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STUDENT ACTIVITIES

The Office of Student Activities complements students' academic experiences by providing services and resources that engage students in creating campus culture through social, cultural, intellectual, spiritual, athletic, recreational, artistic, political, and service opportunities. Our staff is committed to delivering quality advising, resource materials, leadership development opportunities, and administrative support services to impact students' growth and development and enhance the success of each student organization.

This handbook serves as a resource for students trying to start new student organizations and for already-established student organizations. It provides information on student organization recognition and funding, fiscal responsibility, and event planning. Also included are commonly-referred-to policies and commonly-used forms. Student Activities hopes this handbook will increase your knowledge of the world of student activities and provide for you new ideas on how to make your student organization grow!

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HOURS

Academic Year

Monday - Thursday: 8:30am - 6:00pm
Friday: 8:30am - 5:00pm

Summer & Break Periods

Monday - Friday: 8:30am - 5:00pm

Student Government

Carnegie Mellon's Student Government has three branches: the Executive Branch and two legislative branches, comprised of the Undergraduate Student Senate and the Graduate Student Assembly.

The Student Body President, Vice President, Vice President of Finance and Vice President for Organizations, make up the Executive Branch. Together, the four executives coordinate the efforts of the entire student government. They communicate student concerns to the administration and work to create positive change in all areas of the Carnegie Mellon student experience. The Vice President for Organizations focuses on representing and working with active and prospective student organizations; while the Vice President for Finance focuses on ensuring the financial well-being of student government and all organizations that are funded by the Student Activities Fee.

The Undergraduate Student Senate (Senate) is elected by and serves undergraduate students. Its responsibilities include: representing undergraduate student interests on a variety of campus life issues, including policy, safety, and facilities; acting as liaison between the undergraduate student body and the Carnegie Mellon administration with regard to academic and campus issues; and providing funding to events through Senate's special allocations process.

The Graduate Student Assembly (GSA) is selected by and serves the graduate student population. Its responsibilities include: representing graduate student interests on a variety of campus life issues such as safety, transportation, and facilities; acting as liaison between the graduate student body and the Carnegie Mellon administration on issues such as stipends, health care, academic expansion, and diversity; acting as liaison to national graduate student organizations; organizing opportunities for meeting other graduate students; organizing events for graduate student orientation; and providing funding for events.

Committee on Student Organizations

The Committee on Student Organizations (CoSO) is empowered by Senate and GSA as the official body that manages student government recognition for student organizations. It is chaired by the Vice President for Organizations and is composed of representatives from GSA, Senate, and several student organizations, and is advised out of Student Activities. Its responsibilities include:

- Granting eligible student organizations official recognition;

- Determining criteria for recognition and the process for being recognized;
- Defining the benefits of recognition;
- Organizing and administering the annual re-recognition of existing student organizations with the assistance of Student Activities;
- Supporting and advocating for student organizations within student government and the Carnegie Mellon administration.

Becoming a Recognized Student Organization

CoSO (The Committee on Student Organizations) oversees the new recognition process, which occurs on a rolling basis throughout the academic year. Student groups interested in becoming student government-recognized organizations will need to complete an application online through OrgTracker at cmu.edu/orgtracker. For more information, please visit stugov.andrew.cmu.edu/coso. For a list of benefits to becoming a recognized student organization, see the Recognition page on our website, cmu.edu/StudentActivities.

The Re-Recognition Process

Each year, all student government-recognized organizations are required to complete the re-recognition process. The goal of the process is to ensure that organizations are still functioning effectively and fulfilling their designated mission, as well as to identify issues that organizations are having in the University environment e.g., membership concerns, concerns about finances, administrative questions, etc.

- Young organizations (those which have existed for six or fewer years) are required to submit a detailed re-recognition application every year in the fall.
- Mature organizations (those which have existed for more than six years) are required to submit a re-recognition application every year in the spring.
 - Mature organizations generally submit a simpler application than young organizations.
 - Every three years, mature organizations are required to submit a detailed re-recognition application.

For more information about the re-recognition process, please visit stugov.andrew.cmu.edu/coso.

FUNDING

Student Organization Training Sessions

The Office of Student Activities facilitates several student organization training sessions that are offered at the beginning of the fall and spring semesters. Each recognized student organization is required to send at least one representative to one of the sessions. These sessions update student organization leadership on:

- Changes to policies and guidelines relevant to organizations;
- Support and resources to enhance student groups;
- Requirements and timeline for re-recognition;
- Highlighted sections of the Student Organization Handbook and Resource Guide.

Groups that fail to attend a session or to meet the requirements of re-recognition may lose recognition status including all benefits of this status.

Student Organization Funding Sources

Every semester, Carnegie Mellon collects a Student Activities Fee from all undergraduate and graduate students attending the university. That fee is distributed among GSA, Senate, and the Joint Funding Committee (JFC) for allocation in support of student activity on campus. Allocations are available to support any one-time or first-time project or activity. Any student or student organization—recognized or not—is eligible for a special allocation. There are two processes by which student organizations can obtain funding from those committees:

1. Petitioning the JFC for an annual operating budget, and
2. Petitioning the Senate and/or GSA special allocation committees for funding.

Joint Funding Committee

The Joint Funding Committee (JFC) allocates student government recognized organizations an annual subsidy to offset operating costs that are not met through income and fundraising. In the fall, members of the JFC work with individual organizations to understand their budgets and to define the spring funding process.

The JFC reconvenes in the spring to hold budget hearings and to determine student organizations' allocations for the next academic year. Please note that while every recognized student organization can apply for a budget, there is no guarantee that any money will be allocated.

Details regarding the 2011-2012 JFC allocation process can be found on the student government website, stugov.andrew.cmu.edu/jfc.

For more information, please contact the Student Body Vice President for Finance at sbt@andrew.cmu.edu.

GSA Allocations

The Graduate Student Assembly funds events that will benefit graduate students. This includes new events, events sponsored by recently formed groups, and events that are evolving from previous years. Requests for funding are considered by the GSA Finance Committee at monthly meetings. To request an allocation, submit a proposal to the GSA Vice President of Finance at least one week before the monthly Finance Committee meeting by e-mail with 'GSA Special Allocation Request' in the subject line. The proposal should contain the following information:

- The name of the organization requesting funds;
- Reason for requesting a special allocation through GSA;
- The amount of money the organization is requesting;
- A description of the event;
- Other sources of income and fundraising;
- The total budget for the event - estimated expenditures, income, and additional sources of revenue not yet secured; and
- The expected benefit to graduate students.

The GSA Vice President of Finance will invite a representative from the organization requesting a special allocation to a GSA Finance Committee Meeting to discuss the submitted proposal. The Committee will form a recommendation that will be submitted to the GSA representatives. This recommendation can be appealed by a GSA representative or a member of the organization. If there is an appeal, then the appeal will be voted on at the next regular GSA meeting. If there is no appeal, then the committee's recommendation is final.

For more information, please contact the GSA Vice President of Finance at gsa-VPfinance@andrew.cmu.edu or visit the GSA website at cmu.edu/gsa.

Senate Allocations

Senate allocations fund an assortment of campus-wide events and initiatives, off-campus trips and competitions, and necessary equipment for organizations. When requesting a special allocation, groups should always communicate to the Finance Committee how the event or project benefits the campus community.

In order to request a special allocation from Student Senate, please contact the Finance Committee Chair at senate-finance@andrew.cmu.edu. The chair will reserve a date for your organization to meet with the committee. Please confirm with the Finance Committee Chair that you will attend the meeting at the reserved date or to change your meeting time.

Please email the Chair at least 24 hours before the meeting with the following items:

1. Special Allocation Request Form (located on the Finance page on cmu.edu/senate);
2. A written description of the event;
3. A detailed line-item budget of expenditures for the event. The following should be included:
 - Special allocation and fundraising amounts from other sources;
 - JFC line-item budget of the event if your organization is currently JFC funded;
 - Income received from the event (e.g. ticket sales, refreshment sales);
 - Amount, if any, of member contribution (e.g. personal payment towards conferences, uniforms, etc.).

The committee will ask questions about the event and will make a recommendation in a closed meeting later that day. Decision about the committee's recommendation should be sent within 24 hours of their meeting. The Finance Committee will submit their recommendation to the Senate body at the following Senate General Body meeting. The final allocation will be voted upon and confirmed at the next Senate General Body meeting which you are asked, but not required to attend. At the General Body meeting, you may be asked to answer outstanding questions from the Senators.

According to the Student Senate Fiscal Policy, organizations may not request funds for student salaries or alcohol. Organizations may spend money in the following categories with the approval of a three-fourths vote of Senate:

- Transportation;
- Travel expenses;
- Outside organization membership dues;
- Taxes;
- Coaching expenses;
- Management and consulting fees;
- Subscriptions;
- Food and non-alcoholic beverages;
- Leasing off-campus facilities.

Organizations that are funded by the Student Activities Fee by the Joint Funding Committee can submit a special allocation request for unanticipated items or for new programs and initiatives that were not line itemed in their JFC budget. Please contact the Finance Committee Chair at senate-finance@andrew.cmu.edu if you have any questions or concerns about the special allocation process.

DOSA Allocation Process and Application

The Division of Student Affairs has established a committee to review proposals and allocate funding. Organizations and individuals seeking financial support from the Division of Student Affairs* for projects, events and initiatives that enhance the common student experience are encouraged to apply via the application available in the Office of Student Activities and online at cmu.edu/StudentActivities.

Proposals and supporting documents should be submitted to the Office of the Dean, 3rd Floor Warner Hall.

Greater consideration for financial support will be given to applications received at least three weeks before event date. Note: Last minute requests may not be processed in time for payment to be executed by event date.

* Career and Professional Development Center, Counseling and Psychological Services, Office of the Dean, Office of International Education, Orientation and First Year Programs, Student Activities and Student Life.

FUNDING

Fundraising

The array of programs and opportunities undertaken by student organizations each year demands that many groups raise funds in addition to those available through the Student Activities Fee. Thus, many student organizations In order to request a special allocation from Student Senate, please contact the Finance Committee Chair at senate-finance@andrew.cmu.edu. The chair will reserve

collect dues or have fundraisers to support their activities.

Some options for fundraising are:

1. Raising money on campus through;
 - Bake sales (please refer to the food handling policies on page 21);
 - Selling merchandise (flowers, doughnuts, candy, etc.);
 - Selling services (housekeeping, yard work, car washes);
 - Rummage sales;
 - Charging admission to events;
 - Selling concessions at events.
2. Raising money off campus by:
 - Asking businesses to donate goods to use as prizes;
 - Seeking donations of goods or services to directly support your organization's programs (such as donated pizza for an activity);
 - Asking for fiscal donations.
3. Collecting dues from members.
4. Co-sponsoring programs with other organizations. Look for university departments or other student organization with similar missions and pool resources to co-sponsor events.

