



STUDENT ORGANIZATION

HANDBOOK

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WELCOME!

Student life at Southern is enhanced by student organizations that provide activities, information, and service opportunities to the community. By serving as a leader of a student organization, you are making a contribution to the social life at Southern. The Office of Student Life & Activities values your contributions and is dedicated to supporting your student organization in the following ways:

1 EVENT PLANNING

Social programming
Resources for planning
(school & local)
Advertising

2 CROSS-CAMPUS COMMUNICATION

Fundraising advice
Off-campus fundraising (major)
On-campus fundraising (minor)
Community Service

3 SPACE

Assistance with scheduling
facilities
Contact information

4 RESOURCES

Student Organization directories
Registration
Advising
Organization Showcase
Meetings for President, Adviser,
and Treasurer

OFFICE OF STUDENT LIFE & ACTIVITIES (OSLA)

Alexis Grentz

Director of Student Life & Activities



Bietz Center for Student Life

423-236-2484

Hours: Monday - Thursday, 8a - 5p,
Friday, 8a - 12p

ORGANIZATIONS

OFFICERS

To run or hold an elected office in a student organization, a student must:

1. Be a current student
2. Maintain a minimum cumulative grade-point average (GPA) of 2.50
3. Maintain a record of good citizenship which includes enrichment credit programming

Registration Process

All organizations must fill out an online Student Organization registration form every year

Until an organization is registered, it cannot operate on behalf of Southern or take advantage of any privileges granted to registered Southern Student Organizations

Approval Process

- Develop a constitution (submit electronically to studentactivities@southern.edu)
- Student Development will verify eligibility of officers
- Student Development will review registration and approve organizations and officers
- Notification will be sent from the OSLA upon approval to the president and advisor

A student can only be a president of one organization

Change of officers during the year should be reported to the Director of Student Life & Activities as soon as possible

DEADLINES

August 29 by 5pm for all organizations
Jan. 26 by 5p for new organizations 2nd semester

Currently, around 40 student organizations are formally recognized by the University. These groups must meet the following criteria:

- The key purpose of student organizations must be in keeping with the goals and standards of Southern. All group decisions must reflect these goals and be related to student life on campus.
- All proper paperwork (registration form and constitution-electronically) must be filed annually with the Office of Student Life & Activities (OSLA) by the appropriate deadlines listed on the student organization application page
- All organization members and leaders must be currently registered at Southern in a degree-granting program. At least three (3) active officers, two (2) of which are required to be a president and treasurer, shall be elected each year
- All organizations must be controlled and directed by current students
- Enlist the support of a full-time employee (faculty or staff) of Southern to be an adviser for your organization
- Student membership is not mandatory and must meet the University's nondiscrimination policy
- All dues/funds raised should be deposited in the University Cashier's office as all other bank accounts are prohibited
- Participate in regular community service activities if seeking appropriations from Student Association
- Abide by all regulations specified in this handbook and in the Student Handbook
- Register all fundraisers, social events, community service, and major events with OSLA

Note: Student groups that do not meet these criteria are not permitted to function on Southern's campus.

ORGANIZATIONS

ORGANIZATION PRIVILEGES

Registering your student organization gives access to the privileges and services Southern provides. Some of the resources available only to currently registered student organizations include:

- Official recognition by the University
- Use of University facilities and services
- Use of adviser's knowledge to aid in organization planning
- The ability to advertise organization events (bulletin boards, campus screens, The Weekender, etc.)
- Audio/visual and technical services
- A listing on the Student Activities website
- Access to SA funding (excluding residence halls and graduate organizations)
- Resources, materials, and consultation available in the OSLA
- Request permission to conduct fundraising activities - *See fundraising application on student activities website*
- Request to sponsor programs and activities
- Request a deposit account in the accounting office
- Be pictured in the student organization section of the yearbook

MEMBERSHIP ELIGIBILITY

Membership must be open to all students who meet the requirements for membership set forth in the constitution of the organization. Student organizations, in keeping with the University's commitment to nondiscrimination, may not exclude potential members on the basis of race, sex, color, religion, ancestry, national origin, age, disability, or veteran status. Organizations that choose their membership on the basis of restrictive clauses dealing with race, religion, national origin, or those that would deny access to persons with disabilities are considered to be in conflict with university policy and are not permitted to function as a student organization at Southern Adventist University.

Membership is open only to students currently enrolled at Southern in a degree-granting program

TYPES OF ORGANIZATIONS

- Academic/Educational
- Ethnic/Cultural
- Recreational/Sports
- Religious/Spiritual
- Service
- Social/Special Interest

EXPECTATIONS FOR ORGANIZATIONS

Registered student organizations retain recognition by operating within University goals and abiding by all its policies and procedures. Specific expectations of student organizations include:

- Follow all University policies and practices, and local, state, and federal laws
- Consult early with the OSLA when planning a potentially risky activity
- Manage organization funds wisely and ethically with sound accounting practices
- Report all community service to the Christian Service office by deadlines
- Avoid committing to goods or services without sufficient funds to cover expenses
- Fundraise on or off-campus within University policies and with prior approval (see OSLA for details)
- Ensure continuity by training new leaders and keeping good records (i.e. Sending meeting minutes)

FORMING A NEW STUDENT ORGANIZATION

Southern encourages creativity within student organizations. Proposed new student organizations must meet all University expectations and requirements. Additionally, new organizations must:

- Complement the University's mission
- Demonstrate a clear, unmet need that is not duplicated by another student organization or academic department
- Conduct activities that do not create undue risk or liability to the University as determined by the Risk Management office
- Have a name that clearly represents the function of the organization

OFFICER TRANSITIONING

One of the best ways to ensure a smooth transition of information is to make a notebook for the new officers. This notebook should include important organization information and insights from outgoing officers that can be passed on to future officers.

Below are steps you should take to ensure a smooth transfer of information to new officers:

- 1** Create a notebook and/or website and/or Google.docs containing vital information for new officers. These can be maintained throughout the year, to prevent vital information from being lost.

Include the following:
 - Contact information (email addresses and cell numbers, etc.) for old and new officers, advisers, and if possible, members
 - A copy of the organization's constitution, by-laws, or charter
 - The specific officer job description as outlined in the constitution and any other responsibilities that were not detailed in the constitution
 - A brief history of the organization, its purpose, and major past projects/events. This section should include time lines, newspaper articles or press releases, etc.
 - A financial information section with a copy of the current budget and samples of the most commonly used financial forms
 - Meeting agendas and minutes
 - Electronic files with organization documents
 - A list of events and the ways they were marketed
 - List any goals that the outgoing officer had for the position that year and if each of the goals were achieved and why/why not
 - A list of useful websites and contacts
- 2** Elect officers (minimally, the president) prior to the end of the school year, so that they can begin planning during the summer
- 3** Require new officers to meet with the adviser for your organization
- 4** Consider timing of officer elections to allow for adequate transition time
- 5** Hold a new officers training workshop for the old officers to share duties and responsibilities of their position

An additional option might include a shadowing period, in which the incoming officer could shadow or assist the outgoing officer in his duties for a short period prior to the actual changing of officers.

MEMBER RECRUITMENT & RETENTION

Recruiting and retaining members is critical to the longevity of your organization. If you are interested in recruiting and retaining your members' loyalty and interest, you might want to take into account the following facts:

THE MEMBERS OF YOUR ORGANIZATION NEED:

- ✓ A sense of belonging
- ✓ A genuine, welcoming feeling
- ✓ To know that they are needed not just for their hands, money, or specific talents

WAYS TO INCLUDE MEMBERS IN YOUR ORGANIZATION:

- Have them assist with the planning and the execution of your objectives
- Be a part of the sharing of ideas, the brainstorming, and the production
- Involve new members as soon as possible (not just with busy work or something that no one else wants to do) so that they don't think they are wasting their time
- Explain the nature of the job in detail and what the expectation of them is not only for this event but for the future
- Give tasks that are within the range of their talents, interests, and abilities. These responsibilities will help the member become a leader
- A subtle way of training a new member is to pair them with a returning member so that they understand the scope of the task before them

- Take time to thank the members for participating in the activity whether it is planning or executing the event (with thank-you notes, recognition in newsletters or in meetings for their contribution)

Remember the senior members in your organization as well so that they don't drift away and take with them the experience that you need within your organization. Keep these returning members involved in your organization. The goals of these returning members might have changed from the time they first joined, so be sensitive to that.

Finally, the key to keeping members engaged is to communicate. Make sure to give your new members all of the information they need as you groom them to be good members within your organization. A gap in a person's understanding or not receiving information, could be the quickest way to lose members.

KEEP YOUR MEMBERS' SPIRITS UP

- Offer positive feedback
- Organize an effective training program
- Provide a sense of unity
- Compliment good work
- Allow for new challenges
- Install a suggestion box or be open to discuss alternate ways of doing the tasks
- Reward good efforts (certificates & trophies)
- Provide reimbursement for out of pocket expenses
- Initiate social interaction (parties, contests, retreats, etc.)
- Remember birthdays, special honors, etc.

ADVISOR RESPONSABILITIES

You might wonder why a student organization would want a faculty or staff adviser. After all, you were elected because you are a competent and capable leader, right? But . . .

