the Student Organization Event Approval Form. Do not forget to consider a rain location. **List of responsible staff listed below.**

4. Once you have the attending Advisor and Event Location Coordinator signatures submit the completed form to Student Life, Andorfer 243. Once here, Student Life can scan the document to the Director of Facilities Management to attain that signature. **Keep a copy for your records!**
   a. The Director of Facilities Management signs his approval for Security & Maintenance. He will determine and communicate any Security concerns or need for additional Security staff at your event. This cost would need to be taken into account in your event budget and paid for by the organization or co-sponsor. Please note: additional Security staffing, including use of Security after hours may cost up to $24/hour.
   b. Once you have the attending Advisor, Event Location Coordinator & Director of Facilities Management signatures, the form will be reviewed by the Director of Student Life for approval.

5. If the Director of Student Life has any questions or concerns regarding the event, this will be communicated to the Advisor & designated Person in Charge of event. Potentially, a conference among these three persons will be arranged. In all likelihood, major questions and/or concerns will have been addressed already through the process. However, if at the point of conference, major concerns (especially security or safety risks) cannot be resolved, the event may not be approved. The Director of Student Life will respond to your request within five (5) business days. **Any significant change in an approved event (such as event location) needs to be communicated to Student Life with an amended form and appropriate signature or your event will be at risk of being cancelled.**

**List of Event Location Coordinators**
- **Schaefer Center Gym** – Jill Thomas on behalf of Athletics
- **Warrior Athletic Center** – Jim Lipocky on behalf of Athletics
- **Cunningham Classroom Space** – Monica Trump (day) & Eric Shearer (evening) on behalf of Academics
- **Zollner Classroom/Lab Space** – Kris Byndom on behalf of Academics
- **Residence Halls** – Bill Potter on behalf of Residence Life
- **Andorfer Commons** (Seitz Conference Center, Alcoves, Wegener Chapel, A-242, Recreation Center, & Dining Hall) – Beckie Daugherty on behalf of Student Life
- **Green Space** (not including athletic fields) – Beckie Daugherty on behalf of Student Life

**Risk Management**
Planning and the use of common sense are an organization’s first line of defense in limiting liability. You cannot eliminate 100% of your liability, but you can decrease it with well thought-out planning.

Below are some important questions for members and the Advisor to ask early on in the event-planning process:

- Is the entire organization aware and supportive of this activity? Is the Advisor?
- How will this activity effect the campus?
- What state laws and city ordinances have the potential of being violated?
- What safeguards do we have to keep these laws from being violated?
- What will the leaders do if this activity gets out of hand?
- How will officers maintain control over the activity?
- What specific risks are involved in the event? These may include physical risks and liability risks.
- List the possible situations that could present themselves at your activity. Make the list long and let “Murphy’s Laws” be your guide. (If it can happen, it will.)
- List how you will solve each of the situations from the list you just created.
- Do you have an established procedure to follow in case of emergencies?
- Could you convince a prudent person that your event is not potentially dangerous?
- Is the potential liability for the organization worth the benefit of the organization?

Adapted from University of Texas Student Organization Handbook.

To waiver or not to waiver...

It is often advisable for the organization to obtain release of liability/hold harmless agreements from members of the organization and participants of events. This reduces organizational and personal liability. Remember, only students 18+ may sign one, otherwise a parent or guardian will need to sign the form. Consider having all of the members sign one for the duration of the academic year.

To help facilitate this, a sample Waiver of Liability and Hold Harmless Agreement for Student Organizations is included in the Appendix, and available in electronic format. Please contact the Director of Student Life for this electronic file.

Safe Practices for Student Organization Travel

At times, student organizations may engage in activities which involve travel. When it comes to travel, communication and organized records are essential. No student organization should engage in any coordinated travel without first notifying the Advisor.

If a student organization is engaging in travel as a part of planned student organization business or activity, three practices are essential prior to travel:

1. Any student intending to drive a vehicle for official, organization events, but have a Student Organizations Driver Agreement Form on file in Student Life with the required documentation.
2. Record the name & cell phone number of every person who is traveling on the Student Organization Travel Information Form. This form is in your appendix and is available electronically for your convenience. The organization leaders should leave one copy at the school and take one copy with them.
3. If the organization is traveling more than 25 miles from campus, each student who is traveling with the group should complete a travel liability waiver form in addition to the above measure. These also should be left at school.

IMPORTANT NOTE: If a recognized student organization is traveling outside the state of Indiana, then the Advisor must be present during that trip. If the Advisor cannot attend the trip, but students still wish to make that trip, then it will NOT be considered a student organization sanctioned trip and financial process cannot run through the organization’s ledger account. If it is essential that a trip be considered a student organization event, then the members will ensure it takes place during a time period when the Advisor can attend.
**General Travel Safety Guidelines for Car Travel**

- Follow all federal and state transportation rules and regulations, including posted speed limits.
- Use seat belts and other required safety restraint devices at all times when operating the vehicle.
- Never possess, consume or transport alcoholic beverages or illegal substances.
- All drivers must have valid driver’s licenses and proof of insurance.
- Drivers should not drive more than 10 hours in any 24-hour period.
- Drivers should take a break at least every 4 hours.
- Check the condition and safety of all vehicles (even if using a rental vehicle) before starting your trip.
- All vehicles should have driving directions, emergency telephone numbers and the destination address.
- Develop an emergency action plan in case an accident occurs while traveling or an injury during a contest that requires hospitalization.
- Have a cell phone, but do not use it while operating a vehicle, in other words, do not text and drive.
- Only valid members, participants, and advisors in the vehicle during club related travel.

*If your organization is interested in having any of its student leaders added to the list of University approved drivers, which would allow them to drive vehicles rented on behalf of the University, the Advisor should find the “Approved Driver Procedures” form on Foresite, under the Business Tab, on the Travel Information link. If you think that a student may be a driver on an organization sponsored trip, you should have the student complete this information.*

**Crisis Response**

Everyone can appreciate when an event goes well. Pats on the back to everyone all around at the end of a successful event! Despite organizations planning their events in such a way as to avoid a crisis, accidents and emergencies may arise. It is important that Advisors and organizations understand what to do in the case of an emergency or accident before it occurs. All members should be aware of a crisis plan, and members in charge of the event should understand their particular role. Below are some points of action which organizations can develop their response plan. Most of all, it is important for student organization members and Advisors to know that they are not alone if a crisis develops. Security, the Associate Vice President of Student Services, and Student Life staff are there to assist organizations.

