IOC Handbook

2014-2015

Department of Student Activities

SGA Graduate Assistant: Michael Tilley
Office: (910) 814-4756
e-mail: sagrad@campbell.edu

Director of Student Activities: Chris O’Connor
Office: 893-1554
e-mail: oconnorc@campbell.edu
The Inter-Organizational Council (IOC) Handbook provides a reference for Campbell University’s clubs and organizations. The handbook is created to enhance communication between campus organizations and the Office of Student Activities. Clubs and organizations are an important part of Campbell University. Students are encouraged to be involved in campus organizations and to charter new organizations to further develop the campus community.

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REQUIREMENTS OF CAMPUS ORGANIZATIONS

All campus organizations must meet certain requirements in order to assemble on campus and to be eligible for other privileges granted to approved clubs and organizations. All mandatory IOC meetings are on the following Wednesday nights at 7:00 p.m. in Lynch Auditorium in the Lundy Fetterman School of Business building. A representative from each club must be present in order to maintain their clubs status.

2014-2015 IOC MEETINGS
FALL SEMESTER
September 3
October 8
November 5

SPRING SEMESTER
January 14
February 4
March 4
April 1

SPECIAL DATES
All clubs and organizations need to be represented on the following dates.
Tuesday, August 19: Welcome Week Street Fair
September 26-28: Family Weekend
Saturday, October 18: Homecoming Parade- All clubs need to be represented
March, TBA: Spring Fling Carnival

The Student Government Association of Campbell University recommends that every club and organization participate/organize at least one community service project per semester. Each club must send four representatives to this service project.
General Requirements of Campus Organizations

1. A completed Activity, Meeting, or Service Project Clearance Form MUST be submitted to the Office of Student Activities for all events or meetings. The Activity and Meeting Clearance Form must be submitted at least one week prior to the event, and the Service Project Clearance Form must be submitted at least two weeks prior to the event, for full credit. If an Activity, Meeting, or Service Project Clearance Form is not submitted for an event or meeting, prior to the event or meeting, the club shall receive one written warning from the Student Activities office. All of the clearance forms are available online on the IOC website.

2. A current constitution must be submitted to the Office of Student Activities for all clubs and organizations. This document will be kept on file and any changes made to the document should be submitted to the Office of Student Activities. Clubs and organizations may request old constitutions of dissolved clubs/organizations from the Office of Student Activities to be used as a guideline for forming a new constitution.

3. If an activity meets any of the following criteria the club president or IOC representative should meet with the Office of Student Activities to discuss the event:
   a) Events held off-campus that involve travel
   b) Events that require any contractual arrangements with off-campus persons or businesses.
   c) Events that charge admission or collect money in other ways for fundraising or other purposes.
   d) Events that involve off-campus visitors, performers, or groups.
   If contracts are involved, the form must be submitted prior to commitment.

4. All organizations must have an advisor that is a member of the university faculty or staff and must agree to attend the meetings and functions of the organization.

5. Organizations are required to deposit all funds in the Business Office. Reimbursement or matching funds will be dispersed upon presentation of a deposit slip to the Graduate Assistant, signed by the advisor and the club treasurer.

6. All activities and functions of campus clubs and organizations are subject to the university’s policies and procedures both on and off-campus. Failure to comply with any requirements may result in the loss of all privileges.

7. Promotion for organizational events must observe the guidelines for the use of bulletin boards and promotional literature as stated in the Handbook.

8. Organizations are expected to observe all guidelines for reservation of facilities as stated by the Office of Student Activities. A facility reservation form may be found online at: http://www.campbell.edu/content/701/facilities-request-form.pdf

9. All events requiring a contractual arrangement for facilities, services, or products, must have the contract reviewed by the Director of Student Activities BEFORE signing.

10. Officers of the organization must maintain a 2.0 GPA in order to hold office and may not be on disciplinary probation.
MAINTAINING AN ACTIVE AND APPROVED STATUS

ANNUAL STATUS UPDATE
Clubs and organizations are required to submit a Status Update Form annually in order to maintain an active status. The submission of a Status Update Form at the beginning of the fall term is required to renew the approved status each year. Since the form requests the names of officers and the advisor, clubs are required to have elections in the latter part of the spring semester. They are required to report the information of the president and IOC representative for the following year to the Graduate Assistant for Student Activities before the end of the school year. The Status Update form is submitted to the Office of Student Activities and is kept on file with the group's most current constitution. The clubs have until the Friday after the first IOC meeting to submit the form. Any submissions past that day will result in a written warning to the club. Status Update forms may be submitted online at: https://cuweb.wufoo.com/forms/ioc-status-update-form/