- ? Do you sometimes have trouble with administrative red tape?
- ? Do you sometimes wish your organization had more support from related academic or service departments?
- ? Could your organization benefit from some “connections” with university policy makers?

A faculty or staff adviser could help alleviate these and other problems, **WITHOUT TAKING OVER** the leadership of your organization. The University expects faculty to contribute to campus life by sponsoring certain organizations, or to be present at student and institutional functions.

THE ROLE OF THE ADVISER

- Serve as a sounding board on which you can bounce new ideas
 - Support your group
 - Intervene in conflicts between group members and/or officers
 - Be knowledgeable of policies that may impact your organization’s decisions, programs, etc.
 - Run “interference” with university departments
 - Provide continuity and stability as student leadership changes
 - Provide an “outside” point of view or perspective
 - Help deal with organizational crisis
 - Give honest feedback to group members
 - Inform themselves of the policies and practices of the University as they relate to the Student Organization and its objectives
 - Be responsible for the type of entertainment and programming planned by the organization’s officers
- Be an adviser to the organization regarding:
 - planning for spiritual and social events
 - officers and organization meetings
 - Assist with community service opportunities
 - Being present at social functions and all other activities of the organization for the duration of the event is a requirement
 - Better still is the fact that the organization/adviser relationship benefits the adviser too. Being involved with a student organization offers the faculty or staff member:
 - A unique opportunity to get to know and work with students outside of the classroom or office
 - An opportunity to feel satisfaction and accomplishment through making a special contribution to a particular group
 - The reward of watching students develop their individual skills and talents
 - The chance to informally share his/her knowledge and expertise on relevant topics

ADVISER RESPONSABILITIES

RESPONSABILITIES OF GROUP MEMBERS TO ADVISER

- Discuss your expectations of the adviser's role with your adviser from the beginning
- Notify the adviser of all meetings
- Send the adviser a copy of all minutes
- The president/committee chair should meet regularly with the adviser to discuss organizational matters and to relay updated information
- Consult adviser before any changes in the structure or policies of the organization or committee are made, and before major projects are undertaken
- Understand that while the adviser has no vote, he/she should have speaking privileges
- The responsibility for the success or failure of a group project rests ultimately with the group, not the adviser
- Periodically, evaluate your adviser and give appropriate feedback to let them know how they may improve in order to advise you better

ADVISER SELECTION PROCEDURES

In your organization's constitution prepare a clear statement of expectations of the adviser, both in terms of role and time commitment, as well as the benefits they can enjoy. With this information in hand, you will be ready to approach a potential adviser confidently and positively, and discuss with them their interest and ability for advising your organization. The most suitable adviser is one who shares a common interest with your organization. Advisers of student organizations are volunteers. This activity is not a condition of their employment at Southern.

Once your adviser begins to serve, keep them well-informed, clarify expectations and roles when needed, and draw on their expertise. Remember that like you, your adviser has multiple demands placed on their time. Be sensitive to this fact. Occasional thank-you's and acknowledgments are a good idea. For example, if you have organization t-shirts, make sure your adviser has one too! Enjoy what can be an extremely rewarding and mutually beneficial relationship.

FINANCIAL PROCEDURES

Many organizations receive financial support from academic departments, membership dues, or Student Association (SA) funding.

DUES

Student organizations are required to charge a minimum of \$1.00 dues in order to be eligible for SA funding. Organizations should be aware that dues are to be paid in cash, and may not be charged to the student's account. The treasurer deposits all dues in the organization's account in the University Cashiers office.

Student organizations are not permitted to open their own checking/savings accounts at area banks or use platforms such as CashApp, Venmo, Paypal, etc.

STUDENT ASSOCIATION FUNDING

Student organizations may apply for SA funding to assist in covering organization activities.

To determine eligibility for both new and existing organizations receiving SA funds, current student organizations in good standing may apply with the SA Senate Finance Committee for operating funds. Eligibility requirements include:

- Student organization registration form completed
- Electronic constitution submitted
- Consistent meeting minutes turned into the OSLA
- Evidence of dues collection
- Participation in a community service activity the previous semester
- A **new organization** (never been formed or a returning organization that didn't function the previous year) are exempt for one semester from the community service component

ELIGIBLE ORGANIZATIONS

- If an organization qualifies for funds from the SA, the SA Financial VP advisor will appropriate the funds and the credit will appear on the organization's account. *These forms are available online.*
- The two designated individuals (treasurer and/or adviser) may make transactions and conduct business in the University Cashiers office (deposit dues, fees, fundraisers, and make withdrawals, etc). The individual's Southern ID card will be requested to verify authority
- A ledger of income and expenses must be kept by the organization's treasurer
- Groups receiving SA funding could be subject to an audit during the Spring semester

Treasurers must keep copies of receipts of items purchased or reimbursements made.

ORGANIZATION DEPOSIT ACCOUNTS

Procedure for setting up a deposit account for a **new organization:**

- Become a recognized organization - turn in the student organization online Registration Form by deadline
- Treasurer must receive an orientation on how club funds are to be operated from the OSLA
- The OSLA then notifies the Cashiers office of the new organization's authorized users
- Chief accountant assigns a general ledger account number to the organization
- The OSLA notifies the treasurer of account activation

Southern ID card will be requested to verify authority when making transactions in the University Cashier's office

FINANCIAL PROCEDURES

PROCEDURE FOR CONTINUING OR RETURNING ORGANIZATIONS

- Register the organization - turn in the Student Organization online Registration Form to the OSLA by deadline
- Treasurer must receive an orientation on how club funds are to be operated from the OSLA
- The OSLA will work with the Accounting Department to set up accounts and will notify Treasurer when the account is ready
- Student Organization should contact the OSLA should there be any questions.

INCOME

Member dues can be deposited in the Cashiers office. Donations or other contributions received by Student Organizations require special handling and should be brought to the OSLA.

AUTHORIZATION FOR WITHDRAWING FUNDS FROM ORGANIZATION ACCOUNT

Only the individuals (Treasurer and/or Adviser) indicated on the student organization's registration form and have received the proper orientation on organization funds and operations will be authorized to withdraw funds from the organization's account.

WITHDRAWAL METHOD

The organization's Treasurer will be the primary individual responsible for all withdrawals of the organization's funds. The Cashiers office will check the list for the person(s) authorized to withdraw money. Southern ID must be presented when withdrawing money.

Money can be withdrawn by filling out a petty cash slip at the Cashiers office. Withdrawals exceeding \$250 by authorized student organization officials will require supporting documentation (receipts, sales tickets, invoice, etc.).

SPENDING FUNDS

Operating funds may be spent on any items required to operate the organization (i.e. events and activities, advertising, photocopying, postage, etc.). If there is a question pertaining to operating funds, call the OSLA **BEFORE** the money is spent.

Questions may also be directed to the University Cashiers office by calling x2826. Student Organizations are qualified to utilize Tennessee state sales tax exemption for organization expenditures. *See the OSLA for details.*

REPORT OF ORGANIZATION FINANCIAL ACTIVITIES

The Treasurer or President may inquire at the University Cashier's office for the balance and the financial activity of the organization as often as needed. During the Treasurer's Meeting, the Director of Student Life & Activities will provide the treasurer with the amount in the deposit account.

CLOVER MACHINE

The Accounting office has a Clover machine that may be used, free of charge, to collect dues or fundraising money. **Student Organizations are prohibited from using online payment platforms such as CashApp, Venmo, Paypal, etc.**

ORGANIZATIONS LINKED TO ACADEMICS

If your organization is linked to an academic department, funds have been set aside for your events by your school or department in their budget. Check with the dean or chair of your school/department for further information.

OVERDRAWN

Student organizations are expected to operate with a credit balance at all times. Any deficit at the end of the semester/year will need to be covered by the academic department sponsoring the organization or by the officers.

MONEY LEFT OVER

Any funds left over at the end of the year, roll over to the next year. It is advised to leave a credit balance so new officers have funds to begin the next year.

END OF THE YEAR REPORT

Any funds left over at the end of the year, roll over to the next year. It is advised to leave a credit balance so new officers have funds to begin the next year.

CASHIER OFFICE HOURS (UNLESS OTHERWISE POSTED)
Monday-Thursday, 8:30a-5p | Friday, 8:30a-12p

Fundraising and sales activities are limited to university-sponsored groups and must be specifically related to university purposes. All fundraising activities, require approval by the Student Development Committee and/or the Advancement office. This includes solicitation of gifts or gifts-in-kind which will involve any type of participation or involvement by the University. This policy includes the Fleming Plaza area, recreation areas, lawns, and campus buildings. Private individuals are not permitted to hold flea markets or other such sales on university property. Acknowledgment and receipting of all gifts, solicited and unsolicited, will be made by the Advancement office.

MAJOR FUNDRAISER PROCEDURES

(Youth Congress, out-of-state/country tours, appeal letters, sponsored events, etc.)

