



## Student Organization Guidelines

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# Manor College Student Organization Guidelines

## Table of Contents

INTRODUCTION/OVERVIEW .....	4
MISSION .....	4
CORE VALUES .....	4
LETTER FROM THE Dean of Students .....	5
PRIVLEDGES AND RESPONSIBILITIES .....	6
Privileges .....	6
Responsibilities .....	6
STARTING A STUDENT ORGANZIATION .....	8
Initial Planning .....	8
Applying for Recognition.....	8
Registration of Organization .....	8
Recognition .....	9
Recruitment .....	9
Funding .....	9
Consultations .....	9
ORGANIZATION GUIDELINES.....	10
General Member Eligibility .....	10
Officer Eligibility .....	10
Advisor Responsibility .....	10
EVENT PLANNING GUIDELINES .....	11
Steps to Planning: .....	11
Room Reservations .....	11
Maintenance Requests .....	12
IT Requests.....	12
Calendar Addition Request .....	12
Security Requests.....	12
Marketing Requests .....	12
Event Planning Checklist .....	12
Special Event Requirements .....	13
Funding .....	15

ELIGIBILITY.....	15
GENERAL GUIDELINES.....	15
<i>Spring Budget Request Guidelines</i> .....	16
<i>Monthly Funding Request</i> .....	16
Marketing.....	18
Flyers and Posters .....	18
Tee Shirts and Other Merchandise .....	18
Ideas and Resources .....	18
Develop a Plan .....	18
Tips and Reminders.....	18
Effective Promotions Should:.....	19
Appendix I: Club Recognition Application.....	20
Appendix II: Student Organization Advisor Agreement.....	21
Appendix III: Template for Student Organization Constitution .....	22
Appendix IV: Student Event Planning Checklist.....	25
Appendix V: Student Organization Request for Funding.....	26
Appendix VI: Student Organization Budget Request Form.....	28

# Manor College Student Organization Guidelines

## INTRODUCTION/OVERVIEW

College is certainly a rewarding experience, but one way to make it truly memorable is to get involved. This is the time of your life to discover new interests, try different things, and interact with diverse people. Research shows students who are involved with campus clubs and extra-curricular activities have a more satisfying college experience and tend to achieve greater academic success. Working from the belief that God has blessed each person with individual gifts, and that our role as a Catholic College is to provide our students with opportunities to express those gifts and develop fully as individuals, Manor College offers a variety of clubs to fulfill academic, artistic, cultural, and service interests.

The Student Life Department, in union with the administration, faculty and staff of Manor College, assists students in acquiring an education based upon the Judeo-Christian traditions, the educational traditions of the Ukrainian Sisters of Saint Basil the Great, and the Manor College Mission Statement. Therefore, the Student Life Department is an integrated component in the development of all students. The Student Life staff strives to know each student personally. Through extracurricular activities and services, students are encouraged to grow and mature spiritually, intellectually, and socially. The goal of all programming, services, discipline, and activities is to encourage students to develop fully as individuals, to respect life and human dignity, to develop respect and sensitivity for self and for others, to value honesty, and to develop awareness for a just society in today's world.

## MISSION

Manor College, a Catholic institution of higher education, believes that personalized education in the Judeo-Christian tradition generates a commitment to a peaceful world, which inspires confidence in the present and hope for the future. Manor's Basilian environment of community and hospitality enables students to fully develop as individuals and instills an understanding of scientific, humanistic and ethical principles so students form a global vision. Manor also believes that graduation begins a new chapter of lifelong learning.

By maintaining academic excellence through current, innovative programs and encouraging students to develop a sense of inquiry, their critical thinking, effective communication skills, and by providing opportunities to serve the community, Manor graduates are prepared to serve society effectively and compassionately.

## CORE VALUES

Manor College CARES about our students and our community, evidenced by our core values:

- Catholic Basilian Tradition of Community, Hospitality and a Global Vision of Humanity
- Academic Excellence Through Personalized Education, Effective Teaching and a Belief in Lifelong Learning
- Respect for the Dignity of Each Person
- Experiences that Transform Our Students
- Service to the Community



## LETTER FROM THE Dean of Students

Dear Student Organization Leaders and Advisors,

In an effort to help student organizations to plan events, host meetings, and have effective change on campus, this Organization Guidelines Handbook was created. Inside you will find everything you need to know about how to successfully start and run a student organization at Manor College. There is info for leaders, members, and advisors. There is probably even things you didn't know you needed to know in here! It's just jam-packed with great information!

Student leaders are the true heartbeat of every college and university and Manor student leaders are no exception. Organizations, clubs, events, athletics, and classes would not and could not happen without you. You are unique, strong, willing leaders who inspire others every day to be the best version of themselves. Thank you for all that you do for Manor and the community!

As always, if you have questions or need help with anything, please stop by the Office of Student Engagement in the Academic Building.

Go Blue Jays!