An important note about raffles:

Under Pennsylvania state law, 50/50 raffles or raffles with cash prizes are prohibited without a license. If you are arranging a raffle with non-cash gifts or prizes, please contact Student Activities for more information and instructions.

FISCAL RESPONSIBILITY & ACCOUNTING

Money Matters

Managing your organization's finances can be a trying experience, but preparation and organization can put you on the path to success. Healthy finances will ensure a strong future for your organization by allowing you to recruit members, plan activities, and develop your organization's vision. This section will provide some basic tools you can utilize to maintain fiscal responsibility and ensure that your organization remains in good financial standing with student government, Student Activities, and the entire student body.

Developing a Budget

The best first step on the path to fiscal responsibility is to develop and maintain a detailed organization budget. It is best to have all members of your executive board work together to develop your budget; this will limit the possibility of missing revenue sources or possible expenditures. It is also good to refer to copies of your past budgets when developing a current or projected budget for your student organization.

When developing your budget, remember to be realistic and conservative. A well-organized budget has two parts: income and expenses. Income could include fundraising revenue, departmental contributions, and any other planned revenue sources. When projecting your income, list all sources and add up all contributions, then subtract 10% of the gross income just in case everything doesn't come through.

Expenses include any money you plan to spend throughout the course of the year. Project expenses for all events, big and small (a sample event budget can be found on page 20). Remember to include expenses for national membership dues (if applicable), supplies, promotional materials, travel, and conferences.

Once you have developed thorough lists of income and expenses, subtract your total expenses from your total income. That difference is the amount of money you need to raise through additional fundraising or requests for Student Activities Fee monies allocated by Senate, GSA, or JFC.

Managing Your Budget

Once your organization has finalized a budget, refer to it often and update it as needed.

Your organization will stay on track toward reaching its goals if it maintains a budget that accurately reflects income and expenses. It is fiscally responsible to make every attempt to stay within your set budget. Fiscal responsibility will aid your organization's future financial planning. It is highly recommended that a point person, preferably your authorized signer, keep track of all expenditures, deposits, and other income in an excel spreadsheet.

While most organizations use a treasurer or other financial officer to manage financial matters, it is important that more than one person understands the financial operations of the organization. Make sure organization members, especially program planners who spend money understand the organization's financial operations for events and initiatives. A lack of understanding could lead to disregard for paying bills and controlling expenditures. If more members understand revenue potential and expenditure constraints, they will be more willing to work within them.

It's normal for your budget to change and shift throughout the year. If you find that your organization would like to make a purchase or plan an activity that was not budgeted for in the beginning of the year, then your budget will have to be rearranged to compensate for the unexpected cost or your group will have to find another source of income to cover it. Likewise, if a purchase turns out to be significantly more expensive than predicted, you will have to adjust to cover this cost (another expense will have to be cut or additional income will need to be added). **Note: if an organization funded through the JFC wants to make a major change to its budget, that group must have permission from the Student Body Vice President for Finance (SBVPF) before implementing the change.** The SBVPF can be reached by emailing sbt@andrew.cmu.edu.

FISCAL RESPONSIBILITY & ACCOUNTING

Organization Accounts

Every organization with even the most basic income or expenses is encouraged to open a university account (called an Oracle account) through the Office of Student Activities. All organizations that receive student government monies (JFC-allocated or a special allocation) must access those funds through an Oracle account. Oracle accounts offer organizations the following benefits:

- Tax-exempt status for purchase pre-arranged with Student Activities;
- Ease of purchasing goods and services from campus vendors (Computer Store, Catering, Bookstore, Printing and Mailing, etc.);
- Historical record-keeping of purchases and deposits;
- Security of funds.

To open an Oracle account, complete the Oracle Account Set-up Request form, available on the Important Forms page of the Student Activities Website at cmu.edu/StudentActivities, and email it to Abigail Fasulo at (afasulo@andrew.cmu.edu).

Accounts are designated by account numbers called Oracle strings. Every student organization is assigned a unique Oracle string. Student Activities runs an activity report, or account statement, on each account by the 10th day of every month. Those reports show all financial transactions that took place during the previous month along with transaction totals for the fiscal year to date (remember: the fiscal year runs from August '11 to June '12, not January to December). Transactions are grouped by object codes: these designate types of expenses (postage, food, printing, etc.) or income (donation, ticket income, special allocation, etc.). It is important to note that the account balance is not reflected on the report itself. Organizations can determine their starting balance based on the previous year's fiscal close process and the current fiscal year's JFC allocation. Activity reports are distributed to student organizations via email or are available in Student Activities at the end of the second full week of every month.

Account Access and Authorized Signers

While every member of your organization should have an understanding of your group's finances, access to your Oracle account is restricted to one or two individuals who will be trained to authorize all transactions that are processed in the Student Activities office. These authorized signers are required to verify all transactions with their signature prior to submission for payment.

This includes all reimbursements, check requests, on-campus purchases, and journal entry transfers. If a request is received in the Student Activities office that is not signed by one of your organization's authorized signers, that request will be held until proper authorization is received.

This policy will ensure that all transactions are being authorized by individuals who have a thorough understanding of your organization's budget and who are trained on the various policies and procedures that govern the University's financial system. In order to register as your organization's authorized signer, an individual must attend the Authorized Signer and Fiscal Responsibility training offered at the start of each semester. The authorized signer's signature will be placed on file and used to verify that all transaction requests have been authorized by the proper individual(s).

Off-Campus Accounts

To protect the interests of student organizations and the university, no recognized student organization is permitted to hold an off-campus bank account or an organizational Paypal account. Exceptions to this University Policy are organizations that are campus chapters of nationally-recognized organizations with 501(c)(3) status; in those cases, the off-campus account must be in the name of the national organization. No organization can open a bank account under Carnegie Mellon's name.

Accessing Your Funds

All funds deposited with the university must be handled in accordance with university policy. There are multiple ways to access these funds, however the type of transaction required is usually dictated by the ultimate destination of the funds. For example, there is one procedure for paying an individual by check for goods and services they provide to your organization and another procedure for transferring funds electronically to another department or organization on campus. Details of how to make payments and deposits follow. Student Activities does not have account check books and cannot give any organization cash from their Oracle accounts.

FISCAL RESPONSIBILITY & ACCOUNTING

Making an On-Campus Transfer

If your organization needs to transfer funds to or receive funds from another on-campus organization, department, or office to support a program or to pay for goods or services, fill out a Journal Entry (JE) Request Form and submit it to the Student Activities office. Please make sure the form is filled out in its entirety and supply a complete justification for the transfer with as much detail as possible. When funds are being requested for transfer, the JE Request Form must always be submitted and authorized by the authorized signer of the organization transferring money out of its account. Please be advised that a JE cannot be made from a Gift account to an organization account.

Making a Purchase from an On-Campus Vendor

If your organization needs to make a purchase from any of our on-campus vendors, submit a signed and authorized On-Campus Purchase Form, available in the Student Activities office and on our website. Once the form is submitted to the front desk in the Student Activities office, you will receive a requisition form specific to the vendor you are using that will contain your account information. You will take this form directly to the vendor at the time of purchase.

Certain on-campus vendors such as Catering, FMS, UCRes, and Media Tech do not have requisition forms instead, they use online request forms. For these, you must also submit an On-Campus Purchase Form; the Office of Student Activities will provide you with the information to complete the online request. In every case, please make sure to get a quote from the vendor so you know how much the service will be expected to cost and verify the expense by comparing the quote with the final bill or receipt.

The funds will be deducted automatically from your Oracle account. All receipts and copies of the requisition forms must be returned to Student Activities within one business day after the purchase to be placed in your organization's file. It is imperative that all receipts are retained on file for audit purposes.

The following on-campus requisition forms are available in Student Activities:

- Entropy
- Food vendors (e.g. Skibo, Carnegie Cafe, etc.)
- The Bookstore
- The Art Store
- Printing and Mailing Services
- The Post Office
- The Computer Store
- PlaidCa\$h for printing/copying
- FedEx Kinko's

Payment Request for Goods and Services

Every check written from your Oracle account will have Carnegie Mellon University's name on it, so student organizations must satisfy the purchasing guidelines and policies set forth by the university's purchasing department before making off-campus purchases. Several criteria must be met before such a purchase can be made. First, you must establish that your preferred vendor is in the Oracle database (University financial system). A vendor is defined as any business entity or individual that provides goods or services to your organization for a fee. Check with Student Activities to verify if the vendor you want to use is in the database. If the vendor is not listed, Student Activities can work with you to have the company or individual added through the Supplier Forms process. If you wish to pay an individual who is already employed by Carnegie Mellon University, you must arrange payment with the Accounts Coordinator in Student Activities.

Once it is determined that the vendor you would like to use has been entered into the database, submit a Payment Request for Goods and Services form, which can be found in the Student Activities office and on our website.

This form should be used for all payment requests that result in a check being issued from your University account to pay for goods or services received from an off-campus vendor or individual. It can also be used to make pre-payment arrangements for purchases that may need a purchase order (PO). This form should be filled out in its entirety, including all information about the vendor, the purchase details, the timeline for payment, and be accompanied by supporting documentation such as a bill, invoice, quote, contract, or agreement. Please note that payments will be released in a net 30 days from bill or invoice date.

If this form is submitted with a quote for goods and services that will be received at a later date, a PO will be created and sent to the vendor or business entity from which the purchase will be made. Once the goods or services have been received, be certain to deliver the final invoice, referencing the PO, to Student Activities in order to have the final check cut and sent to the vendor.

FISCAL RESPONSIBILITY & ACCOUNTING

Contracts and Agreements

It is important to note that a contract or an agreement is almost always required when you need to pay a business or individual for services. A service can be described as anything that does not involve the purchase of tangible goods. This can include, but is not limited to, lectures, musical performances, tech support, DJ services, set up and tear down of equipment, food preparation and service, design work, or website support. Please be certain to work with Student Activities well before you enter into any sort of agreement with a vendor for any type of service performed on or off campus. Any service that is provided on campus or as part of any official Carnegie Mellon University sponsored event must have an agreement that is signed and executed by an authorized university official.

Students are not able to sign and execute agreements or contracts as representatives of the university, so it is imperative that you communicate with Student Activities to receive proper guidance on the development of any agreement and ensure they are properly executed by an authorized University signatory. Services provided off-campus as part of a non-university sponsored event can have agreements that are signed by individual students, however you should still work with Student Activities to ensure that you are looking out for the best interest of your organization as represented in any written contract.

Services provided off campus as part of a non-university sponsored event can have agreements that are signed by individual students, however you should still work with Student Activities to ensure that you are looking out for the best interest of your organization as represented in any written contract.