APPROVED STATUS
The rights and privileges of campus organizations are only granted to those that have been approved by the University. The Student Life Committee is the governing body which approves charters, places organizations on probationary status, and revokes charters. In order to be approved by the Student Life Committee, an organization must be supportive of the mission of the University, have an approved advisor, and comply with all of the general requirements for clubs and organizations. An approved status is required for membership in the Inter-Organizational Council and qualifies the organization for matching funds from the Student Government Association. Approved organizations may miss no more than two Inter-Organizational Council meeting per semester. Approval by the University enables the organization to publicize its activities in the Calendar, the Campbell Times, the Pine Burr, and on the Campbell web site. An organization that has an approved status may use campus facilities, vehicles, and various campus services such as Service Enterprises and the Physical Plant.

PROBATIONARY STATUS
Probationary status is assigned to all new organizations during the first semester as an approved organization on campus. This status is also given to any organization that fails to meet the requirements for maintaining an active status, and will then be placed in Tier 5. Organizations placed on probation continue to have all the rights and privileges afforded on active status. However, it also means that the organization's approved status is tentative. If an active club receives one disciplinary action, the next offense will result in a meeting of the Student Life Committee to address the issue. Serious violations of the handbook may result in the immediate disciplinary action by the Student Life Committee.

Inactive Status
If a club or organization has two consecutive semesters of probation, their charter will be revoked and they will no longer be recognized as a club. The club’s representative and advisor will need to meet with the Director of Student Activities and reinstatement of the club’s charter will be at the Director’s discretion.
CHARTERING CLUBS AND ORGANIZATIONS

All campus organizations must meet certain requirements in order to assemble on campus and to be eligible for other privileges granted to approved clubs and organizations. New organizations receive initial approval through the Student Life Committee by completing the following requirements:

1. Obtain a Charter Application from the Student Activities Office and complete the form according to the instructions. A Charter Application is also available online in the IOC handbook at: http://www.campbell.edu/content/703/handbook.pdf

2. A faculty or staff advisor is required for each organization on campus. The advisor’s name must appear on the Charter.

3. Submit the completed application, a copy of the constitution or by-laws, and list of 15 names interested in proposed organization to the Director of Student Activities.

4. The Director of Student Activities will refer the Charter Application and constitution or bylaws to the Student Life Committee for approval. Approval of clubs and organizations will be based on its purpose adhering to Campbell’s code of honor and statement of purpose.

5. After approval by the Student Life Committee, the club should meet and establish officers. Immediately following this meeting, a Status Update Form for Clubs and Organizations should be submitted to the Director of Student Activities.

6. The general requirements of campus organizations at Campbell University must be observed by the organization in order to maintain an approved status. For more information, see the IOC Handbook published by the Office of Student Activities.
THE ROLE OF AN ADVISOR

RATIONALE
A significant portion of a students' time is spent in experiences outside the classroom. On-campus clubs and organizations provide a structured format to enhance the total learning experience of students by providing them with opportunities to supplement their academic studies and to achieve vocational, leadership, and developmental skills. Participating advisors of these groups provide valuable guidance and assistance in the learning process. The advisors also provide a formal link with the university administration by interpreting its mission, policies, and procedures.

REQUIREMENTS
Each club and organization on campus must have an advisor in order to be approved by the university. Advisors must be a full-time employee of the university, at least 21 years of age, and not on leave of absence from the university during any portion of the term.

RESPONSIBILITIES
1. Understand the history and purpose of the organization or group.
2. To provide information on the university policies, regulations and procedures to the members of the clubs and organizations.
3. Be aware of the organization's activities through the attendance at meetings, events, and through regular contact with leaders.
4. Oversee the financial management of the organization making sure all transactions are handled promptly and correctly.
5. Offer guidance to leaders in providing organizational continuity through efficient record keeping and other means of effective organizational management.
6. Assist leaders in planning, setting goals, and managing conflict.
7. Maintain a balance between providing guidance and allowing the autonomy of student leaders.
8. Attend meetings and functions of the organization.
9. Meet with the student leaders on a regular basis.
11. Comply with all mandates for approved clubs and organizations.
12. Update club membership roster in Colleague for Leadership Transcripts.
IOC TIER SYSTEM

Clubs and organizations will be placed in different Tiers based on their club participation during the previous semester. Determining a club’s tier standing, will be established by the Director of Student Activities and the current Graduate Assistant. Tier status will be determined based on the number of IOC meetings attended, how many events were held, paperwork deadlines, completed service projects, and the clubs status for the upcoming semester. After Tiers have been determined, budgets will be distributed based on the funding available, the clubs rank within the tier, and their budget plans for the following semester. Suspended clubs will have a chance to be reevaluated at the end of the current semester and qualify for a tier at the end of the semester following their club reinstatement.