Allison C. Mootz

Allison Mootz  
DiManor College

# PRIVLEDGES AND RESPONSIBILITIES

## Privileges

There are many perks that come with being an officially recognized student organization with the Office of Student Engagement. Once approved, organization officers will be allowed to:

- Request permission to use campus spaces (classrooms, cafeteria, gym, student lounges, open outdoor spaces)
- Request funding for student organization functions
- Advertise on the *This Week at Manor* email and advertisements
- Submit request for promotion on the official college social media channels (Twitter, Instagram, Facebook, etc.)
- Attend annual Inclusive Leadership Conference at Temple University
- Recruit for new members at the annual Get Acquainted Picnic held each September
- Student Life Storage Privileges (if available)
- Utilize resources in the Office of Student Engagement, such as:
  - Color printing
  - Office supplies
  - Sound equipment
  - Refrigerator space (if available)
  - Balloons/Helium
  - Easels
  - Popcorn Machine

## Responsibilities

While student organizations receive many perks, there are a few things that you are responsible for too!

- Club leadership and/or advisor must attend biannual Student Leader and Advisor Meeting in Fall and Spring semesters
- Student organizations must provide programs and/or services which support the Manor College mission and values.
- Each semester, organizations must provide the following to the Director of Student Engagement:
  - Number of Leaders (ex. Pres, VP, Sec, etc.)
  - Number of General Members
  - Evaluation of Events/Programs
- Procedures must be followed for approval of: events, marketing materials, and fundraising.
- Organizations must stay true to the club constitution and by-laws.
- All organizations must abide by the Manor College Non-Discrimination Policy:
  - *Non-Discrimination Policy – Manor College does not discriminate against anyone on the basis of race, color, sex, age, disability, ethnicity, creed or national origin, military leave or veteran status, or other characteristics protected by law. This applies to all aspects of the College's life including, but not limited to, hiring, recruiting, admission, educational programs, housing, counseling, financial assistance, career planning, health and other insurance benefits, services and athletics. This policy also prohibits all forms of ethnic*

*intimidation. The College regards ethnic intimidation as any subtle or blatant acts, words or deeds that may reasonably be considered offensive towards any particular race, color, religion, national origin, or other legally protected characteristic of an individual or group. Any student or person who believes they have been subjected to discrimination or ethnic intimidation is obligated to report the matter to the Dean of Students for appropriate action. Violation of this policy will not be tolerated.*

- Additionally, all organizations must abide by the Manor College Student Handbook and the Code of Conduct, particularly, the school's drug and alcohol policy:
  - *Manor College has policies that clearly prohibit the unlawful possession, use, manufacture, distribution or sale of illegal drugs, drug paraphernalia, unauthorized prescription medication and alcohol by students and employees on the property of Manor College or as any part of Manor College's activities. Additionally, Manor's policy prohibits students and employees from being intoxicated or under the influence of a controlled substance, not prescribed for them by their physician, while on Manor College property or at any College activity or event.*

## STARTING A STUDENT ORGANIZATION

Before you begin the creation of a student organization ask yourself the following:

- Do I have the time and energy to maintain an organization (communication, accounting, group dynamics, and recruitment)?
- What do I want the organization to do? What would the mission/purpose of the group be?
- Is there already a group on campus that I can join that accomplishes my intention?
- Do I have a full-time faculty or staff member to support my organization?

Creating a student organization is a linear process, but it is important to understand the steps involved:

- Initial planning
- Application for recognition
- Recognition
- Recruitment
- Funding

### Initial Planning

The initial planning step is the part of the process over which you, as the founder(s), will have the greatest amount of input and control. During initial planning you should be concerned with creating a clear and motivational purpose for the organization to exist. At this point you may want to discuss and structure how the group will be administered, whether it will consist of equally powered chairs or a strong president, etc.

Preparing a constitution is a great way to clarify your goals and structure. A constitution is also required for recognition.

### Applying for Recognition

All groups who wish to receive the support of the college and the Office of student engagement (resources, advice, and name) must be officially recognized by an entity at Manor College. The most common recognition source for undergraduates is the Manor College Student Senate since this is where your financial requests will be approved.

Groups can also be recognized by campus departments (academic, student affairs, administrative); however, there are considerable drawbacks for groups who are just departmentally recognized. Organizations that are departmentally recognized do not have access to a significant amount of funding through the Student Senate.

### Registration of Organization

All student organizations must be officially registered with the college through the Office of Student Engagement. To be considered registered; the following items must be on file in the Office of Student Engagement:

- Approved Club Recognition Application
  - Includes:
    - The contact information for your president and treasurer
    - The contact information for your full-time faculty/staff advisor



- Four (4) signatures of students who wish for the organization to exist
- Student Organization Constitution (most recent version)
- Signed Advisor/President Agreement (updated yearly)

All forms can be found at <http://manor.edu/student-life/clubs/forms.php> or in the *Appendices* at the end of this document.

NOTE: Groups wishing to seek recognition from a campus department should have the advisor contact the Student Activities Office once arrangements have been made to notify us of the recognition status.

## Recognition

Once you have completed the necessary steps for recognition as specified above, Manor considers your group to be officially recognized. Groups should schedule an appointment with the Director of Student Engagement to go over college policies.

## Recruitment

Once your group is approved, you are eligible to reserve space on campus. Please schedule a meeting with the Director of Student Engagement to help you plan recruitment events to build your membership.

## Funding

Most groups wish to coordinate events or activities that align with their mission. There are many funding sources at Manor. For most Manor-recognized groups the Student Senate will be the first place to seek funding for general events. Student Senate meets bi-weekly to hear requests for funds. Allocations range (on average) from \$20 - \$500 per month for all organizations combined. These funds are available on a first-come, first-serve basis. More details on this area later in this guide.