The contracts process is lengthy, so any contracts to be signed by a university official must be advanced to Student Activities at least 4 – 6 weeks in advance of your purchase. For off-campus contracts signed by an individual from your organization, we advise giving at least 3 – 4 weeks lead time to the Office of Student Activities to ensure timely payment arrangements. It is important to adhere to the timeline outlined above as Accounts Payable requires that the fully executed contract accompany the invoice and will not release payment until both are received.

Purchasing Bid Checklist

If any payment exceeds \$5000, a Purchasing Bid Checklist is required. Please contact Student Activities to discuss any payments that exceed this amount to ensure the appropriate paperwork is submitted.

Tartan Cards

When there is an urgent need to make a purchase, or if there are extenuating circumstances surrounding timely or difficult-to-manage payments with a vendor, student organizations can utilize one of the Tartan Cards held by members of the Student Activities staff. Use of the Tartan Card must be arranged by an authorized signer at least one business day in advance and must be performed in the Student Activities office with the card holder present. It is imperative that all receipts associated with these transactions are provided immediately after the purchase is made. This payment option should only be used when all other payment options have been exhausted. Please be aware that any organization that does not adhere to the guidelines for use of a Tartan Card will be subject to penalties that will limit future Tartan Card use.

Reimbursements

If a member of your organization spends his/her own money to purchase goods for your group, he/she can submit a request to be reimbursed for that expense. Reimbursement requests must be submitted within thirty days of the purchase date, and they must be supported by a valid proof of purchase. Please note that reimbursements submitted 90 days after date of purchase will be taxed according to IRS regulations. Acceptable proofs of purchase include a register receipt; a credit card receipt; a credit card billing statement showing payment transactions; an account statement from the checking or credit card account that was used for the purchase; or a canceled check. Please be sure that any proof of payment other than a register receipt clearly shows the name of the reimbursee as well as the last four digits of the card used for payment (if applicable). Reimbursements are processed much more efficiently when the proof of purchase is well-supported.

Receipts and other supporting documents should be attached to a Request for Reimbursement form and turned in to Student Activities. Be sure to fill out the form in its entirety, providing a detailed description of the purchase including all pertinent information. Small receipts need to be taped in order of purchase date to the blank side of 8.5x11 scrap paper. Please refrain from stapling receipts as the documents must be scanned. Receipts must not overlap and purchase information should be clearly visible. Reimbursements take at least 4-6 weeks to process.

Note: Generally speaking, student organization business is tax exempt. However, in the case of reimbursements processed out of your student organization account, PA sales tax will be refunded. Organizations should take this into account as reimbursements for large purchases with significant tax can have some effect on organization budgeted spending.

FISCAL RESPONSIBILITY & ACCOUNTING

Gifts Cards, Prizes, and Awards

If your organization awards any sort of prize or gift to any individual, there is additional paperwork that must be filled out by the recipient to ensure the University is compliant with IRS tax laws. It is imperative that these forms are submitted within 30 days of the purchase date to Student Activities with the corresponding receipt, invoice, or purchase request. We recommend that all gift or prize purchases, no matter the amount, be communicated to Student Activities before the purchase so that we can provide you with the proper forms to be filled out by the recipients.

Deposits

To deposit cash or checks to your organization's Oracle account, pick up a deposit envelope at Student Activities. Complete the front of the envelope (be sure to describe in detail the source of funds as this is important for tracking your deposits and budgeting), and deposit the envelope in the drop safe located (off the main hallway on the first floor of the University Center) across from the double elevators. The safe is emptied weekly, and deposited funds will show up on your next monthly activity report.

When making cash deposits, please make sure that all bills are organized by denomination and are facing the same direction. If coins are being deposited, they must be wrapped in coin wrappers, or counted and placed in a smaller marked envelope. When making check deposits, make sure that checks are written out properly before submitting them. Checks that are not made out to Carnegie Mellon University will not be deposited until they are made out correctly and resubmitted. Please do not endorse any deposited checks.

Cash Handling Procedures

It is imperative that organizations maintain proper cash handling procedures. Any time an organization receives income from fundraisers, sales, dues, or other organization activities, all money should be deposited in the safe at the end of the day. Under no circumstances should organizations maintain a significant amount of money (greater than \$50) in an unsecured location or in the possession of any member. If organizations sell tickets from a cash box, the cash box should be emptied each night and the contents deposited in the safe.

Keep only enough money in the cash box for making change during the next day's sales. With notification two business days in advance, starter cash can be obtained from Student Activities for the purpose of making change for ticket sales. Starter cash should be deposited separately and marked as "returned starter cash" on the deposit envelope.

Donations

If a group receives a financial gift that will be used for any official organizational business or activity, this gift must be deposited immediately so the funds can be credited to your account and a receipt can be provided to the donor by the Office of Annual Giving. There are several major tax implications that pertain to gift accounting, so it is very important to deposit individual donations in a timely manner. For this reason, donations must include the following relevant and current information:

- Individual / business name;
- Address;
- Value of gift (if donation is a gift in kind, the estimated monetary value needs to be provided); and
- Purpose of gift.

Donation deposits need to be clearly marked in the "Source of Funds" section on the deposit envelope and include the information listed above. Unfortunately, Carnegie Mellon cannot provide gift receipts for donations that do not contribute directly to official organizational business. For instance, if an organization is fundraising with the intention of transferring the funds received to a separate charitable entity outside of Carnegie Mellon, then the funds cannot be considered a gift to the University and therefore no receipt will be provided.

Preferred method of receiving donations

Student organizations are able to receive donations directly from students, alumni, family or friends through the annual giving website, cmu.edu/alumni/giving. To designate a gift to a student organization, select "other" from the drop-down menu and list the full name of the student organization in the comments box. Donations made by current students of any class are considered part of the student giving effort. Any gifts donated by students that result in a surplus at the end of the fiscal year will traditionally be rolled over to the next year so the organization will receive the full benefit of their gift.

Organizations are able to solicit gifts in kind from local vendors and businesses to offset the cost of their programming. For instance, if you would like to solicit donations of pizza, gift cards as prizes, clothing for a fashion show, etc., these types of gifts can greatly impact the overall budget for a program or event.

FISCAL RESPONSIBILITY & ACCOUNTING

If you are interested in securing a greater level of funding from a local company or corporate sponsor, please contact Student Activities so one of our staff members can help your organization determine whether working with a development officer from University Advancement is appropriate for your initiative.

Preferred method of making donations

Student organizations are able to make donations to charitable groups and non-profit organizations through income raised by fundraising efforts or member contribution. Money received through Student Government (JFC, Student Senate, or GSA) or through the University (departmental or DOSA monies) cannot be used as part of the donation. If a student organization would like to make a donation, please make sure to fill out the Payment Request for Goods and Services form.

In order for the office to process the donation, a W-9 form will need to be completed by the organization receiving the donation (if the organization is not a preferred vendor). In addition, there is a University Donation form that will need to be completed by the authorized signer. Please contact the Office of Student Activities regarding this process.

Student Organization Tartan Cards

During the fall semester, student organizations can apply to receive a Tartan Trust Card (TTC). This VISA credit card can be used to purchase university-related expenses specific to the needs of a student organization. Eligible organizations must be able to demonstrate the need for a TTC and must have an established Oracle account with the university. Organizations must also have a university faculty or staff member willing to assume responsibility for the advisement of the TTC and the justification of purchases on a monthly basis.

To apply for a TTC for your organization, please complete the Student Leader Tartan Trust Card application in Student Activities. The application process will take place at the beginning of the academic year, groups that fail to apply at that time will not be eligible to receive a TTC at any other time during the year. Applications will be approved based on demonstrated need for a TTC. If you have any questions regarding the student organization TTC program, please contact the Office of Student Activities.

Selling Student Organization Equipment

If a student organization wishes to sell equipment it purchased by means of a JFC allocation or Senate special allocation, that sale must first be approved by the SBVPPF. Money collected through the sale of such equipment must be returned to Student Government unless otherwise redirected. For more information regarding this process, contact the SBVPPF at sbt@andrew.cmu.edu.

Fiscal Year Closing

The University's fiscal year runs from July 1st through June 30th. Organizations that receive Student Activity Fee funds through the Joint Funding Committee should consider this as their budget year. All JFC-funded accounts must be justified within the context of their JFC approved budget during this time period.

Remaining surpluses or deficits that exist at the end of the fiscal year will be evaluated by the Student Body VP for Finance to determine what action, if any, should be taken. As a general rule, unspent Student Activity Fee allocations will be rolled back to the JFC for redistribution. Funded organizations can request a rollover of funds to the next fiscal year in extraordinary cases where the organization can demonstrate a need for the unspent funds that was unmet in the current fiscal year.

The SBVPPF will announce the process for closing JFC accounts in mid-late May via e-mail and the student government website. Petitions for deficit forgiveness or surplus rollover will be considered by the SBVPPF. Final decisions will be announced by e-mail to impacted organizations once the fiscal year closes in mid-late July.

Non-JFC funded student organization accounts follow the same fiscal year, however their account status and balance rolls forward from fiscal year to fiscal year.

On-Campus Purchase Request 2011-2012

STUDENT ACTIVITIES

University Center Suite 103
Phone: 412-268-8704 | Fax: 412-268-5938
www.cmu.edu/studentactivities

- This form authorizes the Office of Student Activities to provide account information to the organization member making a purchase with an on-campus vendor (i.e. Entropy, the Art Store, the Bookstore, the Computer Store, the Post Office, Printing and Mailing Services, or FedEx Kinkos, Media Tech, Catering, FMS or UC Reservations for billing).
- Note:** Please return campus vendor receipt to the Office of Student Activities no later than the business day following purchase. Failure to return receipts will impact your organization's ability to make future purchases.

Date: _____ Account type: ORG \$ _____
Organization name: _____ GIFT \$ _____
Student submitting request: _____ Requestor's email: _____
Authorized signer's name: _____ Authorized signer's signature: _____
On-Campus Vendor: _____ Anticipated Amount: \$ _____

PURCHASE DETAILS:

Detailed description of purchase (please provide who, what, when, where & business purpose): _____

Number of people attending (Necessary if purchase involves food or beverages. If 5 or fewer people attended, include first and last names): _____

Staff Only

TOTAL AMOUNT \$: _____

Receipt Return Date: _____

PLEASE CHECK BOX (IF APPLICABLE)

GIFTS/AWARDS/PRIZES under \$75

GIFTS/AWARDS/PRIZES over \$75

Please make sure to talk to a staff member regarding the additional paperwork needed for these types of purchases.

Journal Entry Transfer Request 2011-2012

- Please submit this form to request an electronic transfer of funds from your organization account to another University account.
- Transfers will occur weekly and appear on your next account statement.

