

# Dickinson

THE OFFICE OF STUDENT LEADERSHIP & CAMPUS ENGAGEMENT

# Student Group Manual



2021-2022

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# The Office of Student Leadership & Campus Engagement (SLCE)

The Office of Student Leadership & Campus Engagement (SLCE) advises student groups, fraternities and sororities, recreational programs, and first year programs. SLCE also helps create a campus environment where students may develop a lifelong affiliation with Dickinson and with other students, build upon the concepts presented in the classroom, and seek connections among people, ideas, and disciplines.

Feel free to visit SLCE, located in the Student Life Office in the lower level of the Holland Union Building (HUB), with any questions you may have in regards to your role as an advisor or club officer.

**HOURS:** Monday–Friday; 8:30 a.m.–4:30 p.m.

**EMAIL:** [slce@dickinson.edu](mailto:slce@dickinson.edu)

**WEBSITE:** [www.dickinson.edu/slce](http://www.dickinson.edu/slce)

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## Student Senate Committee on Club Finance

The Clubs Finance Committee strives to make sure the clubs on campus have everything they need to be successful. The purpose of this committee is to approve new clubs for Senate recognition and approve club funding. The club approval process is fairly simple; they make sure an idea doesn't overlap with other clubs' current missions and that there is student support for the potential group.

**HOURS:** Vary, see Senate Office

**EMAIL:** [sentreas@dickinson.edu](mailto:sentreas@dickinson.edu)

**WEBSITE:** [www.dickinson.edu/studentsenate](http://www.dickinson.edu/studentsenate)

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## The Role of an Advisor

It is inevitable that each advisor will perceive their relation to a student group differently: some may play very active roles while others may provide support from a distance. Whatever one's approach may be, an advisor is expected to maintain some level of consistent contact with the group.

Given the variety of purposes, activities, and objectives of various student groups, the role of the advisor will vary in some degree between groups. Based on the needs of the group, the advisor and the students should agree on a set of expectations of one another from the onset. At the least, advisors should assist in officer transition to help maintain consistency across academic years. Club advisors should be actively involved in crafting and reviewing the budget proposal as part of Senate's budget process. Advisors must be a current Dickinson faculty or staff member.

## Officer Transition

One of the inevitable realities of a student group is the transition between one set of officers to the next. Although this may be a difficult process, students can work intentionally to make the transition as seamless as possible.

In thinking about transitioning from one set of officers to the next, it may be helpful to hold a casual retreat with the outgoing and incoming officers as well as a series of 1-on-1 meetings. Through these conversations, the new officers will be able to learn from the experience of the outgoing officers and offer continuity and continued growth for the organization.

**Here are some suggestions for areas to focus on during these meetings:**

- Review of goals from previous year and progress made towards achieving them
- Evaluation and review of previous year's programs and activities
- Examination of membership regarding commitment, retention, and recruitment efforts
- Review of officers and organizational structure
- Audit of previous year's and incoming year's finances
- Conversation regarding the organization's image in the eyes of the Dickinson College community
- Strengths and weaknesses of the organization
- Responsibilities associated with each officer's position
- Training on the various processes that exist at Dickinson College
- Completion of a new Student Organization Registration Form
- Handing over copies of previous meeting agendas/minutes, and the student organization's constitution and bylaws
- The key to a successful transition is making sure new officers know their jobs **BEFORE** they take office. Expectations should be clearly defined.

## Office of College Advancement

The Office of College Advancement is responsible for the engagement and fundraising work of the college. Their staff brings expertise in building relationships with alumni and parents as well as conducting mail, phone and personal solicitation. If you are interested in raising funds for your group this year and are in need of creative ways to do so or guidance in getting started, please consider members of the College Advancement staff resources for you and your members. Student group leaders can contact the Office of College Advancement at 800-543-3809.

Dickinson is a non-profit organization that relies on gifts from alumni and friends to cover operating costs not paid for by tuition. These contributions help to provide a transformational Dickinson experience both in the classroom and beyond. Soliciting alumni of Dickinson is done exclusively by the Office of College Advancement, not individual student groups.