Tier 1:
- Attend all IOC meetings
- Hold at least 6 club meetings
- Hold at least 6 club events
- Participate in the Homecoming Parade (Fall)/Relay 4 Life (Spring)
- Participate in 1 outside Service project of the club’s choice
- Turn in Status Update and Club Constitution on time

Tier 2:
- Attend all IOC meetings
- Hold at least 3 club meetings
- Hold at least 3 club events
- Participate in 1 service project (may include Homecoming Parade or Relay 4 Life)
- Turn in Status Update and Club Constitution on time

Tier 3:
- Attend all but one IOC meetings
- Hold at least 1 club meeting
- Hold at least 1 club event
- Participate in 1 service project (may include Homecoming Parade or Relay 4 Life)
- Turn in Status Update and Club Constitution on time

Tier 4:
- Attend at least one IOC meeting
- Hold at least 1 club meeting or event
- A majority of club documentation is turned in late

Tier 5: (Probation)
- Missed all IOC meetings
- Did not hold a club meeting or club event
- All forms were turned in late
PROCEDURES AND GUIDELINES FOR APPROVING EVENTS

An Activity, Meeting, or Service Project Clearance Form must be on file in the Student Activities Office for any activities scheduled on or off campus. An Activity Clearance Form should be submitted to cover all fund raising events, group sponsored activities, or academic meetings. A Meeting Clearance Form should be submitted to cover all regularly scheduled meetings prior to the first meeting. A Service Project Clearance Form must be on file in the Student Activities Office for all service project activities scheduled on or off campus. All activities and events must be approved through the Office of Student Activities. The Activity and Meeting forms should be turned in at least one week prior to the event or meeting, and the Service Project Clearance form should be turned in at least two weeks prior to the event. Promotional materials will not be stamped by student activities if an Activity, Meeting, or Service Project Clearance Form is not on file for the event. Facility guidelines must be followed for all activities cleared by the Student Activities Office. The Student Activities Office reserves the right to deny any future activity if facility guidelines are not followed. Equipment that is damaged during the event must be replaced at the expense of the department/organization. The Activity, Meeting, and Service Project Clearance Forms can be found online at: http://www.campbell.edu/life/student-activities-new/student-clubs-organizations/

1. An Activity Clearance Form must be submitted at least one week prior to any event. If contracts are involved, the form must be submitted prior to commitment. A completed Activity Clearance Form must be submitted to the Director of Student Activities for all events. If an activity meets any of the following criteria the club president or IOC representative should meet with the Director of Student Activities to discuss the event:
   a. Events held off-campus or involve travel
   b. Events that require any contractual arrangements with off-campus persons or businesses.
   c. Events that charge admission or collect money in other ways for fundraising or other purposes.
   d. Events that involve off-campus visitors, performers, or groups.

2. All activities and functions of campus clubs and organizations are subject to and must comply with the university’s policies both on and off-campus. Failure to comply with any requirements may result in loss of all privileges.

3. Promotion for organizational events must observe the guidelines for the use of bulletin boards and promotional literature as stated in the Handbook.

4. All events requiring a contractual arrangement for facilities, services, or products, must have the contract reviewed by the Office of Student Activities.

5. Organizations are expected to observe all guidelines for reservation of facilities as it is stated by the Office of Student Activities.

6. If the event contains the viewing of any movie, a Movie Proposal Form must be filled out and turned in 2 weeks prior to the viewing of the movie.
POLICIES FOR UNIVERSITY SPONSORED TRIPS

Travel for university clubs and organizations sponsored events must adhere to university guidelines. All trips must be approved and it is preferred that university vehicles are used. All travel arrangements for vans, university buses and charter buses are coordinated by the Physical Plant. See section on travel authorization and university vehicles for more information.

1. An Activity or Service Project Clearance Form must be submitted and approved through the Office of Student Activities two weeks prior to the trip.

