

# 2011 – 2012 Organizational Handbook



**The official handbook for students involved in Clubs,  
Organizations, and Greek Life at Upper Iowa University**



**UPPER IOWA UNIVERSITY**

Established in 1857

The 2011-2012 Organizational Handbook is published by the Office of Student Activities  
“Through committed mentoring and positive role-modeling, *we enrich the college experience for students.*”



# Organizational Handbook

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*Learn • Lead • Serve • Respect*  
*UIU Office of Student Development*

## IMPORTANT MEETINGS

**Student Government Meetings** – Every other Monday @ 12:15pm in – Student Center Ballroom C – Mandatory attendance is required by a student representative from each organization – Two absences and the organization is put on probation, three absences and the organization is considered inactive – 10/10, 10/24, 11/7, 11/21, 12/5, 1/16, 1/30, 2/13, 2/27, 3/19, 4/2, 4/16, & 4/30

**All Club and Organization Meeting (Advisors are required to attend)** – Thursday, September 1<sup>st</sup> @ 8:00pm in the Student Center Ballroom – (75% of the organization should be represented at this meeting)

**All Greek Meeting (Advisors are required to attend)** – Thursday, September 1<sup>st</sup> @ 9:00pm in the Student Center Ballroom – (75% of the organization should be represented at this meeting)

**Greek Council Meetings (Greeks Only)** – Thursdays @ 12:15pm in the Leadership Center – 9/1, 9/8, 9/22, 10/6, 10/20, 11/3, 11/17, 12/1, 1/19, 2/2, 2/16, 3/15, 3/22, 3/29, 4/5, 4/12, & 4/19

**President's Roundtable (Clubs Only)** – Wednesdays @ 12:15pm in the Leadership Center – 9/7, 11/2, 1/18, & 3/21

# Introduction

*“Student organizations are an important part of the educational experience at Upper Iowa University.”*

Student organizations provide the student with the opportunity to find new friendships with individuals that share common interests and provide leadership development opportunities that will be beneficial in college and later in life. To help organizations maximize their potential for success, the Office of Student Activities has developed a manual of information and resources for campus organizations and organizations’ advisors. The purpose of this manual is to:

- Provide you with the proper procedures to begin a student organization at UIU.
- Help organizations be aware of what resources are available on campus.
- Help organizations be aware of university policies and procedures.
- Offer assistance to student organizations, specifically in regards to planning, promoting, and providing quality programs on campus.
- Recommend best practices for creating a learning environment where integrity, respect, teamwork, and responsibility are valued and leadership skills—such as communication, time management, and problem solving—are practiced.
- Guide individuals on the best ways to maximize their student involvement experience.

While this manual is meant to be a summary of certain matters of interest to student organizations its readers should be aware that it is not a complete statement of all procedures, rules, and regulations of Upper Iowa University. Divisions and departments of UIU may have their own policies and procedures, which apply to student organizations as well.

If you have any questions about the manual, or would like to schedule a time to discuss starting a student organization or how you can improve your organization, please contact the Director of Student Activities at (563) 425-5311 to arrange a meeting time.

## **Sources and adaptations from:**

*College of DuPage* – Clubs and Organizations Handbook  
*Eastern Illinois University* – Recognized Student Organization Handbook  
*Highland Community College* – Organization Manual  
*Rock Valley College* – How to Start a Club at RVC  
*Southern Illinois University-Edwardsville* – Student Organization Handbook  
*Triton College* – “Sharing Adventures”  
*University of Chicago* – Student Activities Handbook  
*University of Missouri-St. Louis* – SOS Student Organization Survival  
*University of Notre Dame* – The Source  
*University of North Texas* – Student Organization Handbook  
*University of Wisconsin-Stevens Point* – Guidepoint  
*Waubensee Community College* – Club Handbook  
*Western Illinois University* – Club Handbook

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# The Vision and Mission Statements of the Office of Student Activities (OSA)

## Vision Statement

*“Student Activities aspires to be one of the many strong developmental components of the Office of Student Development at Upper Iowa University. Our office seeks to be a place where students can engage in leadership, service, and social learning opportunities that not only enhance their knowledge and skill development, but also enrich their college experience. We aim to create a learning environment where integrity, respect, teamwork, and responsibility are valued and leadership skills—such as communication, time management, and problem solving—are practiced.”*

## Mission Statement

*“The Student Activities office at Upper Iowa University plans, promotes, and provides engaging leadership, service, and social involvement opportunities for students to encounter as a part of their inclusive college experience. Through our services, we assemble interactive, enriching, and enjoyable programs for student participation. In conjunction to programming, Student Activities also strives to help students develop the essential skills that will benefit their vocational path and advocate living a life of true meaning and value.”*

**“Through committed mentoring and positive role-modeling,  
we enrich the college experience for students.”**



Upper Iowa University  
**Office of Student Activities**

# The Office of Student Activities

The Office of Student Activities is run under the leadership of the Office of Student Development and houses both the **Director of Student Activities** and the **Graduate Assistant for Student Activities**. The office's mission is to provide UIU students with leadership, service, and social involvement opportunities that supplement their classroom experiences. The Office of Student Activities is structured specifically to provide assistance to individual students and student organizations in the planning, management, and evaluation of programs and activities directed toward meeting the diverse needs and interests of students on campus. We strive to provide a variety of opportunities for students to engage in throughout the year, challenge students to explore their leadership skills by being involved on campus, encourage them to participate in a various social programs, and support them in their individual growth and development. The Director of Student Activities and the Graduate Assistant for Student Activities include:

The Office of Student Activities is located on the second level of the Student Center in room 211. Regular office hours for the fall and spring semesters are Monday – Friday, 8:00am–5:00pm. To schedule an appointment, please call TJ at (563) 425-5311.

*Some of the opportunities to get involved in through the Office of Student Activities include:*

**Peacock Entertainment Crew (PEC)** – The Peacock Entertainment Crew is Upper Iowa University's Student Activities Board. Recognizing that co-curricular activities and social life are important at Upper Iowa, PEC is the major planning organization for all student activities. Comprised of student leaders, PEC's goal is to program a wide variety of cultural, social, recreational, and educational events for the Upper Iowa community.

**Student Government Association (SGA)** – The Student Government Association (SGA) Office is located on the second floor of the Student Center in room 212. SGA is a student-run organization that is elected by the student body. SGA is responsible for working and communicating with UIU's administration concerning all student issues. These student leaders sit in on standing university committees, assist in the policy-making process, and serve as representatives for the entire student body at Upper Iowa (As a reminder, all UIU students are invited to attend SGA meetings and bring their ideas, feedback, questions, and concerns with them. SGA is dedicated to helping make UIU the best educational experience for all students.). Contact SGA at: studentgovernment@uiu.edu or at (563) 425-5937

#### **SGA Officers**

**President:** Anthon Dijohn – dijohna039@peacocks.uiu.edu

**Vice President:** Kayla Ludwigson – ludwigsonk755@peacocks.uiu.edu

**Secretary:** Skylar Lesan – lesans402@peacocks.uiu.edu

**Treasurer:** Lauren Verhulst – verhulstl717@peacocks.uiu.edu

**Academic Extension:** Justin Marchant – marchantj403@peacocks.uiu.edu

*“Success seems to be connected with **action**. Successful people keep moving. They make **mistakes**, but they don't **quit**.” ~Conrad Hilton*

**Greek Life** – Greek Life is a proven support system for thousands of men and women across the country. A sorority or fraternity can help personalize your college experience by providing close friendships, scholastic assistance, hands-on experience in leadership, and exposure to educational programs that increase knowledge and awareness, as well opportunities to enhance that community through service projects.

**Multicultural Programs** – The Office of Student Activities values the diversity present in the Upper Iowa University student population. The Office of Student Activities along with the Office of Student Development and Upper Iowa University as a whole works to bring a better understanding of cultural diversity to the UIU community. Although there is no formal student group on campus, the Office of Student Activities partners with various departments across campus to offer programs and events that help educate and expose the UIU population to our amazingly diverse and exciting world.

**Student Organization Services (SOS)** – The Office of Student Activities provides direction and assistance to over twenty student-run campus organizations. Students involved in an organization can meet with Director or Graduate Assistant for advice on running effective meetings, planning a program, addressing an organizational concerns, obtaining resources, and much more. Through SOS, we also help students connect with leadership, service, and social involvement opportunities here on campus.

**Fine Arts Series** – Similar to our Multicultural Programs, the Fine Arts Series contributes to the cultural enrichment of the UIU community and the larger Northeast Iowa community by sponsoring programs and events specifically focused on the Fine Arts. These events are open to both UIU students and the public in an effort to bring the entire community together for both the expression of the various art forms and to be entertained.

# Recognition Procedures

(Obtaining Formal Recognition as a UIU Student Organization)

## Purpose of Student Organizations at Upper Iowa University

- To create a sense of community in which students, faculty, administration, and staff can participate in an open educational environment.
- To help achieve a sense of identity with the college and an awareness of the surrounding community.
- To aid in individual growth and development through interpersonal activities that encourage interaction.
- To provide an opportunity for students to foster their leadership capabilities.
- To enrich the cultural, aesthetic, and recreational dimensions of the campus.
- To assist in developing an awareness of governmental process.

## Benefits of Being a Recognized Student Organization

- Allocation of funds by the Student Government Association.
- Use of campus facilities for organizational meetings and social functions.
- Membership solicitation on campus.
- Establishment of dues and approved fundraising events on campus for identified educational purposes that benefit the organization.
- Use of poster board, markers, bulletin board paper, and any other available resources in the Student Leadership Center.
- Use of campus bulletin boards and publications for advertising approved organizational meetings and events.
- Use of campus printing facilities for organizational needs.
- Use of campus mailbox and mail services (all postage to be paid by the organization).
- Use of the university's name in conjunction with that of the organization for official purposes.
- The support of the Student Government Association and the Office of Student Development, as well as faculty and administration.
- Representation of the Student Government; which affords your group the opportunity to participate in campus leadership opportunities and the chance to acquire skills that will aid your group's programming efforts.
- The opportunity to share common interests and broaden social horizons.

## Requirements to Become a Recognized Student Organization

Upper Iowa University has many diverse student organizations to meet the needs and interests of our students. Students can start a new organization to meet any additional needs or interests as well. To become a recognized student organization at UIU, or to maintain recognition, the organization must fulfill the following expectations:

1. Recruit at least seven full-time enrolled UIU students who have an interest in being a member (*At least seven full-time UIU students must be active members at all times. If a group has fewer than seven members, the organization will be put on probation and have one semester to recruit new members and bring their numbers to required status. If after one semester, the group is unable to maintain seven full-time, active members, the organization will be placed on "inactive" status and lose all rights and privileges associated with being a recognized student organization on campus. The organization may be reinstated to active status at the discretion of the Director of Student Activities after completing the reactivation procedures.*). Full membership and involvement in UIU student organizations is limited to

UIU students only. Non-UIU students can only be honorary members and no center/extended university students are permitted to join UIU-Fayette campus student organizations.

2. Provide a list of names, addresses, and telephone numbers of current officers with the annual recognition forms and submit them to the Office of Student Activities at the beginning of the year. **A recognized student organization must fill out annual recognition forms by September 15<sup>th</sup> of each year** (Forms are available in the Office of Student Activities and in the Organizational Handbook. Organizations that have not filed their annual recognition forms by September 15<sup>th</sup> will be suspended from all rights and privileges as a recognized organization until these forms are completed. The Office of Student Activities reserves the right to withhold recognition of any organization.).
3. Construct and maintain a current Microsoft Word copy of the organization's constitution and by-laws with the Office of Student Activities. Any changes to the constitution need to be approved by the Director of Student Activities. To ensure continuity and consistency, your constitution must include:
  - a. The date of adoption.
  - b. A clear statement of purpose, as well as a list of objectives (outcomes) for the upcoming year that are consistent with the mission and educational goals of Upper Iowa University.
  - c. Democratic procedures for nominations, elections, and removal of officers.
  - d. Democratic provisions for policy making including amendments to the organization's constitution.
  - e. A clear statement of reasonable dues or other financial obligations of members.
  - f. A non-discrimination clause or statement (see item 4 below).
  - g. A statement of financial responsibility for any debts accumulated at Upper Iowa University.
  - h. A non-hazing statement (see page 39 for information regarding the hazing policy).
  - i. A statement of compliance with university policies, procedures, and campus regulations, as well as federal, state, and local laws (see item 5 below).
  - j. Assurance that the petitioning organization is willing to work in a democratic manner within the framework of UIU policies and procedures (If the petitioning organization is a member of a national or regional organization, the university reserves the right to examine the record of the parent organization or affiliates.).
  - k. A list of membership expectations.
4. Create an organizational policy statement that does not have any constitutional, ritualistic, or selective restrictions and include it in the organization's constitution. A non-discriminatory clause must be included in every student organization's constitution. **A student organization shall not deny membership to any student for reasons of race, religion, color, age, sex, national origin, disability, veteran status, or sexual orientation.**
5. Abide by all university policies, procedures, and campus regulations, as well as federal, state, and local laws.
6. Each officer of a recognized student organization must be enrolled in a minimum of six class hours per term and have **at least a 2.5 cumulative GPA** (organizations may have higher standards enumerated in their constitutions if they so choose). The students must also be in good judicial standing at the time of election and during the term of office.
7. Every event, social, or otherwise, held by an organization must adhere to the following regulations:
  - a. It is the responsibility of each recognized student organization to see that their members, as well as those in attendance at their events and meetings, conduct themselves in accordance

- with UIU policies, procedures, and campus regulations, and their organization's national affiliation regulations, as well as federal, state, and local laws (Each recognized organization shall be held responsible, as an organization, for any violation of UIU regulations, local ordinances, state and federal laws, and the organization's affiliation regulations committed on any premises under its control).
- b. **The organization's advisor or an authorized university official must be present at all programs and activities sponsored by the organization** (This does not include small group activities such as small group meetings, fundraising activities in the Student Center, etc.).
8. Submit details of initiation and member education procedures. A meeting with the Director of Student Activities to discuss pledging is required prior to each pledging period. An educational session on hazing must be included in the educational process of new and petitioning members (pledges).

**The following information does not pertain to Clubs and Organizations**

**The fall pledge period** will take place from Sunday, October 9<sup>th</sup> through Wednesday, November 23<sup>rd</sup>. This pledge period will be for upperclassmen only (no freshmen are allowed to pledge at this time).