**Before the Activity or Event**

- Develop a crisis response plan for each event, including how to supervise or address participant behavior, unwanted guests, weather emergencies, accidents, etc.
- Consult the Crisis Emergency Safety Management Plan to ensure your actions will coincide with established safety procedures.
- Identify officers to be responsible for steps of the plan.

**After an Incident**

- If medical attention is needed Immediately, attend to those needs before anything else by calling 911.
- Contact Campus security first at extension 2230 or direct line 260-399-2805 or cell 260-740-6642. Campus security will notify the appropriate individuals.
- Stay calm and avoid taking risks that would endanger your safety and well-being or that of others.
- After any emergency medical situations have been addressed, Security will likely want to speak to the person in charge and/or persons involved to complete an incident report. Keep track of the following along with any other noteworthy information that may be of help:
  - Nature of the incident
  - Location of the incident
  - Description of person(s) involved
- After the event, the organization’s leadership and Advisor should process the incident, discern if there was any measures which could prevent a repeat in the future and evaluate how the organization responded.
Student Executive Board in Relation to Student Organizations

Student Executive Board (SEB) serves student organizations in several ways. They are a group interested in helping student organizations flourish.

Official Recognition of New Student Organizations
Once a new student organization feels they are ready to apply for recognition, the Pre-Recognition Liaison will schedule the group to attend the next SEB meeting. The organization will then attend an SEB meeting and present their information to SEB for consideration. Note: this process is not always applicable to professional organizations, national or regional. Student Executive Board does not ensure that national or regional academic organization guidelines are being met, that is at the discretion of the faculty Advisor, department head, and/or dean.

Student Organizations’ Monthly Attendance At Student Board Meeting
In an effort to be more cognizant of what they can do to assist student organization growth, student organizations who are recognized through SEB are asked to send two representatives to SEB meetings to voice/vote that organization’s interests in organizational governance.

Financial Assistance
SEB will allocate up to $250 through an application process each year, primarily towards the purpose of hosting all-campus events. Please see the Allocation Application Form for more details.

Minimum Requirements Maintenance Checks
SEB will also check with each recognized student organization twice per year that they are maintaining the minimum requirements to be an organization: 1) they have five members, and 2) they have an advisor 3) they have a constitution.

Probation & Revoking of Recognition
The same body who recognizes new student organizations will also be responsible for placing organizations on probation and revoking the recognition of organizations.

Student Life’s Relationship to Student Organizations

Student Life is invested in the growth and development of all student organizations, academic, social, and/or Greek Life, as this component of campus life truly serves the holistic development of our students. As such, we serve several unique functions for student organizations.

- **Student Organization Information Maintenance**: Student Life serves as the department which houses the majority of information regarding all of Indiana Tech’s recognized student organizations, including Greek and academic organizations. As such, the most updated organizational information should be included in the yearly re-registration application. This allows us to communicate the most accurate information to students looking for engagement opportunities.

- **Flyer-Marketing Approval**: Student Life is responsible for campus postings. Organizations wishing to publicize their events or meetings should contact the Director of Student Life to learn about these opportunities. We ask that organizations not post flyers or notices on their own. Publications not approved by Student Life run the risk of being taken down. At no time should flyers be left on vehicles in the parking lot.
- **Event Collaboration**: Student Life recognizes the value of sharing resources and talents to create a fuller event or program experience for students. If any organization has an event idea in which they would like to collaborate with Student Life, they should contact the Student Life Coordinator to discuss the feasibility, advantages, disadvantages, and potential.

- **Free Copies**: If student organizations need to make a reasonable amount of copies for meetings, publications, or events, they can contact the Director of Student Life.

- **Event Planning Consultancy**: Planning and executing events is a large part of what Student Life does for the Tech community. While we have a lot of experience in event planning, we are constantly learning, growing, and adapting in this endeavor. If student leaders and Advisors would like, they can contact the Director of Student Life, who will meet with them to go over their event with them. This process can help them determine if there are opportunities they are missing, need to address a concern, or confirm that they have fully thought through their event. Please note, though, that this does not take the place of the Event Approval Process.

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### Outstanding Student Organization Award

In order to encourage and recognize student organizations for their growth and presence in the lives of Indiana Tech students, Student Life will be awarding an Outstanding Student Organization Award at the end of the academic year. The award will be announced at the Honors Breakfast. Criteria for award are as follows:

**Growth and Development of Mission Activities**
- Organization made significant progress in meeting its mission objectives.
- Organization was successful in communicating its mission to both its membership as well as the campus community.
- Organization worked to clarify or restructure its mission in order to more closely meet the changing goals of its membership.
- Organization has examined or put processes in place which will help it grow in sustainability, membership, and ability to meet mission objectives.

**Promotion of Community**
- Organization has promoted a culture of community within itself as well as across campus through its efforts as appropriate for the organization’s mission.
- Organization promotes leadership development within itself through thoughtful and systematic delegation of responsibilities and mentorship to newer members.

**Campus Impact**
- Organization works well with departments and other organizations across campus to both achieve its own mission objectives as well as the overall goals and promotion of involvement in order to enhance the student experience at Indiana Tech.
- Organization has a visible presence within the campus community.

Organizations nominate themselves through an application process and are signed by the Advisor(s) of the organization. We encourage organizations to reflect on how they make a difference in the lives of their peers and impact campus culture through this process. Size and/or resources are not a factor of this award, but rather how each organization utilized their giftings to the betterment of campus culture. Recipients of the Outstanding Student Organization Award will receive their name on a plaque to be displayed in the Student Organizations Hub and $250 to be placed in their ledger account. Contact the Director of Student Life for more information regarding this award.