2. It is preferred that university vehicles be used for all travel off campus. Anyone requesting to drive their own vehicle must attain a notarized Trip Release Form. Forms must be filed in the Student Activities Office before the trip may take place. A form must be on file for each person traveling in the vehicle including the driver one week prior to the event with Activity or Service Project Clearance form, or else a violation may be issued.

3. Drivers must have a valid NC license and be listed as an insured approved driver by the university.

4. An approved university employee must accompany and supervise all activities during the university sponsored trip.

5. Include on the Activity or Service Project Clearance form the names of all approved drivers for the university sponsored trip.

6. A University waiver form must be signed by all participating students. Form can be found on page 25 of this handbook.

7. A list of all participating students on the trip must be submitted to the Office of Student Activities and Public Safety prior to departure.

8. Students must comply with all university guidelines and procedures as stated in the Student Handbook.
BUSINESS OFFICE POLICIES

All student organizations are required to maintain their accounts in the Business Office of Campbell University. Each organization must have a treasurer elected to maintain the account throughout the year.

1. An account for the organization is set up at the Business Office when the initial deposit is made. Organizations with accounts are supplied with a warrant book of Non-negotiable agency fund warrants which are required for all purchases, payments and reimbursements.

2. An account number is assigned to each club or organization that must be written on all check requisitions, warrants, and provided with all deposits.

3. The advisor must certify that all purchases, payments, and reimbursements are valid. The advisor's signature must be on all documentation including warrants and receipts. Approval must be received prior to purchase or requested services.

4. A signature card must be signed by the organization's treasurer and the advisor each year and submitted to the Business Office.

5. The necessary funds must be on deposit in the organization's account before warrants, or requisitions will be honored.

6. The treasurer of the organization is responsible for maintaining the correct balance of the account and all external and internal expenditures.

7. When payment is made for a purchase the individual may have a check cut to them for the amount of the item or service. All receipts must be turned into the treasurer with the cash that is left-over from the purchase. Copies of the receipts must be given to the advisor and treasurer.

8. For individuals who have spent their own money and need to be reimbursed the receipt must be given to the treasurer/ and a copy to the advisor. A check may be cut for the individual for the amount purchased. Prior approval is highly recommended.

9. All funds raised through special projects must be deposited into the club’s account in the Business Office prior to any expenditure external and internal.

10. The Business Office will not accept warrants for petty cash.
FUNDRAISING POLICIES

Fundraising events are an opportunity to promote team effort and involvement of the total membership of the organization. It is an excellent way to encourage creative thinking and planning. The entire campus community can benefit from the activity through the promotion of the club or organization through actual participation in the event. The Office of Student Activities oversees all the fundraising events by creating policy and providing assistance.

1. All fundraising events must have a completed Activity Clearance Form on file in the Office of Student Activities.

2. Non-university related groups; vendors or individuals may not sell or solicit on campus without obtaining sponsorship of a recognized organization. The organization must have specific authorization for such events from the Director of Student Activities. The organization must also provide a written acknowledgement of the sponsorship delineating the fiscal arrangement between the sponsor and the non-university person or organization.

3. Selling or soliciting in the residence halls requires authorization from the Dean of Students.

4. Fundraising events should not promote any products, activities, or services that are contrary to the policies and rules of the university.

5. Fundraising events that involve contracts with non-campus persons or groups must follow all procedures for contracting.

6. All promotion for fundraising events must follow policies for posting information.

7. Raffles are not permitted for fundraising purposes.

8. Half of the total amount received from fundraisers will be matched by SGA up to $100.00/semester.

9. Additional funding may be requested through the graduate assistant and must be approved by the Director of Student Activities.
PROCEDURES FOR CONTRACTING

All contracts with non-campus personnel or groups for facilities, products or business services must be made by the Director of Student Activities and reviewed by the Dean of Students.

1. Consult the Office of Student Activities at least 4 weeks prior concerning the event, available facilities, the available budget, and the date.

2. Complete an Activity Clearance form and submit to the Office of Student Activities for review and approval.

3. All initial negotiations and initial contracts will be handled with the agent by the Office of Student Activities.

4. All contacts will be sent to the Office of Student Activities for processing.

5. The contract will be forwarded to the Vice President for Student Life and the Vice President for Business for their review and signatures.