## Consultations

If you would like to meet with someone to discuss your new group idea, please contact the Director of Student Engagement, Allison Mootz, at [amootz@manor.edu](mailto:amootz@manor.edu). If you would like to meet with someone in Student Activities to help you plan events, including recruitment events, contact the Student Activities office.

# ORGANIZATION GUIDELINES

## General Member Eligibility

**General members** of all organizations are required to:

- Maintain a minimum GPA of 2.0. If a club member's GPS falls below a 2.0, that student must be put on probation for one semester. If the student fails to improve his/her GPA, s/he will be required to cease participation in club activities until his/her GPA is improved. It is the responsibility of the organization advisor to review members GPA on a semesterly basis and determine probation or removal status.
  - NOTE: Some organizations such as Student Senate and academic honors societies require a higher minimum GPA. Please see the individual club descriptions located at <http://manor.edu/student-life/clubs/>.
- Remain in good standing with the college. Any disciplinary action will be reviewed on a case-by-case basis to determine if a student may remain in a student organization.

## Officer Eligibility

**Officers** of all student organizations are required to:

- Maintain a minimum GPA of 2.0.
  - NOTE: Some organizations such as Student Senate and academic honors societies require a higher minimum GPA. Please see the individual club descriptions located at <http://manor.edu/student-life/clubs/>.
- Remain in good standing with the college. Any disciplinary action will result in a club officer being removed from his/her position. The option to remain a general club member will stand with the advisor and the remaining club leadership.

## Advisor Responsibility

Manor College requires that all recognized student organizations have an advisor. An advisor must be a full- or part-time employee of Manor College, either as a faculty member or staff member. Student organizations are run and managed by students themselves, but advisors can play a key role in offering guidance and advice.

**The duties of an advisor include:**

- maintaining regular contact with the officers
- helping the group uphold Manor College's policies and guidelines
- being familiar with the activities of the group
- providing resources for events and assistance in the administration of the financial affairs of the group.

**In turn, the organization should:**

- make efforts to consult with the advisor
- consistently update advisor with organizational activities
- invite the advisor to group meetings and events

**Together, the President and the Advisor:**

- have reviewed the organization's constitution
- understand the financial status of the organization
- have set general expectations for the advisor and student relationship

## EVENT PLANNING GUIDELINES

Planning an event can be tough, but you have all the resources you need right here at Manor to help you put on a successful event for your department. All events must contribute to the overall educational mission of Manor College. It must demonstrate that its activities will contribute to the advancement of social, moral, cultural, intellectual, physical, or spiritual development of its individual members and the college community.

### Steps to Planning:

1. Check Manor College calendar to ensure your event does not conflict with a previously scheduled campus event.
2. Request use of space (classrooms, conference rooms, cafeteria, etc.)
3. Inform Maintenance, IT, and Security of any anticipated needs (chairs, tables, projectors, etc.)
4. Request event be added to Manor College calendar
5. Advertise and memorialize your event with Marketing

### Room Reservations

Departments may request to use campus spaces such as classrooms, conference rooms, cafeteria, gym, Student Lounges, or outside open spaces.

#### *Classroom*

To request a classroom, employees must complete the Room Request Form available on the employee intranet here: <https://sites.google.com/a/manor.edu/academicaffairs/home> (see the Registrar's Office or the Director of Student Engagement for assistance if needed).

#### *Gym/Auditorium*

The Gym/Auditorium is frequently used for athletics between August and March, however, there are various times during this period when this space may be requested. To request use of the gym/auditorium, contact Athletic Director, Robert Reeves at [reeves@manor.edu](mailto:reeves@manor.edu).

#### *Student Lounge (Resident Hall)*

The Student Lounge in St. Josaphat Resident Hall may be requested for use. To request use of this space, please contact the Resident Hall Coordinator by emailing [reslife@manor.edu](mailto:reslife@manor.edu).

#### *Cafeteria/Student Lounge (Academic Building)*

The cafeteria and student lounge may be requested by contacting the Director of Student Engagement, Allison Mootz, at [amootz@manor.edu](mailto:amootz@manor.edu).

#### *Outside Open Spaces*

Outside open spaces may be requested by contacting the Director of Student Engagement, Allison Mootz, at [amootz@manor.edu](mailto:amootz@manor.edu). The volleyball court must be reserved with the Resident Hall Coordinator, at [reslife@manor.edu](mailto:reslife@manor.edu)

## Conference Rooms

There are three conference rooms available for use at Manor College: the President's Board Room, the Admissions Conference Room, and the Faculty Conference Room.

- To reserve the President's Board Room, contact Anne Kiczula at [akiczula@manor.edu](mailto:akiczula@manor.edu)
- To reserve the Admissions Conference Room, contact Admissions at [admissions@manor.edu](mailto:admissions@manor.edu).
- To reserve the Faculty Conference Room, contact Maria Zin at [mzin@manor.edu](mailto:mzin@manor.edu).

## Maintenance Requests

Should your department need tables, chairs, or other items set up that only maintenance can provide, please contact [workorder@manor.edu](mailto:workorder@manor.edu) with all necessary details regarding the event (date, time, items requested, sponsoring organization). Please do this at least two weeks in advance and follow up two days prior to the event.