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### Student Organizations Hub

In the 11-12 year, Student Life opened a Student Organizations Hub in the lower level of Andorfer Commons whose purpose was two-fold. It served as a space for recognized student organizations to gather and meet formally or
informally. Remember, it can be reserved by groups either for their regular meetings (ex. The first Friday of every month) or for special meetings. Additionally, if members and their Advisors want to conference informally, they can stop in and spend time there if it’s not already reserved. We sell coffee “kups” for $.50 to encourage organization members to spend time there. Meetings may only be held during times Andorfer Commons is open. Coffee will only be sold while the Hub is staffed.

All communications to students interested in learning more about what organizations are active will be directed to the Hub. For that reason, we keep the space staffed so that it can be open at regular times. During times where the Hub has been reserved by a group for a meeting, the staff will step out of the Hub and work from the outer area to help preserve the organization’s privacy.

Student Organizations who want to use the Hub for meetings or are interested in utilizing it for their business need to communicate their need to the Student Life Coordinator as early as possible. Setting up repeating meetings for organizations will come on a first come first serve basis. Hub staff may also look at its calendar if members are in there during open hours. Please note, if your organization “no shows” for 3 meetings, that organization’s right to reserve the Hub is revoked for the 3 months or more.

**Student Organization Posters Project**

In order to help Student Organizations create a more visual presence on campus, Creative Services and Student Life would like to offer recognized student organizations a new opportunity to create and print posters which represent them and convey information to members and potential members alike.

**Goals for this project:**

1. Give student organizations a chance to create a visual presence across campus.
2. Give student organizations a manageable process which to move through to obtain their posters.
3. Create an overall consistency among the posters to readily identify it as a student organization initiative.

**Process Outline:**

1. Any student organization who wishes to have posters created for them must submit the following to the Director of Student Life:
   a. A logo or word treatment if the organization has one; jpeg or eps files are preferred for logos. In lieu of that, if there is a specific font always used when printing the organization’s name, please state that font name. If Creative Services has it, they will use it for your name.
   b. Optional: If the organization has an idea of a concept or a design which would best represent them, this is the place to state that concept.
   c. 1-2 pictures in jpeg format. If the organization does not have high resolution jpeg images available, then please provide suggestions on specific images or stock photography.
   d. Optional: A one-line, brief statement or description that represents your organization.
   e. All posters will have a white space at the bottom where organizations could write in meeting or event information. However, if the organization has their meetings at consistent time and location, ex. 2nd Tuesday of the month at 7pm in Zollner Atrium, then that can be printed at the bottom. Please provide that information if this is the case.

As organizations use the Hub this year, we will learn more about organization needs and how to plan for them next year.
f. Size: The majority of posters will be 8.5 x 11, however, if the organization or Advisor has access to a large bulletin board, the larger 11 x 17 size may be requested. Please specify in your request if you’d like the larger size.

2. Once the information has been submitted to the Director of Student Life, a request for a poster will be submitted to Creative Services.
3. Creative Services will take approximately 2 weeks to design a poster which will be sent to the organization’s Advisor for the organization’s approval.
4. Once the design is approved, Creative Services will print out an initial 50 posters for the organization’s usage. An email will be sent to the Advisor when the posters are ready for pick up from the front desk of Uytengsu.
5. Creative Services is willing to do two printings a year for an organization, if the printed meeting time changes. The design will stay the same, but if the meeting day or time changes, they can alter that information.

If you have any questions about the above process, please feel free to contact the Director of Student Life at x2158 or agcheck@indianatech.edu.

**Relevant Policies & Laws**

**Indiana State Anti-Hazing Law**
Under the Indiana Hazing Law (§ 34-30-2-150), certain forms of hazing are criminal offenses in Indiana. All forms of hazing are prohibited by Indiana Tech, both on and off campus.

Hazing means that as a condition of association with a group or organization, a person is forced or required, regardless of that person’s consent, to perform an act that:
- Creates a substantial risk of physical harm;
- Substantially or seriously deems or degrades any person; or interferes with any person’s scholastic activities.

Any hazing allegation made against a student organization will be investigated by the University. If found guilty, the student organization will incur disciplinary penalties. University action occurs whether or not civil or criminal actions take place. In addition, the University may take action against individual students for hazing. Any person suffering or witnessing a hazing activity is encouraged to report the incident to the Student Life department.

Hazing is a Class B misdemeanor for criminal recklessness; however it is Class A misdemeanor if the use of a vehicle is included; Class D felony if it is committed while armed with a deadly weapon; or Class C felony if it is committed by shooting a firearm from a from a vehicle into an inhabited dwelling or other building or place where people are likely to gather.

**University Harassment Policy**
It is the view of the University that harassment on the basis of race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status, age, sexual orientation and sex, including sexual harassment (all as defined and protected by applicable law), is unacceptable and will not be tolerated. Prohibited forms of harassment include jokes, verbal abuse and epithets, degrading comments, the display of objects and pictures and other offensive conduct relating to an individual’s race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status or age, all as defined and protected by applicable law. This harassment policy has been extended to recognized student organizations.

**Film & Video Copyrights**
What are “Public Performances?”
Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the
Local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not. But suppose you took the same videocassette and showed it in the University for a publicized student organization event. In this case you have infringed the copyright of the movie. Simply put, media obtained through a video store is not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends. This is true at Indiana Tech no matter if you watch the film in the Magee-O’Connor Theater or a classroom.

What the Law Says
The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a video carries with it the right to show it outside the home. In some instances no license is required to view a video, such as inside the home by family or social acquaintances and in certain narrowly defined face-to-face teaching activities. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches and non-classroom use at schools and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

Penalties for Copyright Infringement
“Willful” infringement is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a $100,000 fine. Copyright infringement leading to commercial gain carries a more severe penalty. Even inadvertent infringers are subject to substantial civil damages, ranging from $500 to $20,000 for each illegal showing.

How to Obtain a Public Performance License
Obtaining a public performance license is relatively easy and usually requires no more than an email. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. The Resident Life Coordinator organizes the purchase of film rights on behalf of Student Life for movies shown in the Magee-O’Connor Theater.