6. After processing, the contract will be forwarded to the artist or agent from the Office of Student Activities.

7. The Director of Student Activities and Graduate Assistant will review all details of the contract with group organizing the event to be sure all contract requests are handled appropriately.
REQUISITIONS FOR SERVICES AND SUPPLIES

UNIVERSITY REQUISITION
The Campbell University Requisition for Services and Supplies is used for Service Enterprises, the Bookstore, the Physical Plant, and the Oasis. The request for internal requisitions should be submitted to the treasurer.

1. Please contact the graduate assistant at sagrad@campbell.edu to set-up a service requisition.

2. This request must to the Graduate Assistant 10 days prior to the date of supplies/services needed.

3. For more complicated requests a conference with the department director should be planned and completed.

4. The treasurer must file copies of all internal requisitions.

FOOD SERVICE REQUISITIONS
In order to arrange catering, special meals, banquets, or to provide refreshments the organization may requisition services from the Food Service Department in accordance with university policies.

1. All requests for Food Services must be submitted by treasurer.

2. Please contact the graduate assistant at sagrad@campbell.edu to set-up a catering request. Please include your catering needs in the e-mail.

3. For banquets and more complicated requirements a conference with the Food Service Director should be planned and completed.

4. Be specific and detailed in your requests including items such as ice, napkins and plates.

TABLE REQUISITION
Tables can be requested directly from the Student Activities Office for use by clubs for various events. Because these tables are limited, students must sign-up to use them 48 hours in advance of the date needed. A sign-up sheet will be available on the door of room 008 in the Baldwin Basement.
TRAVEL AUTHORIZATION AND UNIVERSITY VEHICLES

Travel for university clubs and organizations sponsored events must adhere to university guidelines. All trips must be approved and must use university vehicles. All travel arrangements for vans, university buses and charter buses are coordinated by the Physical Plant.

1. Please contact the graduate assistant at sagrad@campbell.edu to reserve a university vehicle.

2. Drivers must have a valid NC license and be listed as an insured approved driver the university.

3. All requests for bus or van service must be submitted to the treasurer.

4. A Travel Authorization form must be completed and signed by the treasurer and the advisor. Include on the request form the name and telephone number of the contact person. Only drivers on the university insurance will be able to drive the university vans. Include the names of drivers for the event on the form.

5. Allow at least 3 weeks prior to the event to insure the availability of the vehicles.

6. Call the Physical Plant to confirm the vehicles availability at least one week before it is needed.

7. The treasurer must file a copy of the Travel Authorization request.

8. Cancellation of any vehicles not needed should be done within 48 hours prior to pick up to ensure you are not charged the $20.00 daily fee.
GUIDELINES FOR POSTING INFORMATION

All campus clubs and organizations, as well as persons or groups outside the campus community, must adhere to the policies governing the use of campus bulletin boards, display cases, and the placement of notices elsewhere on campus. Persons or groups who disregard these provisions may be subject to penalties and the organization's approved status may be revoked. All advertising and promotion must follow university policies and guidelines.

1. All promotional literature or notices must be approved and stamped by the Office of Student Activities before posting. Please bring only one copy to be stamped.

2. The completed Activity, Meeting, or Service Project Clearance Form must be on file in the Office of Student Activities.

3. Promotional literature may not be removed or tampered with when placed in appropriate places.

4. Posters, notices, announcements or other material may not be attached to walls, elevators, windows, doors, walks, stairways, the outside of buildings, trees, shrubs, or utility poles on campus.

5. Fliers or notices may not be attached to automobiles on campus.

6. Fliers or notices must comply with the individual guidelines of each bulletin board before posting. Bulletin boards controlled by the Office of Student Activities have published guidelines. When using other bulletin boards, the appropriate personnel should be consulted for authorization of use.

7. All posted items should be in accordance with the institution's Statement of Purpose and the Code of Honor found in the Student Handbook.

8. All notices must be removed within forty-eight hours of the date of the event.

9. All notices and posters must be secured with appropriate materials. No glue or nails may be used. Restrict the use of pins, tape, etc. to bulletin board surfaces only.
USE OF CAMPUS BULLETIN BOARDS

Bulletin boards are available on campus for student use. Students are encouraged to use these bulletin boards to meet their publicizing needs as often as necessary. There are guidelines for bulletin board use that are designed to reflect institutional purpose and to protect students groups' authorization for sponsored activities. Bulletin boards for student use are controlled by the Office of Student Activities and must meet the guidelines for use. Other bulletin boards, not controlled by the Office of Student Activities, must consult the appropriate personnel for authorization of use. The following bulletin boards or display cases are controlled by the Office of Student Activities:

D. RICH BUILDING
1. First floor hallway.
2. Second floor hallway.

TAYLOR BUILDING
1. Inside front entrance.