## IT Requests

IT can provide items such as projectors, screens, laptops, sound equipment, wireless microphones, and more. If you have a need for IT items, please contact [helpdesk@manor.edu](mailto:helpdesk@manor.edu) with all necessary details regarding the event (date, time, items requested, and sponsoring organization). Please do this at least two weeks in advance.

## Calendar Addition Request

To have your event added to the master Manor College calendar (viewable on [manor.edu](http://manor.edu) and on the Manor College Events app), please send event details to the Director of Student Engagement, Allison Mootz, at [amootz@manor.edu](mailto:amootz@manor.edu). Adding events to the calendar will ensure inclusion in *This Week at Manor*.

## Security Requests

It is essential for Security to know about events on campus at least one week in advance. If you require assistance with parking, opening rooms, or any other security related items, please contact Security at [security@manor.edu](mailto:security@manor.edu).

## Marketing Requests

Marketing can help advertise and memorialize your event. Please contact Kelly Peiffer at [kpeiffer@manor.edu](mailto:kpeiffer@manor.edu) at least one week in advance to request a member of the marketing team to take photos at your event. Additionally, if you would like your event advertised via the Manor College social media channels and TV's around campus, please send all pertinent information regarding the event to Kelly Peiffer at three to five days prior to the event.

## Event Planning Checklist

The Office of Student Engagement recommends using the Event Planning Checklist available here: <http://www.manor.edu/assets/pdf/student-life/clubs/Event%20Checklist.pdf> to help with planning all aspects of your organization's events. Utilizing this form will help your organization not miss important planning details and also provides an area to record your thoughts on the event so future organization leaders can determine if they should or should not host the same event in the future.

## Special Event Requirements

It is required that student organizations contact the Office of Student Engagement if they wish to host any event, however, if interested in hosting any of the following events, advance notice is required:

- **Movie viewing events**, both documentaries and fictional movies
  - Movies are copyrighted material; federal guidelines mandate that organizations have copyright approval to show the film outside a classroom setting
- An **event that is open to the public**, particularly if the organization will be entering a contract with a speaker or speaking agency
- **College Guest Speakers/Presenters Policy**:

On occasion, persons/groups from outside Manor College are invited/sponsored to speak, present, and/or receive an award at academic and/or special events open to the College and/or external community.

When the event is a College-wide celebration at which students and their families constitute the primary audience, such as a commencement ceremony or an academic convocation, the speakers will be selected because they can tell a personal story of achievement attained in an ethical and moral manner; inspire the audience with their experience in overcoming adversity; articulate a spiritual or moral principle of the human condition; or share a tale of personal sacrifice for a greater good. Before invitations are offered for events of this nature, approval by the College President is required.

When the College-sponsored activity is presented to a class or group of classes, a conference, a debate or a lecture/discussion series a faculty member coordinating the event may, at his/her discretion, invite speakers with experience or credentials that are appropriate to the topic. A staff member coordinating this activity must receive the approval of his/her immediate supervisor before offering an invitation to any speaker.

### Stipulations

- Speakers/guests must reflect the mission, vision, and values of the College.
- Guests are expected to adhere to College safety and security policies while on campus
- The host (Board of Trustees, president, faculty or staff member) is responsible for a guest transportation, housing, meals, and other hospitality services.
- If compensation or any form of honorarium is appropriate, the host must arrange for such expenditures with his/her immediate supervisor prior to the engagement.
- The College reserves the right to control the time, place and manner of such speeches and events on campus to maintain safety and order.
- The Board of Trustees reserves to the President the right of final determination on matters the Trustees see as being of major concern to the College or where

the responsibility and action of the Board of Trustees is required.

**Responsibility of Speakers and other guests of the College**

Manor College, a Catholic college does not expect that all of its guests will agree with Church teachings but it has the right to expect that its guests will acknowledge the responsibilities of a Catholic college and show respect for official Church teaching in their presentations. Respectful disagreement with Church teaching is welcome, provided the disagreement is voiced in a context that allows the college to fulfill its responsibility to provide the official teaching of the Church on the topic.

Occasionally the College invites a guest to campus for the purpose of honoring that guest. In addition to the consideration outlined above, the decision to honor a person must take into account his or her character as reflected in the public actions he or she performs and supports.

Manor College affirms the positions articulated by the United States Conference of Catholic Bishops, that “Catholic institutions should not honor those in defiance of our fundamental moral principles. Those whose actions show disregard for such fundamental principles should not be given awards, honors, or platforms which would suggest support for their actions.” (Catholics in Political Life, USSCB, 2004).

## Funding

Student organizations play a critical role in building community and enhancing the educational experience at Manor College. The Office of Student Engagement, in an effort to ensure that the funds for student organization activities are allocated in a fair and equitable manner, accepts funding requests from student organizations in two different ways:

1. Organizations are encouraged to submit a *Budget Request* in the spring of each academic year. This request will help the Director of Student Engagement anticipate the funding needs of organizations. Organizations will be notified in early summer if their request was approved. This process will help organizations plan more effectively throughout the year.
2. Additionally, organizations can request funds throughout the academic year on a monthly basis using the *Student Organization Request for Funding Form*, however, funds are only available on a first-come, first-serve basis and may or may not be available. The Director of Student Engagement determines funding allocations along with the Manor College Student Senate.