A “Theater Rental Rules and Regulations” Form is included in the Appendix as well as a film request form. Student Life will often partner with student organizations to show films with engage students, so even if the organization does not have the money needed for the film rights, it does not hurt to approach the Residence Life Coordinator to see if a partnership is possible. Student organizations often have to provide staffing, introduce the movie, supervise guests if needed, and help clean up the theater as a part of this partnership. They are also encouraged to utilize the movie as a co-curricular, or educational, opportunity to convey to students important aspects about their mission.
INDIANA TECH

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

FOR

__________________________________________ (Student Organization)

1. In consideration for receiving permission to participate in the ______________________ (activity/location),
I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE (activity), Indiana Tech (nee Indiana Institute of Technology),
The Board of Regents, The State of Indiana, Their officers, agents, servants, or employees (hereinafter referred to as RELEASEES)
from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or
injury, including death, that may be sustained by me, or any of the property belonging to me, WHETHER CAUSED BY THE
NEGLIENGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the
activity is being conducted.

2. I am fully aware of the risks involved and hazards connected to this activity, including but not limited to travel risks. I hereby elect
to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I
VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING
DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an
activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including
court costs and attorney fees, that may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF
RELEASEES or otherwise.

4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse,
if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER,
DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold
Harmless agreement shall be construed in accordance with the laws of the State of Indiana.

6. IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold
Harmless Agreement, understand it and sign voluntarily as my own free act and deed; no oral representations, statements, or
inducements, apart from the foregoing written agreement, have been made; I am at least (18) years of age and fully competent; and
I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Signed on this day _____ of ______________________, 20__.

PARTICIPANT:

__________________________________________
Printed name

__________________________________________
Signature

Activity/Department: ____________________________________________

If participant is under the age of 18, Parent/Guardian consents to the minor’s participation in the event, consents for Indiana Tech to
seek reasonable and necessary medical treatment for Participant during such event or associated activities, and agrees to be
responsible for any cost of such treatment.

__________________________________________
Parent/Guardian Printed

__________________________________________
Signature

___________________________
Date
Constitution Requirements and Recommendations

Every organization on campus is required to have both a hard copy and an electronic copy of their current constitution on file with Student Life. When amendments are made, the amendments should be forwarded to Student Life, as well.

The following criteria serve as a guide in the formation of your constitution. No point can be excluded for any reason. If you have any questions regarding the importance of any of the following points, you are encouraged to consult with the Pre-Recognition Liaison or Director of Student Life.

Model Constitution
An organization’s constitution is a written document that incorporates the organization’s basic principles and rules, and defines the way in which it will be governed. All constitutions must include the following:

Article I: Name and Purpose
Section 1: “The name of this organization is…”
An organization’s name may not duplicate the name of any other recognized group. “Indiana Tech” is not to be used in the formal name of a student organization.

Section 2: “The purpose of this organization will be to…”

Section 3: “[Name of organization] will be responsible for the observance of the rules and regulations established by the university.”

Article II: Membership
Section 1: “Members of the organization must be Indiana Tech students, faculty, or staff members.” Who is eligible? Are there any restrictions? How does one become a member?
Information about new membership and honorary membership may be included here.

Section 2: Voluntary withdrawal of membership should be provided here. How do members withdraw their membership?

Section 3: “Consistent with all applicable federal and state laws and university policies, this organization and its subordinate bodies, officers and members shall not discriminate for or against any person by reason of age, gender, marital or parental status, race, creed or religion, color, sexual orientation, national origin or ancestry, or disability.” This statement must be included word for word.

Section 4: “The primary control of the [name of organization] rests with the student members.”

Section 5: “[Name of organization] must hold all official meetings and official events requiring attendance in facilities and establishments that allow persons of any age entry.”

Article III: Officers
This section contains:
• A list of the officer positions and their duties available within the organization
• Qualification required for holding office
• Method of electing officers including: Eligibility requirements; How officers are nominated; Timeline for elections; Ballot type; Period of office/When officers assume role
• How are officers removed from their position, if needed?
The holding of office shall be restricted to full or part-time students. Honorary membership may be extended to others on a limited basis. A fair and democratic procedure must be employed for the selection of officers.
Article IV: Advisor
Section 1: “The advisor must be an Indiana Tech faculty (full-time or adjunct) or administrative staff member. The advisor shall be appointed by the organization.”

Section 2: “The responsibilities of the advisor are…”

Article VI. Finances
Section 1. How will the organization finance its activities?

Article V: Amendments
This section contains information about how to make amendments to the constitution. Making an amendment requires that previous notification be given to members, in writing, and also a two-thirds or three-fourths affirmative vote of members voting for its adoption.

Amending the constitution should not be too easy, and the constitution should always carry the date it was last reviewed. It is a good idea to insert in parentheses the dates of which amendments are passed. Constitutions need to be reviewed and updated a minimum of once every three years.

Bylaws
By-laws are intended to deal with the day-to-day rules governing the organization. These might have to change in order to accommodate new conditions or circumstances. Hence, they should be received and updated annually.

- **Meetings**: Stipulate the frequency of the meetings, possibly the day of the week and even the time and location.
- **Committees**: Name any standing committees and the method to be used for selecting chairperson and committee members. State the duties and responsibilities of these committees. (Consider composition, appointment, function, power, duties, membership, financing, and publicity.
- **Financial**: Provide for initiation fees, dues, and other assessments (if any); also details regarding delinquencies.
- **Elections**: State all elections rules and procedures not already covered in the constitution. **Be sure to include procedures for filling vacancies and procedures for voting.**

Bylaws also address the following issues:
- Provision for rules of order or parliamentary manual to be used, such as Robert’s Rules of Order, Revised
- Number of persons constituting a quorum
- Provision for permitting honorary member or officers if group so desires
- A method for amending bylaws (usually a majority vote)

The bylaws supplement the constitution by containing more detailed information about each article. They are written in a similar format as the constitution (i.e. Articles and Sections).
Indiana Tech
2013-2014 Student Organization Advisor Agreement

In requiring registered student organizations to have Advisors, the University assumes that Advisors will take an active role in the organization. The nature and style of that role is left to the determination of the organization and its Advisor. The student organization Advisor is primarily responsible for providing advising and guidance for the organization and to act as a resource person.