**The spring pledge period** will take place from Sunday, January 15<sup>th</sup> through Wednesday, February 22<sup>nd</sup>. Freshmen and upperclassmen are permitted to pledge at this time.

## Responsibilities of Student Organizations

Recognized organizations are expected to:

1. Follow all Upper Iowa University recognition procedures (as listed above).
2. Abide by the Code of Student Responsibility found in the Student Handbook.
3. Follow their organization's constitution.
4. Follow all procedures for making outside purchases and ensure timely payment of any obligations made in the name of the organization.
5. Work with the Office of Student Activities when planning activities to ensure compliance with university procedures.
6. Represent the university by maintaining a professional atmosphere.
7. Not obligate or commit the university in any way without first discussing the matter with the Director of Student Activities. The director will work with organizations to obtain the proper approvals when needed.
8. Make proper provisions to control the organization's activities. This includes provisions for advisors at activities and maintaining all college rules and regulations during the course of an activity.
9. Keep constitution and by-laws current.
10. Send a representative to Student Government Association Meetings.
11. Keep the Office of Student Activities informed of organizational meetings and activities.
12. Continue to enjoy full freedom to recruit and select members from among the student body as stated in its constitution or operating rules. The practice of excluding individuals from membership in a recognized organization on the basis of race, color, religion, sex, sexual orientation, or national origin will be subject to a warning, probation, or withdrawal of the organization's official records.

## Community Service

Community service, volunteerism, and service learning enhance your college experience in many ways. Students who participate in community service gain:

- A strong sense of self-worth and pride along with personal growth.
- New experiences, new friends, and new possibilities.
- Increased independence and managerial skills.
- Improved decision-making abilities.
- Visibility and prestige in the community and on the job.
- A network of contacts for future opportunities including career advancement.
- Satisfaction from helping to build a stronger and safer community.

Community service is a way for many people, particularly young adults, to regain a sense of community. The Upper Iowa University Community Service Program provides students with the opportunity to involve themselves in a variety of enriching, useful, and practical experiences which serve the school and community.

Through community service, students can learn new skills, assume responsibilities, become aware of the needs of others, and learn the importance of unselfish serving and giving. Community service links students to the wider community and exposes them to people and situations outside their previous experiences.

**Each student involved in an organization is required to perform a minimum of 10 hours of community service each year. The community service requirement may be satisfied by participation in a single activity or a combination of approved activities.**

Calculated community service hours for each individual are to be handed into the Director of Student Activities. Money transfers will occur once an organization's members have fulfilled all of their hours.



## COMMUNITY

“I am of the opinion that my life belongs to the whole community and as long as I live, it is my privilege to do for it whatever I can. I want to be thoroughly used up when I die, for the harder I work the more I live.” ~George Bernard Shaw

### Definition of Community Service

A recognized UIU organizational community service activity:

- Is performed without compensation.
- Has some institutional or organizational affiliation (all government, charitable, and non-religious IRS-ruled non-profit organizations automatically qualify as community service providers).
- Is not associated with the practice or promotion of any religion
- Is a service to at least one person other than the student or the student's relative and is generally of benefit to the “community.”
- Is separate from a service activity for which the student is already receiving school or organizational credit.
- Is not performed during scheduled class time.
- Is not performed during scheduled study hall time.
- Is not service mandated by a court.

# Club & Greek Advisors

All organizations are required to have an official advisor who is a full-time member of the university (either a faculty or staff member). The advisor serves as a counselor and guide to help facilitate growth within the organization. He/she assists the students in achieving their organizational goals and ensures that the group functions within all guidelines and procedures. **Agreeing to serve as an advisor to an organization involves accepting the responsibility for the organization and the university. These responsibilities should be clear before taking on this role.**

## Finding an Advisor

It is the organization's responsibility to find an advisor. Prior to approaching someone about the advisor position, an organization should look closely at the university expectations of an advisor and develop their own expectations. This may help guide the organization to the perfect person for their group.

## Responsibilities of an Advisor

The Office of Student Activities recognizes the necessity for an advisor. The essence of being a good and responsible advisor is having a sincere interest in advancing the development of each member and understanding the purpose of student involvement. Being an advisor is a huge, worthwhile investment, and these responsibilities should be clear before taking on this rewarding role.

### **Responsibility to the University** (these include, but are not limited to the following):

1. To be certain that he/she or an authorized university representative (full-time faculty or staff member) is present at scheduled events, especially any activity involving travel.
2. To be certain of the content and manner of all scheduled programs, to ensure that they are presented in good taste and that they are within university policies and procedures.
3. To communicate relevant university policies, regulations, and procedures to the organization.
4. To communicate and explain federal, state and local regulations which are applicable to the functions and activities of the organization.
5. To meet with the Director of Student Activities, as needed, to review and discuss any problems, ideas, or suggestions.

### **Responsibility to the Group** (these include, but are not limited to the following):

1. There must be educational and personal development opportunities for the students who participate as members of a student organization.
2. The program must justify the expenditure of students' time, abilities, energy, and money.
3. To assist the organization in monitoring the organization's account and fundraising activities.
4. The advisor should be knowledgeable and well informed about all plans and activities within the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
5. To maintain contact with relevant university officers and to help in communication with the national organization office if an affiliation exists.
6. The advisor should discourage domination of the group by any individual or faction.
7. The advisor is responsible for providing long-term continuity within the group, and should be familiar with its history, including major changes in the organization's programs.
8. The advisor should assist in the orientation of new officers.
9. The advisor is expected to attend the events sponsored by the group and to assist in setting the tone of the occasion.
10. The advisor should provide direct assistance in the planning and evaluation of programs.
11. The advisor should assist in promoting student interest in evaluating programs.

12. The advisor should assist the group in setting realistic goals and objectives yearly.

**Responsibility to the Individual** (these include, but are not limited to the following):

1. The advisor should encourage each individual to participate and get involved in group meetings and events.
2. Group members may need guidance as they try to decide to what degree they should participate in activities. The advisor should assist students in maintaining a balance between the academic and co-curricular aspects of student life.
3. The advisor should always keep the best interest of the student in mind and encourage them to develop and grow through their involvement in the organization.

## Helpful Advising Techniques

Generally, the advisor's contact with the organization will take place in two settings: (1) when meeting with student officers; and (2) attending group meetings, activities, and programs. Below is a list of helpful techniques that will enable one or more to effectively fulfill the role of an advisor. Please keep these things in mind throughout the academic year.

### Student Officer/Advisor Expectations

1. A student officer may expect the following of an advisor:
  - To assist the group in formulating long range goals and in planning and initiating short-term projects.
  - To serve as a resource person. Often times the advisor has had previous experience and can provide the officer and members with background information.
  - To assist the officer with University procedural matters.
  - To suggest ways by which the group meetings can be improved.
  - To represent the group and its interests during staff and faculty meetings.
  - To assist the group in evaluating group projects, performance, and progress, as well as during sponsored group events and activities.
  - To offer suggestions that will permit the officers to improve their leadership skills.
  - To be available when an emergency matter arises.
2. An advisor may expect of a student officer
  - To keep the advisor informed on all organizational activities, meetings times, locations, agendas, and other group matters.
  - To meet regularly with the advisor and use him/her as a sounding board for discussing organizational plans and problems.
  - To challenge and support student officers and group members to grow and develop personally and professionally, both as individuals and as an organization.

### Working with the Student Officer

1. The officer's influence
  - Since the officer's influence is, and should be, even greater than that of the advisor, an officer can make or break an organization. Therefore it is crucial for the advisor to mentor student officers through their leadership position(s).
2. Regular Meetings with the Officer
  - These meetings typically serve as an opportunity for discussion regarding the officer's role within the organization. During these meetings is when the primary responsibilities of the advisor are discharged.

- A good vehicle for discussion at officer meetings is planning the next meeting's agenda for the organization. This will not only provide a structure for conducting the organization's meetings, but it can also serve as a point of departure for the discussion of other areas of mutual concern.
- The basic objective of advising student officers entails having discussions based on genuine concern for the creative and personal development of the officer and the members of the organization.

### 3. Different Approaches to Advising

- The advisor will want to point out factors bearing on the ideas presented by the officer without imposing his/her own ideas.
- If an idea is inappropriate, the advisor should try to encourage the students to consider other alternatives.
- Informal meetings are conducive to open and worthwhile discussion.
- If the officer asks "What should we do?" or "What do you think?," the question should be rephrased and handed back to the officer or group. The advisor is there to assist; not to solve the problem for officer or organization.
- The officer should be encouraged to take an occasional chance on some less proven members in delegating authority.
- The advisor may wish to periodically evaluate the student officers in their effectiveness as an officer.

### Working with the Group

1. If the officer, with the advisor's assistance, has developed a good agenda and keeps the group on task, the advisor will have very little to do at the meetings. There are, however, occasions when active participation by the advisor may be necessary.
  - The following techniques are suggested, in the order in which they should be used when an organization is planning a questionable activity:
    - Other ideas may be substituted for the one which is satisfactory.
    - The difficulties inherent to the plan can be pointed out.
    - The advisor may request that the group obtain the opinion of the individuals or agencies affected by the action.
  - The Director of Student Activities is available and has the primary responsibility for setting and interpreting policies regarding student activities. When an advisor has questions about the advisability of an organization's plans, he or she should feel free to contact the Office of Student Activities or suggest that the organization's officers contact the OSA staff.
  - When group members seem unnecessarily bound by tradition or are frequently uncreative in their planning—a group will plan an event as are reported from the previous year—what can be done to turn the group to its own resources? The following suggestions may encourage the group to develop more creative programming:
    - Brainstorming is a technique generally used to promote creativity. It calls for the student officer to define a fairly broad problem area and throw it open for rapid fire, uninhibited top of the head suggestions from all members. Studies have shown it to work best for relatively unstructured tasks. Not the least of its assets is the informal atmosphere it generates, in which even the most passive or withdrawn member feels free to contribute.
    - Students may consult with the Office of Student Activities staff. Program ideas are one of the many areas in the office stands ready to assist.
2. The Advisor's Corner – Some organizations reserve a few minutes at the close of their meetings for the advisor to speak. The range of topics; which would be relevant to such occasions is quite broad: praise, remarks of evaluation or inspirational comments.

# Membership/Recruitment

## Recruitment

New members are the lifeblood of an organization, therefore new membership recruitment and education is very important.

Recruitment can be a challenging, exciting, and sometimes frustrating experience. To get new members, you have to: 1) attract people to your organization and 2) provide individuals with reasons to stay once they've joined.

Before actual recruiting begins, spend some time with your current members defining the purpose of your organization and identifying the benefits of membership in your organization. It is helpful to be able to tell potential members what your group does and what they will gain from their involvement in the organization. Once you have defined your group's purpose and identified the benefits of being a member, then the exciting part can take place. Recruit!!!

There are many ways to recruit. Talk to your friends or other people you believe would be interested in the activities of your organization. Send out general notices, brochures, and newspaper advertisements inviting students to join your organization. When advertising, keep notices short and appealing and include some of those benefits the organization has identified. Another way to entice people is to encourage current members to bring a friend to the next meeting so they can see what the organization is all about in person. These are just a few of the creative ways to recruit members into your organization.

To assist with the recruitment of new members the Office of Student Activities arranges a fall organization fair. During the organization fair, registered student organizations are permitted to display information about their organization and encourage other students to join their group. The purpose of this fair is to gain interest and attract potential members. If a great deal of time, thought, and energy is put into the recruitment process, it can drastically help an organization in their recruitment efforts. For any questions or ideas concerning recruitment, feel free to contact the Office of Student Activities for further information and resources.

## So You've Recruited – Now What?

Developing and conducting an organization recruitment campaign is very important. Yet, as we all know, retaining these new members is another matter entirely. All too frequently groups skip a form or orientation and place their new recruits directly on committees or organizational projects. Although involvement is crucial to the longevity of the group, **understanding the organization and its goals and objectives, structures, norms, and taboos is equally important.** By taking the time to orient new members to the privileges and responsibilities of membership, you create a more educated membership—people who can and will make a significant contribution to the organization.

That being said, pay attention to the behavior of your new members. They are likely to feel a bit anxious and uncertain about their involvement. When left floundering in this state, new members often disappear from organizations. Do all that you can to make new members feel welcome and comfortable. For instance:

- Discourage cliques among old members.
- Learn new members' names and help them to learn the names of others.
- Give new members some direction in their involvement. Assign them a task, ask for their input, and reward them for their contributions.

Each new member has unique talents and ideas. Give them opportunities to share...the results will be great!

## Membership Development and Human Dignity

As a final thought, understand that excellent organizations cultivate programs, activities, and events that aim to develop their members as whole persons. That is, groups will aim to help its members grow in the areas of leadership, scholarship, social awareness and involvement, spiritual development, career preparation, and several other developmental areas. And as always, the organization should also demonstrate a commitment to the university's stated ideal of an inclusive campus by achieving a chapter environment where students of diverse backgrounds are welcomed. Every individual has the capacity to contribute and offer their own perspective, which collectively benefits on the organization's behalf. Ultimately, student organizations provide an opportunity to get involved and develop oneself personally and professionally by interacting and participating with others with similar interests and diverse experiences.

**“No one can whistle a symphony. It takes a whole orchestra to play it.”**

~ H.E. Luccock



“Coming together is a **beginning**. Keeping together is **progress**. Working together is **success**.”

~ Henry Ford

# Organizational Funding

Organizational funds provide a means for groups to sponsor campus-wide activities for students at Upper Iowa University. These funds shall be utilized to provide educational and social programming, advertising for campus activities and events, and opportunities for growth and development in leadership and service activities. That being said, recognized clubs and organizations can earn up to \$325 and Greek Organizations can earn up to \$350 for the purpose of developmental activities, educational activities, organizational programming that is presented to the entire study body, publicity for campus-wide programs and activities, office supplies, and group bonding events with the absence of drugs and alcohol (Please see pages 36 and 37 for the checklists and how funding is allocated to organizations). Additional funding may be requested after the allotted amount has been distributed. These funds can be obtained on or after March 12<sup>th</sup> and must be used toward programming an additional campus wide event (see page 48 for the Organization Additional Funding Request form). Also, it is important to note that money is carried over from the previous academic year as well.