## Hazing Policy at Dickinson

**HAZING IS A VIOLATION OF COLLEGE POLICY AND A CRIMINAL OFFENSE IN THE COMMONWEALTH OF PENNSYLVANIA.**

Dickinson College is committed to preserving the individual dignity and well-being of each and every member of the campus community, and supports students' desires to build community through groups and associations. These associations can offer powerful opportunities for student engagement and learning. The college also acknowledges the need for belonging that students often feel and values the contributions that student groups make toward fulfilling that need.

Within every group there exist organizational structures (e.g. hierarchies, practices) that define the relationships among its members. These structures can be:

- formal and/or informal
- explicit and/or implied
- planned and/or spontaneous

Groups are encouraged to consider these structures and relationships, as understanding them is critical to positive group development and the prevention of hazing. Groups are cautioned that within any of those structures, any activity which serves to reinforce, or has the effect of reinforcing dominant-subordinate relationships among group members must be approached with great care and guidance. This is particularly true when a group affiliates new members.

Hazing occurs across campus in a wide variety of student groups. Hazing is often about power and control, and does nothing to build group or team unity. More than half of students in colleges and universities have experienced hazing. On a yearly basis, across the country, a significant number of hazing incidents and death involve alcohol consumption.

### DEFINITION

Dickinson College defines hazing as any act that, as an explicit or implied condition for initiation to, admission into, affiliation with, acceptance in, or continued membership in a group or organization, could be seen by a reasonable person as endangering the physical well-being of an individual, as causing mental distress to an individual, or as being disruptive to the campus community, regardless of the individual's willingness to participate.

#### **Specific examples of hazing include, but are not limited to :**

- Requiring members to perform unnecessary duties not assigned to existing member
- Required calisthenics or other forms of physical exercise
- Sleep deprivation
- Required carrying of certain items
- Restriction of communication; confiscation of phone, tablets, or laptops
- Yelling or screaming
- Personal servitude or chores
- Lineups for purposes of interrogation, intimidation or debasement
- Assigning pranks such as stealing, painting objects, or harassing other groups
- Wearing embarrassing or uncomfortable clothing
- Restrictions on showering, bathing, or taking care of personal hygiene
- Pushing, showing, tackling, or other forms of personal contact
- Forced consumption of food, liquid, or alcohol



- Paddling or whipping
- Branding, cutting, labeling, or shaving parts of the body

## REPORTING HAZING

All members of the college community should report hazing when they see it occurring or believe that it has occurred. If you or someone you know is being hazed or if you have questions about anything that is being done as part of a membership experience, please say something. **You can employ the following options:**

- Contact the Department of Public Safety to speak to an Officer
- Talk to the IFC or Panhellenic Council Advisors or talk to your college dean
- Use the Anonymous Tip Form to provide information anonymously—assuming this is not an emergency or crisis situation—at [www.dickinson.edu/anonymoustipform](http://www.dickinson.edu/anonymoustipform)
- **IF SOMEONE IS IN IMMEDIATE DANGER, PLEASE DIAL 911.**

## HAZING OUTCOMES

The college recognizes a continuum of group development activities. At one end of the continuum are positive group development activities that do not constitute hazing because they stand the test of transparency, foster a sense of group unity and do not compromise the well-being of any individual participants. At the other end are behaviors that are clearly hazing because they are dangerous, abusive and/or disruptive, and involve only subordinate members of the group. In between are activities that could be seen by groups as benign, but are considered hazing because they serve no legitimate group-related purpose, could be considered disruptive to the academic community or when occurring in the context of individuals' personal history have the potential to cause physical, mental or emotional harm.

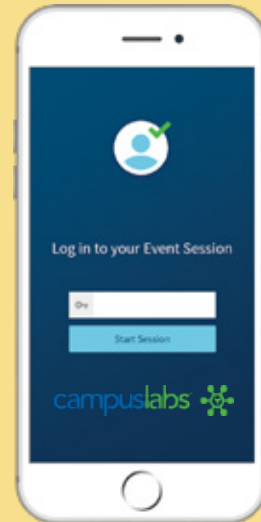
In the event that the college must intervene in a situation involving hazing, the dean of students will determine the nature of the intervention by where along this continuum the behavior falls. The primary purpose of any intervention is to ensure that the hazing ends, and that those who participate in hazing are appropriately accountable to the Dickinson community. Toward that end, individuals associated with the group (e.g. organizational executives) may be held personally accountable along with the group. The college also reserves the right to engage other authorities as appropriate (e.g. law enforcement agencies, Greek national offices, etc.)