The responsibilities of the Advisor include, but are not limited to, the following functions:
1. Attend executive board and organization meetings on a regular basis, which includes regular attendance at those occurring outside normal business hours, 8:00am-5:00pm, Mon-Fri.
2. Accompany organization when attending off-campus events outside of the state of Indiana, making concerted effort to attend activities where the organization is representing the University.
3. Serve as a resource person for planning events and programs, resolving issues confronting the group and orienting new members and officers. Assist members to manage risk associated with organizational activities.
4. Provide due diligence of supervising any travel plans the organization may host for members, and ensure that proper documentation is completed prior to the travel. Communicate those documents to campus agents as appropriate or needed.
5. Be aware and monitor financial account of the organization. The Advisor will sign off on all deposits and be responsible for purchases for the organization.
6. Serve as a liaison between the University and the organization in regards to policies and financial matters.
7. Be familiar with the Student Handbook and Code of Conduct and Crisis Emergency Management Plan (found on the Indiana Tech website, under pull down tab named “Forms”), so you can respond to emergencies which may arise.
8. Help facilitate yearly transitions between organizational leadership.
9. Help resolve conflict within the group as needed.
10. Providing a signature for all contracts as well as any other documents requiring an advisor signature.

Name of Student Organization: _______________________________________________________

Advisor: ____________________________________________________________
          Name                        Signature

          _________________________________
          Email Address                    Campus Phone

By signing this agreement, the Indiana Tech faculty/staff member certifies that s/he will fulfill the duties of a recognized and registered student organization Advisor to the best of his/her ability.
Student Organization Needs Assessment

Organizations and Advisors can use this tool to identify needed areas of growth. It is recommended that officers and Advisors fill this out separately and then discuss their perceptions of these areas and any discrepancies which arise.

Instructions: For each skill, please check the level that, in your opinion, best applies to your organization as a whole. (Use NI = Needs Improvement, S = Satisfactory, E = Excellent, NA = Not Applicable). If any of the skills do not apply to your organization, check not applicable. Please be as accurate and honest as you can in your answers, since they will be used to help develop training for all student organizations on the campus.

Skill Area

Planning and Goal Setting
- Reaching decisions as a group _____
- Setting goals as a group _____
- Short term planning _____
- Long range planning _____

Involvement/Awareness
- Involving students from different racial, ethnic and gender groups _____
- Recruiting new members _____
- Motivating/retaining members _____
- Programming and publicity _____
- Inter-group communication skills _____
- Team building _____
- Financial management _____
- Conflict management _____

Leadership
- Holding effective meetings _____
- Officer roles and responsibilities _____
- Running effective meetings _____
- Leadership transition _____
- Delegation and time management _____
- Working with the University _____
- Program/project management _____
- Program implementation/evaluation _____
- Advising _____
- Other (Please specify): _____

The most effective way(s) for our group to get training in the areas would be:
Meetings with our adviser
Having a retreat
Copies of articles or other written materials sent to our president to share with the group
Workshop specifically designed for our organization
Other (please specify)
Expectation Worksheet

This form is designed to help advisors and student officers determine a clear role for advisors in matters pertaining to student organizations.

**Directions:** The Advisor and each officer should respond to the following items, and then meet to compare answers and discuss any differences. For any items, which are determined not to be the responsibility of the Advisor, it would be valuable to clarify which officer will assume that responsibility. For each statement, respond according to the following scale:

<table>
<thead>
<tr>
<th></th>
<th>Essential for the Advisor to do</th>
<th>Helpful for the Advisor to do</th>
<th>Nice, but they don’t have to</th>
<th>Would prefer the Advisor not to do</th>
<th>Absolutely not the Advisors role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attend all general meetings</td>
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<td>2</td>
<td>Store all group paraphernalia during the summer and between changes of officers</td>
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<td>3</td>
<td>Attend all executive committee meetings</td>
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<td>4</td>
<td>Keep official files in their office</td>
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<td>5</td>
<td>Attend all organizational activities</td>
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<td>6</td>
<td>Inform the group of infraction of its bylaws, codes, and standing rules</td>
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<td>7</td>
<td>Explain the University policy when relevant to the discussion</td>
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<td>8</td>
<td>Keep the group aware of its stated objectives when planning events</td>
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<td>9</td>
<td>Help the President prepare the agenda before each meeting</td>
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<td>10</td>
<td>Mediate interpersonal conflicts that arise</td>
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<td>11</td>
<td>Serve as a parliamentarian for the group</td>
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<td>12</td>
<td>Be responsible for planning a leadership skill workshop</td>
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<td>13</td>
<td>Speak up during discussions</td>
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<td>14</td>
<td>State perception of their role as Advisor at the beginning of the year</td>
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<td>15</td>
<td>Be quiet during general meetings unless called upon</td>
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<td>16</td>
<td>Let the group work out its problems, including making mistakes</td>
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<td>17</td>
<td>Assist organization by signing forms only</td>
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<td>18</td>
<td>Insist on an evaluation of each activity</td>
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<td>19</td>
<td>Take initiative in creating teamwork and cooperation among officers</td>
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<td>20</td>
<td>Speak up during discussion when they have relevant information or feels the group is making a poor decision</td>
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<td>21</td>
<td>Let the groups thrive or decline in its merits; do not interfere unless told to do so</td>
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<td>22</td>
<td>Take an active part in formulation of the creation of group goals</td>
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<td>23</td>
<td>Represent the group in any conflicts with members of the college staff</td>
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<td>24</td>
<td>Indicate ideas for discussion when they believe they will help the group</td>
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<td>25</td>
<td>Be familiar with the college facilities, services, and procedures for group activities</td>
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<td>26</td>
<td>Be one of the group except for voting and holding office</td>
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<td>27</td>
<td>Recommend programs and speakers</td>
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<td>28</td>
<td>Request to see the treasurer’s books at the end of the semester</td>
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<td>29</td>
<td>Take an active part in the orderly transition of responsibilities between old and new officers</td>
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<td>30</td>
<td>Check the secretary’s minutes before they are distributed</td>
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<td>31</td>
<td>Cancel an activity when they believe it has not been adequately planned</td>
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<tr>
<td>32</td>
<td>Receive copies of official correspondence</td>
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Event Planning Checklist (simple)