- 1 Forms for a major fundraising project are available on the Student Activities website. To apply, you must have a staff or faculty sponsor and a list of prospective donors
- 2 The Director of Student Life & Activities will then coordinate the request through the University Advancement office.
- 3 Approval or denial of the Fundraising Committee will be communicated by the Advancement office
- 4 Any fundraising project must have official approval before being announced or any solicitation begins
- 5 Items purchased for a fundraiser cannot be purchased with the tax exempt number because the club is reselling those items for profit
- 6 Donations and names of donor and contact information must be turned in to Advancement for processing and receipting
- 7 Students are responsible for thanking donors and providing updates on their project

MINOR FUNDRAISER PROCEDURES

(Funds raised on Southern's campus, i.e. bake sales, sale of candy/flowers, car washers, etc.)

- 1 Submit a proposal for the fundraising project to the Director of Student Life & Activities using the minor fundraising form on the Student Activities website.
- 2 Indicate on the form the method of procuring the product for sale. If businesses are being asked to donate a product, then other steps must be followed. See the OSLA for details.
- 3 The Director of Student Life & Activities will then present these requests to the Student Development committee. The Committee will review the proposal and give guidance for modifications if needed.
- 4 Approval or denial of the request by the Student Development committee will be communicated in writing to the person submitting the fundraising proposal.
- 5 If a donation is received, it must be given to Advancement for processing and receipting

Approval must be received before any fundraising activities begin

MINOR FUNDRAISER IDEAS

- ✓ **Services**
 - Baby-sitting
 - Gift wrapping
 - Animal walking/sitting
 - Pet washes
 - Cleaning

- ✓ **Sales**
 - Bake sales (other food)
 - Singing grams
 - Seasonal items
 - Flower/candy sales
 - Concession stands
 - T-shirt sales
 - Food items- donated dishes
 - Donuts

- ✓ **Special Events**
 - Benefit concert/drama
 - 5k/10k run
 - Car wash
 - Chili cook off
 - Trash for cash/garage sale
 - Flea market

- ✓ **Tournaments**
 - Pool
 - Bowling
 - Board games
 - Spikeball
 - Basketball

Tip for Fundraising: Charge non-members to attend organization event for a higher price

*Please be sure to review the fundraising section on **page 12** before you begin any fund-raising activities.
Contact Alexis Grentz for details and questions.*

COMMUNITY SERVICE

OFFICE OF STUDENT LIFE & ACTIVITIES

www.southern.edu/activities

The University encourages Student Organizations to be involved outside of Southern in some type of on-going community service throughout the school year. This not only benefits students, but our Chattanooga community as well.

Collaboration with other student organizations is encouraged!

UNIVERSITY EXPECTATIONS

Student organizations are expected to seek opportunities where members can participate in community service at least once each semester. Continuing Organizations must have documentation from the Christian Service office that they did complete an outreach activity from the previous semester to be considered for SA funding (Not including MLK service day 2nd semester).

Always represent Southern to the best of your abilities. When you commit to participate, be punctual and stay the whole time you offered to stay. When in doubt, ask questions.

It is always better to go the extra mile.

HOW MAY WE SERVE?

- Volunteering for a non-profit
- Preparing/delivering food for the low income families and homeless
- Tutoring children
- Assisting elderly and others in need in yard/house maintenance
- Working with local non-profits to do a food drive
- Visiting and planning programs at a nursing home/assisted living

HOW TO SUBMIT A COMMUNITY SERVICE ACTIVITY

Before the event

- Look for opportunities on the southern.edu/serve webpage & connect with a community service partner to organize a service event
- Fill out a community service request form on the southern.edu/activities webpage
- Service requests must be filled out at least 2 weeks prior to the anticipated event date.
- Invite members to sign up for the event at southern.edu/serve (participants must sign up per Risk Management compliance)

PLAN COMMUNITY SERVICE

Plan one activity each semester

Opportunities can be found at www.southern.edu/serve

COMMUNITY SERVICE ACTIVITY COMPLETED BEFORE:

(One each semester)

- December 7
- April 26

Organizations desiring to receive SA appropriations must complete a community service activity the previous semester

Need help scheduling a community service?

Contact:

Cheryl Craven

Director of Christian Service
Bietz Center for Student Life
423-236-2205
cravenc@southern.edu

HOW TO RUN AN EFFECTIVE MEETING

In order to remain organized, student organizations should prepare agendas and keep minutes of their business.

WRITING AN AGENDA

An agenda is a means to add structure to a meeting and to cover relevant topics. Agendas can be simple or detailed.

WRITING EFFECTIVE MINUTES

Meeting minutes are an official record of the business of an organization. Minutes give continuity to procedures, traditional activities, etc. They also inform members who were absent of what was discussed and decided. Minutes are useful in following up with assignments and decisions, and are very helpful when planning agendas for future meetings.

MINUTES SHOULD INCLUDE

- The name of the organization
- Type of meeting that is being held (officers, project team, fundraising, etc.)
- Date of the meeting
- Location of the meeting
- The name of the presiding officers and secretary (the latter at the end of the minutes, with signature above typed or printed name)
- Notation of the reading previous minutes and how they were approved (approved as read or approved as corrected)
- List of attendees and those absent
- All of the major discussion points
- Motions and resolutions need to be taken verbatim and should be read back during the meeting to make sure they have been accurately recorded
- Committee and officer report-pertinent information
- Adjournment

See a sample of minutes on the next page.

SAMPLE: MEETING MINUTES

NAME OF STUDENT ORGANIZATION

Minutes from 9/16/21 Officer's Meeting, Bietz Center for Student Life

Officers Present: Sally, John, Eric, Hunter, and Dr. Jim

Officers Absent: Glenn

Meeting called to order at 6p

Review and approval of minutes from September 2

President's Report

- Members will participate in a community service opportunity on September 20 from 10-2p.
- Ed will take care of sign ups, Mary will arrange for equipment to be used.
- Social event at the end of the semester, begin to collect ideas of what can be done.

Officer's Report(s)

- VP met with SA President about upcoming International Food Festival and what is required for participation.
- Social Coordinator received an approval email from the Screening committee for the upcoming movie night.
- Treasurer reported on the fundraising total and the amount in organizations account.

Old Business

New Business

Adviser's Report

- Dr. Jim reminded officers about getting all of the paperwork done for the upcoming retreat (release forms, permission for overnight stay, rules for conduct, etc.)

Announcements

- Fundraiser next month
- Convocation speaker in December

Meeting Adjourned

- Meeting dismissed at 6:55p

Minutes Submitted by: _____

Signature of Secretary: _____

SOCIAL EVENT POLICY

Southern Adventist University is concerned with providing an environment on campus that allows for the social development of its students. At the same time, the University must be concerned for the safety and well-being of the community and facilities. The following policy and procedure guidelines are to be used by student leaders as they plan activities that allow them to achieve their individual organizational goals.

POLICIES

- Social events are defined as any event sponsored by a registered Student Organization as defined by this Student Organization Handbook, any form of entertainment that involves active participation by the attendees, an anticipated attendance of 10 or more participants. Questions regarding the uncertainty of an event as being social should be directed to the OSLA
- All off-campus events should be registered with the OSLA on by sending an email for approval to studentactivities@southern.edu. If the event will be held off-campus and will use or imply the Southern Adventist University name or financial support or is publicized on campus, the event must also be registered. This will ensure that the University policies and/or procedures will be understood and followed
- Southern Adventist University students with university identification may participate in the event
- All events whether on- or off-campus must adhere to the substance abuse policy stated in the Student Handbook
- **The organization's official adviser or, a full-time faculty or staff member, must be present for the duration of the event. A designated substitute must be a member of the University faculty or staff**
- Actions that interrupt the event or carry the potential for harm are not permitted and may result in termination of the organization
- The attending adviser, facility manager, Student Development staff, and/or Student Organization leadership will jointly determine whether an event must be cancelled/terminated. One of the above-mentioned individuals will announce the decision if the event is terminated

- All events held in a campus facility must conclude prior to midnight. All attendees are expected to leave the facility at that time
- Student Organizations should consult the Event Planning section of this handbook for scheduling events and checking the capacity and the amenities offered in the venue
- If the policies are not followed, the Student Organization will not be permitted to sponsor such events for the remainder of the academic semester in which the violation occurred

PROCEDURES

- Student Organizations may obtain assistance in planning an event by making an appointment with the Director of Student Life & Activities to discuss the resources available
- Students should work with their adviser(s) and/or the Director of Student Life & Activities to obtain the necessary assistance to execute the organization's social event
- Student leaders should consult the planning list provided in this handbook to plan their event
- If the adviser is not present at the beginning of the event, the designated Student Development staff member in consultation with the student leaders determines if the event may proceed
- Operating procedures will be the responsibility of the OSLA, with approval of the Vice President of Student Development
- Any exceptions of these policies and procedures must be in writing to the Student Development committee one month prior to the proposed date of the event
- It will be the responsibility of the Student Development Committee, in conjunction with student organizations, to review these policies and procedures at least once a year and recommend changes to the OSLA

An A-Z Guide of Policies, Procedures, and Other Good Stuff to Know

Below you will find a listing of various policies and procedures that may apply to your organization and/or events you plan. Note that the University reserves the right to update, revise, and disseminate these and other policies at any time.