## ELIGIBILITY

To be eligible to receive funds from the Office of student engagement, student organizations must be officially recognized by Manor College and have a club constitution on file with the Director of Student Engagement.

## GENERAL GUIDELINES

For both types of requests, the following guidelines apply:

- Every Student Senate funding application must describe, in detail, the proposal itself, its monetary requirements, and its benefit to the Manor community.
- Student organization events that receive financial support from Student Activities must be open to all students.
- The Student Senate encourages collaboration among student organizations when sponsoring events.
  - Only one application for funding from one of the participating student organizations to is necessary to achieve funding for a collaborative event.
- The event must not be a regular meeting of the organization (any weekly/monthly meeting where agenda does not deviate from typical discussion). A “unique” meeting would include a recruiting or info session meeting, presentation, speaker, et cetera. If the event occurs on a regular and repeating schedule, a rationale describing the unique nature of the event is required.
- The Student Senate encourages organizations to not only provide a thorough application, but also plan the events well in advance, including securing rooms with the Registrar’s Office, confirming set up needs with Facilities and IT and advertising.
- Previous allocations awarded for the same organization and/or similar events will not be taken into account by the Student Senate.
- Student organizations cannot apply for funding for the same event multiple times.
- Price quotes, contracts and/or receipts MUST be submitted with the Request Form (when possible).
- Student Engagement can provide funding the following:
  - Advertising and publicity for events
  - Speakers or educational events
  - Films and performances
  - Conference registration costs

- Events, services, or activities that are open to the entire membership of Manor College and enhance the Manor community (so get creative)!
- Charity fundraising events
- Student Engagement cannot provide funding for the following:
  - Club fundraising events
  - Capital goods (i.e. prizes, uniforms, etc.)
  - Operating expenses (i.e. office supplies)
  - Any event that charges admission fees

### ***Spring Budget Request Guidelines***

The following are Budget Request Guidelines to help student organizations create the best possible application for funding. By following the guidelines, a student organization has the best possibility of allocation. The fundamental purpose of these Guidelines is to ensure that the Student Activity budget is distributed in a fair, transparent, and responsible fashion.

- Get together with your student organization and start thinking about events, programs, etc. that you would like to host as a club next Fall and Spring.
- Complete the ***Student Organization Annual Budget Request Form*** located here: <http://www.manor.edu/student-life/clubs/forms.php> by April 1.
- Fill out as much detail (especially on the last tab) as possible (full instructions are on the first tab of the file).
- Turn the completed form, with all necessary signatures, into the Office of Student Engagement by April 1 for consideration.

After the budget request has been approved, you will receive notification on whether or not your budget was approved. This will help tremendously with your planning for next year's events and programs.

### ***Monthly Funding Request***

The following are Student Organization Request for Funding Guidelines to help student organizations create the best possible application for funding. By following the guidelines, a student organization has the best possibility of allocation. The fundamental purpose of these Guidelines is to ensure that the Student Activity budget is distributed in a fair, transparent, and responsible fashion.

- Fill out the respective *Student Organization Request for Funding Forms* for your event.
- Submit your application to the Director of Student Engagement at least two weeks prior to your event.
- Receive an email notification from the Student Senate Treasurer regarding your application's status.
- If allocated money by Student Senate and the event is approved by the Director of Student Engagement you may advertise and host your event.
- Set up an appointment with the Director of Student Engagement if paying for items with Credit Card to make payment.
- Turn in the all the receipts, contracts, and other forms from the event to the Director of Student Engagement.





## Marketing

### Flyers and Posters

All flyers, posters, postcards, brochures, etc. representing any and all Manor College student organizations must be approved by the organization advisor/s and the Office of Student Engagement **prior to being distributed**. Failure to do so could result in the cancellation of scheduled events.

Any event that will be advertised off-campus must be advertised using only the approved Manor College flyer template which will be available by Spring 2017.

### Tee Shirts and Other Merchandise

The Manor College Marketing Department must approve any designs for T-shirts or other merchandise created by student organizations. T-shirt and other merchandise designs must be submitted to the Marketing Department before items are made/printed. Please submit design at least 2 weeks before the printing date.

Any organization that creates and distributes T-shirts or other merchandise without prior approval will be in violation of this policy and will be responsible for the consequences. The Manor College logos, graphics and athletic marks are protected trademarks of Manor College. No alterations are permitted on the College seal, logo or athletic marks. This policy helps to ensure immediate recognition, the maintenance of appropriateness, and the prevention of commercial use without compensation to the College.

Registered student organizations, as defined by the College, using the names, marks, logo, seals, and/or symbols of Manor College in any commercial venture, whether fundraising or promotional, are required to seek prior approval from the Office of Student Engagement and the Marketing Department.

## Ideas and Resources

### Develop a Plan

- Determine your audience, budget, and resources
- Find appropriate co-sponsors if needed/wanted
- Develop a timeline with specific dates and tools that will be used
- Seek permission if necessary
- Implement the plan
- Evaluate the plan with suggestions for future events

### Tips and Reminders

- Do the UNexpected
- Consider the time and locations when traffic is highest when planning for “human contact” types of promotions
- It is not “what” is done but “how”
- Use bright colors

- 3-D signs are easily noticed — use odd shaped posters, flyers, etc.