- Select event or program topics
- Determine goals of the program
- Confirm the speaker/performer, etc. (if one is needed) – Do not sign any contracts! Only Advisors can sign legally binding agreements for the organization.
- Confirm the date and time of the program
- Reserve the location
- Complete a budget
- Contact food services and complete necessary paperwork (if being catered)
- Reserve/order any needed equipment
- **Submit Event Approval Form to Student Life on time.**
- Confirmation letter sent to speaker/performer (if there is one)
- Design publicity and/or campaign (flyers, banners, door hangers, teasers)
- Prepare introductions and closing remarks (if needed)
- Decide on an evaluation measure (how will you know if the goals of the program have been met?)
- Set up the room conducive to the program
- Gather needed materials (handouts, markers)
- Thank all those involved with planning and implementation of program (and send thank you notes)
- Evaluate the program - Were the goals of the program met? Is the program worth repeating? How could it be done better in the future?
- Return any borrowed equipment
- Pat yourself on the back for a successful program!!
Event Planning Worksheet (detailed)
This is a detailed sample of suggestions student organizations may want to consider early on in the event planning process.

1. Identify and Assess Needs Interest
   - Who is your audience & what do they most want/need from your group?
   - Assessment tools:
     1. Interest surveys or special questionnaires
     2. Informal conversations
     3. Listening and general observations

2. Develop a Purpose
   - What are our goals?
   - What do we want our audience to get out of this program? (Outcomes)

3. Brainstorm Program Ideas
   - Possibilities are endless – any idea is a good one
   - Use your resources, cosponsor, and BE CREATIVE

4. Select Your Program
   - How feasible is the program? (Assess scalability)
   - How inclusive is the program?
   - Are you redesigning a past event idea?
   - What are the available resources?
   - Ensure adequate volunteers to plan and carry-out event
   - Project a target audience
   - Determine promotion and collateral materials
   - Search support by cosponsoring with another student organization

5. Prepare Budget and Timeline
   - Create a realistic budget (with actual estimates for all costs, e.g. honoraria, publicity, printing, food, decorations, travel, registration fees, A/V, equipment, facility, campus security, misc...)
   - Prepare a detailed budget.
   - Develop on-campus funding list & remember that you cannot commit funds before you have them.
   - Check deadlines for funding sources.
   - Select possible event dates (consider religious and cultural holidays, weather, midterms, as well as other major events on campus).
   - Determine how long it will take to accomplish each step of the planning.
   - Use the Backwards Counting Method to plan your tasks accordingly.

6. Publicity
   - Determine which promotional techniques will be most successful in reaching the potential audience.
   - There is no single medium by which all students hear about events. Use as many methods as possible to reach the widest audience.
• Determine the resources available and schedule the target dates on the publicity timeline
• Closely monitor whether interest in the program is developing and, if applicable, whether tickets are selling. Adjust publicity methods as necessary.
• Prepare for a last-minute publicity blitz if expectations are not being met.
• Arrange post-event coverage, such as an article in a campus newspaper or a photo on the club website. If students are disappointed that they missed a good program, they will be more likely to attend future events.
• Evaluate success, note any failures, and keep records for future events.

7. Double check marketing for:
   • Name of Event
   • Event Day, Date, Year
   • Time
   • Place
   • Co-Sponsors
   • Event Summary
   • Sponsored by (name of student organization)

8. Finalize the details
   • Confirm reservations, food, contracts, payment, deliveries
   • Finalize budget
   • Plan a set-up and clean-up crew & time
   • Check publicity
   • Disability Access
   • Recycling
   • Print evaluation forms

9. Possible equipment:
   • Rooms
   • Microphone and speaker
   • Sound system
   • Lighting
   • Podium
   • Tables and chairs
   • Stage or platform
   • Trash cans
   • Fire extinguisher
   • Food and beverage service

10. Possible supplies:
    • Tablecloths
    • Tape, staplers, pens
    • Flip charts/markers
    • Printed programs
    • Nametags
    • Baskets or containers for paper goods
    • Maps
    • Directional signs
    • Cash box/change
    • Decorations
    • Trash bags
    • Water for speaker

11. Complete the Process
    • Send thank you notes and/or emails
    • Clear financial advances, receipts
    • Obtain feedback on event
    • Develop file for your successor with timeline, actual budget, sample publicity and all correspondence.
## Rules for the Allocation of Funds

1. The Student Executive Board will not loan money to student organizations.
2. The Student Executive Board will only allocate money for events that have been approved by Student Life.
3. The Student Executive Board will allocate money for student organizations to host events open to the entire campus or for non-professional student organizations’ regional or national affiliation (with conditions).
4. An Allocation Request Form must be submitted to Student Executive Board by at least one week prior to the meeting the organization wishes to make their request. **A member of your organization MUST be present at the corresponding meeting to request allocation.**
5. The Student Executive Board will allow a $20.00 minimum per allocation for an individual organization recognized by this University, with a $250.00 limit per academic year.
6. The Student Executive Board must have a 2/3 majority vote in order approve the allocation request. An application for allocation does not automatically mean the Board will approve it. They may choose to fund it fully, partially fund it, or not fund it at all.
7. Receipts for goods purchased with Student Executive Board funds must be turned in to the Student Executive Board Allocations Chair within three (3) business days of the event.
8. Student Executive Board will not allocate money to any organization on probation.
9. *applications are accepted on a first come first serve basis. The board only has an allotted amount to allocate to student organizations*
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<th>Date Approved:</th>
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<tr>
<td>Amount Approved:</td>
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</table>

**Allocation Chair Signature:**

**Organization's President's Signature:**

**Advisor's Signature:**

---

**Organization Name:**

**Advisor:**

**Event Name:**

**Event Date:**

**Event Time:**

---

**Brief Event Description:**

The requested allocation money would be used for...

---

Please provide a line item budget explaining what the requested allocation money would be used for.

---

If not fully funded, how will that impact your event?