A

ACADEMIC STANDING

Student officers are expected to maintain satisfactory academic progress each semester. Those experiencing academic difficulties (i.e. academic probation or provisional status) should consider modifying their extra-curricular commitments and seek help. If an officer's GPA should drop below 2.50, a replacement will have to be selected and communicated to the OSLA.

ALTERNATIVE CREDIT OPPORTUNITIES (1 CREDIT EACH)

Each organization is allowed three alternate enrichment credit opportunities each semester. The request for this must be submitted for approval to the Student Development office or emailed to terir@southern.edu, a minimum of, one (1) week prior to the event. These alternate enrichment credit opportunities cannot be scheduled at the time of any previously scheduled credit event (with the exception of regular Vespers), during Weeks of Prayer, or the night of any cultural club Vespers. Arrangements need to be made with Teri Reutebuch in Student Development to obtain a sign-in sheet(s) to record attendance. These sign-in sheets need to be returned to the Student Development office the first business day following the event.

AUDIO-VISUAL REQUESTS

Requests for any audio-visual equipment may be made through the Audio Visual Department, x2411. Some of the other services offered are:

- Sound, lighting, and video systems for programs and events
- They provide an AV technician for the following Auditoriums: Thatcher Chapel, Talge Chapel (usually deans will provide assistance), Lynn Wood Chapel, Ackerman Auditorium, Iles P. E. Center, and Bietz Center for Student Life
- Assist student organizations with equipment needs (there may be rental fees for the equipment)
- Equipment could include: Lighting, PA systems, DVD projector, portable screens, foggers, color lighting, and special lighting effects, etc.

Any costs incurred in the use of these services are the responsibility of the student organization

ADVERTISING

All announcements/notices/posters **MUST** be approved and stamped by the OSLA prior to posting. Items in violation of this policy will be removed. Announcements/notices/posters are to be posted **ONLY** in campus buildings in designated locations.

They are NOT to be posted on windows, painted surfaces, department-themed bulletin boards, doors, or any surface other than bulletin boards. Individuals who post notices on bulletin boards, etc., are responsible for removing the advertisement after the event has taken place. After the OSLA approval, please contact the appropriate person(s) for their specific posting guidelines:

- Bietz Center - Student Development
- Residence Halls - Residence Halls Deans or Office Managers
- Dining Hall Stairway- Student Development
- Various Buildings - Office Managers for the Departments/Schools

35 posters are suggested to cover the campus.

Posters are not to exceed 8.5 x 14 inches in size.

Announcements for campus screens are posted by the OSLA. Announcements should be sent to Alexis Grentz one (1) week prior to when the event takes place for approval and posting. **Format needs to be in PNG or JPG with dimensions of 16:9.** In order to post Student Organization events, the following information is needed:

- Name of Student Organization and the contact person, including email address and phone number, in the event of any questions
- Event, date, time, and location
- Description of event, cost, etc.

The McKee Library staff will work with your organization to display special events during the year. To schedule a time that will create additional exposure for your organization to a great number of students contact Jessica Spears (x2009 or jspears@southern.edu).

Contact Information:

The Weekender

Contact: Alexis Grentz

agrentz@southern.edu

Contact by Wednesday, Noon

The Southern ACCENT

Contact: SA Ad Manager

Studentadmgr@gmail.com

Contact 2 weeks before event

IDM Campus Screens

Contact: Alexis Grentz

agrentz@southern.edu

Contact 1 week before event

Residence Hall Newsletter (Talge, Thatcher, Southern Village)

Contact: Lisa Patterson

lpatterson@southern.edu

Contact by Wednesday, Noon

Convocation Slide

Contact: Teri Reutebuch

terir@southern.edu

Contact by Wednesday, Noon

B

BAKE/CONFECTIONERY FOOD SALES FOR FUNDRAISING

The sale of food items by any university-affiliated group for the intent of fundraising is ordinarily limited to bake/confectionery sales. Approval for this type of fundraising must be obtained from the Director of Student Life & Activities.

A bake/confectionery sale is defined as any item that will not spoil in the absence of refrigeration. These items usually include cookies, brownies, popcorn balls, cake (with nonperishable icing), muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, candy, and fudge.

All items should be individually wrapped before being sold on campus. Persons wrapping food items should take care that their hands are clean before handling food. Food may be placed in any wrapper that will permit the food to be seen and keep the food free from contamination. No food license is required to sell confectionery items on campus by a registered student organization. Badgering passers-by for sales in an overly aggressive manner is not permitted. Funds raised from the sale should be deposited into the organization's account in the University Cashiers office.

C

CAMPING

Students who wish to leave campus for weekend camping trips must submit a request through the regular weekend-leave process. The following guidelines must be verified: specific identification of camping site, approved adult sponsor to accompany mixed-gender groups, and separate sleeping arrangements for each gender. Campus organizations and non-residence hall students are expected to follow these guidelines. Camping on the Biology Trail, White Oak Mountain, or the Sabbath Trail is prohibited.

Extra care must be taken when planning overnight trips, as they often involve special transportation arrangements, overnight lodging, and potentially risky activities (water skiing or water sports). Trip guidelines include:

- Transportation - contact Southern's Transportation Services for details
- Release and Indemnity forms are required to be filled out - can be found on the southern.edu/activities webpage
- Provide your itinerary, a trip roster of members, name of attending adviser, and contact information to the OSLA

CANDLES

Candles are NOT allowed on campus. This applies to ALL buildings on campus, even during the holidays. Do NOT consider your organization exempt from this policy. A fine of \$200 will be assessed if there is a violation.

CHARGING ADMISSION

If hosting an event where admission is charged, please follow these guidelines:

- All funds must be deposited in the Cashiers office
- Admission charges must be stated on all publicity
- Give consideration to rates charged for members and non-members

CONTRACTS

Before signing any contracts, be sure you understand what you and the other party have agreed to do. Advisers must co-sign all contracts. Never commit to an arrangement until the terms and conditions are in writing. Speak to adviser about a payment method. Do not pay for products or services before they are received, unless a deposit is necessary.

COPYRIGHT

All student organizations must adhere to copyright laws, a set of exclusive rights that creators of various media have to protect how their work is used. Activities that bring copyright laws into play would include: showing a movie or movie clips, producing a play, playing music or audio recordings of music or spoken word, or using pieces from published works, such as drawings, photographs, books, or websites.

E

EMERGENCY PROCEDURES

If an incident occurs at your event:

- Call for help, 8-911 (from campus buildings) or 911 (from cell phones if on or off-campus)
- Immediately report an emergency to Campus Safety, 423-236-2100
- Report any incidents to the OSLA 423-236-2484 as soon as possible
- On weekends, call the Dean of the Residence Halls and ask for the Dean on duty

EQUIPMENT RENTAL

The following machines are available to rent from the OSLA:

- Cotton Candy \$40
- Popcorn Popper \$40
- Snow Cone \$40

Outdoor camping and adventure equipment is available through the Outdoor Leadership program. Check the website for equipment, prices, etc. (<http://www.southern.edu/academics/academic-sites/pehw/outdoor-programming/rentals/>)

organizations are subject to replacement costs should equipment experience damage during rental

EVENT PLANNING

The following requirements are for both on and off-campus events:

- All events including presenters, movies, musical presentations, and any form of entertainment must be planned and implemented in accordance with Southern's Student Handbook. All on- and off-campus events must fall within the behavioral expectations and guidelines for Southern students
- Proper sponsorship must be provided for all student organization events. An approved adviser must be present at each event, for the entirety of the event. The group is expected to pay any transportation, admission, or other expenses of the adviser
- Any student organization event should be held at a time not interfering with classes, Convocations, residence hall workshops, curfews, or any regularly scheduled university event
- For any overnight events and/or classes missed, an off-campus activity petition form must be filled out and returned to the OSLA two weeks prior to the event. Each residence hall student should follow proper procedures in signing out of the residence hall. Indicate the attending adviser

G

GAMES

Student Life & Activities has various large games that you are welcome to use for organization events: Jenga, 9 square in the Air, Four Square, Corn Hole, Spikeball, etc.

H

HAZING AND OTHER IRREGULAR ACTIVITIES

Hazing by organizations or individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass, or injure a fellow student will be subject to discipline, including dismissal.

L

LEADER RESPONSABILITY

The leader, president, or other chief executive as indicated on the student organization registration form is ultimately responsible for the actions of their organization. If the organization is in violation of a University regulation or policy, the leader and the adviser will be required to speak for the organization in any disciplinary investigation.

QUICK TIPS:

Getting the biggest bang for your buck

- Collaborate with others and share costs
- Book free or low cost spaces
- Plan early to avoid last minute expenses
- Never hesitate to negotiate for speakers, performers, and tech fees
- Limit funds spent on food - use simple, low-cost options
- Bigger isn't always better
- Be realistic with project attendance - most groups over-estimate

M

MEMORIES - OFFICER YEARBOOK PICTURES

The Memories editor or staff member will contact your organization about the time frame available to have yearbook pictures taken (usually done in October). Only recognized organizations will be pictured in the yearbook.

R

RAFFLES

Student organizations are not permitted to coordinate any type of raffle to raise funds for their organization. A raffle is the selling of chances to win a prize and are illegal in the state of Tennessee. A drawing to win a prize is acceptable when no money is involved.