As of this academic year (2011-2012), funding for organizations will be allocated by the Student Government Association (SGA). All allocations and requests must go through SGA. In order for organizations to receive their funding, the following procedures are in place:

1. The organization will fill out and submit a program proposal form for each activity/program, which includes program title, goals, and budget information.
2. The form must be submitted to Student Government Association for approval in either the Student Government mailbox, under the office door located in the Student Center, or in the Office of Student Activities.
3. If organizations are requesting extra funds, Program Proposal and Checklist must be completed along with the Organization Additional Funding Request. These are to be submitted to SGA.
4. Student Government will execute all check requisitions made payable to the advisor for travel expenses or directly to vendors for other expenses.
5. Funds will be allocated by Student Government once they have received a program evaluation from the club or organization.

Receipts of all transactions must be returned to the Student Government along with any remaining funds for forwarding to the Business Office. Any questions of this process should be directed to SGA

## Student Organization Funding Guidelines

1. Organizations can become recognized student organizations by completing the annual recognition packet, attending the All Organizational Meeting and participating in the fall Organization Fair.
2. All recognized student organizations are eligible to receive funding, EXCEPT for those organizations, which receive funds from an alternate source (i.e. Collegian, Student Government).
3. No organization shall be funded if it discriminates on the basis of race, sex, creed religion, physical disability, sexual orientation, or national origin.
4. Organizations may not request funding for any activity that does not comply with Upper Iowa University policies and procedures, Code of Student Conduct, Student Organizations policies and procedures, and/or federal and state laws.
5. Before any money in a student organization account is released, the request for funds (i.e. check request, purchase orders) must be approved by the organization's president and advisor, as well as the

Director of Student Activities (in that order). The UIU Business Office will not process any request for funds from a student organization account without the Director of Student Activities' signature.

6. Generated Income – If an organization is allocated money from Clubs and Organizations, all generated income by the organization shall be considered activity fund money.
7. Generated Income must be deposited within the organization's university account by 5pm the next business day. A copy of the deposit slip must be sent to the Office of Student Activities and included in the organizations financial records.
8. **Organizations that misuse allocated funds may have current funds revoked, suspended and/or future funding requests denied (also see Judicial Process for Clubs and Organizations).**
9. Organizations cannot request funding specifically for the purchase of organization paraphernalia. Funds obtained through fundraising and competitions (homecoming parade, Paint the Town contest) may be used for this type of purchase.

The Office of Student Activities reserves the right to discretionarily fund clubs in the interest of the University (*Policy implemented 8/04*).

## Importance of Budgeting

Receiving funds from the Office of Student Activities provides an opportunity for the development of student responsibility in the handling of organizational funds. For some officers, taking care of the details of budgeting and the spending of and accounting for these funds will involve a few hours all year while for others it will require daily attention.

For more details on the budgeting process, visit the Office of Student Activities.

## Fundraising Policies and Procedures

An organization preparing to hold a major campus fundraiser needs to contact the Office of Student Activities to receive approval of the event before proceeding. Organizations that fail to do this risk having the project or program canceled (also see the "Campus Resale Policy" in policy section).

## Solicitation

Commercial solicitation conducted for private gain and resulting in the immediate exchange of goods or services for remuneration is prohibited on the campus.

Organizations sponsored by a University constituency shall be granted permission to solicit contributions and conduct fundraising activities for charities whose purpose it is to benefit society or any considerable part thereof through benevolent and humanitarian activities without the enhancement of the private wealth of any associated individual. A request in writing must be submitted three days in advance of the planned solicitation to the Office of Student Activities. This request should be for permission to engage in charitable solicitation on campus. Charitable solicitations shall not interfere with the flow of traffic or with the educational processes of the University.



“An investment in knowledge pays the best interest.”  
~ Benjamin Franklin

# Judicial Process for Organizations

Upper Iowa University expects all its student organizations to conduct themselves professionally, both on and off campus. Policies and procedures have been established to protect the rights of student organizations. Likewise, your right to accept or disagree with the established policies and procedures is also protected. However, if you do disagree with these guidelines, you should do so in a positive way. Please present your constructive thoughts and comments in writing to the Director of Student Activities, who will consider them carefully and thoroughly with other campus administrators. This written statement should be written appropriately and professionally, addressing the concern, as well as offering a proposal for a solution.

Below are the Code of Student Responsibility, the University Community Standards & Regulations, and Disciplinary Matters statements as mentioned in the 2011-2012 Student Handbook. It is important to take note of this information as a member of a UIU student organization.

## Code of Student Responsibility

As a registered Upper Iowa University student, your basic responsibilities are outlined below. As a member of the UIU community, you are expected to:

1. Become familiar with the policies and procedures explained in the University Bulletin (catalog), the Student Handbook, and other published policies.
2. Respect the right of freedom of expression of all students, faculty, and staff members, following university guidelines for channels of expression.
3. Avoid conduct that is detrimental in its effect upon other students and the university, and be willing to assume the consequences of your own actions and the actions of your organization when necessary.
4. Recognize designated authority and comply with directives by Upper Iowa University faculty and staff members.
5. Practice the rules of good conduct—be truthful, respect the rights of others, and respect and protect private and public property.
6. Take the responsibility to meet your financial obligations and university deadlines. This includes completing your work-study or departmental assistantship duties as assigned by the Student Employment Office and the departmental supervisor.
7. Take the responsibility to meet your organization's financial obligations and Upper Iowa University deadlines.

## University Community Standards & Regulations

The following are specific offenses to the university community that will subject offenders to disciplinary action by the university, and in some cases to judicial action by public authorities:

1. **Endangering personal safety**—A student or group of students may take no action that disrupts (or tends to disrupt) the peace or endangers (or tends to endanger) the safety, health, or life of any person.
2. **Physical, sexual or verbal abuse**—Physical, sexual, or verbal abuse of persons is prohibited, as is subjecting persons to painful or humiliating ordeals. Public posting or utterance of obscene language or the display of lewd or pornographic material or erotic art is not allowed on campus. Sexual harassment, sexual abuse, bullying, and hazing are in violation of student conduct regulations, state, and/or federal laws. For more specific information, please reference Upper Iowa University's policies on discrimination, harassment, and sexual abuse.

3. **Destruction of property**—Vandalism is prohibited on campus; this includes but is not limited to the misuse of, destruction of, or damage to all property—university, public and private.
4. **Mass demonstrations and/or disorderly conduct**—Any assembly or individual act that interferes with the normal operation of Upper Iowa University or that could result in damage to public or private property or injury to persons is prohibited, and participants will be asked to disband by designated university officials. Drunken conduct, inciting mass disturbances, and riots are also considered disorderly.
5. **Failure to comply with directives**—While performing their University duties, staff or faculty members may give directives and instructions to students. Failure to comply with these directives will result in disciplinary action.
6. **Theft**—Any form of acquiring private or public property to one’s own use and/or possession is considered as, and will be dealt with as theft.
7. **False information or dishonesty**—Furnishing false information and/or misleading statements (oral or written) to university officials with intent to deceive is fraudulent.
8. **Forgery**—The alteration or misuse of university documents, records, or identification cards is fraudulent, as is the deceptive alteration or use of personal checks.
9. **Cheating and plagiarism**—Because cheating, academic dishonesty and plagiarism constitute a denial of the university’s and the offender’s own integrity, they will not be tolerated.

Cheating includes, but is not limited to:

- The use of unauthorized books, notes, or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of the other students’ work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of any instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person’s work without permission.
- Providing false or incomplete information on an academic document.
- Changing student record without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another’s published or unpublished work as one’s own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using charts, graphs, statistics, or tables without proper citation.

Detected cheating or plagiarism will result in consequences that may, at the professor’s discretion, include course failure. In addition, an offender can be reported to the Faculty Judicial Board for possible further disciplinary action.

10. **Alcoholic beverages and alcohol abuse**—The laws of Iowa forbid the use or possession of alcoholic beverages by any person under age 21. Possession of empty or full containers, or use of alcoholic beverages such as liquor, beer, or other forms of intoxicants by any student is not permitted on university property, general campus buildings, athletic fields, campus recreational areas and residence halls (except in the privacy of their rooms when the student is over the age of 21). Consumption of alcoholic beverages by any student to the point of losing control and/or not functioning mentally or physically in a normal manner will result in disciplinary action. Please see the Substance Abuse Policy for all university guidelines governing the use of alcohol both on and off-campus. Violation of this policy is subject to disciplinary action.

11. **Drugs**—In consideration of federal and state laws, the possession, use or sale of marijuana, other illegal drugs, or drug paraphernalia is prohibited on university property. University property includes general campus buildings, residence halls, athletic fields, and campus recreational areas.
12. **Smoking**—The Upper Iowa University Board of Trustees unanimously adopts a policy of no tobacco use in all of the university buildings. “Pursuant to the law of the State of Iowa, Upper Iowa University is designated as a smoke free environment. As such, smoking shall be prohibited and a person shall not smoke in university buildings or on university grounds.” This policy is adopted for the health and safety of the university community.
13. **Fire**—Setting fire to combustible materials in or on university buildings or grounds is in violation of state law. Setting off a false alarm is a serious offense, as is tampering with fire equipment or the alarm system. Violation of these standards will be subject to disciplinary action and possible suspension from Upper Iowa University.
14. **Firearms, explosives, weapons or noxious substances**—For reasons of safety, the use of or possession of firearms of any type, air rifles, firecrackers, explosives, illegal weapons, dangerous chemicals, and/or noxious substances is not allowed in university buildings or on university property.
15. **Misuse of telephone**—Telephone calls made with the intent to defraud, alarm or annoy others are prohibited by law in Iowa. The offense may be prosecuted either at the place where the call was made or where it was received. A student may use only the telephone authorization code number assigned to him or her. Residence hall students are responsible for all telephone calls made from their rooms.
16. **Misuse of keys**—Keys to university housing and buildings are not to be duplicated or used for unauthorized access. Students may not possess university keys unless issued by a university official. Keys that are found must be turned in immediately to the Office of Student Development (Fayette campus) or a Center Director.
17. **Improper entry into buildings**—Entering a building after its posted hours of operation or after it has been locked and secured is considered improper entry. Only those individuals or authorized groups who have been granted permission by the proper person in charge may enter buildings after regular closing hours.
18. **Misuse of computers**—Upper Iowa University’s computer resources are shared by all members of the university community. Individuals must use these resources responsibly in pursuit of university-related functions, and in doing so, not infringe on the rights, integrity, or privacy of others. Responsible use covers, but is not limited to, behavior in the computer labs, use of e-mail and use of the internet. Students must obey all appropriate federal, state, and local laws. Students must adhere to all guidelines as detailed in Upper Iowa University’s statement of “Policy on Acceptable Use of Technology.”
19. **Hazing**—Considered any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the university; wearing of public apparel which is conspicuous and not in good taste normally; engaging in public students and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the university.
20. **Disruptive classroom behavior**—Disruptive classroom behavior is any conduct that substantially interferes with or obstructs the teaching or learning process in the context of a classroom or education setting. As determined by the instructor, it is an individual’s conduct that distracts or intimidates others in a manner that interferes with instructional activities or fails to adhere to classroom rules or instructions.
21. **Stalking**— Stalking is the persistent annoyance of an individual, either in person or in writing, using electronic formats, or by telephone. Stalking can also involve following an individual or spying or alarming the recipient or causing them distress and may involve violence. Some examples of stalking include, but are not limited to:

- Making calls or sending emails containing lewd or obscene remarks.
- Making calls or sending emails intended to harass, whether or not conversation ensues.
- Making the telephone ring repeatedly with intent to harass.
- Following an individual with the intent to cause discomfort or harm.

## Disciplinary Matters

Discipline is a fundamental part of the living/learning process. Since Upper Iowa University expects its students to take responsibility for their own actions, the following guidelines provide a policy and structure to ensure that all our students are treated fairly.

1. Each student organization shall be held responsible for following all university policies and guidelines. In some cases the organization and/or individual members of the organization may face disciplinary action. In cases where organizations face disciplinary action, all communication with the organization will be directed through the organization's president (head officer) and advisor.
2. The Upper Iowa University Administration reserves the right to discipline a student/registered student organizations whose personal conduct on or off campus or academic standing is regarded as undesirable. Sanctions can range from a reprimand to expulsion. Examples of undesirable conduct are outlined above, and examples of undesirable academic standing are found in the university catalog.
3. If a student is removed from the residence hall, suspended, dismissed, or expelled, the student is responsible for all financial obligations for that semester. No refunds are given to students in violation of university standards and regulations. If a student organization is suspended, dismissed, or terminated the organizations' funds become property of the Office of Student Activities.
4. At the time of a student's/student organization's suspension or dismissal, all outstanding financial obligations to the university must be met. A student under suspension may not apply for readmission until these obligations are first cleared. A student organization under suspension may not apply for recognition until their previous financial obligations are cleared.

**Information on the Disciplinary Hearing Process can be found in the Student Handbook. For questions, please see the Graduate Assistant for Student Activities or the Director of Student Activities.**

## Types of Disciplinary Sanctions

The following types of disciplinary sanctions may be imposed by the university in handling disciplinary cases toward student organizations. Sanctions for an individual student may be found in the Student Handbook. The types of sanctions are listed below and ascend in order or severity. Fines and restitution may be included in any disciplinary action.

1. **Reprimand**—A verbal or written warning.
2. **Disciplinary Probation**—A strong official warning in writing to the student organization informing them recognition is made conditional for a stated period. The action constitutes notice that further violation of any kind will result in more serious penalties and/or possible termination. Disciplinary probation can carry into and/or through another semester. Disciplinary probation may also include (but not limited to):
  - Loss of privileges, which includes specific campus restrictions and/or obligations, denial of university facility usage, and ineligibility to represent the university in any capacity, including, but not limited to, conference delegations, national organizations, etc.
  - Immediate cancellation of campus funding.
3. **Suspension**—An interruption of the presence of the student organization at the university for a definite, stated time. This may be for a short, definitely prescribed period, as set by the imposing authority. Generally, the period of time is at least the balance of the current semester. The action may be made

applicable for the following semester. The student organization is eligible for consideration of recognition upon petition to the appropriate authority upon the conclusion of the suspension period.

4. **Termination**—The student organization is permanently excluded from the university and is not eligible for consideration for recognition.
5. Other sanctions deemed appropriate by the university may also be assigned, which may include, but are not limited to fines, restitution, community service, substance abuse assessments and/or educational reports and reflections.