---

What other resources are being used to host your event?
<table>
<thead>
<tr>
<th>Item</th>
<th>Expected Cost</th>
<th>Total Revenues</th>
<th>Allocation Needed</th>
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<tr>
<td>Total Expenses</td>
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Under 250 limit?

Line item budget for allocation request
Indiana Tech Student Life
Pre-Recognition of New Student Organization Application 13-14

Date: __________ Name of Proposed Organization: ____________________________________________
*Name of organization may not contain “Indiana Tech.”

Type of Organization (Check one):
☐ Service   ☐ Social    ☐ Academic    ☐ (Other) __________________________________________

Student Representative(s) initiating request       Phone Number       Email address
(1) ____________________________________________  ______________  __________________________
(2) ____________________________________________  ______________  __________________________
(3) ____________________________________________  ______________  __________________________
(4) ____________________________________________  ______________  __________________________
(5) ____________________________________________  ______________  __________________________

Faculty/Staff Advisor(s)       Extension       Email address
________________________________________________  ______________  __________________________
________________________________________________  ______________  __________________________

Purpose of the Organization (attach separate sheet if necessary):
____________________________________________________________________________________

Is this organization affiliated with a national association? If so, which one?
____________________________________________________________________________________

How will this organization support Indiana Tech’s mission (attach separate sheet if necessary)?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

In what types of activities will this organization engage (attach separate sheet if necessary)?
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signature: _____________________________ Date: ______________
Student Representative (Primary Contact with Student Life)

Signature: _____________________________ Date: ______________
Advisor

Signature: _____________________________ Date: ______________
Student Life Representative

Advisor(s) should submit the Advisor Agreement Form for the current year with this form.
Indiana Tech Student Organization Re-Registration Form 13-14

1. Name of Organization: ________________________________________________________________
   Spell out all acronyms

2. Registration Type (Check One):  ☐Renewal  ☐Officer Change (During Academic Year)

3. Organization Category:  ☐Cultural/Diversity  ☐Religious/Spiritual  ☐Academic/Honorary
   ☐Political/Advocacy  ☐Service  ☐General Interest

4. Is the organization affiliated with a national or local organization?  ☐Yes  ☐No

5. Does this organization charge membership dues?  ☐Yes  ☐No  If yes, how much: ______

6. Provide a brief description of your organization.
   __________________________________________________________________________________
   __________________________________________________________________________________

7. Organizational Web Address: ________________________________________________

8. Does this organization have a facebook site?  ☐Yes  ☐No

   __________________________________________________________________________________

   Student Member Information

   Student Name: ___________________________________________  Position: ______________________
   Email: ___________________________________________  Phone Number: ______________________

   Student Name: ___________________________________________  Position: ______________________
   Email: ___________________________________________  Phone Number: ______________________

   Student Name: ___________________________________________  Position: ______________________
   Email: ___________________________________________  Phone Number: ______________________

   Student Name: ___________________________________________  Position: ______________________
   Email: ___________________________________________  Phone Number: ______________________

   Student Name: ___________________________________________  Position: ______________________
   Email: ___________________________________________  Phone Number: ______________________

   You must have five members to fulfill membership requirements for recognized organizations.

   Advisor(s) Names: ___________________________________________
   Email(s): ___________________________________________

   Primary Student Leader Signature: ______________________________________ Date: __________
   Advisor Signature: ______________________________________ Date: __________
   Advisor Signature: ______________________________________ Date: __________

   Turn into Student Life Office (Andorfer 243)
Student Organizations Driver Agreement Form
2013-2014

Directions: This form to be completed by all drivers of rental vehicles and personal vehicles for club sports travel. Once on file, form is valid for annual recognition cycle.

**Personal Vehicle Agreement:**

* I fully understand and agree to the following responsibilities:

1. I will have in my possession at all times a valid state driver’s license. I have submitted a copy of my driver’s license to Student Life.
2. I understand that Indiana Tech does not provide any insurance for personal vehicles used for organizational purposes. I understand it is my responsibility as a driver to ensure I have at least the minimum insurance coverage required by state law for the vehicle. I understand that in the event no insurance is purchased, is inadequate or has been voided, I may be held personally liable for any resulting claims for damage or injuries. I have submitted a copy of my insurance card to Student Life.
3. I will ensure that only approved drivers under the insurance policy for the vehicle serve as drivers. I understand some insurance carriers will void coverage if an unauthorized person drives the vehicle.
4. I will be aware of and abide by local, state and interstate parking and traffic laws during travel.
5. When using vehicle for organization purposes, I will ensure that travel is only for official purposes- i.e.-to and from lodging/dining, to and from competition, etc.
6. I will ensure that only valid organization members or participants are in vehicle(s) during organization-related travel. Approved persons include-student members who have completed a Waiver of Liability and Hold Harmless Form and said forms are on file with the faculty/staff advisor and Student Life. I understand that no family, friends or other non-affiliated persons are permitted to travel with the organization.
7. I understand that I am solely responsible for ensuring I abide by all of the above directions.
8. I understand that any accidents must be reported to the faculty/staff advisor after arrival home.
9. I have submitted an accurate copy of the Travel Information Form to my Advisor(s) and/or Student Life.
10. If there are any changes to the above information, I will notify Indiana Tech.

<table>
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<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Organization</th>
<th>Date</th>
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**Rental Vehicle Agreement (for vehicles NOT rented by an employee of Indiana Tech):**

* I fully understand and agree to the following responsibilities:

1. I will have in my possession at all times a valid state driver’s license.
2. I will ensure that the rental vehicle is fully insured, including collision, liability & comprehensive insurance before driving.
3. I understand that Indiana Tech does not provide any insurance for personal or rental vehicles used for organization purposes. I understand it is my responsibility as a driver to ensure I have purchased the proper insurance and that in the event no insurance is purchased, is inadequate or has been voided due to a breach of a rental agreement, I may be held personally liable for any resulting claims for damage or injuries.
4. I will ensure only approved drivers under the rental agreement serve as drivers. I understand most rental agencies will void coverage if unauthorized person drives vehicle.
5. I will ensure that the rental agreement must be under individual’s name and not Indiana Tech. I understand that the individual(s) who sign the rental agreement are ultimately responsible for any damage to the vehicle or injuries resulting from an accident.
6. I will be aware of and abide by local, state and interstate parking and traffic laws during travel.
7. I will abide by all regulations and policies of the rental agreement.
8. When using vehicle for organizational purposes, I will ensure that travel is only for official purposes- i.e.-to and from lodging/dining, to and from competition, etc.
9. I will ensure that only valid organization members or participants are in vehicle(s) during organization-related travel. Approved persons include-student members who have completed a Waiver of Liability and Hold Harmless Form and said forms are on file with the faculty/staff advisor and Student Life. I understand that no family, friends or other non-affiliated persons are permitted to travel with the organization.
10. I understand that I am solely responsible for ensuring I abide by all of the above directions.
11. I understand that any accidents must be reported to the faculty/staff advisor after arrival home.
12. I have a copy of Travel Safety Recommendations available from the Student Life Office.
13. I have submitted an accurate copy of the Travel Information Form to my Advisor(s) and/or Student Life.
14. If there are any changes to the above information, I will notify Indiana Tech.

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<th>Print Name</th>
<th>Signature</th>
<th>Organization</th>
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Student Organization Travel Information Form

This form should be completed prior to any planned student organization travel. One copy should be kept on campus during travel so that the emergency contact on file can be contact in the event of an emergency. Another copy should be kept with the Advisor or person in charge during travel.

Name (primary contact): ________________________________________________________________

Student Organization: ___________________________________________________________________

Primary Contact: ___________________________ Cell Phone: ____________________________
Email: ___________________________ Travel Dates: ____________________________
Destination(s): _______________________________________________________________________
Reason for Travel: _____________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Number of Students Traveling: _____________________________

The information below is required for each traveler.

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<tr>
<th>Name of Traveler</th>
<th>Student ID</th>
<th>Phone</th>
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Advisor Signature _____________________________ Date _____________________________
This form must be approved one month prior to the start date of the fundraising activity

Contact Person ____________________________________________

Department/Student Organization Doing Fundraising __________________________

Description of Fundraising Activity _________________________________________

Dates of Fundraiser: Start Date ___________ End Date ____________

Proceeds to be used for ________________________________________________

Targeted Audience of Fundraiser (check all that apply):

☐ Indiana Tech Employees   ☐ Indiana Tech Students   ☐ Parents of Indiana Tech Students
☐ Alumni                   ☐ Area Businesses     ☐ Other (please describe on back)

Total Dollar Goal for Fundraiser _______________________________________

Requestor Name (Please Print) ___________________________________________

Requestor Signature __________________________ Date ______________________

Approval Signature

Student Organization Advisor __________________________ Date ______________
(If student organization fundraiser)

Athletic Director ______________________________ Date ______________________
(If athletic fundraiser)

Student Life Coordinator __________________________ Date ______________
(If student organization fundraiser)

Director of Alumni Relations _________________________ Date ______________
(if target audience includes Alumni or Area Businesses)

Controller____________________________ Date ______________
(must approve all requests)
Showing Movies in the Magee-O’Connor Theater

When students, faculty/staff, or student organizations want to reserve the Magee-O’Connor Theater in order to show a movie, they have to consider whether they need to purchase public performance rights. According to the U.S. copyright law (Title 17, United States Code, Section 110), a public performance is any screening of a videocassette, DVD, videodisc or film which occurs outside of the home, or at any place where people are gathered who are not family members, such as in a school, library, auditorium, classroom or meeting room. Under certain circumstances the university does not have to purchase these rights if the meet the educational exemption criteria. Please read below to see if you meet these criteria, as well as how to reserve your movie and the Magee-O’Connor Theater.

Face-to-face Teaching exemption for non-profit educational institutions who meet ALL of the following 4 criteria
1) Performances and displays must be part of a systematic course of instruction and not for entertainment, recreation, or cultural value. The instructor should be able to show how the use of the motion picture contributes to the overall course study and syllabus. (The course does not have to be a credit course, but must be one recognized by the institution and for which students must register).

2) Attendance is limited to the instructors, students and guest lecturers. Only students registered for the class may attend the screening. No fee specific to the screening may be charged.

3) Performances and displays of audiovisual works must be made from legitimate sources, such as pre-reordered videocassettes. Copies made from legitimate sources or broadcasts are not allowed.

4) Performances and displays must be given in the classrooms and other places devoted to instruction; Library rooms, residence hall lounges and cafeterias do not qualify.

Additional Notes
- If you advertise for the movie, and anyone from the general student body, staff or faculty can come to it, this makes it a public showing and you must pay for the rights to show it.

How to reserve a movie showing

1) If you would like to order a movie and show it, please do so by emailing Bill Potter in (Student Life / Residence Life) 3 weeks before the date you would like to show it. Please include your account number it is going to come from, and a phone number so he can call if needed.

2) If you buy rights from SWANK or Criterion Pictures your rate is for 24 hours, they start at midnight the day you ordered the movie for and end at 11:59pm that same day.

3) A course syllabus must be attached with your request for the Magee-O’Connor Theater and the request for the movie being shown.

4) Two or three days before the viewing date, you will get an email from Bill Potter letting you know the movie is in and when you would like to come over and watch it in the theater to make sure it works correctly.
   a. Someone from the group will need to set up a time to watch the movie either the day it comes in or the next day between the hours of 9am and 5pm. If you cannot find time between 9 and 5, please let Bill Potter know ASAP so he can try to find a better time to watch it with you.
5) Use of the theater for a film showing does not automatically include use of the concession stand, popcorn machines, and/or Pepsi dispenser. If you are interested in any one of these, please indicate this at the time you order the movie. Permission may be granted on a case by case basis depending on staff availability.

6) You may not use the popcorn machine, soda machine or Ice machine without asking and getting verbal permission from Bill Potter.
   a. If the Concession Stand or any of its equipment is used, it must be cleaned immediately after the event is finished. If this is not done, future use for your organization/class will be revoked.

Once the Film Showing Information Form is filled out, return it to Bill Potter.

Bill Potter, Pierson/Residence Life, ext. 2235, BJPotter@indianatech.edu