RISKY EVENTS (RELEASE AND INDEMNITY)

Some Student Organizations might plan activities that carry a higher-than-average likelihood of injury to participants. Activities might include but are not limited to: car rallies, foot races, white water rafting, skiing, boating, scuba diving, kayaking, rock climbing, wakeboarding, bicycle races, etc.

When planning an off-campus event or high-risk activity, a "Release and Indemnity" form must be filled out at least one (1) week prior to the event. The form can be found on the Student Activities website at southern.edu/activities:

- Activity
- Department or Club sponsoring the event
- Date and location of event
- Faculty/staff/adviser attending event and their email
- Read through the release and sign at the bottom
- List student name, ID number, and emergency contact

The OSLA will send email notification when the forms have been received. These forms must be signed by each participant attending or participating in any activity deemed a potential hazard.

RECEIVING GIFTS

A student organization may at times be the recipient of a gift of merchandise from a person or business not connected with the University. The gift might be given because the donor believes in the organization and wants to provide support.

The giver of any gift should provide the student organization with a letter indicating their intent to donate the gift to your organization. If the donor intends to declare the value of the gift as a tax deduction, the gift must be valued. It is the responsibility of the donor to attach that dollar value to the item or, in gifts of significant value, to have the gift appraised. The dollar value should be included in the letter. A copy of the donor's letter must be provided to the OSLA, so that the gift may be acknowledged by the Advancement office. The student organization should also acknowledge the generosity of the donor.

Any gift that provides a tax deduction for the donor becomes the property of the University, not the student organization, although the student organization may be the sole user. Any property belonging to the University may not be disposed of, sold, given away, or traded by the student organization, without prior written consent from the Advancement office.

S

SCREENING

Music, skits, spoken word, plays, etc. all need to be cleared by the Film and Screening Committee.

Films and videos shown on campus without permission of the copyright holder constitutes potential infringement of U.S. Copyright laws. **A copyright license is required for public performances of all name films and videos.** Under Section 101 (Title 17) of the law: "a public performance is one open to the public or where a substantial number of persons outside of a normal circle of family and its social acquaintances is gathered." The "home use" version of films, obtained online or from DVD's in the Red Box, retailers, etc., are not cleared for public performance use by colleges, schools, etc., because proper licensing fees to the copyright owner have not been paid for use. Performances in school are considered "public performances" under the copyright law and subject to copyright control. Questions should be directed to the Film and Screening Committee.

All feature length movies (DVD and video) must be approved in advance before showing on campus or at any school related function.

See available resources page for contact information.

SERVICE DEPARTMENT

Below is the list of the items provided by the Service Department:

- Chairs
- Tables
- Trash cans
- Steps for Staging
- Staging (4' x 8')
- Skirt for Staging

SIDEWALK CHALKING POLICY

Typically, using chalk on University sidewalks for advertising purposes is not permitted. Exceptions to this policy may be discussed with Alexis Grentz, agrentz@southern.edu.

STANDARDS OF BEHAVIOR

Behaviors that do not promote a Christian lifestyle and are expressly forbidden include the use of alcoholic beverages; tobacco and illicit drugs; gambling; dancing; improper sexual behavior; and attendance at entertainments which are spiritually or morally destructive. It is inappropriate for students of the opposite gender, who are not married to each other, to spend the night together. Students who engage in such behavior will be subject to discipline.

T

TERMINATION OF REGISTRATION

The registration of a Student Organization may be terminated for any of the following reasons:

- At the written request of the officers of the organization
- At the request of the adviser of the organization
- When a constitutional provision dissolves the organization

- When an organization fails to hold a meeting or any activity for an entire semester
- When an organization fails to file a Student Organization Registration Form
- For violation of university regulations or policies

A student organization that has its registration terminated shall cease to exist and will no longer be accorded any benefits or privileges by the University. Termination may be for a specific period of time (suspension) or for an indefinite period of time (expulsion).

TRANSPORTATION SERVICES

Drivers of vehicles must be at least 21 years old and be an approved driver

Reservations for vehicles may be made by going online southern.edu/transportation. Charges for the use of the vehicles will be assessed to the Student Organization.

Transportation Services requires a **24-hour notice**, prior to the pick up date of a vehicle, or any cancellations. A minimum charge will be applied for reservations not properly cancelled. If canceling the day of use, leave voicemail or a \$25 non-cancellation fee will apply.

All rentals are charged for fuel usage

Becoming an Approved Driver:

- 1 Go to Transportation website at southern.edu/transportation. On the right side of the page, select "Approved Drivers."
- 2 Fill out Driver Questionnaire with student organization name or department.
- 3 Submit Form.
- 4 Transportation will contact group sponsor/adviser with driver approval.

What to do in the event of an accident

- 1 Students need to follow the directions outlined in the information packet located in the glove compartment or above the visor and complete the accident form.
- 2 Insurance (Risk Management) pays for the damages, and the department/student organization renting the vehicle pays the deductible.
- 3 The insurance card is located in the glove compartment or above the visor with the registration and accident instructions.

TRANSPORTATION SERVICES HOURS

Monday-Thursday 7:30a-Noon, 1-5p

Friday 7:30a-Noon

Wreck/Theft Procedures

In the event of an accident or theft, it is important to notify appropriate law enforcement officials, Southern's Campus Safety, and call Transportation Services during business hours (423-236-2716). For after hours, call Campus Safety (423-236-2100).

There is a blank accident report form in the vehicle. It needs to be completed and returned to Transportation Services as soon as an accident occurs. The insurance card, vehicle registration, and emergency contact information is also included in the vehicle. This information, along with a copy of the police report, is to be forwarded to: transportation@southern.edu

Emergency Contact Information:

If the vehicle is broken down on the side of the road or if there is a light on the dash, contact Campus Safety (423-236-2100). They will contact the Transportation Services personnel on-call to assist. If a decision is made to have the vehicle towed without notifying Barry Becker, the group can be charged for the tow bill. Give Campus Safety a number where you can be reached (cell or place of business).

V

VILLAGE MARKET

Student organizations may go to the courtesy desk and have purchases charged to their club. Only Advisors, Presidents, and Treasures are able to purchase at the VM.

OFF-CAMPUS TRIPS

For this document, off-campus trips are defined as follows: overnight, weekend, or international.

GENERAL GUIDELINES

- It is the responsibility of the organization's president and adviser(s) to submit a request for approval with the Director of Student Life & Activities prior to scheduling an off-campus trip.
- No trips are to be scheduled during Week of Prayer Meetings, during mid-term exams, the week before final exams, or the week of final exams. Extended trips should be scheduled, as much as possible, over weekends and breaks in the academic calendar in order to minimize the number of classes and labs students must miss.

If spending 2 nights off-campus, a list of students, where they stayed, and name of facilities and addresses must be submitted before the trip to Campus Safety.

- It is the student organization's responsibility to pay all expenses (travel, lodging, etc.) of their attending adviser(s).
- The request will be taken to the Student Development Committee for discussion. The committee will make recommendations to the Administrative Council for final approval.
- If the request has been approved, then it is the adviser's responsibility to notify the associate Vice President for Academic Administration at least two (2) weeks before the off-campus trip if students will be missing classes. This notification must be in writing, with a list of students participating, the date and time of departure, destinations, and the date and time of return.

The off-campus trip request form may be obtained in the office of the Associate Vice President for Academic Administration. It is each student's responsibility to make prior arrangements with professors for work missed during an off-campus trip.

- Transportation arrangements needs to be made through Southern's Transportation Services. If they are unable to meet your transportation needs with Southern's vehicles, then work with them for alternate transportation.

- Each off-campus trip must be verified with the office of Risk Management to ensure that all insurance forms and any hold-harmless agreements are signed.
- Prior to departure, a detailed itinerary must be submitted to the OSLA for any off-campus trip, as well as a list of students and their emergency contact. Phone numbers of lodging accommodations must also be submitted to the OSLA for emergency use. A guideline of conduct should be attached to this itinerary.
- Meet with the Director of Student Life & Activities one (1) week prior to the trip in order to review if all your paperwork and forms are approved for your off-campus trip.
- It is the adviser's responsibility to notify the Associate Vice President for Academic Administration immediately after the trip if any of the students previously listed as participating did not actually attend the trip.

BUDGETING FOR OFF-CAMPUS TRIPS

When submitting a request for an off-campus trip, a budget must accompany the proposal. The following information **MUST** be submitted in order for your proposal to be processed:

- 1** Total cost of the trip
- 2** Proposed income sources (Be specific. i.e., member payments, pledge letters (see page 11), car washes, donations, etc.)
- 3** Proposed Expenses
 - Transportation / cost of drivers
 - Lodging
 - Meals
 - Specify other expenses (adviser expenses, etc.)

OFF-CAMPUS TRIPS

ADVISER RESPONSABILITIES FOR OFF-CAMPUS TRIPS

Below is a list of the various roles of an organization's adviser(s) regarding off-campus trips:

Planning the trip

Adviser(s) should be included in all the planning stages of the off-campus trip. Their role is to be an adviser, not someone who plans the trip for the students.