STUDENT ACTIVITIES

University Center Suite 103
Phone: 412-268-8704 | Fax: 412-268-5938
www.cmu.edu/studentactivities

1. ORGANIZATION REQUESTING TRANSFER

Organization/Account Name: _____ Account Type: ORG
Authorized signer's name: _____ Email: _____
Authorized signer's signature: _____ Date: _____
Amount to be transferred: \$ _____
Reason for transfer: _____

2. ORGANIZATION/DEPARTMENT RECEIVING TRANSFER

Organization/Account Name: _____
Oracle String #: _____
(Oracle Strings will be needed for accounts not held in Student Activities – i.e. Greek Letter organizations, academic departments)
Contact name: _____ Email: _____ Phone: _____

STUDENT ACTIVITIES

University Center Suite 103
 Phone: 412-268-8704 | Fax: 412-268-5938
 www.cmu.edu/studentactivities

Payment Request for Goods & Services 2011-2012

This form should be used for all payment requests that result in a check being issued from your University account to pay for goods or services received from an off-campus vendor or individual. It can also be used to make pre-payment arrangements for purchases. **Note: Payment will be issued net 30 days from date of invoice or be issued according to terms of contract.** In order to ensure that your request is processed efficiently, please complete the following steps:

- | | |
|---|---|
| <p>1. Please verify if Business/Individual is in the University Financial Database with Student Activities</p> <p>a. If not, staff will direct you to the appropriate forms.</p> <p>2. If payment is for a service or rental provided by Business/Individual, then a contract will be needed (purchase of tangible goods does not require contract)</p> | <p>3. Please attach all necessary forms to this request:</p> <p>a. Forms from Steps 1 & 2 (if needed)</p> <p>b. Quote/Invoice</p> <p>c. Bid Checklist (for purchase ≥\$5K)</p> <p>Note: GIFTS/AWARDS/PRIZES/DONATIONS require additional paperwork. Please contact staff to obtain the necessary forms.</p> |
|---|---|

****This form must be signed by one of your organization's authorized signers****

1.) ORGANIZATION INFORMATION (Please print clearly):

Date: _____

Organization/Account name: _____

Account type: ORG \$ _____ GIFT \$ _____

Student submitting request: _____

Andrew ID: _____

Authorized signer's name: _____

Authorized signer's signature: _____

2.) BUSINESS/INDIVIDUAL INFORMATION (Please print clearly):

Payee name*: _____

as it should appear on check and is documented on W-9*Mailing Address or SMC:**

Address Line 1 _____

Address Line 2 _____

City, State, Zip _____

Business/Individual Contact (or Sales Rep): _____ Email: _____

Phone: _____

Fax: _____

3.) PURCHASE DETAILS:

Detailed description of purchase (please provide who, what, when, where & business purpose):

Contract/Invoice Due Date: _____

PLEASE CHECK BOX (IF APPLICABLE) GIFTS/AWARDS/PRIZES under \$75 GIFTS/AWARDS/PRIZES over \$75 DONATION

Please make sure to talk to a staff member regarding the additional paperwork needed for these types of purchases.

AMOUNT DUE \$:

STUDENT ACTIVITIES

University Center Suite 103
 Phone: 412-268-8704 | Fax: 412-268-5938
 www.cmu.edu/studentactivities

Request for Reimbursement 2011-2012

This form should be used to request reimbursement for purchases made by an individual using their own personal funds for official University purposes within **30 days of purchase date**. *Note: If receipts are not submitted within 90 days of purchase, then reimbursement amount will be considered taxable income.* In order to make sure your reimbursement request is processed efficiently, please make sure you observe the following guidelines:

- | | |
|---|---|
| 1. Attach original receipt(s) or proof of purchase <ul style="list-style-type: none"> credit card / cash register receipts checking / credit statements (with name visible & last four digits of card number) paid invoices or payment confirmation pages printed check images | 2. Receipts must be taped to 8.5 X 11" piece of paper. <ul style="list-style-type: none"> More than one receipt can be attached to this form for the same person. Recycled scrap paper is available in Student Activities (please use blank side of scrap paper). |
| | 3. Please paperclip receipt pages to Reimbursement Form. <ul style="list-style-type: none"> Do not use staples! |

- Reimbursement checks will typically be received 4 to 6 weeks after submission.** Checks will be mailed to the address provided on this form or held for pickup (if requested) at Cash Operations (Warner Hall LL).
- Note:** Reimbursements for **GIFTS/AWARDS/PRIZES** require additional paperwork. Please contact Student Activities to obtain the necessary forms. Reimbursement requests cannot be processed until all paperwork is received.

1.) ORGANIZATION INFORMATION (Please print clearly): **Date:** _____

Organization/Account name: _____ **Account type:** ORG \$ _____

Authorized signer's name: _____ GIFT \$ _____

Authorized signer's signature: _____ **Andrew ID:** _____

2.) REIMBURSEE INFORMATION (Please print clearly):

Carnegie Mellon Student Carnegie Mellon Employee Private Individual: _____
(please state relationship to organization)

Reimbursee's name: _____ **Reimbursee's signature:** _____
Please use reimburse given or legal name

Reimbursee's Andrew ID/Email: _____ **Phone:** _____

Complete Mailing Address or SMC:

Address Line 1: _____

Address Line 2: _____

City, State, Zip: _____

3.) PURCHASE DETAILS:

Detailed description of purchase (please provide who, what, when, where & business purpose for each receipt):

Number of people attending (Necessary if purchase involves food or beverages. If 5 or fewer people attended, include first and last names.): _____

REIMBURSEMENT AMOUNT \$:

Please indicate if reimbursed amount is less than receipt total

PLEASE CHECK BOX (IF APPLICABLE)

GIFTS/AWARDS/PRIZES under \$75

GIFTS/AWARDS/PRIZES over \$75

Please make sure to talk to a staff member regarding the additional paperwork needed for these types of purchases.

SPACE

Space Needs for Student Organizations

Space is an important resource for numerous organizations on campus, and it is a crucial element in allowing organizations to serve their members and the campus community. The diverse space needs of each student organization can be met in a variety of ways on campus. Depending on the group, organization leaders can take advantage of any combination of the space options presented below.

Organizations encountering difficulty meeting their space needs should come to Student Activities to discuss possible alternative space options.

Student Organization Office and Storage Space: University Center Allocation Board (UCAB)

The University Center Allocation Board (UCAB) is charged with allocating the office and storage space available to recognized student organizations. Every two years, recognized student groups are invited to apply for office or cabinet space in the University Center and storage space in the East Campus Garage cages. The UCAB reviews these applications and makes recommendations to the University Center and Student Affairs regarding the allocation of these spaces. The next application process will take place in the spring semester of 2012 for allocations for the 2012-2014 academic years.

The criteria the board uses in making recommendations are as follows:

- Recognition status. Only organizations recognized by the Committee on Student Organization (CoSO) are eligible to apply for space;
- Purpose and contribution to the campus community. This includes, but is not limited to, the following: educational, developmental, and personal benefits derived from membership in or activities of the organization; contributions to the greater Carnegie Mellon community; and the number, purpose, and scope of the programs and activities;

- Need for space. The degree to which space is essential to the operations and/or effectiveness of the organization and the fulfillment of its purpose;
- Usage. Time spent on organization-related activities in the space.

Once space has been allocated to an organization, the organization's president or main contact must sign a contract agreeing to the rules governing the space.

Space Access Administrator(s)

One or two officers must be selected by the leadership of organizations that have space or wish to reserve one of the two student organization conference rooms on the third floor of the University Center to be designated as Space Access Administrators. These rights are granted in OrgTracker at stugov.andrew.cmu.edu/orgtracker by selecting the name of the officer whom you wish to designate as the Space Access Administrator, and putting a checkmark in the corresponding box. Once that is done, an "S" should be visible next to the Space Access Administrators' names on the Member List.

Space Access Administrators will be responsible for entering and keeping current a list of individuals who have permission to access student organization space. Lists will not be taken via email or through any format other than OrgTracker except under extenuating circumstances.

Keys and Key Card Access

Organizations with space in the University Center, East Campus Garage, the Frame Gallery, and/or the Margaret Morrison storefronts may request organization members to obtain space access via key cards and/or hard keys by entering information in the organization's OrgTracker profile. Access must be requested by the Space Access Administrator of the organization. To make a request, visit OrgTracker and follow the instructions provided.

Should you have questions or difficulty with the interface, please contact the Student Government CTOs via email at stugov-cto@lists.andrew.cmu.edu. For questions not related to OrgTracker, or if you need further assistance, please contact Jessica DeCerbo at jessm@andrew.cmu.edu for assistance.

Members of an organization who have been granted access should stop by Student Activities with proper identification (Carnegie Mellon or other photo ID) to receive a key card or hard key. The member's name will be checked against the information entered into OrgTracker by the group's president or main contact, and a key card will be made or a hard key given during the visit. If the member does not have space access indicated in OrgTracker, the member will be asked to contact the president or main contact of the organization directly.

Students cannot pick up cards for other students unless there are extenuating circumstances and our office has been informed by the president or main contact that this is to be permitted.

Since Fall 2010, all cages in the basement of the East Campus Garage have combination locks. The combinations for these will be housed in Student Activities. When organization members visit Student Activities to obtain their key card to access the garage, they will be given the combination to the cage or cages to which they have been granted access.

The Space Administrator for each organization is expected to update the group's OrgTracker information whenever there is a change in membership such as the addition of new members, the appointment of a new chair and/or executive board, or the removal of members in the organization. Because the beginning of each semester is extremely busy, existing and incoming chairs or executive boards should update OrgTracker with membership and space access requests as early as possible. If a key is lost or stolen, report it immediately to Jessica to ensure the security of your space. A new key card will be issued for lost cards as needed or a new lock will be installed on the cabinet or door accessed via hard key.

Should the president or main contact of an organization deem that a member who had been previously granted access have that privilege revoked, he or she should update OrgTracker and contact Student Activities immediately so that the relevant doors may be updated to no longer recognize that member's key.

Important Note: Please be certain to inform members that they are required to return any and all hard keys to Student Activities office prior to leaving the University or at the end of each academic year. For the security of your organization's belongings, as well as those of any groups with whom you may share space, it is imperative that these keys be returned. Should any organization have keys that are unaccounted for at the end of the academic year, a new lock will be installed into the cabinet and new keys will be made at the organization's expense.

Webpace and Email Accounts

Recognized student organizations are eligible to receive Andrew accounts that can be used for file storage, web site publishing, and receiving email. If your group is interested in an organization account, send an email to advisor@andrew.cmu.edu with the following information:

- Organization's official name;
- Desired organization account ID (maximum of 8 characters, no punctuation allowed);
- Andrew IDs of organization officers / maintainers (one is needed to set up the account, but more users can be added once the account is created).