OUTSIDE AREAS
1. Board outside of Marshbanks Cafeteria.

STUDENT CENTER
1. Front Hallway
2. Second floor lobby of student life

BOOKSTORE
1. Chick-Fil-A Entrance.

LUNDY-FETTERMAN SCHOOL OF BUSINESS
1. Lounge.
2. Hallway.

RESIDENCE HALLS
1. Distribution Boxes located on the second floor of the student center
APPLICATION FOR CHARTER

Proposed Name of the Organization _______________________________________

Contact Information
Name_______________________Phone_________________________________
Address_______________________________________
______________________________________________
Email address__________________________________

Name of Faculty or Staff Advisor ___________________________________________
Position at Campbell University____________________________________________
Phone________________________________Email______________________________

Signature of Faculty or Staff Advisor________________________________________

Purpose of the proposed organization.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List goals of proposed organization.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

When and where would the proposed organization hold club meetings?
________________________________________________________________________

Submitted By:
________________________________________________________________________

______________________________________________
Print Name

______________________________________________
Signature

Date: _____________

*Attach proposed Constitution to this form.
List of Students Interested in _________________________________________

(Proposed Organization)

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A Status Update Form should be submitted annually to maintain an approved status by the University. Completion and submission of this form to the Office of Student Activities extends all privileges to approved clubs and organizations through Spring of the current semester. Organizations are expected to comply with all of the requirements of the Inter-Organizational Council. Failure to do so may compromise the Organization’s approved status.

Organization/ Club ____________________________________________________________

Date __________________________

Purpose ______________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Advisor __________________________ Phone number ____________________________

Signature of Advisor ____________________________________________________________

Email of Advisor ______________________________________________________________

IOC Representative __________________________ Phone number __________________________
Address __________________________

Signature of IOC Representative ____________________________________________________

Updated Current Constitution Attached- yes___ no___ (not required)

Meeting days/ times __________________________
Location ______________________________________________________________________
Number of Members ______

2014-2015 Officers (add more on back if needed.)
Name __________________ Position __________________ Email __________________ Phone __________ PO Box __________
________________________________________________________________________________

This form is available to submit online at: https://cuweb.wufoo.com/forms/ioc-status-update-form/
CLUB CONSTITUTION UPDATE FORM

A Club Constitution must be on file in the Student Activities Office for all student organizations recognized by the University. For new organizations, please follow normal charter procedure. All new organizations and their constitutions will have to be approved by the Faculty Student Life Committee. Any student organizations wishing to update or amend their constitution must fill out and submit this form; as well as attach a copy of the new constitution including a list of all changes made. All changes must be in line with university standards and approved by the Student Activities Office. The club president and faculty advisor will be notified once the changes have been reviewed.

Date Amended by Organization _________________
Name of Group/Department ____________________________
Contact Person_____________________________ Email______________________
Advisor _________________________________
Number of People Involved ________
Description of Amendment Procedure ________________________________

Description of Changes Made____________________________________________

Purpose for Changes Made ________________________________________________

Attach Club Constitution and List of Changes (Attach to the back of the form)
SIGNATURE OF CLUB OFFICER/CONTACT PERSON DATE
______________________________________________________ __________

All institutional policies outlined in the Student Handbook are an implicit part of this agreement. Failure to comply will result in the loss of privileges.

This form is available to submit online at:
https://cuweb.wufoo.com/forms/club-constitution-update-form/
ACTIVITY CLEARANCE FORM

An Activity Clearance Form must be on file in the Student Activities Office for all activities scheduled on campus. This includes fund raising events, group sponsored activities, or academic meetings. This form should be turned in at least one week prior to the event. Promotional materials will not be stamped by student activities if an Activity Clearance Form is not on file for the event. Facility guidelines must be followed for all activities cleared by the Student Activities Office. The Student Activities Office reserves the right to deny any future activity if facility guidelines are not followed. Equipment that is damaged during the event must be replaced at the expense of the department/organization.