### Right of Appeal

Appeals must be filed in writing within 24 hours (excluding weekends) after receiving notice of the hearing decision. Appeals should be sent to the appropriate university official or hearing body as directed in the sanction letter. The initial decision of the hearing body will be stayed until an appellate body ruling is rendered. The decision of the appellate body is final and cannot be further appealed.

### Disciplinary Record and Reports

Confidential records of all misconduct reports, investigations and disciplinary actions are maintained by and kept in the Office of Student Activities. These records become part of the organization's file. Those individuals who are a part of the university community who have a need to know will be granted access to view these files as approved by the Director of Student Activities.

Parent(s) or guardian(s) may be notified in writing of the decisions, when appropriate, in disciplinary cases if written permission is granted by the student charged for violating university regulations and/or local, state, or federal laws. Upper Iowa University will exercise its ability to notify parents of students under the age of 21 when they are found in violation of university alcohol and drug policies. The complete policy is found in the "It's Our Policy" section of the Student Handbook.

*Learn • Lead • Serve • Respect*

"We are what we repeatedly do. *Excellence*, then, is not an act, but a *habit*."

~ Aristotle

"Discipline is the bridge between *goals* and *accomplishment*."

~ Jim Rohn



# University Policies

(Particularly pertaining to UIU Student Organizations, however not limited to these policies alone)

Upper Iowa University recognizes a student's right to function as an individual and to express his/her own beliefs in a lawful and prudent manner. Students having concerns or suggestions should contact appropriate members of the university personnel. We believe a student's comments and ideas should receive a hearing and that a response should be given. Through these efforts, we hope to produce students of the highest integrity and maintain Upper Iowa University's reputation for fairness and high ideals.

## Alcohol Policy

1. The university is committed to maintaining a campus environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the university community.
  - a. Alcohol – The university neither condones nor sanctions the use of alcohol. Upper Iowa University encourages students to hold substance free events and programs. All individuals are expected to observe the alcoholic beverage laws of the state or province and country in which the campus is located. Members of the university community who are legal age (21 or older) are expected to make responsible decisions about the use of alcohol and to assume full responsibility for their personal conduct and actions. This includes respecting the rights of those individuals who choose not to use alcohol. In consideration of state and local laws, the possession and use of alcohol by underage persons is prohibited on university property.
  - b. Drugs – In consideration of federal, state and local laws, the possession, use or sale of illicit drugs or possession of drug paraphernalia is prohibited on any university campus.
2. The possession, use or sale of alcoholic beverages is prohibited on the university campus unless otherwise permitted by this policy.
  - a. A student or employee shall not make alcoholic beverages available to any student, employee or guest who is under legal drinking age.
  - b. Students of legal age living in the residence halls can consume alcoholic beverages inside their rooms on a personal basis. The student choosing to consume alcoholic beverages shall do so with care and in a responsible manner. When consuming alcoholic beverages, the student is responsible for his or her actions and will avoid conduct that is disruptive to the general area. Open containers of any kind containing alcoholic beverages are not permitted outside the student's room, including, but not limited to, all common areas of the residence hall. Students of legal age are not permitted to give alcohol to any student not of legal age (under 21).
  - c. Full-time employees who reside on university property or in university owned housing are exempt from the university's alcohol policy related to the serving and /or the consumption of alcoholic beverages in university owned personal residences. They are required to obey all federal, state and local laws related to alcohol. Employees are expected to behave responsibly when consuming or possessing alcoholic beverages.
  - d. The possession or consumption of alcoholic beverages is not permitted at any campus social activity, athletic event, intramural activity, student campus organization activity, University sponsored student trip, student activity for prospective students and recreational areas of the University unless the event has been approved by the following: **Residential Campus** – Dean of Student Development, Senior V.P. for Residential University & Chief Academic Officer and the President; **Academic Extension** – Regional Director, Senior Vice President for the Academic Extension and the President; and **International Programs** – Center Director, V.P. for International Programs and President. A department requesting such an event shall complete the Alcohol Availability Request Form which can be obtained from the Office of Student Development. Departments requesting permission to serve alcohol must meet the following requirements:
    - 1) Responsibility for obtaining proof of age before serving an alcoholic beverage lies with the licensed vendor. Departments, organizations, individuals or groups hosting or sponsoring the event must provide adequate supervision and implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.

- 2) All individuals or registered groups must comply with local, state, and federal laws applicable to the location of the campus/center in which student is enrolled or to which the group is affiliated, and the policies of Upper Iowa University. It is the duty and responsibility of the sponsoring organization(s) or individual(s) to provide adequate supervision and to comply with all applicable laws and university regulations including the activity authorization process.
  - 3) Alcohol must be served through a licensed vendor. The University's contracted food service must be the vendor if the event is at any location on the Fayette campus.
  - 4) Outside security must be provided if deemed necessary by the Dean of Student Development/International Center Director/Regional Director or his/her representative.
  - 5) The quantity of alcohol available at an activity is to be based upon the number of people of legal drinking age expected to attend and the duration of the activity.
  - 6) Nonalcoholic beverages and food are to be provided whenever alcohol is served. They must be displayed as prominently as the alcohol. They must also be available in appropriate quantities depending upon the number of people in attendance.
  - 7) Advertising for events that specify or emphasize the quantity of alcohol to be served is prohibited.
  - 8) Consumption of alcohol on trips or sanctioned by Upper Iowa University shall be consistent with relevant, local laws. Trips include but are not limited to athletic trips, interim trips, conventions and field trips. The determining factor of legal aged students drinking on these trips is the choice of the chaperone and still needs approval from the Dean of Student Development/International Center Director/Regional Director or his/her representative.
  - 9) No alcoholic beverages may be present at any activity for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership.
  - 10) The service of alcoholic beverages is to be a secondary position in respect to programmed activities. Alcoholic beverages are regarded as a social amenity related to educational, cultural and recreational programs, and the sale of such beverages will be confined to this purpose.
- e. Student campus organizations sponsoring activities off campus must follow the guidelines established by the Substance Abuse Committee and observe local, state and federal laws.
  - f. University departments may host events on or off campus for alumni, University employees or guests that include the serving of alcoholic beverages. Those events must meet University standards and be approved by the Senior Vice President of the respective campus and the President or his/her representative when he/she is not available. Requests are to be made in writing using the Alcohol Availability Form and submitted to the Senior Vice President. He/She will review and send to the President's Office (Get this form posted on the AE web page). Only the President can approve funds that will provide free alcohol at approved events. All vendors must provide the University with a certificate of insurance. Food Service is authorized to hold a valid liquor license. The University has contracted with Food Service to provide food and beverages for all Fayette Campus events in accordance with federal and state laws and the policies and standards established by the University.
  - g. Non-University sponsored events\* are scheduled through the special Events Coordinator in Fayette or the Center Coordinator at the Academic Extension. A written agreement is required between the sponsor and the University. Individuals renting University space on the Fayette Campus must contract with the campus Food Service for any food and beverage needs. All food and beverage agreements are made directly with the Food Service.
- \*Non-University sponsored event is any event that is not affiliated with or funded by the University.
3. Alcoholic beverage marketing programs specifically targeted for UIU students and/or held on campus should conform to the Academic Extension and Residential Student Handbook's rules and regulations. Programs should avoid demeaning sexual or discriminatory portrayal of individuals. Alcoholic beverages, such as kegs or cases of beer, are not to be provided as free rewards to individual students or campus organizations. Off-campus promotional activities that are primarily directed to UIU students regardless of campus location should be developed with the previous knowledge and approval of the Dean for Student Development/International Center Directors/Regional Directors or his/her representative. Posters, signs or apparel that are purchased in connection with any University group or function cannot reflect or portray alcohol.

4. The University will make known its Substance Abuse Policy to students and employees by using such means as student and faculty/employee handbooks, residence hall meetings, faculty and employee meetings, orientation programs and other efforts as deemed appropriate.

#### B. Education Program

1. The Executive Director of Adventure & Leadership (hereafter referred to as Director) has developed a system that provides accurate, current information about the health risks and symptoms of alcohol and other drug use for students, faculty and staff.
2. The Director makes efforts to establish collaborative relationships between community groups and agencies and the University for alcohol and drug-related education, treatment and referral.
3. The University promotes the development of a coordinated effort across campus for substance abuse education, treatment and referral.
4. The University supports and promotes drug-free campus activities.

#### C. Enforcement

As part of the education process, members of the University community are informed about University expectations and consequences when an individual violates substance abuse policies and related federal, state and local laws.

1. Substance abuse policies and guidelines are published in student and faculty/employee handbooks and available at [www.uiu.edu](http://www.uiu.edu).

## Hazing Policy

Any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing. Such activities may include, but are not limited to the following:

- Use of alcohol
- Use of any drug, narcotic, or controlled substance
- Eating spoiled foods, raw onions, or anything else unreasonable
- Paddling in any form
- Branding in any form
- Tying a person to a chair, pole, anchor, tree, person, or any other object
- Creation of excessive fatigue presenting physical and psychological shocks
- Pushing, shoving, tackling, or any other physical abuse
- Exposing oneself indecently or appearing nude in anyway
- Subjecting a person or group of people to verbal harassment
- Calling people demeaning names
- Misleading pledges in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity subject to mental stress
- Carrying items that serve no constructive purpose or that are designed to punish or embarrass the carrier
- Requiring people to deface or steal property
- Assigning or endorsing pranks
- Having people perform personal chores
- Conducting interrogations or any other non-constructive questioning
- Answering telephones, doors, or greeting organization members with a prescribed chant, riddle, song, or rhyme
- Quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the university
- Wearing of public apparel which is conspicuous and not in good taste normally
- Engaging in public students and buffoonery
- Morally degrading or humiliating games and activities
- Any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the university

Hazing at Upper Iowa University is STRICTLY PROHIBITED. Any individual or group found guilty of hazing will be subject to disciplinary sanctions which could include suspension or expulsion. For further questions about hazing, please see the Student Handbook or contact the Director of Student Activities.

Any person suffering or witnessing a hazing activity is encouraged to report the incident to the Office of Student Activities. The principle officer of each registered student organization shall be responsible for informing pledges and members of the University Hazing Policy.

The Upper Iowa University Hazing Policy will be in accordance with the laws of the State of Iowa at all times. However, the university's standards of personal conduct substantially exceed the minimum expectations of civil law and custom. Student organizations and individual students found in violation of Iowa hazing laws will be subjected to university disciplinary action. The university disciplinary process does not make an individual or organization exempt from criminal prosecution with the State of Iowa.

In accordance with the Iowa Hazing law, the Office of Student Activities has developed the following procedures:

1. At the time of registration, the president of each organization must receive a copy of the law and university policy and will be required to sign a statement acknowledging that such a copy has been received. This copy of the law/policy shall be read and signed by every member, pledge, or applicant for membership of the organization which signifies that the group, team, or organization understands and agrees to comply with the provisions of this law.
2. This statement will be kept in the group, club, or organization's permanent file within the Office of Student Activities.
3. All organizations with a pledge process will only pledge members during the allotted time and will abide by the University Hazing Policy. Any organization pledging outside of the allotted time will face disciplinary action.

## Membership Statement

Membership in a recognized student organization shall be restricted to Upper Iowa University students, faculty, and staff. Officers of student organizations shall be students. Faculty and staff members and their families, community persons, and others may associate with a recognized student organization. With regard to membership (i.e., honor and recognition societies, or professional, service, and social groups) selection must be made without reference to race, age, creed, gender, religion, physical disability, national origin, marital status, or sexual orientation.

The criteria for membership as set forth in the constitution of a student organization shall not include race, gender, religion, physical disability, national origin, or sexual orientation. All recognized student organizations shall be in compliance with federal regulations pertaining to non-discrimination on the basis of sex education programs as outlined in Title IX of the Education Amendments of 1972:

“No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Section 86.14 “This part does not apply to the membership practices of social fraternities and sororities which are exempt from taxation under Section 501 (a) of the Internal Revenue Code of 1954, the active membership of which consists primarily of students in attendance at institutions of higher education” or “of the YMCA, YWCA, Girl Scouts, Boy Scouts, and the Camp Fire Girls.”

Membership requirements for student organizations must be the same for men and women. Exception: Social fraternities and sororities are exempt from this regulation.

In accordance with Section 504 of the Rehabilitation Act of 1973:

“No qualified handicapped student shall, on the basis of handicap, be excluded from participation in or denied benefits of any extracurricular activities or programs, including student organizations.”

## Nondiscrimination Policy

Article XV of the Upper Iowa University bylaws states: “In administering its affairs, the university shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, sexual orientation, age or physical disability.”

The university is committed to providing all of its students, faculty, staff, and visitors with equal access to its programs, events, and facilities. To this end, and in compliance with Section 504 of the Rehabilitation Act of 1973, Upper Iowa University has made some reasonable modifications to its buildings and grounds that allow students, faculty, and staff, including those with limiting visual or hearing impairments, equal access to the regular programs and degree objectives offered by the University. These modifications include auxiliary aids, modification in classroom locations, and/or adjustment of classroom techniques and practices.

Persons wishing additional information about this policy, for assistance to accommodate individual needs, or for lodging of any complaints or grievances under it should contact the Residential University EO Officer, PO Box 1857, Fayette, IA 52142, (563) 425-5347; or the Extended University EO Officer, PO Box 1857, Fayette, IA 52142, (563) 425-5394.

## Posting Information on Campus

The Office of Student Development is responsible for all posting on the Fayette Campus. To operate effectively and efficiently, the items listed below are guidelines for all members of the Upper Iowa University community. If these regulations are understood and observed, campus publicity can be easily accessible and kept in good order. It is easy to let the bulletin boards become cluttered with notices which are outdated and include inappropriate content, and for notices to be found in improper places. Cooperation of all involved is essential to make the process work for everyone’s benefit. Effective event advertising should include the date(s), time(s), location(s) and the group/person sponsoring the event. Any questions should be directed to the Office of Student Activities.