Organization accounts are different than regular Andrew accounts and it can take up to 2 weeks from the request date before the account is fully processed and ready for use. Additionally, organization accounts must be renewed annually. This will enable Computing Services to keep track of current organization maintainers and to update their information once the organization contact is no longer affiliated with Carnegie Mellon. Groups will be notified before their organization account is about to expire and given the option to renew the account. If the organization account is not renewed, it will be suspended, archived, and deleted from the system. For information about connecting organization computers to the Carnegie Mellon network, please see the "Network Registrations for Student Organizations" section on page 30.

If you have questions about the use of organization accounts, please email advisor@andrew.cmu.edu.

SPACE

University Center Mailboxes

All recognized student organizations are eligible to receive a mailbox next to the Information Desk in the University Center. These mailboxes may be used for on- and off- campus correspondence. Updates from Student Activities, departments within Student Affairs, and other student organizations will be distributed periodically with approval from Student Activities. Also, any packages that your organization receives will be left at the Information Desk and package pick-up slips for these will be placed into your organization's mailbox.

To obtain a mailbox for your organization, visit cmu.edu/StudentActivities and fill out a mailbox request form on the Organization Mailbox page.

If a mailbox is available, the box number and combination will be sent to you via email. Should you wish for more than one person in your organization to have access to the mailbox, please indicate this in your email request.

Student organizations should check their mailbox at least once a week. A mailbox audit will be performed at the end of each semester to ensure that groups are actively their box; mailboxes will be reassigned if they are not checked regularly.

How to Address Mail for Student Organizations:

ON CAMPUS:

Name of Organization
Box Number
University Center Suite 103

OFF CAMPUS:

Name of Organization
Box Number, University Center Suite 103
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213

EVENT PLANNING

Everything You Need to Know

When planning an event, it is important to plan ahead and develop a flexible plan of attack. Below, you will find a list of issues to consider when planning any event, regardless of scale. You might want to treat this list as a check list, particularly if you are planning a large event or have limited event planning experience. Take each event step by step, and you will master the art of event planning without becoming overwhelmed, no matter how big or small an event you hope to have.

Timing

Plan ahead! For large or complex events, leave at least two months in advance of your event to allow for contract negotiations with a performer or venue, payment requests, venue/space reservations, advance publicity, and other details.

Budget

Sketch an event budget first to be sure that you can afford to do what you've envisioned. Construct a detailed list of all expenditures to gauge how much the event will cost. Include any potential income you might receive from ticket sales or donations. Doing this far in advance will allow you ample time to raise additional funds should you need them.

SAMPLE EVENT BUDGET

EXPENDITURES

Venue rental	\$a
Security	\$b
Technical needs/equipment	\$c
Rented chairs/tables	\$d
Printed tickets	\$e
Decorations and supplies	\$f
Catering	\$g
Posters and other publicity	\$h
Payment to band/performer/speaker	\$i
Hospitality and other contract items	\$j
T-shirts or other items for members	\$k
Other materials	\$m

INCOME

Ticket sales	\$X
Subsidies from other sources	\$Y
Donations	\$Z

EXPENDITURES - INCOME = ORGANIZATION CONTRIBUTION

Contracts

If you plan to arrange for a guest speaker or performer, a representative from your organization must schedule an appointment with a Coordinator in the Office of Student Activities to determine and complete the correct set of paperwork needed for your performer (be sure to indicate whether the performer is on University payroll, as they require a different set of forms). Please leave at least four to six weeks before your anticipated event date to meet with a Coordinator. Negotiate the details of the contract, and obtain the necessary signatures from an authorized Carnegie Mellon representative(s).

Personnel

Ask members of your organization to volunteer for different committees (logistics, publicity, decorations, food, etc.). Have each committee develop a plan and delegate tasks to get its mission accomplished. Don't be afraid to delegate; you can't do it all on your own!

Venue

Reserve a space for your event well in advance (a list of reservable campus venues is available on our website at cmu.edu/StudentActivities). Make sure to include adequate time for load in, load out, set up, and clean up. Verify that you have all the necessary space including any rooms for rehearsals, storage, hospitality, etc. If your event is outside, make sure to reserve a rain location in case conditions are not favorable. Meet with scheduling staff for your venue to discuss what you can and cannot do in the space, access to and from the venue, decoration policies, and food guidelines. Before arriving at the venue, coordinate the physical setup of the room including placement of chairs, tables, and sign stands. If necessary, arrange for UC staff to set up your venue and clean after the event. Requests for room set-up in the UC should be handled through ucres@andrew.cmu.edu.

Tech

Determine the technical needs for your event (AV needs, microphone, sound, lights, etc.) and contact the appropriate providers, most likely MediaTech or cmuTV for video needs and AB Tech for sound and lighting needs. If you are holding your event outside the UC, your venue will be able to provide appropriate contact information for these services.

Refreshments

Arrange for delivery of food and beverages. Contact Carnegie Mellon Catering Services or an approved outside vendor if you are planning for your event to take place on campus.

EVENT PLANNING

If your event is being held in the University Center and you would like to use a vendor other than Catering Services or those approved by Carnegie Mellon, you will need to discuss your choice with and gain approval from the University Center Reservations staff.

University Center Food Safety & Preparation Policy & Guidelines

The University Center is dedicated to providing a healthy and safe environment for its campus community and guests. The purpose of this policy is to provide safety and sanitation controls for the handling, preparation, and serving of foods by any organization or individual in spaces allocated by the University Center. These events may include, but are not limited to bake sales, fundraisers, food festivals, potlucks, and holiday celebrations. University Center allocated space includes all meeting rooms, Rangos Ballroom, Kirr Commons, Wean Commons tabling, outside Doherty tabling, Merson Courtyard, and the West Wing Courtyard.

Any student organization or individual planning to handle, prepare, and serve food in the University Center will need to indicate this request in their SpaceQuest room reservation request. In addition, organizations and individuals will need to complete an online Food Handling Plan Form that will provide details regarding the management of your food event. University Center Staff will review all plans and approve them before the event can take place. The University Center is partnering with Health Services to provide online educational materials for review by all students that will be handling, preparing, and serving food. After reviewing these materials, all students will be expected to take and pass a test in order to participate in the handling, preparation, and serving of food for their requested event.

Individuals will be able to access the Food Handling Plan Form, the educational materials and the food safety quiz at cmu.edu/university-center/policy/foodsafety.html. This process should be completed at least one week in advance of the requested event date to allow time for University Center Staff to review the food event plan and for members to review materials and take the quiz. Only the individuals who passed the quiz within 48 hours of event will be allowed to handle food at the event. More information regarding the full policy and guidelines will be available at the University Center Administrative Offices. All questions and concerns can be sent to ucres@andrew.cmu.edu.

Tickets

If you plan to sell tickets to your event through the University Center Information Desk, talk with the staff at least three weeks in advance of the sale. The Info Desk is able to begin selling tickets up to two weeks prior to your event. If members of your group plan to sell tickets on their own, reserve a table in the University Center via SpaceQuest (see page 22 for details) or arrange for a table in front of Doherty Hall during high traffic times. Order tickets from an online company or have them made through the Purnell Center Box Office (see below). Determine how and to whom you will distribute complimentary tickets and develop a plan to sell tickets on the night of the event at the venue if possible. Throughout the process, be sure to follow all proper cash handling procedures (see page 12).

Transportation and Parking

Arrange all transportation needs including drivers and directions well in advance. If guest speakers/artists/vendors are arriving on their own, be sure to set up all necessary parking permits and validations. Permits and validations can be setup at Parking Services, in the Lower Level of the University Center.

Security

Security is required at any event that anticipates a large crowd. The number of officers needed is determined at the discretion of venue staff and the Chief of Police. To arrange for security at an event, send an email to security-req@andrew.cmu.edu with the following information: event details, event date, beginning and ending time of event, building and room number where event will be held, contact name and phone number, anticipated number of people attending the event, number of officers needed, and the type of security needed for the event (alcohol, crowd control, traffic, VIP, etc.). Instruct police to contact Student Activities for your Oracle string to bill your organization for related charges and be certain to have an Authorized Signer submit an On-Campus Purchase Request Form. If holding an event in the University Center, security needs will be determined and, in most cases, arranged by UC scheduling staff.

Promotion and Publicity

Determine a theme and timeline for all advertising. Confirm that all advertisements have accurate ticket information, pricing, name of the sponsoring group, location, and time. If you are spending money that comes from the Student Activities Fee, be sure to indicate that on all posters and publicity (For a more detailed list of promotion opportunities, see page 24).

EVENT PLANNING

If you plan to use the Carnegie Mellon logo, be sure to follow all policies put forth by the Trademark Licensing Office (see guidelines, page 32).

Event Planning Checklist

GENERAL GUIDELINES WHILE PLANNING

- Be flexible;
- Allow enough time to complete all desired plans;
- Delegate to others with clear instructions;
- Create to-do lists to keep track of details;
- Meet regularly with a Student Activities staff member to discuss problems or questions. Hold regular meetings with your advisor and planning committees to keep everyone updated on the details of your event.

ONE WEEK PRIOR TO EVENT

- Create a timeline for the day of the event that includes what will happen and when, when people will arrive, who will be pointing certain tasks, etc.;
- Confirm room reservation and room set up;
- Confirm technical needs and arrangements;
- Confirm catering order;
- Confirm transportation and travel accommodations;
- Check on payment for guest speaker, performer, and venue rental.

DAY OF EVENT

- Arrive early to the venue to begin set up and go over last minute details and changes;
- Introduce yourself to the performer/guest speaker and take time to welcome him/her to the event;
- Have fun and be proud! All your hard work and planning has guaranteed you a great event.

AFTER THE EVENT

- Make sure the venue looks presentable when you leave. Clear out all debris and move furniture back to its original location;
- Reflect on successes and growth-points for your organization and its members. Develop more effective and efficient ways to accomplish your goals;
- Send thank you notes to everyone who helped make your event a success.

Campus Contacts

Below is a comprehensive list of potential resources for your event. Feel free to contact Student Activities at any time for additional guidance.

Advising, Budgeting and Finances

Student Activities

University Center 103, x8-8704

Need help getting your event started? Contact Student Activities to get your event up and running.

Catering

University Center Lower Level, x8-2129

catering@andrew.cmu.edu

Carnegie Mellon Catering Services has developed a specially-designed menu of catering options aimed at meeting the needs of student organization programming. Menu items are offered at a substantial discount to student organizations. To learn more about the program, contact Catering Services.

Integrated System Solutions (ISS)

Main Office in the FMS Building

For events held in the University Center, ISS

maintenance and cleaning arrangements should be made with UC scheduling staff by emailing ucres@andrew.cmu.edu. If an event is held outside of the University Center, cleaning and maintenance requests should be made by submitting a work order on the FMS website.

Facilities Management Services (FMS)

FMS Building, Service Response: x8-2910

cmu.edu/fms

All work orders should be submitted through the FMS website. Once submitted, the request will be assigned to the appropriate person within FMS.