**Effective Promotions Should:**

- Sell the event
- Excite curiosity
- Be clear in terms of time, date, place, admission price, ticket information, etc.
- Create involvement

## Appendix I: Club Recognition Application



### Club Recognition Application

Proposed Organization Name: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Local \_\_\_\_\_ National \_\_\_\_\_ International \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty or Staff Advisor: \_\_\_\_\_

Department \_\_\_\_\_ Email \_\_\_\_\_

#### Organization Officers

President: \_\_\_\_\_

Vice President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Other Positions: \_\_\_\_\_

\_\_\_\_\_

#### Approval Signatures

Director of Student Engagement \_\_\_\_\_ Date \_\_\_\_\_

Dean of Students \_\_\_\_\_ Date \_\_\_\_\_

Club Advisor \_\_\_\_\_ Date \_\_\_\_\_

## Appendix II: Student Organization Advisor Agreement



Office of Student Engagement

### Student Organization Advisor Agreement

Manor College requires that all recognized student organizations have an advisor. An advisor must be a full- or part-time employee of Manor College, either as a faculty member or staff member. Student organizations are run and managed by students themselves, but advisors can play a key role in offering guidance and advice.

Club/Org Name:			
Advisor's Name:	<input type="checkbox"/> Staff <input type="checkbox"/> Faculty (Select One)		
Department:		Title:	
Phone:		Email:	

#### The duties of an advisor include:

- maintaining regular contact with the officers
- helping the group uphold Manor College's policies and guidelines
- being familiar with the activities of the group
- providing resources for events and assistance in the administration of the financial affairs of the group.

#### In turn, the organization should:

- make efforts to consult with the advisor
- consistently update advisor with organizational activities
- invite the advisor to group meetings and events

#### Together, the President and the Advisor:

- have reviewed the organization's constitution
- understand the financial status of the organization
- have set general expectations for the advisor and student relationship

\*\*\*\*\*

The signatures on this form indicate that \_\_\_\_\_ (name of advisor) has agreed to serve as advisor for \_\_\_\_\_ (name of organization) for the \_\_\_\_\_ academic school year. The signatures also verify that members of both parties have read the above information regarding the role of the student group advisor and accept the responsibilities entailed.

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Organization President Signature

\_\_\_\_\_  
Advisor Print Name

\_\_\_\_\_  
Organization President Print Name

\_\_\_\_\_  
Date

Thank you for considering serving as an advisor to a campus organization. Please contact the Director of Student Engagement with any club questions. To complete your registration and stay compliant with College policies, please return this form to the Office of Student Engagement or email [amootz@manor.edu](mailto:amootz@manor.edu).

## Appendix III: Template for Student Organization Constitution

*This sample constitution is provided for use as a guideline only. If you like this format, you may use this document as a template. Simply delete this introductory paragraph, put your club or organization's name at the top, and fill in the sections with information relevant to your club or organization. Your club or organization's actual constitution may be expanded or abbreviated but must include the following asterisked (\*) sections below in order to be considered for registration as a student club or organization at the Manor College.*

**\*- Components marked with an asterisk are required for student club and organization constitutions. Constitutions submitted without these components will not be approved.**

### **Article I – Name**

**\* Section 1** – The name of this club or organization shall be [Insert the formal name by which the student club or organization shall be officially known.]

### **Article II – Purpose/Mission Statement**

**\* Section 1** – The purpose of this club or organization shall be to [Insert the club or organization's defined purpose (to promote, to organize, to educate, etc.) and if available, its mission statement.]

**\* Section 2** – [Name of Club or Organization] shall abide by [include all university policies and procedures]

### **Article III – Affiliations**

**\* Section 1** – [Identify any local, regional, national, or international groups with which the student club or organization is affiliated. This section may be removed if the club or organization is not affiliated with an entity other than Manor College.]

### **Article IV – Membership**

**\* Section 1** – Manor College students must comprise 100% of the student club or organization's membership.

**\* Section 2** – [Insert eligibility requirements, such as grade point averages, academic majors/minors, and special qualifications which may be required for eligibility that do not illegally discriminate.]

**\* Section 3** – Membership in this club or organization is open to all meeting the above criteria, irrespective of race, creed, color, gender, class, age, nation of origin, nationality, disability, marital status, religion, veteran status, or sexual orientation.

### **Article V – Officers/Executive Board**

**\* Section 1** – The officers of this club or organization shall be: [Insert the number of officers, their titles, and their duties. Officers may be full-time, matriculated Manor College students. A club or organization must identify at least one presiding officer and one financial officer.]

**\* Section 2** – [Insert qualifications for each office, if any. For example, "Members must have been a member of the club or organization for at least one calendar year to be eligible to run for election as president."]

**\* Section 3** – [Insert the term length of each position. Being specific may be helpful, like "...one year from October 1 to September 30." Be careful to include provisions for holding elections before an officer's term expires.]

**\* Section 4** – [Insert provisions for removing an officer, in the event it is necessary.]

**\* Section 5** – [Insert whether reports from officers to the membership will be required. If the club or

organization decides they are required, how often will they be made? How will they be made available?]

## **Article VI – Elections**

**Section 1** – Election of officers shall be held [Insert the month of elections and specify which member of the club or organization will oversee them. Who will announce elections? The candidates? The results? A provision should be made that specifies how far in advance election meetings will be announced.]