**Campus Postings**—All posters, signs, or notices must be approved and stamped through the Office of Student Development. Any sign, poster, or notice to be posted must clearly identify which organization or person is responsible for advertising. All posters and signs may be posted on bulletin boards and NOT on windows, entryway glass panels, or doors. Some bulletin boards belong to academic departments and approval to post on these boards must come from the respective department. Signs or notices will need to be academic or related to campus functions. Signs or notices that promote the use of alcohol are not permitted. Approval of signage must be stamped (OSD) by a member of the OSD staff (Administrative Assistant to the Office of Student Development, Administrative Assistant to Career Development, Assistant Director of Residence Life, Director of Student Activities, or Executive Director of Student Leadership & Adventure). Individuals and organizations that are in need of Print Shop services to post their materials across campus must first complete the Printing Approval Form found on page 47 prior to submitting their work to the Print Shop. Also, it is highly encouraged that the person/organization posting an approved sign(s) help remove the sign(s) they posted on the day following the event. Signs advertising a service or publicizing a reoccurring event may be posted for a maximum of four weeks.

Some examples of items that will be approved include: items for sale (including, but not limited to books, refrigerators, and furniture), apartments/house for rent, roommates needed. A bulletin board exists on the wall opposite the mailboxes for these items as well as the myUIU bulletin board. Some examples of items that will not be approved include: items that abusive, embarrassing, threatening, harassing, sings that implies illegal actions, the sale of weapons, alcohol related gatherings – including bar establishments, etc. Signs or posters that are not related to the university will be allowed only if they do not violate any of the university codes of student conduct. They must be tasteful and in the best interest of the university community. The university reserves the right to take any sign down and signs found in violation of the above stipulations will be removed. Questions about the posting procedures can be addressed to the Office of Student Development.

**Electronic Mail**—Students that wish to send a campus-wide email will need to send the proposed email to any of the following: Administrative Assistant to the Office of Student Development, Administrative Assistant to Career Development, Assistant Director of Residence Life, Director of Student Activities, or Executive Director of Student Leadership & Adventure. Advisors of clubs and organizations may send emails for their respective clubs to promote an activity or function. Special mass emailing consideration for university sponsored student groups will be made by the Executive Director of Student Leadership & Adventure of the Director of Student Activities. Emails must follow campus rules/policies and club and organization regulations. Emails will need to be academic or related to campus functions. Emails that promote the use of alcohol are not permitted.

Some examples of items that fall under “non-academic” or not approved related email include: items for sale (including, but not limited to books, refrigerators, furniture), apartments/houses for rent, roommates needed and alcohol related gatherings – including bar establishments, etc. Certainly, mass emails that are abusive, embarrassing, threatening, or harassing are violations.

Upon approval, the email will be sent out of the OSD member’s email account with the student’s name being listed. The selling of personal items, business and mass forwards are not permitted in the UIU email system. University electronic mail (email) systems and services are university property. Any electronic mail address or account associated with the university, or any sub-unit of the university, assigned by the university to individuals, sub-units, or functions of the university, and all electronic mail associated with the account is the property of Upper Iowa University.

Access to University electronic mail services, when provided, is a privilege that may be wholly or partially restricted by the University without prior notice and without the consent of the email user when required by and consistent with law, when there is substantiated reason to believe there is a violation of policy or law. Questions about the posting procedures can be addressed to the Office of Student Development.

**On-Line Bulletin Board**—An online bulletin board has recently been added to myUIU to allow for the communication and functionality not allowed in the UIU email system. Postings are encouraged on the myUIU bulletin board in categories ranging from book sales, furniture, tutoring, ride share and many other areas. You are responsible for deleting your thread. Items need to be removed after a month posted. While using the myUIU bulletin board, you will post in accordance to Upper Iowa University policy and you agree not to post, email, or otherwise make available content that:

- Is unlawful, threatening, harassing, defamatory, libelous, invasive of another's privacy, or is harmful to minors in any way
- Violates any laws, third party rights, or our policies
- Distributes or posts spam, chain letters, viruses, or pyramid schemes
- Promote the use of alcohol, parties, weapons and other functions
- Is false, deceptive, misleading, deceitful, uninformative, or constitutes "bait and switch"

Please understand that all postings and photos posted on the myUIU bulletin board are the sole responsibility of the person from whom the posting originated. UIU does not control, and is not responsible for, postings you may have accessed. Interactions with individuals found on the bulletin board, including payment and delivery of goods or services, and any other terms, conditions, warranties or representations associated with such dealings, are solely between you and such organizations and/or individuals.

Access to myUIU bulletin board, when provided, is a privilege that may be wholly or partially restricted by the university without prior notice and without the consent of the user when required by and consistent with law, when there is a substantiated reason to believe there is a violation of Upper Iowa University policy or the law. Postings made on behalf of outside groups or businesses will be allowed (at cost) only if they do not violate any of the university codes of student conduct. They must be tasteful and in the best interest of the university community. Violators will be subject to disciplinary action. A cost of \$5 per post may be paid through the Office of Student Development. The advertisement will stay up for a period of three weeks. Questions about the posting procedures can be addressed to the Office of Student Development.



## Discrimination and Harassment Policy

Upper Iowa University strives to maintain a working and learning environment that fosters mutual employee and student respect that promotes harmonious, productive, working and learning relationships. Behaviors that inappropriately assert sexuality as relevant to employee or student performance are damaging to his/her environment. Discrimination, harassment, and/or retaliation in any form constitute misconduct that undermines the integrity of the university relationship. Sexual harassment, as well as discrimination, harassment, and/or retaliation by any member of the university is in violation of both law and university policy and will not be tolerated in the university community. Therefore, Upper Iowa University prohibits discrimination and/or harassment that is sexual, racial, or religious in nature or is related to anyone's gender, national origin, age, sexual orientation, disability, or any other basis protected by federal, state, or local law. This policy applies to all employees and students throughout the organization and to all individuals who may have contact with any employee or student of this University. Matters involving discrimination and/harassment will be dealt with promptly and confidentially by the appropriate university officials.

## Other Policies or Regulations

**Campus Resale Policy**—Individuals of organizations wishing to produce any item for resale on campus (e.g. glasses, t-shirts, sweatshirts, decals, cups, etc.) must have the item pre-approved through the Director of Student Activities. Submit ideas to the Director of Student Activities for approval AT LEAST two weeks before ordering merchandise. Please use the Organization Expense Request Form located on page 49.

**Constitution Changes**—All organizations should follow the guidelines established by their constitutional by-laws with regard to constitutional amendments. Should a change need to be made, organizations should work with the Director of Student Activities for approval of any changes. Once approved, organizations simply need to update their constitutions and provide the Director of Student Activities with an updated copy.

**Fund Raising Policy**—Student organizations may wish to supplement the funds they obtain from the Student Government Association by raising money themselves. Proposals for fundraising events must be discussed with and approved by the Director of Student Activities IN ADVANCE of publicity and/or financial commitments. This consultation exists to inform the organization of the relevant policies, to protect the financial interests of the organization, and to advise organizational representatives about making any appropriate arrangements for the event.

**Gambling Policy**—The university’s policy on gambling is coincidental with state law, and gambling is not permitted at university functions or on university property.

**Inappropriate Behavior** – Students are expected to cooperate and be civil with one another and with any university official at any given time. A student shall not interfere with, annoy, disturb or obstruct any other student or staff member or the university by means of noise, abusive language, and/or any other nuisances. Students who verbally abuse, or fail to cooperate with, university officials acting in the performance of their duties will face disciplinary action.

**Organization Apparel Policy**—Individuals of organizations wishing to produce any item to serve as group paraphernalia that will have any design associated with Upper Iowa University imprinted on it (e.g. glasses, t-shirts, sweatshirts, decals, cups, etc.) must have the item pre-approved through the Director of Student Activities. Submit ideas to the Director of Student Activities for approval AT LEAST two weeks before ordering merchandise. Please use the Organization Expense Request Form located on page 49.

**Prize Policy**—The use of gift certificates or purchased items as prizes and awards is encouraged to motivate students to participate in involved in campus activities. However, cash prizes are not permitted for any event sponsored by OSD or student organizations. Cash prizes may be granted to organizations, but they should be deposited in the organization’s agency account immediately for university expenditure monitoring.

**Public Performance**—Students participating in any university performance (including dances or talent contests) that behave or whose performance is overtly sexual in movement/gestures, vulgar, in poor taste, or disrespectful toward any person or group will be held accountable through the university disciplinary process. Additionally, any student group or organization that sponsors a contest or activity in which this type of behavior is present may be held accountable through the university disciplinary process as well.

**Raffles Policy**—No raffles of any kind are allowed.



Upper Iowa University  
Established in 1857

# Campus Resources & Services

## Bulletin Boards

There are bulletin boards in Garbee Hall which may be used for publicity. Materials to be posted must first be submitted and approved in the Office of Student Development. Material is subject to appropriateness and legal regulations. All posters will be stamped (OSD) showing they have been approved to be posted. University staff will remove outdated materials from the bulletin boards; however it is greatly appreciated when postings are taken down by the person/organization who posted the material. The Office of Student Activities offers a list of regulations and information regarding the posting of materials in other administrative and academic buildings on campus. Please see the Graduate Assistant for Student Activities or the Director of Student Activities for any further questions or clarifications.

## Catering

Dining Services offers a wider variety of special catering services on campus. Special events scheduled by the University will be planned in consultation with the university officials and catered by Food Service personnel. Special efforts will be made toward imaginative and unique menus. They offer decorated cakes, special cookies, party trays, box lunches, weddings, rush parties, cookouts, banquets, and a number of other fun and creative catering options. For more information, contact the Dining Services at (563) 425-5491 or (563) 425-5494.

All catered events on campus shall be handled by the University Food Service. This is arranged through the Director of Food Service. A substantial penalty fee will be enforced if this policy is not followed. The set-up and menu arrangements must be made at least two weeks in advance. Confirmation of a final number of people attending a food service catered event must be given 48 hours in advance. Please note that any organization with an unpaid invoice at the end of the semester will be denied service until these charges are paid.

## Print Shop

When individuals and student organizations need to make copies of their advertisements, they must first get their articles approved by the Office of Student Activities before submitting them to the Print Shop. All articles must be approved before printing to ensure copyright policies are not being broken. Please see the Printing Approval Form located on page 47. This form will need to be completed and submitted—along with the item needing copied—to the Office of Student Activities two weeks prior to the event. Once approved, the Office of Student Activities will sign the Printing Approval Form, as well as an inter-office requisition form, and the organization will then be allowed to print their materials from the Print Shop. Please note the cost of printing will be deducted from the organization's university account.

## Poster Printer

Eye catching advertisements can make or break a program. Student Development has a poster printer that can enlarge any 8 ½" x 11" flier to sizes up to 45" x 59". The cost for this service will be deducted from the organization's university account. To enlarge an advertisement, an individual/organization must fill out a Printing Approval Form (found on page 47) and submit the form and article needing enlarged to the Office of Student Activities. Once approved, the Office of Student Activities will sign the Printing Approval Form, as well as an inter-office requisition form to enlarge the print.

## Laminating Services

Laminating services are available every Thursday @ 2:00pm (cost is \$.08/inch; 25" wide limit) through library services to laminate any organizational materials. For more information on library services, call extension (563) 425-5261, or check out the Library Homepage at [http://www.uiu.edu/current\\_students/library.html](http://www.uiu.edu/current_students/library.html)

## Mailing Service

Student Organizations may mail out organizational material(s) through the university mail service. These items must be packaged in approved university packaging. The cost of mailing will be deducted from the organization's university account. Registered Student Organizations are assigned mailboxes located in the Student Leadership Center. All mail received by the university addressed to the organization is stored in the appropriate mailbox. Organizations are expected to check their mail on a weekly basis.

## Room Reservations

Recognized organizations are eligible to use university facilities, including classroom space, athletic facilities, university meeting rooms, and outdoor areas. Permission and registration must be obtained in advance from the office responsible for the facilities desired. In particular, the Student Leadership Center is available as a meeting space for organizations. To reserve this space for a meeting, please contact the Student Leadership Center directly.

**If you wish to reserve an area or room on campus for an organizational event, you must obtain approval of the event from the Director of Student Activities**

It is the responsibility of the organization or group who reserves the room or area to:

1. **Organize room setups (if any) by completing a Facilities Request Form (available in the Office of Student Development).** Any room set up or reservation must be submitted at least one week in advance. Room setup requests should include: AV needs (TV/VCR, chalkboard, etc.) and whether the room(s) need to be unlocked and locked.
2. **Return the room to its original condition.** All garbage must be picked up, furniture moved to where it was found and the room needs to be locked.
3. **Report any damages, problems, or concerns.** Contact the person responsible for making reservations (see above) if any problems occur while your group or organization uses a room or area.

The following areas are available for use by the Office of Student Activities

- **Student Center (Ballroom(s), OSD Conference Room, Game Room, Peacock Cove, and Student Leadership Center)**
- Garbee Hall Complex (East Cafeteria, Fayette Room, Upper Iowa Room, TV Lounge, Main Lobby)
- Liberal Arts Auditorium
- Baker-Hebron Auditorium
- Colgrove-Walker Auditorium
- Dorman Gymnasium & Athletic Fields
- Edgar Fine Arts Classrooms
- Henderson-Wilder Library(Kinney Room, AV Room, Computer Labs (3), Hall of Presidents)
- Parker-Fox Hall Conference Room
- Recreational Center

If you have any questions regarding any of the above information, please contact the Special Events Coordinator at (563) 425-5848.

Remember, only groups that have been recognized by the Office of Student Activities will be allowed to schedule rooms. Rooms are scheduled according to priority. There are no rental charges for the facilities when they are used by a recognized student organization or campus department exclusively for their own use.

**For meetings or events on weekends or after business hours the requirements are:**

1. The organization's advisor must be in attendance throughout the event.
2. The request must be made one week in advance of event.

**Please remember that the sponsoring group is responsible for any damages to or cleanup of the room in which their event is held. The organization is also responsible for the conduct of any patron, guest, or visitor who attends their event.**

**An organization should receive approval, reserve the location and submit set-ups no later than one week in advance of their event.** If the organization cancels their event, the Office of Student Activities must be informed of the cancellation as soon as possible in order to facilitate making the space available to another group.

## Student Activity Calendar

Organizations should reserve their date of campus wide events on the student activity calendar as soon as possible to ensure other groups and university functions are not scheduled on the same day. Reserving campus wide events on the student activity calendar will also help with the marketing of an event as the student activity calendar is displayed around campus and the university website. To check on available dates and times, go to: <http://uiu.edu/studentlife/events/>; to have something put on the Student Activity Calendar, contact TJ Warren at (563) 425-5311 or at [warrent@uiu.edu](mailto:warrent@uiu.edu).