Media Relations

Bruce Gerson

Director of Internal Communications

x8-2900, bgerson@cmu.edu

Submit information regarding your event to the above email address to have it publicized on cmu.misc.news and the 8 1/2 x 11 email publication.

EVENT PLANNING

Media Technology Services (MediaTech)

UC Lower Level 33, x8-8855

mediatech@cmu.edu

cmu.edu/computing/mediatech

Order your audio-visual needs through MediaTech. For frequently asked questions regarding MediaTech, visit their website.

Parking & Transportation Services

5044 Forbes Avenue (inside East Campus Parking Garage and UC Lower Level), x8-2052

parking@andrew.cmu.edu

cmu.edu/parking

There is a minimal number of visitor parking spaces available on campus. If special parking arrangements need to be made for a guest for your event, contact Parking Services in advance. Send email to the above address with all information relating to your event.

AB Tech

3rd Floor UC Office, x8-2104

abtech@andrew.cmu.edu

abtech.org

AB Tech provides sound and light services to organizations planning events at Carnegie Mellon. Learn more about how to plan successfully for your technology needs by reviewing Tech's website. For more information, email AB Tech at the above address.

Ticket Printing

Maria Stoy

Purnell Box Office, x8-3284

mstoy@andrew.cmu.edu

If you need to have tickets printed for your event, contact Maria at the Purnell Box Office.

Trademark Licensing

Jay Marano, Jr.

Director, Trademark Licensing

4516 Henry Street, Rm 415, x8-3904

marano@andrew.cmu.edu

cmu.edu/policy/trademark

Review trademark and licensing guidelines at the office's website or on page 30 of this handbook.

University Bus and Rental Option

The Leonard Gelfand Center for Service-Learning and Outreach owns a fifteen passenger van and two 25-passenger mini-buses which are dedicated to providing transportation for education outreach endeavors with children in the community. To request the use of one of the vehicles, please complete and submit the Transportation Request Form which can be found at gelfand.web.cmu.edu/sections/help/bus.php.

Note that they cannot guarantee availability of a vehicle for your activity. Both vehicles are heavily scheduled in the 3 - 7 PM period as they support several after-school tutoring and mentoring activities.

University Center Reservations

Kate Robertson

University Center 103; x8-1853

ucres@andrew.cmu.edu

Recognized student organizations that would like to reserve space in academic buildings or the University Center can use the Carnegie Mellon Common Space Reservation System, otherwise known as SpaceQuest. You can browse the website and search for a specific date and time or by area.

You can access SpaceQuest by visiting <https://enr-apps.as.cmu.edu/r25webapp/r25webapp> or by entering SpaceQuest in the search box on Carnegie Mellon's home page. For more information, contact schedulers at ucres@andrew.cmu.edu.

University Police

300 South Craig Street, Rm 199

Emergency: x8-2323, Non-Emergency: x8-6232

cmu.edu/police

Contact University Police, in advance, to arrange for security at campus events. University Police should be contacted if an emergency arises or if special assistance is required on campus. If rooms in academic buildings are locked and you have a scheduled event, please contact University Police for assistance.

EVENT PLANNING

Video Production Services

cmuTV

cmutv@andrew.cmu.edu

cmutv.org

cmuTV can provide full-scale video production services, including: single or multi (2-5) camera event recording (standard definition or HD), projection/image-magnification for large events, DVD production (mastering, duplication, full color printing), live event broadcasting (over campus cable), projector and/or screen rental (standard and large-venue). Email cmuTV for more information or to start planning your event.

Promotion and Publicity

The key to any successful event is getting people to show up! Publicizing your event in advance will help create a buzz on campus and will get more people interested in attending. Be creative when promoting; advertisements can make a lasting impression for your event and your organization!

Below are a few ways that you can work with existing Carnegie Mellon organizations to advertise.

BBoards

Email all relevant bboards 5-7 days before your event.

Carnegie Mellon News BBoard

Submit information about your event to Bruce Gerson (bgerson@cmu.edu), or Heidi Opdyke (opdyke@andrew.cmu.edu) to have it publicized on (cmu.misc.news) and in the 8 1/2 x 11 emails.

Student Organization Websites

Having an organizational website that is up-to-date is a great way to connect with potential members as well as the audience for any event or program your organization may be hosting. To learn how to obtain or access a website for your organization, please visit page 18 in the space section of this handbook.

cmuTV

To advertise your event on cmuTV (broadcast to the entire Carnegie Mellon community on campus cable channel 17 and on the web), submit a 720x480 px image file to cmutv@andrew.cmu.edu. cmuTV can aid in the creation of your ad, whether video or still image. For image guidelines, email cmuTV or visit cmutv.org. Still images and videos will be added to the regular playlist for multiple showings per day. Discounted rates are available for student organizations.

The Portal and Carnegie Mellon Events Calendar (my.cmu.edu/site/events)

Carnegie Mellon Events is a website designed to work with the Portal Calendar, taking all public events from the Portal and consolidating them into one event-filled page that anyone, not just Andrew ID holders, can access. The Carnegie Mellon Events page is populated by the Portal Calendar and thus is a free, easy publicity tool available to any student government-recognized organization. To get your events listed on the Carnegie Mellon Events page, you will need to make these events, or your entire calendar, public. The Portal Calendar, located at my.cmu.edu, can be a great tool if used correctly. While considering this option, first determine how you want to use the calendar: will it be a PR tool to publicize upcoming events to all of campus? Or will you use it to help your organization membership, by posting all meetings, be they internal or public? With the Portal calendar, you can do both of these.

Postering

Distribute posters to academic and administrative buildings. Send posters to Student Life to be distributed to all residential staffs, and to the Information Desk for posting on the 3 boards they control in the UC. Please refer to page 29 in this publication for postering guidelines.

Banners

Banners that are hung across the archway of Doherty Hall are an eye-catching means of advertising your events. All banners promoting student organizations and events must be brought to the Student Activities Office for final approval. Should you wish to obtain preliminary approval before printing the banner, email a copy of your design to Jessica DeCerbo (jessm@andrew.cmu.edu). Once your banner is printed, you will need to bring the finalized version to the Student Activities Office to receive final posting approval. It is your organization's responsibility to contact FMS at x8-2910 or visit cmu.edu/fms to submit a work order to have the banner hung. FMS hangs and removes all banners on Wednesdays, so please submit your requests in plenty of time for them to process and hang bearing that in mind. They will no longer hang banners on other days if requests come in late. Be advised that there is a charge for this service. Please contact FMS for details.

EVENT PLANNING

Note: Please submit two separate work orders – one for hanging the banner and one for having it taken down. FMS will be picking up and dropping off all student organization banners at the Student Activities Office, so please indicate this on the work orders and leave your banner in Student Activities by 6 pm the Tuesday before your banner will be hung. When it is returned, you will be contacted to pick up your banner as soon as you are able. If your organization has a mailbox, the banner will be left there for you to pick up.

readme

Post events to readme's free events listing by emailing ab+readme@andrew.cmu.edu.

Student Project Display and Stake Signs

Student organizations or individuals wishing to display public artwork, projects, or advertise using stake signs on the Cut bordering campus walk-ways should submit an application to the office of Environmental Health & Safety (tel: x8-8182; fax: x8-7871). The form can be found at cmu.edu/ehs and using the left hand navigation options to select Facilities and Construction Safety: Forms, and following the link to the Student Project Display Application.

Table Tents in Housing & Dining Services Venues

For events that are fully-planned well in advance, table tents through Housing & Dining Services (H&DS) could be a great publicity option. Table tents will be out for a month and only one organization's table tent is allowed each month, on a first-come, first-served basis. Groups must bring a copy of their design for approval to H&DS in E-Tower by the 14th of the month prior to the month during which they would like to advertise. If approved, 300 copies of the table tents must be delivered to H&DS by the 25th of the month. Table tents should be no taller than 6". Eligible H&DS locations include: Skibo Café, The Underground, Schatz; the UC Dining Areas, CM Café @ Resnik, Maggie Murph, Ginger's Deli, and Newell-Simon.

The Tartan

Call the Tartan's advertising office at x8-2113 or email advertising@thetartan.org to get information about placing an ad.

University Center Info Desk and Table Tents

Flyers to be placed in the University Center Information Desk's brochure rack and table tents to be placed on common tables throughout the UC (up to one week before the event) must first be approved by Judy Ghogomu (ghogomu@andrew.cmu.edu) in the UC Administration office. To speak with Judy, please inquire at the Information Desk. These venues are available only for recognized student organization events; it is the organization's responsibility to distribute and replenish supplies. Any flyers placed throughout the UC other than those approved according to the guidelines above will be removed and recycled.

WRCT

Email a short blurb with all relevant event details to radio-calendar@wrct.org. WRCT will announce your event on the air.

Printing and Copying Options for Student Organizations

There are multiple ways for student organizations to make copies on campus. These include using PlaidCa\$h, working with several Carnegie Mellon affiliated copy and print centers, and using the student organization copier on the 3rd floor of the University Center. For each method, there is a per copy charge associated; the total charge will be deducted from your student organization's Oracle account. To request your organization's copy code for the 3rd floor copier, please stop by the Student Activities office.

Printing and Copying using PlaidCa\$h:

Unlike individual students, student organizations are not given a printing quota. However, PlaidCa\$h cards are available for student organizations who wish to use copy services and Andrew printing on campus. PlaidCa\$h cards can be used for copying at University Libraries or Andrew Printing. The cost is 10¢ per page for black and white copies and \$2 per page for color copies, which are available only in Hunt Library.

EVENT PLANNING

Authorized Signers can obtain a form in Student Activities to request a PlaidCa\$h card. The form must be filled out by a Student Activities staff member. After it has been completed, a representative from the organization must take the form to ID Card Services in the HUB located in the lower level of Warner Hall. The Card Office must receive the form by Friday in order to have a card available to be picked up there between 2 and 4 p.m. the following Wednesday.

Organizations without an Oracle account can purchase a PlaidCa\$h card from the PlaidCa\$h Value Transfer machines. PlaidCa\$h machines are located in the University Center lower level elevator lobby near the Post Office and in Hunt Library near the circulation desk. Additional deposits to the card can be made at any time at the PlaidCa\$h machines (in denominations of \$1, \$2, \$5, \$10 or \$20).

Student organizations should keep a record of their PlaidCa\$h card number. This number is required by Enrollment Services if an organizational PlaidCa\$h card is lost and must be deactivated. The PlaidCa\$h funds cannot be rolled over and must be spent by June 30, 2012.

Printers can be found in the following locations:

Baker Hall	Hunt Library
CFA	Morewood
Cyert	Mudge
Donner	University Center
Gates-Hillman	Wean
Hunt Library	West Wing

For more information on the Public Printing Guidelines, please visit cmu.edu/computing/clusters/printing.