**Section 2** – [Insert procedures for filling vacancies in positions.]

**Section 3** – [Insert procedures for voting in elections. Some club or organizations make provisions for a secret ballot, for example, whereas some feel a vote by a show of hands is best. What percentage of those voting shall constitute a candidate’s election? Consider procedures for election proceedings in which no candidate has won.]

## **Article VII – Meetings**

**\* Section 1** – Regular meetings of this club or organization shall be held [Specify the frequency of meetings. Determine who has the authority to call a meeting and who has the responsibility of notifying members of meetings and how it should be done. For example, “The secretary shall notify members of the business meeting, via e-mail, no later than five business days in advance of the meeting.”]

**\* Section 2** – Quorum shall consist of [insert the number or percentage of ] voting members. [A quorum is defined as the number or percentage of the total membership that must be present at a meeting in order to conduct the business of the club or organization.]

**Section 3** – The [specify edition] edition of Robert’s Rules of Order [or Sturgis Standard Code of Parliamentary Procedure] shall govern meetings of this club or organization within the requirements of this constitution and bylaws adopted by the membership of this club or organization.[Student club or organizations are not required to follow these procedure standards, but if the club or organization decides to do so, it should be articulated in the constitution.]

## **Article VIII– Advisors**

**Section 1** – There shall be at least one full time Manor College faculty or staff advisor who shall serve as an advisor to the club or organization.

**Section 2** – [Insert a description of how the advisor will be selected].

**Section 3** – [Insert a description of the duties or responsibilities of the advisor. This description must be congruent with the guidelines established by the Office of Student Activities in the *Student Club and Organization Handbook*. In situations in which the role of the advisor prescribed in a student club or organization’s constitution is different, policies established by the Office of Student Activities supersede them.]

## **Article IX – Committees**

**Section 1** – [Insert a description of standing committees, their function, financing, powers, etc.]

**Section 2** – [Describe the selection of committee members. For example, “Members of the marketing committee shall be appointed by the President, with a majority vote of approval by the general membership.”]

## **Article X – Finances (if applicable)**

**Section 1** – Members shall pay dues in the amount of [Insert a dollar amount, the schedule for which they are assessed, and the individual responsible for collecting and processing dues.]

**Section 2** – [Insert a description of accounting procedures, how funds are allocated, how accounts are

maintained, etc.]

### **Article XI – Constitutional Amendments**

**\* Section 1 –** This constitution may be amended by a vote of [Insert the number or proportion of the membership required to amend the constitutions. What is the process by which revisions may be proposed? How far in advance must proposals be distributed to the membership? Are changes effective immediately upon their passage? May this take place at any meeting, or may changes only be proposed and passed at an official business meeting? Every time the club or organization's constitution is amended, a revised copy must be e-mailed to the Office of Student Engagement at [studentlife@manor.edu](mailto:studentlife@manor.edu).]

### **Article XII – Bylaws**

**Section 1 –** [Some club or organizations may find it necessary to implement policies other than the primary guiding rules described in a constitution. As the constitution, in many ways, is the backbone of the club or organization, it may not be appropriate to include secondary policies in this document.]

**This template is to serve as a guide!**



## Appendix IV: Student Event Planning Checklist



**Manor College**

### Student Activities Planning Checklist

*This checklist should be used as a guide to ensure your events are coordinated successfully.*

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Event Description: \_\_\_\_\_

TIMEFRAME	TASK	CONTACT	NOTES
Before anything else!	Check Manor College calendar to check for conflicts.	<a href="http://manor.edu/student-life/cal.php">http://manor.edu/student-life/cal.php</a>	
4 Weeks prior to event or as early as possible	Request use of space (classrooms, conference rooms, cafeteria, etc.)	Classrooms: <a href="https://sites.google.com/a/manor.edu/academicaffairs/home">https://sites.google.com/a/manor.edu/academicaffairs/home</a> Gym/Auditorium: Rob Reeves <a href="mailto:reeves@manor.edu">reeves@manor.edu</a> Student Lounge-Res Hall: Resident Coordinator, <a href="mailto:reslife@manor.edu">reslife@manor.edu</a> Cafeteria/Student Lounge (Acad Building) Allison Mootz, <a href="mailto:amootz@manor.edu">amootz@manor.edu</a> Outside Open Spaces: Allison Mootz, <a href="mailto:amootz@manor.edu">amootz@manor.edu</a> Volleyball Courts - <a href="mailto:reslife@manor.edu">reslife@manor.edu</a> Conference Rooms: Pres Board Room – TBD Admissions Conference Room – <a href="mailto:admissions@manor.edu">admissions@manor.edu</a> Faculty Conference Room (faculty only)-Maria Zin, <a href="mailto:mzin@manor.edu">mzin@manor.edu</a>	
4 Weeks prior to event	Inform Security of event/visitors	<a href="mailto:security@manor.edu">security@manor.edu</a>	
4 Weeks prior to event	Submit Facilities Request to Maintenance	<a href="mailto:workorder@manor.edu">workorder@manor.edu</a>	
4 Weeks prior to event	Submit IT requests to IT Department	<a href="mailto:helpdesk@manor.edu">helpdesk@manor.edu</a>	
2-4 Weeks prior to event	Request event to be added to Manor College Calendar	To have your non-academic event added to the master Manor College calendar (viewable on manor.edu and on the Manor College Events app), please send event details to the Director of Student Engagement, Allison Mootz, at <a href="mailto:amootz@manor.edu">amootz@manor.edu</a> . To have your academic event added to the calendar, please contact Paul VanRijn at <a href="mailto:pvanrijn@manor.edu">pvanrijn@manor.edu</a> . Adding events to the calendar will ensure inclusion in This Week at Manor.	
2 Weeks prior to event	Advertise & Memorialize Event	Marketing can help advertise and memorialize your event. Please contact Kelly Peiffer at <a href="mailto:kpeiffer@manor.edu">kpeiffer@manor.edu</a> at least one week in advance to request a member of the marketing team to take photos at your event. Additionally, if you would like your event advertised via the Manor College social media channels and TV's around campus, please send all pertinent information regarding the event to Kelly Peiffer at least three to five days prior to the event.	
1 Week prior to event	Confirm volunteers		
Day of event	Arrive at least one hour before event to set up (depending on event type)		
Day of event	Meet and Greet Vendor/Artist		
Day of event	Cleanup & put items back in storage.		
After event	Remove flyers		