Submit request

Adviser(s) should sign off that they approve of the request for an off-campus trip prior to notifying the OSLA of your plans.

Adviser expenses

It is the responsibility of the student organization to pay for the adviser(s) travel, lodging, etc., while sponsoring the off-campus trip.

Notify academic administration

If the request has been approved, then it is the adviser's responsibility to notify the Associate Vice President for Academic Administration at least two (2) weeks before the off-campus trip, if classes will be missed. This notification must be in writing, with a list of students participating, the date and time of departure, destinations, and the date and time of return. The Off-Campus Trip Request Form may be obtained in the office of the Associate Vice President for Academic Administration. It is each student's responsibility to make prior arrangements with professors for work missed during an off-campus trip.

Risk management

Each off-campus trip must be verified with the Risk Management office to ensure that all insurance forms and any hold-harmless agreements are signed. Emergency contacts for each student does not need to be provided if each student fills out the proper risk management form.

Detailed Itinerary

Prior to departure, a detailed itinerary must be submitted to the OSLA for any off-campus trip, as well as a list of students attending. Phone numbers of lodging accommodations must also be submitted to the OSLA for emergency use. A guideline of conduct should be attached to the itinerary.

Decisions during the trip

Students should consult the adviser(s) when making decisions either about the itinerary or any departure from that itinerary. The adviser's role is to be a mentor and to guide the student leaders in handling situations that might come up. The adviser DOES have the final word in any decision.

Departing from itinerary

Students are expected to stay with the group and follow the planned itinerary. Any exceptions must be cleared with the attending adviser(s). The adviser(s) is responsible to know where students are at all times during the trip.

Overnight accommodations

If a student is going to stay overnight somewhere (friends, relatives, etc) other than listed on the itinerary, they must make arrangements with the adviser(s). Students must provide the adviser with the name and contact information of the location where they would like to stay.

Standard of behavior

On any Southern-sponsored trip, the guidelines outlined in the Student Handbook DO APPLY since the group is representing the University. This includes, but is not limited to, the dress code, music played, drug and alcohol policy, etc. The adviser(s) is encouraged to assist student leaders in upholding these standards if issues arise on the trip.

After the trip

It is the adviser's responsibility to notify the Associate Vice President for Academic Administration immediately after the trip if any of the students previously listed as participating did not attend the trip.

CALENDAR OF EVENTS 2024-2025

OFFICE OF STUDENT LIFE & ACTIVITIES

www.southern.edu/activities

When planning activities for your organization this year, please keep in mind the following calendar dates:

AUGUST

August 24

Organization Showcase

Iles PE Center - 4:30p-6:30p

An opportunity for you to showcase the benefits of joining your organization. Contact Alexis Grentz to reserve a table for your organization by August 15.

August 29

Student Organization online Registration Form Due before 5p

In order to be recognized by the University, your organization must submit an online registration form prior to this deadline. Please email your organization's constitution to studentactivities@southern.edu.

SEPTEMBER

September 3 (Required)

President & Advisor Orientation

Presidential Banquet Room - 5:30p (Supper provided)

An orientation meeting to acquaint organization presidents to the various services available to them, including SA funding, volunteer opportunities, and much more.

September 2

Treasurer's Meeting

The Grid - 5:30p

An orientation meeting to acquaint organization treasurers in how to manage their organization funds.

September 21

International Food Festival

Iles PE Center - 4:00p

Fundraising Opportunity

NOVEMBER

November 2

SA Fall Festival

Hulsey Track - 4p

Fundraising Opportunity

DECEMBER

December 7

1st Semester Community Service Documentation Due to the Christian Service Office by Noon

December 13

Student Organizations Parties

-Various Locations - Various Times

An opportunity for your organization to host a special party prior to Christmas Break.

JANUARY

January 26

New Student Organization Online Registration Form Due to the OSLA before 5p

If your organization was not officially recognized by the University during the Fall semester, your organization must submit the online registration form prior to this deadline. Please email your organization's constitution to agrentz@southern.edu.

January 28

President, Advisor & Treasurer Orientation (Newly Registered Clubs)

The Grid - 5:30p

An orientation meeting to acquaint new organization presidents to the various services available to them, including SA funding, volunteer opportunities, and much more.

APRIL

April 11

423 Night Market

Upper Church Parking Lot - 9:00p

Fundraising Opportunity

April 26

2nd Semester Community Service Documentation Due to the Christian Service Office by Noon

EVENT-PLANNING CHECKLIST

OFFICE OF STUDENT LIFE & ACTIVITIES |
www.southern.edu/activities

Name of Event: _____
Date(s) of Event: _____
Responsible Organization: _____
Person(s) in charge _____
Name: _____
Cell phone #: _____
Adviser's Name: _____
Cell phone #: _____

Estimated number of participants: _____

FACILITIES

_____ Location(s) reserved _____
_____ Rain location reserved _____
_____ Set up confirmed (tables, chairs, stage, trash cans, etc.) _____
_____ Tent(s) needed # _____

AUDIO/VISUAL/LIGHTNING

_____ Equipment ordered - list of equipment _____
_____ Set up date/time _____
_____ Rehearsal time set _____
_____ Music needed and approved _____

PUBLICITY

_____ Invitations (number _____ Date sent _____)
_____ Fliers created, approved & distributed (date _____)
_____ Signs posted (date _____)
_____ Accent newspaper ad or article written (date _____)
_____ Event website updated (date _____)
_____ Listing on other locations: Chatter, Residence Hall newsletters, Campus Screens, The Weekender, etc.
_____ Emails sent (date _____)
_____ Announcements at meetings (Convocations, worships, etc.)

FOOD

_____ Menu selected (items ordered _____)
_____ Set up or prep time arranged (time _____)
_____ Food acquired (from _____)
_____ Food for volunteers ordered (date _____ menu _____)
_____ Other _____

SPEAKER/HONORARIUM

_____ Entertainer/performer confirmed (date _____ name _____)
_____ Gift for speaker(s) ordered/purchased/made (items _____)

DECORATIONS

_____ Balloon ordered (quantity and color _____)
_____ Tablecloths needed (number and color _____)
_____ Other decorations _____

EVENT-PLANNING CHECKLIST

OFFICE OF STUDENT LIFE & ACTIVITIES

www.southern.edu/activities

PRINTED MATERIALS

- _____ Programs ordered (number/color of paper/date _____)
- _____ Signs for the event ready
- _____ Name tags if necessary (number ordered _____)

TRANSPORTATION/PARKING

- _____ Vehicles reserved with Transportation Services (date _____)
- _____ Arrange for parking for guest (date _____)
- _____ Arrange with Campus Safety if traffic control is needed (date _____)

SECURITY

- _____ Arrange for buildings to be open (date _____)
- _____ Arrange for inspection for fire hazards (date _____)

HANDICAP ACCESSIBILITY

- _____ Arrangements made (date _____)

RECYCLING AND TRASH REMOVAL

- _____ Arrange with Landscape Services for removal of large amounts of trash

PHOTOGRAPHER

- _____ Arrange for photographer & confirm (date _____)
- _____ Notify Memories editor of event (date _____)

GIVEAWAYS

- _____ Giveaways ordered (number _____)
- _____ Giveaways prepared (number _____)

MUSIC

- _____ Submit music & lyrics to the Chair of Screening Committee (date _____)
- _____ Approval of music played (date _____)

SERVICE DEPARTMENT

- _____ Arrange for chairs, trashcans, tables, staging, etc. (date _____)
- _____ Take schematic of venue to email to Service Department (date _____)

COPYRIGHT (IF SHOWING A MOVIE)

- _____ Obtain approval from chair of Screening Committee to the movie being shown
- _____ Follow approved copyright laws (See Stanley Cottrell in the McKee Library for details)

BUDGET

- _____ Prepare budget for event
- _____ Pay all bills or get reimbursement
- _____ Make final report of income and expenses

EVENT-PLANNING CHECKLIST

OFFICE OF STUDENT LIFE & ACTIVITIES |

www.southern.edu/activities

PURCHASES

- _____ Online - Teri Reutebuch or advisers
- _____ Copies of receipts to Student Development
- _____ Tax exempt status
- _____ Make sheet for purchase and reimbursement
- _____ Charged to student organizations after 1 week if all receipts are not turned in

AFTER THE EVENT

- _____ Return rented items
- _____ Return any items to storage
- _____ Send thank-you notes
- _____ Pay all bills
- _____ Have participants do evaluation
- _____ Have organizers/volunteers do evaluation
- _____ Create a list of changes for next year

AVAILABLE RESOURCES

OFFICE OF STUDENT LIFE & ACTIVITIES

www.southern.edu/activities

Alexis Grentz, Director

Student Life & Activities x2484

- Works with organizations regarding activities/events and provides event- planning resources
- Approves advertisements and flyers to be displayed on bulletin boards

agrentz@southern.edu

John Garvin, Crew Supervisor

Service Department x2144

- Arranges delivery/placement of equipment for events (chairs, tables, trash cans, etc.)