## Peacock Connection

Student organizations can purchase supplies which will be used by their organization from the Peacock Connection campus store. Purchases from the Peacock Connection need to be made using an inter-office requisition and will require the submission of an Organization Expense Request Form. Both forms can be obtained from the Office of Student Activities. These expenses will then be deducted from the organization's budget. A discount is available for organizations purchasing items through the Peacock Connection.

## Use of University Vehicles

Upper Iowa University has vehicles which are available for use to all university funded student organizations. The vehicles consist of eight 10 passenger vans and two 6 passenger mini-vans. All drivers must be 21 years of age or older and have a class D drivers license. The charge for these vehicles is \$.51 per mile. These vehicles may be scheduled through the Special Events Coordinator, (563) 425-5848, and **advisors must travel with the group**. Payment will be completed internally by the University Business Office for university funded organizations. Mileage and any vehicle problems should be noted on the transportation card when returning the vehicle. Please note: mileage costs are subject to change.

# Program Planning

Programs serve many functions. They are used to educate, inform, entertain, intrigue, and engage. Registered student organizations are encouraged to develop programs for their members and the campus community.

## When planning events and activities, organizations must:

1. Ensure that your events do not restrict the rights of other members of the university community.
2. Ensure that events are consistent with the university's mission and educational goals.
3. Comply with all federal laws and university regulations.
4. **Meet with Director of Student Activities for approvals prior to the event.**

NOTE: Activities may not be scheduled if they disrupt normal university functions, such as classes and other university sponsored events.

## Program Development and Execution

Sometimes the planning and development of a program can become difficult. Therefore, the Office of Student Activities has developed the W<sup>5</sup> + H + E (W5HE) Model for program planning. This model has been developed to help organizations develop their program(s). Consider the following:

## The W5HE Model

W5HE = W<sup>5</sup> + H + E (Who, What, When, Where, Why + How + Evaluation)

- Step 1 – Who:** Identify the audience. Who is your program for students, faculty, staff, and/or community members?
- Step 2 – What:** Identify the program. What is the title of the event? What is your program going to be about? What message or information do you want the audience to obtain?
- Step 3 – When:** Identify the date and time of your event. When are you going to hold your program? When is the best time to hold your program?
- Step 4 – Where:** Identify the location. Where are you going to have your event? \* Where is the best location for your event, and will your audience be able to enjoy/learn in that environment?
- \*Due to the increase of activities on campus, getting the exact room or facility you need and scheduling around other activities on campus sometimes becomes difficult. One way to solve this problem is to PLAN EARLY and RESERVE THE SPACE.
- Step 5 – Why:** Identify the purpose of your program. The sole purpose of having a program is for the audience to gain something important. Therefore, why are you having an event? Why should your audience attend the event?

### **Step 6a – How:**

Identify the specifics and details of your event. This step is the entrée of event planning. The How Step is at the heart of your program or event. It's what determines whether or not your program is successful. During the How Step, many questions have to be asked (Who is going to facilitate the program? Is the program co-sponsored? How are you going to finance the program? What needs to be done before the event? Who is going to take care of those things? How are you going to publicize? What university services are needed to produce the program? When do they need to be contacted? etc.).

The How Step usually includes a lot questions. The best way to identify an answer to these questions is to brainstorm them and assign tasks along with them during the time when the program is first initiated. The 5 W questions are relatively easy to answer and can be answered during the first event planning meeting. The How Step on the other hand takes some time, but all of the questions involved in the How Step can be identified during the first event planning meeting.

### **Step 6b – Evaluation:**

The Evaluation Step should be considered during the How Step and executed after the program has taken place. Although it is not always necessary, it is important to receive feedback on organizational programs. Evaluations are not only a great way to receive feedback and to see how an organization did, but they also provide some great insight on how to improve programs in the future. Evaluations can be used to test the audience's learning and understanding of the material and to show how satisfied they were with the event. This step can be executed in a variety of ways, both formally and informally. Organizations can decide on the best way to evaluate their programs (survey, questionnaire, quiz, etc.) in addition to the Program Evaluation Form found on page 44. However, a Program Evaluation Form should always be filled out and returned to the Office of Student Activities after an event.

Once an organization has completed these six steps, the foundation of their program has been established. Please remember that **the Director of Student Activities must approve all programs sponsored by student organizations.** Program proposals are available from the Office of Student Activities. The form can also be found on page 42 of this handbook. Failure to get program approval will result in the cancellation of the organization's program and may lead to disciplinary action.

## **Program Security**

The sponsoring organization's advisor or authorized university representative (full-time faculty or staff member) must be present at scheduled events. Any program sponsored by a student organization that will run past midnight must be approved by campus security.

## **Contracted Services**

Upper Iowa students are **NOT** authorized to sign service contracts for programs. This includes contracts for DJs, comedians, speakers, etc. If your organization is interested in hiring entertainment, the Office of Student Activities must be contacted **PRIOR** to contacting the entertainment. The Office of Student Activities and/or Upper Iowa University will not be held accountable for fulfilling contracts signed by students or student organizations.

“Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives.”

~ William A. Foster



# Leadership Development

## Membership Development

Excellent organizations develop programs, activities, and events that aim to develop their members as whole persons. They aim to develop members in the areas of leadership, scholarship, social awareness and involvement, spiritual development, career preparation, and other areas essential to the member's success. The organization should also demonstrate a commitment to the university's stated ideal of an inclusive campus by achieving a chapter environment where students of diverse backgrounds are welcomed.

## Motivation

For our purposes, let's accept that the word "motive" means "something that causes a person to act" and that "to motivate" means "to provide with a motive." It would then follow that motivating could be defined as providing someone with a reason to act. Easy to define, difficult to do, and yet motivation is one of the most important jobs a leader can do.

Motivating team members can be one of the most difficult challenges a leader encounters, so it's important for one to understand clearly what is expected of you in this regard.

Group leaders clarify those tasks important to the welfare of the organization and provide members with reasons for doing them. Leaders should remember that while they are certainly among the most important sources of motivation in the organization, they are not the only sources. They should not assume complete responsibility for motivating the organization. Members must want to act and motivate themselves to some degree. A low level of motivation among group members does not necessarily reflect poor leadership, rather members need to take more ownership in contributing to the group's endeavor.

### Things to keep in mind regarding motivation

First, people do more readily those things they have strong reasons for doing (Do they want something desperately? Do they feel something is necessary? Do they feel that it is their best interest?).

Second, if you are to be effective in motivating or inspiring others, you must understand what they want and need, and then clarify those wants and needs in terms of organizational goals. Then you must provide members with a strong enough incentive that they will choose to act.

Finally, remember that leadership is basically the process of inspiring others to work willingly toward a common goal.

To some degree, leaders can measure their success by the of people they have inspired to join their effort, for it is through joint effort that members will develop a feeling of belonging and a sense of pride in an organization and its accomplishments. However, it isn't always about numbers. Remember quality versus quantity and sometimes make a deep impact.

If you are having difficulty recruiting or retaining members, stop in and take to the Director of Student Activities for or some tips on how to motivate others.

## Communication and Teambuilding

An organization's success relies heavily on the quality of interaction between its members. One of the best ways to ensure good communication between group members is to establish an environment where working together on common goals is the norm rather than the exception.

It is important to note, however, that effective teamwork and positive communication take practice and deliberate effort. When the leaders of an organization conduct activities in a positive and supportive atmosphere, team building can be a fun-filled and productive experience.

Teambuilding is the process of improving the interaction among group members so that the organization as a whole functions more effectively. The major aim of teambuilding is to improve the problem-solving abilities of team members. Successful teambuilding efforts will reduce interpersonal roadblocks, improve group cohesiveness, nurture individual potential, and promote support and trust among team members. The higher level of respect that group members gain for one another will help the group achieve its goals.

Teambuilding can take the form of either work or play. What is important is that you can find a task, an activity, or an event in which all members of the group can become involved. Since teambuilding is best done early in the group's development, you might consider intramural activities, planning major social functions, or getting together as a group to plan the year's goals and objectives are all examples of activities that can promote a sense of belonging and contribute to a successful team. A retreat in the fall to work on group goals and/or relationships can have the same effect. In general, if your group's members enjoy being with each other, you are in a good position to encourage them to develop goals; as a group, that will further the purpose of your organization.

While teambuilding is essential to newly formed groups or organizations with large numbers of new members, there are other times it can be effective as well. You might find it helpful to use teambuilding techniques when:

- Members seem bored or irritable.
- Members appear to be going off in different directions or drifting away from the group.
- There is a great deal of conflict amongst members.
- Members have been apart for a while from breaks or vacations.
- You want to take a break from the normal routine and/or boost team spirit.

Officers should remember that as a group leader, your part is an integral part of the organization. Don't stand on the sidelines while the group is forming. Let members get to know you and understand your goals for the organization. Your role during the teambuilding phase is similar to that of a host during a party: make sure that everyone feels welcome and that they are all participating and having a good time.

## Workshops and Retreats

The Office of Student Activities is available to assist organizations plan programs, workshops, and/or retreats designed to teach and develop leadership skills. Each can be designed to meet the needs of a specific group, such as: conducting effective meetings, motivation, recruiting, delegation, budgeting, decision making, and goal setting. The Office of Student Activities also has a number of resources to help in teambuilding efforts. Contact TJ Warren or Tiffany Phillips for insight on how to make your organization more team oriented.

## Student Development Awards Ceremony

Each spring, the Office of Student Development holds an award ceremony to honor outstanding students and organizations. The purpose of this ceremony is to recognize students for their contributions to Upper Iowa University and for going above and beyond outside of the classroom. This awards ceremony seeks to:

1. Recognize the dedication of outstanding individuals, projects, programs, activities, and organizations.
2. Emphasize the importance and relevance of co-curricular life in the educational process.
3. Provide a tangible way for the University to acknowledge student organizations and advisors.

New awards are being offered every year as student life and leadership opportunities evolve. Recipients are considered from information that is collected throughout the year and through award applications submitted by faculty, staff, and students. This awards ceremony is open to all departments/offices looking to recognize students' work outside of the classroom.

This year's awards ceremony is set for April 17<sup>th</sup>, 2012 @ 7:00pm in the Student Center Ballroom.



# Recognition

Recognition is an easy, yet powerful way to enhance the efforts of any organization. Successful institutions, associations, establishments, administrations, corporations, and businesses are constantly recognizing individuals and groups within their organizations. These teams take the time to say “thank you” for their member’s time, dedication, and hard work. The organizations truly value each of their members and they are dedicated to recognize others, which in turn is not only rewarding to each constituent, but also to the organization, since most individuals will continue to produce quality work in their organization.

It is strongly encouraged that UIU student organizations take the time to recognize individuals within their groups. Whether an individual is recognized at each meeting, or a small group of people get recognized publicly during a ceremony at the end of the year, make sure time is made to recognize participant’s efforts. Below are a couple ways in which you can recognize valuable members (organizations are not limited to these options, rather these are just some suggestions. Be creative! Make it appropriate and unique to the organization):

- Present a “monthly contributor” award to the individual who volunteered the most time during a given month.
- Present a “good deeds” award each meeting. When an individual sees someone outside of the organization helping someone or another cause, they nominate the individual and get recognition during the next group meeting.
- Create a “Peacock Pride” award for the individual who sheds the most Peacock Spirit in an organization during Homecoming.
- Create a traveling trophy that signifies something special to the organization and represents strong leadership to the individual that carries it every other week.
- Design a cape for the organization’s “Hero of the Week” and the hero can choose to wear it across campus throughout the week proudly displaying their hard work.
- Send out a weekly “thank you message” to someone in the organization telling them they are appreciated.

## Advisor Recognition

And don’t forget the Advisor! An organization’s advisor is a valuable resource to the organization. The organization’s relation with the advisor can have a huge impact on the group’s status. An advisor position is a non-paid position. Anyone who takes on this role is volunteering their time and energy. It is important, throughout the year, for student organizations to show their appreciation to their advisor. This can be done through a “thank you” card, gift certificates, emails of thanks, a shout out during a meeting, etc. An organization can also nominate their advisor for the Club or Greek Advisor of the Year Award, which is distributed at the end of the year at the Office of Student Development Honors and Awards Ceremony. Whatever method is chosen, be sincere and thankful for the advisor’s time and energy.



# CLUB INVOLVEMENT CHECKLIST 2011-2012

\$325 Max Earnings



Organization	
President	
Advisor	

*NOTE: All programs must be submitted with proposal in order to earn university funds.*

Task	Funding	Complete
<b>Organization Paperwork Complete</b>	25.00	
<i>Revised Constitution (if applicable) via Email</i>		
<i>Organization Application</i>		
<i>Officer/Member Registration</i>		
<i>Advisor Agreement</i>		
<b>Participation in Organizational Fair</b>	25.00	
<b>Attendance at All Organizational Meeting - 9/1 @ 8:00pm in the Student Leadership Center</b>		
<b>Attendance at All President Roundtable &amp; Student Government Meetings</b>		
<b>Homecoming Requirements</b>		
<b>Community Service Hours (10 hours per member)</b>	100.00	
<b>Campus Wide Event (Non-fundraising)</b> Reserve time & location with Director of Student Activities & Facilities	125.00	
<b>Leadership Training Session (Organized by the group and 75% in attendance)</b>	50.00	

**Don't Forget...**

- When planning a program, fill out the Program Proposal Form, the Program Checklist, and the Program Evaluation and turn them into the OSA (pgs. 42, 42, & 44)
- To have read, sign off, and turn in the Hazing Awareness Form to OSA (pg. 39)
- When making a purchase, fill out the Organizational Expense Request Form prior to making a purchase and turn it into OSA (pg.49)
- When needing more funds, feel free to complete the Organization Additional Funding Request and turn into SGA for approval (pg. 48)
- To complete a Printing Approval Form when copying ads and turn it into OSA with a copy of the original print (pg. 47)

# GREEK INVOLVEMENT CHECKLIST 2011-2012

\$350 Max Earnings



Organization	
President	
Advisor	

*NOTE: All programs must be submitted with proposal in order to earn university funds.*

Task	Funding	Complete
<b>Organization Paperwork Complete</b>	25.00	
<i>Revised Constitution (if applicable) via Email</i>		
<i>Organization Application</i>		
<i>Officer/Member Registration</i>		
<i>Advisor Agreement</i>		
<b>Organizational Fair</b>	25.00	
<b>Attendance at All Organizational Meeting - 9/1 @ 9:00pm in the Student Leadership Center</b>		
<b>Attendance at All Greek Council &amp; Student Government Meetings</b>		
<b>Homecoming Parade Participation</b>	50.00	
<b>Community Service Hours (10 hours per member)</b>	75.00	
<b>Campus Wide Event (Non-fundraising)</b> Reserve time & location with Director of Student Activities & Facilities	100.00	
<b>Leadership Training Session (Organized by the group and 75% in attendance)</b>	50.00	
<b>Volunteer in Events Hosted by Student Government</b>	25.00	

**Don't Forget...**

- When planning a program, fill out the Program Proposal Form, the Program Checklist, and the Program Evaluation and turn them into the OSA (pgs. 42, 42, & 44)
- To have read, sign off, and turn in the Hazing Awareness Form to OSA (pg. 39)
- When making a purchase, fill out the Organizational Expense Request Form prior to making a purchase and turn it into OSA (pg.49)
- When needing more funds, feel free to complete the Organization Additional Funding Request and turn into SGA for approval (pg. 48)
- To complete a Printing Approval Form when copying ads and turn it into OSA with a copy of the original print (pg. 47)

# Organization Application Form 2011-2012



We, the undersigned officers of \_\_\_\_\_, petition for approval as a recognized organization and herewith submit the information requested. We recognize and confirm the members of the organization understand the purposes and missions of Upper Iowa University and further agree to conduct ourselves in a manner that is a credit to both the university and the organizations. The rules and regulations stated in the current Organizational Handbook are applicable to the organization and its members.