Date Form Submitted___________________

Name of Group/Department Sponsoring Activity______________________________

Contact Person__________________________ Phone Number____________________

Activity______________________________________________________________

Date of Activity________________________

Times

Set Up Time____________________

Time Activity Begins________________

Time Activity Ends____________________

Break Down Time____________________

Location______________________________________________________________

Purpose of the Activity__________________________________________________

______________________________

Description of Activity____________________________________________________

______________________________

List names of any persons outside the University performing or speaking for the activity

____________________________________________________

Is there a formal written contract for these persons? ___________________________

____________________________________________________

SIGNATURE OF CLUB OFFICER/CONTACT PERSON DATE

____________________________________________________

SIGNATURE OF ADVISOR DATE

All institutional policies outlined in the Student Handbook are an implicit part of this agreement. Failure to comply will result in the loss of privileges.

This form is available to submit online at:

https://cuweb.wufoo.com/forms/activity-clearance-form/
MEETING CLEARANCE FORM

A Meeting Clearance Form must be on file in the Student Activities Office for all club meetings scheduled on campus. This form should be turned in at least one week prior to the meeting to receive credit. The Student Handbook and Facility guidelines must be followed for all meetings cleared by the Student Activities Office. The Student Activities Office reserves the right to deny any future meeting if University guidelines are not followed. Equipment that is damaged during the meeting must be replaced at the expense of the department/organization.

Date Form Submitted___________________
Name of Group/Department holding the meeting_____________________________________
Contact Person_________________________ Phone Number_________________________
Date of Meeting_______________________
Times
    Time Meeting Begins _______________
    Time Meeting Ends _______________
Location__________________________________________________________
List names of any persons outside the University guest speaking at the meeting:
________________________________________________________________________
Is there a formal written contract for these persons? ____________________________
________________________________________________________________________

SIGNATURE OF CLUB OFFICER/CONTACT PERSON _______________________________ DATE __________________

All institutional policies outlined in the Student Handbook are an implicit part of this agreement. Failure to comply will result in the loss of privileges.

This form is available to submit online at:
https://cuweb.wufoo.com/forms/meeting-clearance-form/
SERVICE PROJECT CLEARANCE FORM

A Service Project Clearance Form must be on file in the Student Activities Office for all service project activities scheduled on or off campus. This form should be turned in at least two weeks prior to the event. Promotional materials will not be stamped by student activities if a Service Project Clearance Form is not on file for the event. Facility guidelines must be followed for all activities cleared by the Student Activities and Campus Ministry offices. The Student Activities and Campus Ministry offices reserves the right to deny any future service projects if facility guidelines are not followed. Equipment that is damaged during the event must be replaced at the expense of the department/organization.

Date Form Submitted__________________

Name of Group/Department hosting the Service Project______________________________________

Names of Partnering Organizations_____________________________________________________

Contact Person________________________ Phone Number________________________

Name of Service Project________________

Date of the Service Project_____________________

Times

Time Service Project Begins ______________

Time Service Project Ends ______________

Location____________________________________________________________________________

Number of People involved________

Purpose of the Service Project_____________________________________________________________

__________________________________________________________________________________

Description of the Service Project_________________________________________________________

__________________________________________________________________________________

List names of any persons outside the University performing or speaking at the service project______________________________________________________________

Is there a formal written contract for these persons? ________________________________

__________________________________________________________________________________

SIGNATURE OF CLUB OFFICER/CONTACT PERSON DATE ____________________________ _______________

All institutional policies outlined in the Student Handbook are an implicit part of this agreement. Failure to comply will result in the loss of privileges.

This form is available to submit online at: https://cuweb.wufoo.com/forms/service-project-clearance-form/
Movie Proposal Form

Any movies that are to be shown on campus by any organization other than Student Activities must submit a movie proposal form at least 2 weeks before the proposed showing. Movies will be evaluated by the Department of Student Activities to ensure that they are consistent with the Statement of Purpose of Campbell University.

Date Form Submitted_________________
Name of Group/Department Sponsoring Movie______________________________________
Contact Person______________________ Phone Number______________
Movie Title__________________________________________________ Year ______
Movie Rating (Circle one):       G       PG       PG-13       R       Not Rated
Date of Activity______________________
Time Time Movie Begins _____________
Time Movie Ends _________________
Location_______________________________________________________________
Purpose of the Showing _________________________________________________
Description of Movie _________________________________________________

If the Movie is Rated R, please list why it was given this rating, and why showing this film fits into the mission of Campbell University:

_____________________________________________________________________
YOU WILL NEED A COPYRIGHT LICENCE TO SHOW A MOVIE.
Please contact Student Activities for information on acquiring one.