Printing and Copying through Carnegie Mellon Copy and Print Centers:

For information on locations, contact information, and types of services, please visit cmu.edu/copycenters.

University Printing and Mailing, 6555 Penn Ave
For large printing jobs or questions concerning mailing and labeling projects, please email printjob@andrew.cmu.edu or call x8-2970. Special bulk rates may apply. Pick-up and delivery services are also available. To arrange for payment, visit Student Activities and submit an On-Campus Purchase Request form, at which time you will receive your Oracle String to send with your order. Please ensure that you ask for a receipt, which you will need to deliver to Student Activities within 1 business day following purchase.

FedEx Office, University Center Lower Level
Located conveniently in the basement of the University Center, FedEx Office can accommodate a variety of printing and copy needs. For information on types of services and discounted rates, please visit their website, cmu.edu/kinkos, or contact them via email at kinkos@andrew.cmu.edu, or contact them by phone at x8-3737.

To charge your FedEx Office or University Printing print-outs directly to your organization's budget, an authorized signer must stop by the Student Activities Office to submit an On-Campus Purchase request form. Receipts must be returned to the Student Activities office no later than the business day following the purchase. If someone other than an Authorized Signer must obtain the string, the Authorized Signer must notify Jessica at jessm@andrew.cmu.edu as early as possible. This email should include the name of the person making the purchase, the on campus vendor they are authorized to purchase from, and the anticipated purchase amount.

Printing and Copying Using the Student Organization Copier:

Recognized student organizations are able to use the copier located on the 3rd floor of the University Center next to room 306. Students must obtain a code from Student Activities in order to gain access to the copier. This code must be entered each time copies need to be made by an organization. A flat fee of 5¢ is charged to your account for each copy. Should the copier be out of paper or need any type of servicing, please contact Jessica at jessm@andrew.cmu.edu or stop by the Student Activities Office.

UNIVERSITY POLICIES & GUIDELINES

Vehicle Rental Guidelines for Student Organizations

Any time a student organization needs to rent a vehicle for any university-related event or activity, its members must follow the guidelines listed below so that the rental can be covered under Carnegie Mellon's automobile liability insurance. Please plan two weeks in advance to make arrangements for payment and insurance coverage before the rental date. Students will need to work closely with the Office of Student Activities in order to make sure that all procedures are followed correctly.

1. To rent a vehicle, follow these steps:
 - a. Notify Student Activities of the trip/event details;
 - b. Find out if the vendor you want to use is in the supplier database;
 - c. If using a Student Activities Office Tartan Card, make an appointment to meet with Alex Habay (ahabay@andrew.cmu.edu), Tartan Card appointments should be made 24 business hours in advance);
 - i. Authorized signers must make reservations. If an authorized signer is not available, written approval from the authorized signer must be submitted on behalf of another group member to make the reservation;
 - ii. Record reservations in Alex's Tartan Card Binder;
 - d. Request a Driver Information form which is available in Student Activities and at the Important Forms page on our website, cmu.edu/StudentActivities;
 - e. Inform Alex Habay of any special needs or circumstances.
2. Make the rental reservation:
 - a. Be sure to rent the vehicle under "Carnegie Mellon University – [your name and organization name]";
 - b. Obtain documentation from the rental company that details the estimated cost of the rental. Be as precise as possible. (if using Avis, ask for a copy of receipt upon check-in or copy of RA Number);
 - c. Make sure that the rental company recognizes that Carnegie Mellon is a tax-exempt institution, and tax should not be applied to the reservation. Contact Student Activities to arrange for proof of exemption if needed.
3. Submit the Request for Driver Information form and a photocopy of the front and back of a valid driver's license to Student Activities. All individuals who may be driving the rental car must complete the form and submit a copy of their license. Please note:
 - a. The Office of Risk Management will pay for the processing of the form;
 - b. Forms must be submitted at least 48 business hours before departure;
 - c. The driver information check is valid for each driver for one calendar year, so this step can be skipped for subsequent rentals made within that time period.
4. Once the Driver Information check is complete, the person who worked with Alex may obtain a copy of the University's insurance card from Student Activities upon being notified. This should be brought to the rental company at the time of vehicle pick up.
5. Special Cases:
 - a. The University's insurance coverage extends only to vehicles that are less than \$50,000 in value. If the vehicle exceeds this value, you will need to notify Student Activities and Risk Management so that appropriate arrangements can be made;
 - b. If you are a driver with an international license or renting a vehicle in another country, you must consult with Student Activities to ensure the rental can be authorized and insured before making a reservation.
 - c. If your Driver Information Check returns an unfavorable report with multiple violations, you will be required to complete a course titled "Driving University Vehicles" offered through Environmental Health and Safety Department prior to being permitted to rent a vehicle under Carnegie Mellon's name. You will be notified by Student Activities if this situation occurs.
 - d. Fifteen passenger vans should not be rented by any faculty, staff, or students, without prior authorization from the Office of Risk Management, as Carnegie Mellon's insurance policy only extends to twelve-passenger vans. Please consult Student Activities before arranging any type of van rental.

*Note: Multiple reservations can be made during one appointment.

Note 2: Standard financial procedures apply to all vehicle rental guidelines. For more information, please see "Payment Request for Goods and Services" on page 11.

UNIVERSITY POLICIES & GUIDELINES

Bus Travel Guidelines for Student Organizations

Bus reservations must be made through Student Activities via a Payment Request for Goods and Services Form. This form must be filled out and submitted to the office at least 1 week in advance of your trip. Students will need to make sure all of their logistics are finalized prior to submitting a Payment Request Form

1. To make a reservation for bus travel:
 - a. Notify Student Activities of the trip/event details by making an appointment with Alex Habay at least one week in advance of your trip. Find out if the vendor you want to use is in the supplier database;
 - b. Find out if the vendor you want to use is in the supplier database;
 - c. Obtain a Payment Request for Goods and Services Form from Student Activities;
 - d. Inform Alex of any special needs or circumstances your organization may have.
2. Fill out the Payment Request for Goods and Services:
 - a. Turn completed forms in to Student Activities and be sure that you allow enough time to process payment (10-14 business days);
 - b. Be sure that you provide enough detail about the rental such as (destination, dates, purpose, and duration to answer the 5 W's (who, what, where, when and why).
3. Make the travel reservation.
 - a. At your pre-scheduled an appointment with Alex, your organization will finalize the reservation;
 - b. Bring completed Payment Request Form to Student Activities Office as well as a quote from the bus company.

Air Travel Guidelines for Student Organizations

Airfare reservations may be made through the Student Activities Office. Should flight arrangements be made independently, please know that students will have to pay for their airfare individually, then submit a Request for Reimbursement form in order to be reimbursed for the cost of travel from the student organization account.

Any reimbursement requests for future travel require approval by a university travel committee before payment occurs. If approval is granted, the traveler will be required to submit all boarding passes to Student Activities immediately upon your return.

Reimbursements typically take 4-6 weeks to be paid. Please refer to the "Reimbursements" section of this handbook, page 11.

1. To make a reservation for airfare:
 - a. Find several flights that fit your budget and scheduling needs. This should be done several weeks before your trip if possible to ensure the lowest fares and flight availability.
 - b. Contact one or more of Carnegie Mellon's three preferred travel agencies, which are able to directly bill an organization's Oracle string for travel. Note: organizations are encouraged to research flight itineraries for price quotes prior to meeting with Alex Habay (ahabay@andrew.cmu.edu).
 - Tzell Travel Group – 412-278-2300
 - Peoples Travel – 412-621-0799
 - CTS International – 412-371-8444
 - c. Once an itinerary is decided upon, notify Student Activities by scheduling a meeting with Alex, so that a Travel Request can be submitted to the booking agency. This notification must include names, as they appear on their government-issued identification, and birth dates of all students traveling and must be submitted at least 1 week prior to departure. Authorized Signers must make the reservation. If an Authorized Signer is not available, one must submit a written approval authorizing another group member to make the reservation.

Hotel Reservation Guidelines for Student Organizations

Students wishing to book hotels for lodging during trips must make reservations through Student Activities with Alex Habay (ahabay@andrew.cmu.edu).

1. To make hotel reservations:
 - a. Determine the logistics of your stay prior to meeting with Student Activities. This includes: pricing, duration of stay, number of rooms, etc.;
 - b. When making reservations, please remember to include the name of your student organization on the reservation;
 - c. Schedule an appointment with Alex to confirm your reservation and finalize payment. This should be done at least 3 days prior to your trip. All receipts and/or confirmations need to be submitted to the Student Activities Office as soon as possible. Failure to do so will result in penalties for your organization and its members.

UNIVERSITY POLICIES & GUIDELINES

Student Government Graffiti and Poster Policy - Summary

(excerpt from *Student Government Graffiti and Poster Policy*, stugov.andrew.cmu.edu/policies)

Purpose and Scope of Policy

Carnegie Mellon University is a community where many different opportunities are available outside the classroom. As a result, groups compete for the use of effective advertising space on campus. The Student Government Graffiti and Poster Policy helps to regulate the use of advertising space on Carnegie Mellon University's Pittsburgh campus.

Graffiti

Graffiti is not a permissible form of advertising on Carnegie Mellon University's campus. Graffiti is defined as any defacement of Carnegie Mellon University property, the defacement of posters hung on campus bulletin boards, and/or the use of drawings or messages in a public space that are libelous in nature or violate the *Carnegie Mellon Code*. Graffiti is distinguished from painting the fence and chalking on Carnegie Mellon University sidewalks. Permissible forms of advertising on Carnegie Mellon University's campus include chalking, painting the fence and distributing posters and banners.

Noting the use of Student Activities Fees

If one hundred (100) percent of the budget for a student organization, activity or event is financed by the Activities Fee, then all advertising and printed material associated with that organization, activity or event must include the phrase "Funded by your Student Activities Fee".

If the Activities Fee finances a portion of the budget for a student organization, activity or event, but less than one hundred (100) percent of that budget, then all advertising and printed material associated with that organization, activity or event must include either the phrase "Funded in part by your Student Activities Fee", or "Funded by your Student Activities Fee".

Chalking

Chalking is only permitted on sidewalks. Chalking is not permitted in areas that are not directly exposed to rainfall, including covered sidewalks and vertical portions of outdoor stairs. Chalking of this sort is a form of graffiti. The sidewalk chalk used for chalking must be water-soluble and must be removable by the natural elements. Products such as spray chalk, washable crayons, and other semi-permanent products deemed not removable by the natural elements are considered a form of graffiti.

Painting the Fence

Painting the Fence, a long standing tradition at Carnegie Mellon University, is not considered graffiti so long as only paintbrushes are used. The use of spray paint, airbrushes, paint rollers, and similar tools to paint the Fence is a form of graffiti. While painting the Fence, all painting materials must be kept within the gravel area surrounding the Fence. Painting anything other than the Fence is a form of graffiti.