This application form is to be submitted with a current copy of the club/organization's constitution via email to TJ Warren, Director of Student Activities at warrent@uiu.edu. Also, the Student Organization Advisor Agreement, and a typed list of current members must be submitted in print to the Office of Student Activities in order for the organization to be considered a registered, recognized student organization. Be sure to keep a copy of this and all forms for the organization's records.

## OFFICER INFORMATION *Please print*

Office	Name	Phone Number
President		
Vice President		
Secretary		
Treasurer		
Student Government Rep.		
Advisor		
Advisor		
Other		
Other Members: <i>(use other sheet if necessary)</i>		

## MEETING INFORMATION

Number of Meetings Per Month	
Location of Meetings	
Day/Time of Meetings	

## OFFICE USE ONLY

<b>Date Application Received</b>	
Revisions to Constitution	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Advisor Agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application Approved/Date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of DSA/Date	

# HAZING POLICY AWARENESS FORM



## Upper Iowa University Hazing Policy

Any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule is considered hazing. Such activities may include, but are not limited to the following: use of alcohol; use of any drug, narcotic, or controlled substance; eating spoiled foods, raw onions, or anything else unreasonable; paddling in any form; branding in any form; tying a person to a chair, pole, anchor, tree, person, or any other object; creation of excessive fatigue; presenting physical and psychological shocks; pushing, shoving, tackling, or any other physical abuse; exposing oneself indecently or appearing nude in anyway; subjecting a person or group of people to verbal harassment; calling people demeaning names; misleading pledges in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity subject to mental stress; carrying items that serve no constructive purpose or that are designed to punish or embarrass the carrier; requiring people to deface or steal property; assigning or endorsing pranks; having people perform personal chores; conducting interrogations or any other non-constructive questioning; answering telephones, doors, or greeting organization members with a prescribed chant, riddle, song, or rhyme; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the university; wearing of public apparel which is conspicuous and not in good taste normally; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the university.

Hazing at Upper Iowa University is STRICTLY PROHIBITED. Any individual or group found guilty of hazing will be subject to disciplinary sanctions which could include suspension or expulsion. For further questions about hazing, please see the Student Handbook or contact the Director of Student Activities.

Any person suffering or witnessing a hazing activity is encouraged to report the incident to the Office of Student Activities. The principle officer of each registered student organization shall be responsible for informing pledges and members of the University Hazing Policy.

The Upper Iowa University Hazing Policy will be in accordance with the laws of the State of Iowa at all times. However, the university's standards of personal conduct substantially exceed the minimum expectations of civil law and custom. Student organizations and individual students found in violation of Iowa hazing laws will be subjected to university disciplinary action. The university disciplinary process does not make an individual or organization exempt from criminal prosecution with the State of Iowa.

This copy of the law/policy shall be read and signed by every member, pledge, or applicant for membership of the organization which signifies that the group, team, or organization understands and agrees to comply with the provisions of this law.

**“We, the undersigned, have read and understood the Hazing Policy as stated above and commit ourselves and our organization to following this policy.”**

Principle Leader's Signature: \_\_\_\_\_

Member's Signatures

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# STUDENT ORGANIZATION ADVISOR AGREEMENT



Student organizations at Upper Iowa University are required to have an authorized full-time university representative (either a faculty or staff member) as an advisor to be recognized by the university. The advisor serves as a counselor and guide to help facilitate growth within the organization. He/she assists the students in achieving their organizational goals and ensures that the group functions within all guidelines and procedures.

I, \_\_\_\_\_ have agreed to serve as advisor of the \_\_\_\_\_ organization and agree to accept certain responsibilities on behalf of the student organization and Upper Iowa University. These responsibilities include, but are not limited to the following:

## **Responsibility to the University** (these include, but are not limited to the following):

1. To be certain that he/she or an authorized university representative (full-time faculty or staff member) is present at scheduled events, especially any activity involving travel.
2. To be certain of the content and manner of all scheduled programs, to ensure that they are presented in good taste and that they are within university policies and procedures.
3. To communicate relevant university policies, regulations, and procedures to the organization.
4. To communicate and explain federal, state and local regulations which are applicable to the functions and activities of the organization.
5. To meet with the Director of Student Activities, as needed, to review and discuss any problems, ideas, or suggestions.

## **Responsibility to the Group** (these include, but are not limited to the following):

1. There must be educational and personal development opportunities for the students who participate as members of a student organization.
2. The program must justify the expenditure of students' time, abilities, energy, and money.
3. To assist the organization in monitoring the organization's account and fundraising activities.
4. The advisor should be knowledgeable and well informed about all plans and activities within the group. This may be achieved through regular attendance at meetings and/or frequent consultation with student officers.
5. To maintain contact with relevant university officers and to help in communication with the national organization office if an affiliation exists.
6. The advisor should discourage domination of the group by any individual or faction.
7. The advisor is responsible for providing long-term continuity within the group, and should be familiar with its history, including major changes in the organization's programs.
8. The advisor should assist in the orientation of new officers.
9. The advisor is expected to attend the events sponsored by the group and to assist in setting the tone of the occasion.
10. The advisor should provide direct assistance in the planning and evaluation of programs.
11. The advisor should assist in promoting student interest in evaluating programs.
12. The advisor should assist the group in setting realistic goals and objectives yearly.

## **Responsibility to the Individual** (these include, but are not limited to the following):

1. The advisor should encourage each individual to participate and get involved in group meetings and events.

2. Group members may need guidance as they try to decide to what degree they should participate in activities. The advisor should assist students in maintaining a balance between the academic and co-curricular aspects of student life.
3. The advisor should always keep the best interest of the student in mind and encourage them to develop and grow through their involvement in the organization.

*By signing this agreement form, you understand and accept the responsibilities outlined in the position of student organization advisor.*

\_\_\_\_\_  
Advisor Name (Please Print)

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Director of Student Activities/Date

# Program PROPOSAL FORM 2011-2012



Program Name	
Program Date	
Sponsoring Organization	
Please Select One	<input type="checkbox"/> Campus Wide Event <input type="checkbox"/> Community Service <input type="checkbox"/> Other
Location & Time of Event	
Contact Name/Number	
Advisor Signature	
Community Service Supervisor Signature	

*Program Description:*

*Equipment Needed to Checkout in Student Development:*

**Student Organizations sponsoring activities are required to have their organization’s advisor or UIU faculty or staff member present for the duration of the event.**

***Office Use Only***

Date Received	
Program	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Equipment	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature of DSA/Date	

# PROGRAM CHECKLIST 2011-2012



Program Name	
Program Date	
Program Location	
Program Chair/person(s)	
Advisor/Staff at Event	

Person Responsible	Task	Date Completed
	Consult University Calendar for Conflicts	
	Facility and/or Room Reserved	
	Maintenance/Set up Request Submitted	
	Food Service Contract for Catering	
	Publicity Design	
	Publicity Approved by OSD	
	Publicity Distribution and Posting	
	Set Up Crew Organized	
	Clean Up Crew Organized	
	Entertainment Host	
	Equipment Arranged	
	Campus Security Contacted (If necessary)	

Additional space is provided to you to put in any additional tasks of which you wish to keep track. **Also, remember to EVALUATE your program!**

# Program Evaluation 2011-2012



This document should be completed after each event put on by an organization and turned into the Office of Student Activities upon completion. Additional evaluations and supplemental assessments may also be completed and turned in with this document.

Event:				
Date:				
Start Time:		End Time:		
Sponsoring Organization(s):				
Circle Category:	Social	Intercultural	Wellness	Lecture
	Fine Art	Recreational	Diversity	Other

Total Attendance:
Brief Description of Event:
Describe Publicity/Marketing Efforts:
Did the event achieve its purpose or objective?
Was the physical setting adequate? (location, space available, equipment)
Positive Aspects of the Event:
How can the event be improved:
Would you do this program again or recommend it to others?
Additional Comments:

Evaluation Submitted By \_\_\_\_\_

Date \_\_\_\_\_

## Equipment Use Agreement Upper Iowa University

### Part 1 – To be completed by the borrower (Must be the same person checking-out equipment)

Name of Borrower: \_\_\_\_\_ On Behalf of (Club/Greek/Dept.): \_\_\_\_\_  
 For Event: \_\_\_\_\_ On: \_\_\_\_\_ From: \_\_\_\_\_  
 Phone or Extension: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Address/Office: \_\_\_\_\_  
 Date/Time Reserved Out: \_\_\_\_\_ Date/Time Due In: \_\_\_\_\_

- I accept for use, as is, the equipment listed below on this form and take full responsibility for the care of the equipment and agree to reimburse Upper Iowa University (UIU) for any loss or damage at the rates listed below. Furthermore I release UIU from any liability for damage or injury to myself or to any person or property resulting from the use of this equipment by me, accepting full responsibility for any and all such damage and injury. If checking out equipment for an organization, I will be held responsible for the equipment unless the organization assumes full responsibility. **Please initial:** \_\_\_\_\_
- If equipment is used for profit, i.e. Popcorn, Cotton Candy and Snow Cone Machines, UIU Student Development will charge a fee predetermined by the organization and the Director of Student Activities. Furthermore, I agree to pay UIU a \$10.00 cleaning charge (for Popcorn, Cotton Candy and Snow Cone Machines) if the UIU representative so judges. **Please initial:** \_\_\_\_\_
- I agree to return this equipment within 24 hours (or otherwise approved) after the event or I will be subject to a \$20.00 late fee. **Please initial:** \_\_\_\_\_

**“I, the undersigned, have read and understood the terms of the above agreement.”**

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

### Part 2 – To be completed by authorized personnel of Student Activities

Equipment	Replacement Value	Checked Out By:	Checked In By:	Comments/Return Condition
Popcorn Machine	\$400.00			
Cotton Candy Machine	\$400.00			
Snow Cone Machine	\$400.00			
Sound System	\$500.00			
Fog Machine	\$75.00			
Karaoke Machine	\$100.00			
iPod	\$100.00			
Spotlight	\$100.00			

Equipment Use Approval: \_\_\_\_\_  
 Director of Student Activities/Authorized Personnel Date

Signature of Release: \_\_\_\_\_  
 Director of Student Activities/Authorized Personnel Date

Signature of Return: \_\_\_\_\_  
 Director of Student Activities/Authorized Personnel Date

# ACTIVITIES AND COMMUNITY SERVICE RELEASE OF LIABILITY FORM

## ACKNOWLEDGEMENT OF RISKS, ASSUMPTION OF RISK AND RESPONSIBILITY

Person Completing this Form: \_\_\_\_\_ Name of Activity: \_\_\_\_\_ Date(s): \_\_\_\_\_

**WARNING:** There are significant elements of risk in any adventure, sport, or work related activity associated with student activities and community service.

**ACKNOWLEDGEMENT OF RISKS:** I realize that there are inherent dangers in this activity including, but not limited to, the following: 1) collision with other participants, manmade or natural objects, including, but not limited to, trees, branches, rocks and/or boulders; 2) inclement weather, variances and extremes of wind, weather and temperature; 3) the presence of insects and/or animals; 4) loss of control, my sense of balance, physical coordination, ability to walk and/or follow directions; and 4) travel, including hiking, and travel to and/or from an activity.

I acknowledge that I may suffer accidents or illnesses in remote places where there are no medical facilities; that personal property may be lost or damaged; and that certain foreseeable and unforeseeable events can contribute to the unpredictability of the risks, dangers, and hazards of the activity. I realize I should ask about other potential risks before participating in any venture.

**EXPRESS ASSUMPTION OF RISK AND RESPONSIBILITY:** In recognition of the inherent risks of the activity in which I will engage, I confirm that I am physically and mentally capable of participating in the activity and using the equipment. I participate willingly and voluntarily, and I assume full responsibility for personal injury, accidents or illness, including death. I assume all responsibility for damage to or loss of personal property (my own or damage to others caused by my negligence) as the result of any accident that may occur.

I assume the risk(s) of personal injury, accidents and/or illness, but not limited to sprains, torn muscles and/or ligaments; fractured or broken bones; eye damage; cuts, wounds, scrapes, abrasions, and /or contusions; dehydration, drowning, oxygen shortage (anoxia), and/or exposure; head, neck, and/or spinal injuries; animal bite or attack, insect bite, allergic reaction; shock, paralysis, and/or death; and acknowledge that if, during the activity, I experience fatigue, chill and/or dizziness, my reaction time may be diminished and the risk of an accident, increased.

**COVENANT OF GOOD FAITH:** I recognize that you, as provider of services, will operate under a covenant of good faith and fair dealing, but that you may find it necessary to terminate an activity due to forces of nature, medical necessities, and/or other problems. I accept your right to take such actions for the safety of myself and/or other participants.