servicedept@southern.edu

Linski Cherisol, Manager

Audio Visual Department x2411

- Schedules audio visual requests: video and audio taping, public address systems, and stage lighting

audiovisual@southern.edu

Christina Hall, Fleet Coordinator

Transportation Services x2716

- Handles requests for campus rental vehicle(s)

transportation@southern.edu

Mark Antone, Director

Landscape Services x2748

- Authorizes use of campus areas for outdoor events and coordinates trash pick-up

mantone@southern.edu

Dawn Self, Catering Manager

Food Services x2709

- Consultant for any food or beverage requirements and Dining Hall and Presidential Banquet Room reservations

dself@southern.edu

Nick Livanos

Film and Screening Committee Chair

- Approves media content of performance or showing material

nlivanos@southern.edu

Justin Moore, Associate Vice President

Financial Administration x2267

- Advises groups concerning insurance issues and questions (risk management)

risk@southern.edu

Josh Fraker, Fire Safety Specialist

Campus Safety x2100

- Advises groups on safety and security issues, and authorizes facility access

jdfraaker@southern.edu

David Huisman, Controller

Accounting Office x2821

- Sets-up deposit accounts for the organization (deposits and withdrawals)

dhuisman@southern.edu

Andy Compton, Junior Accountant

Accounts Payable x2559

- Maintains resources on account vendors (vendors where Southern has accounts)

acompton@southern.edu

Javier Peña, Head Cashier

Cashiers office x2847

- Deposits dues/funds and oversees reimbursement of items purchased with organization funds
- Account activity print-outs

jpena@southern.edu

Teri Reutebuch, Administrative Assistant

Student Development, x2814

- Makes online orders
- Approves alternate credit opportunities

terir@southern.edu

*When calling from off-campus or from a cell phone,
dial: 423-236-extension*

RESERVATION OF FACILITIES

Ackerman Auditorium - (See J. Mabel Wood Hall - Ackerman Auditorium)

Adventhealth Hall (Nursing)

- Room 1210 – Auditorium with tables/chairs. Seats 96.
- Rooms 1305 and 3305. Amphitheater-style seating. Seats 85/95 respectively.

Food with permission.

Jenifer Anderson, Office Manager, School of Nursing, x2940, andersonjenifer@southern.edu

Bietz Center for Student Life

- Meeting Room 1104, Seating capacity 8, reserve at INFO desk
- Club Room 1116, Seating capacity 8, reserve at INFO desk
- The Grid 2500, Seating capacity 75, reserve with Joey Tolbert
- Jack Blanco Chapel, Seating capacity 21, reserve with Joey Tolbert
- Testing Room 3210A, Seating capacity 45, reserve with Joey Tolbert
- Study Room 3703, Seating capacity 6, reserve at INFO desk
- Study Room 3705, Seating capacity 6, reserve at INFO desk
- Study Room 3707, Seating capacity 6, reserve at INFO desk

Joey Tolbert, Bietz Center Facility Manager, x2070, jtolbert@southern.edu

Brock Hall (1st Floor) – Room 1010

Large classroom which can hold up to 68 people, good for meetings, and parties. food with PERMISSION ONLY. Additional items available: overhead projector, internet connection, 2 video projectors in ceiling, 1 computer, surround sound, Comcast cable.

Karina Savelio, Office Manager, School of Journalism & Communication, x2330, ksavelio@southern.edu

Cherokee Council House

Completed in 2010, the Cherokee Council House is an open-aired heptagonal (seven-sided) building that is a modified representation of the traditional Cherokee Council House. The seven sections of seats surrounded the sacred fire. This shake shingled, open-roofed council house can easily accommodate over 70 adults in bleacher styled seating around the central fire ring. The Outdoor Leadership Program utilizes this building as an outdoor classroom during the day but is frequently available to groups when not being used for academic purposes. The Cherokee Council House is the perfect setting for a group Vespers, birthday party, or organizational meeting.

Outdoor Education Center, x2416, adventureprogramming@southern.edu

Collegedale SDA Church – Sanctuary and facilities

Facilities include the sanctuary, Fellowship Hall, the South Atrium, chapel, etc. Call to make specific arrangements for a particular location.

Vaughan Choudree Facility Manager, 396-2134, vaughanc@southern.edu

Daniells Hall (Social Work) – Seminar Room, Amphitheater, and Classrooms

All rooms are good for meetings and lectures, food is allowed with permission only.

- Conference Room 203: Small meeting room with large table which can seat up
- Amphitheater (Room 220): Large state-of-the-art classroom which holds up to 84 people
- Room 114: Classroom will accommodate up to 50 people
- Room 219: Smaller classroom that will hold up to 17 people

Additional items available: white boards, internet, screens/projection

Michael Clinton, Office Manager, School of Social Work, x2775, mclinton@southern.edu

Dining Hall - (see Wright Hall)

RESERVATION OF FACILITIES

Goliath Wall

With over 200 horizontal feet of 40'-60' climbs, as well as plenty of surrounding bouldering opportunities, the Goliath Wall has been bolted for top rope use and boasts many climbing routes ranging from 5.6 to 5.12+, as well as a proposed sport climb traverse. There is no charge for recreational climbing. Classes and reserved groups have priority access to the wall; individual climbers are then welcome on a first come, first serve basis. All climbers must sign the Waiver located in the Goliath Wall Kiosk and follow the posted rules.

To reserve the Goliath Wall Amphitheater for special events, please contact
Teri Reutebuch, Student Development, x2814, terir@southern.edu

Hackman Hall (Religion)

There are 3 main classrooms available with state of the art audio visual equipment (204; 215; 230). There is also an additional smaller classroom (130). Food is allowed in the building with special permission from the dean of the School of Religion.

- Room 130: Classroom accommodates 41 people
- Room 204: Classroom accommodates 48 people, desks are stationary tables
- Room 215: Classroom accommodates 116 people, chairs with arms
- Room 230: Classroom accommodates 46 people, desks are stationary tables

Dennisse Rios-Blood, Office Manager, School of Religion, x2484, agrentz@southern.edu

Hickman Science Center (Sciences, Allied Health, Math, Computing)

All rooms are good for meetings and lectures, food with PERMISSION ONLY.

- Atrium: 65 people at tables max. Club must arrange for tables and/or chairs if needed for the atrium by contacting the Service Department.
- Room 113: 58 people max •Room 114: 97 people max
- Room 115: 48 people max •Room 308: 60 people max but there are only 50 chairs in the room
- Room 309: 24 people max •Room 335: 75 people max

Kelly Sanchez, Office Manager, School of Computing, x2936, ksanchez@southern.edu

Hulsey Wellness Center

In the Hulsey Wellness Center, the Amphitheater and two classrooms are available to reserve outside of normal class hours. Also, the rock wall and The Hulsey pools are available. For more information and reservations please contact:

Darin Bissell, Facility Manager, x2596, dbissell@southern.edu

Iles Gymnasium

For the Iles P E Center (gym) reservations, contact:

Darin Bissell, Facilities Manager, x2596, dbissell@southern.edu

Available outdoor facilities include the track, tennis courts, sand volleyball, ball fields, basketball courts and disc golf course.

You are welcome to use any of these locations, but keep in mind that the facilities will still be open to other users and cannot be reserved exclusively. Intramurals always has priority.

Night events that need lights may be scheduled with Darin Bissell

J. Mabel Wood Hall - Ackerman Auditorium

Large performance hall with theater-style seating, holds up to 250 people. Only meetings, lectures, and other professional-type activities are permitted. Food and drink is NEVER permitted and should not be brought to such events. Additional items available: sound system (requires setup), podium, piano, and organ.

Annie Smolinski, Office Manager, School of Music, x2880, annies@southern.edu

K.R. Davis Promenade

As an outdoor facility, the Promenade and surrounding area has relatively unlimited capacity.

Lori Thompson, Advancement Administrative Assistant, x2829, lthompson@southern.edu

RESERVATION OF FACILITIES

Ledford Hall (Technology)

A small meeting room with table-type desks

- Room 1010: Holds 20 people

Additional items available: white board, overhead projector

Emiko Miyagi, Business Manager, Technology Sales and Services, x2860, ekmiyagi@southern.edu

Lynn Wood Hall – Chapel

A large meeting room with theater-style seating and a stage. This Chapel holds up to 320 people (including balcony) or 268 people (excluding balcony). Good for meetings, presentations, etc.

Katelynn Webster, Office Manager, School of Engineering and Physics x2230, katelynnwebster@southern.edu

Miller Hall - Closed until further notice

MODERN LANGUAGES - LYNN WOOD HALL 1st Floor

Adrienne Royo, Department chair, Modern Languages, x2221, aroyo@southern.edu

Student Park Pavilion

This outdoor facility and surrounding area is ideal for a variety of activities. Reservations are required in order for appropriate service to grounds, restrooms, lights, trash and security. Southern Adventist University students may reserve this area at no charge with proof of current student identification.

Teri Reutebuch, Administrative Assistant, Student Development, x2814, terir@southern.edu

Student Park Cave

An educational and recreational resource for students, Southern employees, and the community. Two ways to access this cave: 1) Schedule a program through Outdoor Leadership by emailing adventureprogramming@southern.edu Enroll in the caving class, ADAC 152.