Posters

Carnegie Mellon University recognized groups, organizations, academic and administrative departments, and students are only permitted to post active posters on Student Government bulletin board. Posters are not permitted on doors, walls, and/or windows at Carnegie Mellon University. Locations of permitted bulletin boards can be found on the Student Government website. Posters must meet the following criteria:

- The posted items do not exceed a size of 11" x 17";
- The name and contact information of the sponsoring Carnegie Mellon University recognized group, organization, department, or member of the campus community is clearly indicated on the poster, unless that poster has been registered with the Graffiti and Poster Policy Administrator via the Student Senate Campus Life Committee and/or the Graduate Student Assembly Vice President of Campus Affairs;
- There is a maximum of one (1) active poster per event, per bulletin board location;
- New posters are not posted over other active posters;
- The posted items are removed from bulletin board locations no more than seven (7) days after they are no longer active posters.

Banners

Student organizations are permitted to hang banners on Doherty Hall through the following procedure:

- All banners must be approved by the Office of Student Activities.
- Space for large banners that are hung over the entrance to Doherty Hall can be reserved on a first come, first serve basis, through the Office of Student Activities.
- Banners posted on the outside wall of Doherty Hall must be removed within forty-eight (48) hours after the event advertised on the banner. If no event is advertised, the banner must be removed no later than thirty (30) days after its initial posting on Doherty Hall.

UNIVERSITY POLICIES & GUIDELINES

Enforcement Summary

(for entire document, please visit stugov.andrew.cmu.edu/policies)

Student Senate's Graffiti and Poster Policy

Administrator will monitor Student Government bulletin boards and report any violations and/or graffiti to the appropriate parties. Groups or individuals violating this policy will be notified in writing, noting if a fine is being assessed and the process for appealing that fine.

Locations of Student Government Bulletin Boards

Doherty Hall

Next to rooms 1112 and 1209
Inside of room 1212
Outside of rooms 2210 and 2315

Margaret Morrison

On the left and right stairwells off of the main entrance
Outside of room 212A

Wean Hall 240

4th, 5th, and 7th floors, to the right of the elevators
5th floor lobby
5200 corridor
6200 corridor

Baker Hall

Next to room 155
Next to room 40
Next to room 143
Next to the Dept. of Statistics on first and second floors

Porter Hall

Both sides of the hall near rooms 125C and 126C
Near room 226C
Outside of Gregg Hall (Porter 100)
Near bottom of main stairwell on the A level

Hunt Library

First floor stairwell

Hamerschlag Hall

Main hallway on B level

University Center

Bulletin Boards in the University are not under the control of Student Government. To post 265 posters in the University Center, submit two posters to the Information Desk in the University Center.

*to the right of the elevators on the 7th floor

Network Registrations for Student Organizations

Organizations with a computer or computers connected to the Carnegie Mellon network and groups that would like to set up a new machine on the network need to designate an officer to be responsible for managing the organization's network registrations. Each machine must be registered on the Network Registration System (NetReg) at netreg.net.cmu.edu. When registering your organization's computer, be sure to:

- Register it to the department called "Student Organizations" in NetReg;
- Use the comments field to identify to which organization the computer belongs;
- Include additional information, such as the function or location of the computer, if you choose.

Whoever the computer is registered to will receive notifications concerning bandwidth limits, abuse, and important information about network changes. In the event that your computer is removed from the network due to a virus or worm, that person will be notified of the problem and will be responsible for fixing the problem before the access to the network is restored.

Remember to transfer the organization's computer registration to the new officer(s). The computer registration can be transferred to a new officer by either having the outgoing officer delete their registration, allowing the incoming officer to register the computer in their name, or by contacting Computing Services Help Center at advisor@andrew.cmu.edu, requesting that the computer registration be transferred.

All members of your organization who have access to the computer should be aware that use of the network is bound by the policies and guidelines outlined here: cmu.edu/computing/guideline/index.html.

Film & Video Copyrights

If you plan to show a movie or video on campus, please read the information below. It is taken with permission from the brochure "Film & Video Piracy" by the Motion Picture Association of America.

UNIVERSITY POLICIES & GUIDELINES

What are “Public Performances?”

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from the local video store and view the film in your home that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not.

But suppose you took the same DVD and showed it in the University Center for a publicized student organization event. In this case you have infringed the copyright of the movie. Simply put, media obtained through a video store is not licensed for exhibition. Home video means just that: viewing of a movie at home by family or a close circle of friends.

What the Law Says

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

Penalties for Copyright Infringement

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

How to Obtain a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances.

Most licensing fees are based on a particular performance or set of performances for specified films. The major firms that handle these licenses include:

Films, Inc: 800-323-4222

Swank Motion Pictures, Inc: 800-876-5577

Motion Picture Licensing Corp (MPLC):

1-800-338-3870

Why is Hollywood Concerned about Such Performances?

The concept of “public performance” is central to copyright and the issue of protection of intellectual property. If a movie producer, author, computer programmer or musician does not retain ownership of his or her work, there would be little incentive for them to continue and little chance of recouping the enormous investment in research and development, much less profits for future endeavors.

Unauthorized public performances in the U.S. are estimated to rob the movie industry of \$1.5–\$2 million each year. Unfortunately, unauthorized public performances are just the tip of the iceberg. The movie studios lose more than \$150 million annually due to pirated videos and several hundred million more dollars because of illegal satellite and cable TV receptions.

Copyright Infringers are Prosecuted

The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits have been filed against cruise ships and bus companies for unauthorized on-board exhibitions.

If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses, or the studios directly. **For additional guidance on how to obtain rights for video performances, please call AB Films at x8-2106.**

UNIVERSITY POLICIES & GUIDELINES

When Using Carnegie Mellon Identity Marks

(excerpted from the Trademark Licensing Office's guidelines, cmu.edu/trademark)

Trademark

A trademark (including a service mark) includes any word, name, symbol or device, or a combination of them, used to associate goods (or services) with a particular entity and to distinguish them from the goods (or services) of others. A trademark may only be used by or with the consent of the owner thereof.

in a logo, in advertising services, or on a product in a way that could state or imply an endorsement. The university's trademarks are not to be used in any way that will discriminate against any persons or groups based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, sexual orientation, or veteran status, or in any other way that would be a violation of the university's anti-discrimination policies.

Official University Graphics

The University's brand guidelines can be found at cmu.edu/marcom/brand-guidelines. Any merchandise that contains the official Carnegie Mellon wordmark needs to be approved by Jay Marano from the Trademark Licensing Office at 412-268-3904 or via e-mail at (marano@andrew.cmu.edu). Use of Official University graphics have specific restrictions and conditions associated with their use. To obtain electronic files of Official University graphics, please visit the downloads section on the brand guidelines website.

Student Organization Graphics

Using Official Graphics

Student organizations using official university graphics on promotional products will need to follow the guidelines provided below and seek approval prior to production from the Trademark Licensing Office.

- The official "CMU" graphic must be used with the official "Carnegie Mellon University" graphic.
- The "Carnegie Mellon" and "Carnegie Mellon University" wordmarks can be combined with your group name or logo.
- The "Carnegie Mellon" graphic is officially registered at this time and should use the registration mark, aka "®."

Only the Trademark Licensing Office can waive the use of the registration mark with the "Carnegie Mellon University" graphic when the graphic is used on merchandise. CMU is not registered at this time and must be displayed along with the "Carnegie Mellon University" graphic.

Using Unofficial Carnegie Mellon Graphics

Unofficial graphics applied to items produced by student organizations must follow the guidelines below. These are new guidelines developed by the Trademark Licensing Office that offer more flexibility and options when using the Carnegie Mellon name on items typically designed by student organizations. For any questions surrounding permission to use a graphic or logo please direct all inquiries to the Trademark Licensing Office.

- "Carnegie Mellon" and "Carnegie Mellon University" may be included in an unofficial design or type-face on your item. "CMU" and "Carnegie Mellon University" may be included in an unofficial design or type-face on your item, but must be presented together.
- When using the university name Carnegie Mellon, in either an official or unofficial graphic, you should always use the registration mark and a licensed vendor.
- Your organization name or logo may be used without the official graphics, however "CMU" cannot be in the logo or part of your group name without inclusion of "Carnegie Mellon University" also on the item.
- If organizations on campus use their own name or logo with unofficial marks or graphics, official colors are not required, but are recommended.
- You may use a non-licensed supplier if the university name or official and unofficial graphics are not included on the item. Please keep in mind that when referring to a location on campus, use the specific name of the location or refrain from using the name of the university if you are planning to use a non-licensed supplier.

UNIVERSITY POLICIES & GUIDELINES

Selecting Suppliers

The Trademark Licensing Office has established licensing agreements with a number of suppliers who provide a variety of products. A complete list of all current licensees can be obtained by contacting the Trademark Licensing Office or by visiting cmu.edu/trademark. Individuals or groups seeking a supplier should first review this list to determine if the required items may be obtained from one of the current licensees. If it is necessary to use a supplier that is not licensed, consult the Trademark Licensing Office.

Compliance

Individuals and suppliers who use Carnegie Mellon trademarks without permission from the Trademark Licensing Office are subject to actions including receiving a cease-and-desist notice, having merchandise confiscated, and legal proceedings.

Established in 1994, the Trademark Licensing Office welcomes any questions you have regarding this policy or the proper use of Carnegie Mellon trademarks. Please contact Jay Marano, Director of Trademark Licensing, at 412-268-3904 or via email at (marano@andrew.cmu.edu).

Statement of Assurance

Carnegie Mellon University does not discriminate and Carnegie Mellon University is required not to discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex or handicap in violation of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 or other federal, state, or local laws or executive orders.

In addition, Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs on the basis of religion, creed, ancestry, belief, age, veteran status, sexual orientation or gender identity. Carnegie Mellon does not discriminate in violation of federal, state, or local laws or executive orders. However, in the judgment of the Carnegie Mellon Human Relations Commission, the Presidential Executive Order directing the Department of Defense to follow a policy of “Don’t ask, don’t tell, don’t pursue” excludes openly gay, lesbian and bisexual students from receiving ROTC scholarships or serving in the military. *Nevertheless, all ROTC classes at Carnegie Mellon University are available to all students.

Inquiries concerning application of these statements should be directed to the provost, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-6684 or the vice president for enrollment, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Carnegie Mellon University publishes an annual campus security report describing the university’s security, alcohol and drug, and sexual assault policies and containing statistics about the number and type of crimes committed on the campus during the preceding three years. You can obtain a copy by contacting the Carnegie Mellon Police Department at 412-268-2323. The security report is also available online at cmu.edu/statistics/police.htm.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

*Note: An updated Statement of Assurance, reflexive of the recent governmental policy changes, will be forthcoming. To view the policy as it stands at any time, visit cmu.edu/policies/GenPolicy.html.