**AUTHORIZATION AND AGREEMENT:** I hereby authorize any medical treatment deemed necessary in the event of any injury while participating in the activity. I either have appropriate insurance or, in its absence, agree to pay all costs of rescue and/or medical services as may be incurred on my/our behalf.

**RELEASE:** In consideration of services or property provided, I, for myself, do hereby release:

**UPPER IOWA UNIVERSITY**

its principals, directors, officers, agents, employees and volunteers, and each and every landowner, municipal and/or governmental agency upon whose property an activity is conducted, from all liability and waive any claim for damage arising from any cause whatsoever (except that which is the result of gross negligence).

**I HAVE READ THE FOREGOING ACTIVITIES AND COMMUNITY SERVICE RELEASE OF LIABILITY FORM. I UNDERSTAND THAT BY SIGNING THIS DOCUMENT I MAY BE WAIVING VALUABLE LEGAL RIGHTS.**

Participant's Name (printed): \_\_\_\_\_ Age: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent or Legal Guardian (Must sign if participant is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

# PRINTING APPROVAL FORM



Posting information across campus is essential for effective programming and planning. Oftentimes, publicity can be the key factor in making an event successful. Therefore, we strongly encourage individuals and organizations to use their creativity to come up with effective advertisements that encourage students, faculty, staff, and administration to attend their programs.

In order to do this effectively, individuals and organizations will need to make copies of their advertisements to distribute across campus. Along with that comes the responsibility of making sure copyright policies are not being broken. It is important to remember the cost of making a copy is far less than paying for a copyright violation. That being said, when individuals and student organizations need to make copies of their advertisements, they must first get their articles approved by the Office of Student Activities before submitting them to the Print Shop. To do so, please complete the following information to ensure your posting is not in violation of copyright infringement. Once approved, the Office of Student Activities will sign the Printing Approval Form (and an inter-office requisition if necessary) and stamp the advertisement for posting approval. Then the organization will be allowed to copy their materials and post them across campus. Please contact the Office of Student Activities with questions or concerns regarding your organization's printing.

Please complete the following information honestly and attach a copy of the printed material to this form.

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Organization's Account Number: \_\_\_\_\_

Program Title: \_\_\_\_\_ Program Date/Location: \_\_\_\_\_

1. Did you design and create the attached document entirely yourself (the advertisement consists entirely of the contact's own work, and contains absolutely no pictures, text, or any other copied materials to construct this document. If answered "Yes" to this question, please skip to question 6)?  Yes  No
2. Does the attached document contain any pictures or text copied from another source?  Yes  No (If answered "no," skip to question 6)
3. If you answered "yes" to the question above, please explain what was copied\*:  
\_\_\_\_\_

\*Pictures or text may be used to advertise a student organizational program, but the source must be identified somewhere on the posting. Links to the websites and quotations should be included.

4. Have you contacted the rightful owner of the item that was copied?  Yes  No
5. Did the owner allow you to use the copied item for your advertisement?  Yes  No
6. Is the attached document advertising the showing of a movie?  Yes  No
7. Will there be any monetary gain from this event?  Yes  No

Please remember:

1. Print Shop jobs should be submitted at least two weeks prior to the date of the event.
2. The cost of printing will be deducted from the organization's university account.
3. Effective event advertising should include the date(s), time(s), location(s) and the group/person sponsoring the event.

# Organization Additional Funding Request



Additional funding may be requested for the purpose of hosting a Campus Wide Event. At the discretion of the Student Government Association, an additional \$50 may be granted to organizations after March 12<sup>th</sup>, 2012 to an organization when, and only when, ALL of the tasks on the organization’s checklist have been met, and there is a financial need to continue Campus Wide Programming. Organizations may request no more than \$100 in additional funding for campus wide events (which is 2 events or requests). Please complete the following information, obtain the appropriate signatures, and submit this form to the Student Government Association. Please keep in consideration that it takes approximately one week for University funds to be transferred.

Club/Organization	
Account Number	
Contact Name/Number	
Requested Amount	
Date Needed	

**Event Description (Please explain the organization’s justification for receiving additional funds and what the funds will be put toward):**

Total Amount Offered	
----------------------	--

Approval	Signature	Date
Organization Officer		
Organization Advisor		
Student Government Association Representative		

# Organization Expense Request Form



Please complete the following information, obtain the appropriate signatures, and submit this form to the Director of Student Activities prior to any organizational expense. This includes, but is not limited to, purchases made for resale, apparel, campus programming, or at the Peacock Connection. Once approval is given, the Director of Student Activities will grant the organization, with the necessary paperwork and procedure, to go about making their purchase (Each purchase varies; therefore, the Director of Student Activities will work with the organization to make sure they purchase appropriately.).

Club/Organization	
Account Number	
Contact Name/Number	
Date Needed	

**Item(s) Description (please attach a copy or sketch of the item if possible)**

**Cost of Item(s)**

**Item(s) Justification (Please explain the organization’s justification for purchasing the above item(s)):**

Total Expense(s)	
------------------	--

Approval	Signature	Date
Organization Officer		
Organization Advisor		
Director of Student Activities		

# DISTINGUISHED SERVICE AWARDS APPLICATION



The Office of Student Development holds an annual honors and award ceremony each April to recognize UIU Student Leaders for the current academic year. The purpose of this ceremony is to recognize students for their contributions to Upper Iowa University outside of the classroom. New awards are being offered every year as student life and leadership opportunities evolve and the awards ceremony is open to all departments/offices looking to recognize students' work outside of the classroom.

**The OSD Student Development Awards Ceremony will be held on Tuesday, April 17<sup>th</sup>, 2012, at 7 p.m. in the Student Center Ballroom.**

**Attached are nomination/application forms for the following awards. Anyone and everyone are encouraged to nominate individuals and organizations for an award.**

1. CLUB and GREEK ORGANIZATION OF THE YEAR—Awarded to the organizations that not only maintained involvement throughout the entire year, but made a positive contribution to the organization's members and the Upper Iowa University community. (Each organization may submit an application for consideration as the outstanding club or organization of the year). (2 Awards – 1 Greek and 1 Club)
2. CLUB and GREEK ADVISOR OF THE YEAR—Awarded to the advisor who displayed outstanding initiative, dedication, and service to a student organization and its members. (2 Awards – 1 Greek Advisor and 1 Club Advisor)
3. CLUB and GREEK OUTSTANDING MEMBER OF THE YEAR—Awarded to the student member who displayed exemplary leadership qualities in their organization and the Upper Iowa University community. (2 Awards – 1 Greek Member and 1 Club Member)
4. CLUB and GREEK PROGRAM OF THE YEAR –Awarded to the organization that presented an outstanding program or service project to the university community (2 Awards – 1 Greek and 1 Club)

### Other Student Activities award categories:

- INTERNATIONAL STUDENT ASSISTANT AWARD - A student who has demonstrated excellence in working with international students.
- PEC - OFFICER OF THE YEAR -- An officer that goes above and beyond their call of duty serving on UIU's Student Activities Board.
- PEC - MEMBER OF THE YEAR -- A member that goes above and beyond their call of duty serving on UIU's Student Activities Board.

Please know that additional categories, honors, and awards may be considered throughout the academic year and presented in addition to the awards mentioned above.

Applications must be submitted to TJ Warren, Director of Student Activities, by Noon on Tuesday, April 3, 2012. Late applications will not be considered for the awards. No exceptions will be made.

A selection committee will review the nominations/applications with the winner(s) announced at the OSD Awards Ceremony. If you have any questions, please contact TJ Warren at #5311.

Please indicate the organization's NEW officers for the upcoming academic year (2011-2013) below.

Club: \_\_\_\_\_  
Advisor: \_\_\_\_\_  
President: \_\_\_\_\_

*Learn • Lead • Serve • Respect*

UIU Office of Student Development

# ORGANIZATION OF THE YEAR APPLICATION



## *Distinguished Service Awards 2011-2012*

Please circle what type of organization this application is for:      Club      Greek

Name of Organization	
Nominator	
Nominator Phone Number	
Nominator's Email (Checked daily)	
*Affiliation with the Organization	

*\*Please indicate if you are member, advisor, program attendee, etc.*

If you believe the above organization merits the award of "Organization of the Year," please provide an attached document to this form that addresses the following information for the selection committee to review:

1. A description of the organization, including the organization's purpose.
2. A description of the organization's programs and activities and how they greatly benefited the members of the organization and/or the UIU community.
3. A detailed testimony as to why you believe the organization deserves this award (providing examples and stories is strongly encouraged)

Please include any supporting materials you think are necessary to explain this application and return the application to TJ Warren, Director of Student Activities, on or before Noon on Tuesday, April 3, 2012.

**Please know that late applications will not be considered for the award.**

Thank you so much for submitting this application and we hope to see you on April 17<sup>th</sup>, 2012 at 7:00pm in the Student Center Ballroom as we recognize this year's "Organization of the Year!"

*Learn • Lead • Serve • Respect*

*UIU Office of Student Development*

# ADVISOR OF THE YEAR APPLICATION



## *Distinguished Service Awards 2011-2012*

Please circle what type of organization this application is for:      Club      Greek

Name of Advisor	
Nominator	
Nominator Phone Number	
Nominator's Email (Checked daily)	
Affiliation with the Organization	

*\*Please indicate if you are member, advisor, program attendee, etc.*

If you believe the above advisor merits the award of "Advisor of the Year," please provide the following information for the selection committee to review:

Advisor's Name: \_\_\_\_\_

\_\_\_\_\_ This person advises as a part of written job responsibilities.

\_\_\_\_\_ This person advises strictly on a voluntary basis.

In the form of an essay (1-2 pages, double-spaced. No more than 2 pages), describe how this advisor has demonstrated outstanding initiative, dedication, and leadership in advising the above organization. Please cite specific examples throughout.

### **ADVISORS WILL NOT BE CONSIDERED FOR THIS AWARD WITHOUT AN ESSAY**

Please attach your essay to this form and include any supporting materials you think are necessary to explain this application and return the application to TJ Warren, Director of Student Activities, on or before Noon on Tuesday, April 3, 2012.

**Please know that late applications will not be considered for the award.**

Thank you so much for submitting this application and we hope to see you on April 17<sup>th</sup>, 2012 at 7:00pm in the Student Center Ballroom as we recognize this year's "Advisor of the Year!"

## *Learn • Lead • Serve • Respect*

*UIU Office of Student Development*

# OUTSTANDING MEMBER OF THE YEAR APPLICATION



## *Distinguished Service Awards 2011-2012*

Please circle what type of organization this application is for:      Club      Greek

Name of Outstanding Member	
Nominator	
Nominator Phone Number	
Nominator's Email (Checked daily)	
Affiliation with the Organization	

*\*Please indicate if you are member, advisor, program attendee, etc.*

If you believe the above member merits the award of "Outstanding Member of the Year," please provide the following information for the selection committee to review:

Member's Name: \_\_\_\_\_

In the form of an essay (1-2 pages, double-spaced. No more than 2 pages) describe how this member has demonstrated exemplary leadership qualities in their organization and/or throughout the Upper Iowa University community.

### **MEMBERS WILL NOT BE CONSIDERED FOR THIS AWARD WITHOUT AN ESSAY**

Please attach your essay to this form and include any supporting materials you think are necessary to explain this application and return the application to TJ Warren, Director of Student Activities, on or before Noon on Tuesday, April 3, 2012.

**Please know that late applications will not be considered for the award.**

Thank you so much for submitting this application and we hope to see you on April 17<sup>th</sup>, 2012 at 7:00pm in the Student Center Ballroom as we recognize this year's "Outstanding Member of the Year!"

## *Learn • Lead • Serve • Respect*

*UIU Office of Student Development*

# PROGRAM OF THE YEAR APPLICATION



## *Distinguished Service Awards 2011-2012*

Please circle what type of organization this application is for:      Club      Greek

Name of Program	
Name of Organization	
Nominator	
Nominator Phone Number	
Nominator's Email (Checked daily)	
Affiliation with the Organization	

*\*Please indicate if you are member, advisor, program attendee, etc.*

If you believe the above program merits the award of "Program of the Year," please provide an attached document to this form that addresses the following information for the selection committee to review:

1. A description of the project, program, event, or activity and why it deserves this award.
2. A description of the result(s) of the program and the impact it had on you personally, as well as the entire community.

Please include any supporting materials you think are necessary to explain this application and return the application to TJ Warren, Director of Student Activities, on or before Noon on Tuesday, April 3, 2012.

**Please know that late applications will not be considered for the award.**

Thank you so much for submitting this application and we hope to see you on April 17<sup>th</sup>, 2012 at 7:00pm in the Student Center Ballroom as we recognize this year's "Program of the Year!"

*Learn • Lead • Serve • Respect*

*UIU Office of Student Development*

# ORGANIZATIONAL HANDBOOK AGREEMENT FORM



*Learn • Lead • Serve • Respect*

*UIU Office of Student Development*

“We, the undersigned, belong to the organization \_\_\_\_\_, and we have read and understood the Organizational Handbook in its entirety. We commit ourselves and our organization to understanding and following not only the policies set in place by the University and the Office of Student Activities but also abiding by all of the information provided within the text of the 2011-2012 Organizational Handbook. We understand that the information we have obtained from this handbook was established to help our organization and its members stay safe and to be productive as we strive to be successful citizens and scholars of Upper Iowa University. We realize that we are responsible for making sure all of our members are aware of the information that is mentioned in the Organizational Handbook and that it establishes the foundation of our organization’s efforts toward our own goals and objectives. If we ever have any questions regarding a policy or procedure, we will contact our advisor, another University staff/faculty member, or the Office of Student Activities in particular to aid us in finding an answer before taking action.”

**Please note** that all the officers and the advisor of the organization are **REQUIRED** to read & understand the Organizational Handbook and to acknowledge this understanding by signing this form. It is the responsibility of the officers and the advisor to make sure members of the organization are aware of the information in the Organizational Handbook. All organizational members are strongly encouraged to read & understand the handbook; however, it is not a requirement.

<b>Name of Organization</b>	
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## Officer Signatures *(required)*

Officer Name & Position <i>(please print)</i>	Signature	Date
<b>Advisor:</b>		

*Member Signatures are on the reverse side of this form.*

**Member Signatures** *(optional)*

	<b>Member Name</b> <i>(please print)</i>	<b>Member Signature</b>	<b>Date</b>
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*Please attach additional sheet, if necessary.*