Tyler Hedges, Adventure Program Coordinator, x2416, adventureprogramming@southern.edu

Summerour Hall (Education & Psychology)

Classrooms available on occasion when a class is not meeting in the location.

- Room 1200: Holds up to 68 people

Suzanne Brown, Office Manager, School of Education & Psychology, x2415, shbrown@southern.edu

Talge Hall – Chapel

Large meeting room with pews. Seats up to 150 people and is good for meetings, lectures, and seminars for large groups.

Only available during specific times. Call for reservations.

Additional items available: podium, piano, sound system

Susan Behnke, Office Manager, Talge Hall, x 2990, susanb@southern.edu

Taylor Circle

Large grass area which, due to grass conditions, can accommodate a large group only at certain times of the year. Not typically used for functions unless specific arrangements have been made. See Alexis Grentz for details.

Thatcher Hall – Chapel

Large meeting room with pews. Seats up to 574 people. Good for meetings, presentations, and lectures to large groups.

Additional items available: screen, podium, piano, sound system (please contact Audio Visual for use of A/V equipment).

Reservations must be made 48 hours in advance.

Jody Vandivier, Office Manager, x2902, jodyvandivier@southern.edu

RESERVATION OF FACILITIES

OFFICE OF STUDENT LIFE & ACTIVITIES

www.southern.edu/activities

Thatcher South – White Oak Room

Meeting room used for seminars, committee meetings, and workshops. Furnished with long tables and chairs. Seats up to 50 people. Use of the attached kitchen with permission only.

Jody Vandivier, Office Manager, x2902, jodyvandivier@southern.edu

Wright Hall – Dining Hall, Presidential Banquet Room

- Dining Hall: Holds up to 400 people, good for large parties. May NOT be reserved during regular meal times.
- Presidential Banquet Room: Max capacity is 112 people, and the room may not be rearranged in any way or there will be a charge.
- Presidential Banquet Room 1 holds 12 people, A/V supplied

Dawn Self, Catering Manager, x2481, dself@southern.edu

Remember to request meeting spaces well in advance and provide the following info:

- 1** *Name of the event*
- 2** *Date & time*
- 3** *Number of people*
- 4** *Contact name & number*

TERMS OF RENTAL

1 RESPONSIBILITY FOR USE

You are responsible for the use of the rented item(s). You assume all risks inherent in the operation and use of the item(s), agree to assume the entire responsibility for the safe use of the equipment, you agree to indemnify and hold the OSLA harmless from, and hereby release the OSLA from any and all claims for damage to property or bodily injury resulting from the use, operation, or possession of the item(s), whether or not it be claimed or found that such damage or injury resulted in whole or in part from the OSLA's negligence, from the defective condition of the item(s), or from any cause. You agree that no warranties, express or implied, have been made in connection with this rental.

2 RESPONSIBILITY FOR EQUIPMENT

From the time the item(s) is rented until it is returned, you are responsible for it. If the item(s) is lost, stolen, or damaged under any circumstances while rented, regardless of fault, you shall be responsible for all charges this includes labor costs to replace or repair the item(s). If the item(s) is not returned clean, a cleaning charge will be made.

3 ITEM(S) FAILURE

You agree immediately to discontinue the attempt to use the rented item(s) should it at any time become unsafe or in a state of disrepair and will immediately (one hour or less) notify the OSLA of the fact.

4 RETURN OF ITEM(S)

The rented item(s) is the property of Southern Adventist University and is rented to you subject to this signed contract for the period of time noted on the rental agreement. All equipment should be returned to the area where you picked up the equipment. If you desire to extend the term of this rental beyond the time and date specified on the rental agreement, you must immediately notify the OSLA and obtain their approval.

5 CHARGES & PAYMENTS

You are responsible for the equipment from the time the item (s) is out until it is returned. Return the item(s) promptly, clean, and in good condition. The Director of Student Life & Activities will decide as to the condition of return and whether there will be additional charges.

EQUIPMENT RENTAL

OFFICE OF STUDENT LIFE & ACTIVITIES

www.southern.edu/activities

Student Activities Rental Agreement

Office of Student Life & Activities

Phone # 236-2484

Fax # 236-1814

E-mail: agrentz@southern.edu

This document is a contract. You should familiarize yourself with its unusual features so there will be no misunderstanding as to your obligations. The Words RENTER, YOU and YOURS mean the persons who sign this rental contract (or are obligated under its terms). WE, OUR and STUDENT ACTIVITIES refer to the OSLA.

Notify the OSLA immediately if equipment does not function properly.

Date & Time Needed _____

Date & Time Returned _____

Event _____

Organization Responsible for Machine _____

Sponsor of the Event _____

Signature _____

Director of Student Life & Activities

I acknowledge receipt of the rented equipment in good condition, and that I have read and agree to all terms of this contract.

Signature _____

If other than renter, I represent the renter and am authorized to sign for the renter.

Signature _____

PROGRAMMING IDEAS

This list of programs is taken from Floyd B. Hoelting's document, "How To Do It In Residence Halls: 1001 Ways to Program." Even though you aren't planning for Residence Halls programs, the ideas generated here might be the catalyst that you need to plan an event for your organization.

ATHLETIC DIMENSION

Arm wrestling tournament
Baseball tournament
Badminton tournament
Basketball dribbling marathon
Basketball tournament
Bicycling
Board games night
Bowling tournament
Camping
Canoe trip
Checkers tournament
Co-ed softball tournament
Cook out
Croquet
Darts contest
Dominoes marathon
Football tournament
Frisbee contest
Golf tournament
"Grand Prix" go-cart race
Handbook tournament
Hide 'n' seek
Hopscotch
Horseshoes
Hula-hoop contest
Ice skating
Jacks contest
Jump rope contest
Karate demonstration
Kickball
Kite flying contest
Monopoly tournament
Paper plane flying contest
Pie eating contest
Pool tournament
Racquetball tournament
Sack races
Soccer tournament
Spring Olympics
Summer Olympics
Swim night
Table tennis tournament
Tennis tournament

Three-legged race
Tricycle races
Tug of war
Tether ball
Winter Olympics
Yo-yo contest

INTELLECTUAL, CULTURAL, SPIRITUAL LIFE PLANNING & EMOTIONAL DIMENSIONS

Acupuncture discussion
Adoption of a foster child
American Indian powwow
Armed Forces awareness
Art show
Bible study groups
Big Brother/Big Sister project
Bridal & fashion show
Campus beautification
Can & bottle collection
Canned food drive
Cartoon festival
Choral groups
College interest group
College bowls (Trivia)
Communication workshop
Community service
Counseling Services "rap" session
Cultural art festival
Cultural entertainers
Cultural weeks
Ecology day
Ecology contest
Environment week
Ethnic group communication
Exploration via bikes
Faculty hobby show
Fund drive for a disease
Historical trips
Human relations workshop
Information "rap" sessions
Inter-hall type tournament
International day

International student presentation
Italian spaghetti dinner
Ivory carving
Job hunting techniques
Knitting or crocheting
Language group
Leadership workshops
Little sister/brother weekend
Local speakers
Marriage & career panel
Paper drive
Plays
Poetry interest groups
Reading skills
Resume writing & interviewing
Science fair
Scrap books
Self-defense classes
Senior citizen day
Sensitivity session
Slide show
Spiritual services
Spring sing
Student musical festival
Study groups
Survival discussions
Trivia contest
Tutoring services
University problem-solving session
Vehicle safety week
Voter registration drive
Woodworking

SOCIAL DIMENSION

Auction
Caramel apple sale
Carnival
Car painting contest
Car parade
Car wash
Charity projects
Christmas caroling
Christmas dinner
Christmas gift exchange
Christmas party for underprivileged

PROGRAMMING IDEAS

OFFICE OF STUDENT LIFE & ACTIVITIES

www.southern.edu/activities

Citizens night	Potluck dinner
Clothing drive	Prayer breakfast
Coin and money collecting	Presidential dinner
Combined games tournament	Quiz bowls
Cook out	Religious sing-a-long
Cooking contest	Risk tournament
Crossword puzzle contest	Sadie Hawkins party
Dad's weekend	Seed spitting contest
Day in the country	Service project
Desk clerk appreciation day	Shopping excursions
Easter egg hunt for underprivileged	Soul food dinner
Egg pitching contest	Special meals away from campus
Exchange weekend between colleges	Sponsor orphans
Faculty-spouse dinner	Staff-student breakfast
Faculty visitation	Talent shows
Field trips	Theme dinners
Flea market	This is your life
Fondue party	Tie dye contest
Freshmen welcome wagon	Treasure hunts
Frustration carnival	Tutoring community children
Fundraising	Valentine making contest
Hayride	Watermelon feed
Heart-o-gram	Yard party
Holiday parties	
Home for the aged visit	
Homemade ice cream party	
Ice skating party	
International student picnic	
Kite flying party	
Lake clean-up	
Little brother/sister weekend	
Lonely heart club	
Love-a-gram	
Luau	
Marshmallow roast	
Mom's weekend	
Mountain climbing trip	
Mum sale for parent's weekend	
Musical chairs	
Pancake eating contest	
Paper airplane contest	
Picnics	
Pie eating contest	
Pizza party	
Pool-side party	
Potato sack contest	