\*\*\*When Event Checklist Is Completed Please Turn Into Your Club Advisor\*\*\*



**Manor College**  
***Student Activities Program Evaluation***  
(Please type or print clearly)

**PROGRAM TITLE:**

\_\_\_\_\_

**PROGRAM EVALUATION:**

**NUMBER OF ATTENDANTS:** \_\_\_\_\_

**Was the program:**

**SUCCESSFUL** \_\_\_\_\_ **OK** \_\_\_\_\_ **UNSUCCESSFUL** \_\_\_\_\_ **and**

**WHY or WHY NOT?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHAT could have changed about the program?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**On a scale from 1-10, how successful do you think the program was?** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Officer/s In Charge**

**(2)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(3)** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Club Advisor/Director of Student Engagement**

## Appendix V: Student Organization Request for Funding



### STUDENT ORGANIZATION REQUEST FOR FUNDING

Student Organization Name:	Date:
Name of person submitting request:	Position:
Amount Requested:	Contact Email:

Please indicate what the requested funds will be used for:

- |  |  |
|--|--|
| <input type="checkbox"/> Events              | <input type="checkbox"/> Refreshments              |
| <input type="checkbox"/> Fundraising Expense | <input type="checkbox"/> Equipment Rental          |
| <input type="checkbox"/> Entertainment       | <input type="checkbox"/> Travel                    |
| <input type="checkbox"/> Club Expenses       | <input type="checkbox"/> Organizational Membership |
| <input type="checkbox"/> Student Giveaways   | <input type="checkbox"/> Student Education         |
| <input type="checkbox"/> Printing            | <input type="checkbox"/> Licenses & Fees           |
| <input type="checkbox"/> Other: _____        |  |

Date Payment is Required \_\_\_\_/\_\_\_\_/\_\_\_\_

Payment should be made with:

- ☐ Check (Name to appear on the check: \_\_\_\_\_)
- ☐ Credit Card
- ☐ Cash

Please supply a detailed description of the purpose of this monetary request (use back of paper if necessary):

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*PRICE QUOTE, RECEIPT OR CONTRACT MUST BE ATTACHED TO FORM IN ORDER TO RECEIVE FUNDING.*

*Signatures of Approval*

President/Treasurer of Organization: \_\_\_\_\_

Advisor of the Organization: \_\_\_\_\_

Student Senate Treasurer: \_\_\_\_\_

Director of Student Engagement: \_\_\_\_\_

Student Senate Use Only			
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Date: ____/____/____	Amount: _____

## Appendix VI: Student Organization Budget Request Form



### Student Organization Budget Request Form

Organization Name \_\_\_\_\_

Number of Organization Members \_\_\_\_\_

President \_\_\_\_\_

Email \_\_\_\_\_

Treasurer \_\_\_\_\_

Email \_\_\_\_\_

Advisor \_\_\_\_\_

Email \_\_\_\_\_

**These cells will automatically populate after you complete the information on the next tab:**

Projected Income (if any):	\$0.00	Actual Income (if any):	\$0.00
Total Budget Requested:	\$0.00	Total Budget Approved:	\$0.00
Total Requested Expenses:	\$0.00	Total Approved Expenses:	\$0.00

To the best of my knowledge the organization request in the attached budget is a registered Manor College Student Organization with the Student Engagement Office.

All information included is accurate and follows the Student Organization Funding Request Guidelines.

Advisor Signature \_\_\_\_\_

Email \_\_\_\_\_

President's Signature \_\_\_\_\_

Email \_\_\_\_\_

Treasurer Signature \_\_\_\_\_

Email \_\_\_\_\_

Student Senate Treasurer Signature \_\_\_\_\_

Email \_\_\_\_\_

Director of Student Engagement Signature \_\_\_\_\_

Email \_\_\_\_\_

#### Student Senate Use Only

☐ Approved

☐ Denied

Amount: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Manor College

Office of Student Engagement

700 Fox Chase Rd.

Jenkintown, PA 19446

215-885-2360 x276

Office Hours:

Monday-Friday 9 AM-5 PM

Extended hours for special events.

[studentlife@manor.edu](mailto:studentlife@manor.edu)

<http://manor.edu/student-life/>

Download our app “Manor College Events” in the Apple and Google Play stores.