Exception:
If this movie is being sponsored by a faculty member for an educational purpose that is part of a class, please have the faculty sponsor sign below. The movie MUST be shown for an ACADEMIC CLASS and comply with U.S. Copyright Law to be shown without a copyright license.

See http://www.copyright.gov/title17/92chap1.html#110 for full explanation of the exemption law.

“The performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made”

________________________________________
SIGNATURE OF FACULTY MEMBER DATE

________________________________________
SIGNATURE OF CLUB OFFICER/CONTACT PERSON DATE

All institutional policies outlined in the Student Handbook are an implicit part of this agreement. Failure to comply will result in the loss of privileges.

This form is available to submit online at:
https://cuweb.wufoo.com/forms/r7q3a3/
FACILITY GUIDELINES

The following is a set of guidelines concerning the use of Campbell University spaces. Please note that your department or organization is responsible for following these guidelines. All institutional policies and facility guidelines must be followed. The Department of Student Activities reserves the right to deny a future reservation if guidelines are not followed. Any equipment that is damaged during the event must be replaced at the expense of the department or organization.

CLASSES AND OFFICES
All classes and offices that may be affected by the event must be contacted. The department chair must approve of the event.

LIGHT AND SOUND INFORMATION
If your department or organization needs light, sound microphones, podiums, screens, or any additional equipment contact the graduate assistant at: sagrad@campbell.edu.

MAINTAINING THE FACILITY
Sweep and mop the floors.
Remove all trash.
Put all furniture back into place.
Clean all surfaces.
Remove all personal items brought into the facility.
All equipment must be cleaned and left as it was found.
Unless previous permission is given nothing may be removed from the facility.

PHYSICAL PLANT SERVICES
If your department needs chairs, tables, risers, or anything removed from the facility contact the graduate assistant at: sagrad@campbell.edu to set up a requisition.

PUBLIC SAFETY
Contact the graduate assistant at:sagrad@campbell.edu with information concerning the event. Public Safety will unlock any necessary doors and turn on lights.

ALL INSTITUTIONAL POLICIES IN THE STUDENT HANDBOOK ARE AN IMPLICIT PART OF THIS AGREEMENT. FAILURE TO COMPLY WILL RESULT IN A LOSS OF PRIVILEGES.
HARNETT COUNTY LIABILITY RELEASE, WAIVER, DISCHARGE
NORTH CAROLINA AND COVENANT NOT TO SUE

That whereas the undersigned, ________________________________, (hereinafter “RELEASOR”) fully recognizes that there are dangers and risks to which he/she may be exposed by participating in the trip, Date: ________________, (hereinafter the “ACTIVITY”) sponsored by the CAMPBELL UNIVERSITY STUDENT CLUB, including but not limited to personal injury and/or death as the result of a motor vehicle accident or other acts of negligence by myself or others during the ACTIVITY, and I understand that neither the CAMPBELL UNIVERSITY STUDENT ACTIVITIES, nor CAMPBELL UNIVERSITY, INCORPORATED, its agents, officers, employees, and trustees, (all hereinafter “RELEASEES”) are requiring me to participate in this activity, but I want to do so, despite the possible dangers and risks and despite this LIABILITY RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE (hereinafter the “RELEASE”):

I, the RELEASOR, and for myself, my heirs, executors, administrators, and assigns, therefore agree to assume and take on myself all of the risks and responsibilities in any way associated with this activity. Further, in consideration of and return for the services, facilities, and other assistance provided to my by the RELEASEES in the ACTIVITY, I release the RELEASEES from any and all liability, claims and actions that may arise from injury or harm to me, from my death or from damage to my property in connection with this ACTIVITY. I understand that this RELEASE covers liability, claims and actions caused entirely or in part by any acts or failures to act of the RELEASEES, including but not limited to negligence, mistake, or failure to supervise by the RELEASEES.

I recognize that this RELEASE means I am giving up, among other things, rights to sue the RELEASEES for injuries, damages, or losses I may incur. I also understand that this RELEASE binds my heirs, executors, administrators, and assigns, as well as myself.

I have read this entire RELEASE; I fully understand it and I agree to be legally bound by it.

THIS IS A RELEASE OF YOUR RIGHTS. READ CAREFULLY BEFORE SIGNING.

__________________________________________  ______________________________________
Student’s Signature                            Date Signed