**Specifically, consequences for hazing for groups and/or individuals include but are not limited to:**

- Warnings
- Mandated educational programs for members and/or others
- Community restitution
- Student status and/or housing restrictions
- Suspensions
- Expulsion

**Students are also reminded that hazing is a violation of Pennsylvania law. The text of the law is available in the Dean of Students office and online.**

## Mobile Check-ins

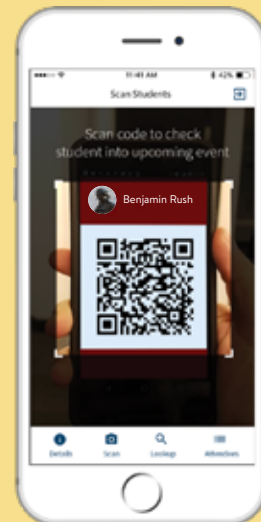


### WHY SWIPE CARDS WHEN YOU CAN SCAN PHONES?

Track attendance on the go with the easy to use Event Check-in app.

### CHECK-IN GUEST

1. Download in the App Store or Google Play  
(Search: **Campus Labs Event Check-in**).
2. Enter your event access code from EngageD.  
Click "Start Session."
3. Sign-in with your Dickinson username and password. Click "Start Scanning."
4. Scan attendee's QR Event Pass, click "Check In."



### FOR GUEST LOOKUP

Select lower magnifying glass then enter guest first or last name to search and check-in.

## Student Group Mailboxes

Every registered student group is assigned a mailbox located in the Club Resource Room. Student group leaders are expected to check these mailboxes weekly for vital information that is communicated by Student Senate and SLCE.

## Email Accounts and Websites

Any student group may receive an @dickinson.edu email address with permission from their advisor.


To obtain an organizational email address, the advisor may email the Help Desk ([helpdesk@dickinson.edu](mailto:helpdesk@dickinson.edu)) for information on how to proceed. If an organization already has an email address but the password has been lost, the advisor must email the Help Desk to create a new password.

## How to Re-Register a Student Group

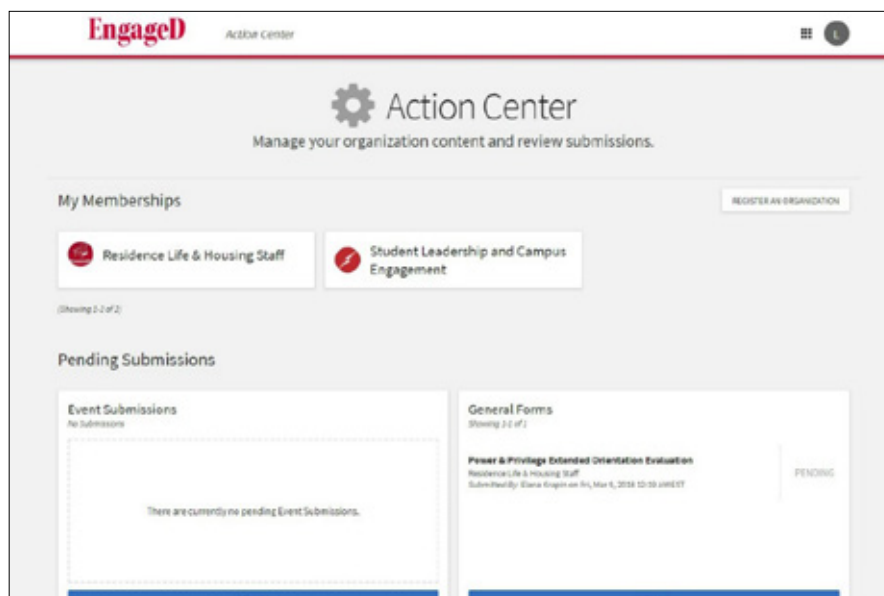
This guide will instruct students on how to complete the re-registration process in EngageD. By doing this, students will ensure that the profile information, profile picture, roster (executive and general membership), and governing documents are up to date. Re-registrations must be completed to ensure participation in Activities Fair. Rosters must be kept up to date in order to reserve space on campus; only those officers with the requisite permission setting can create an event and reserve space.

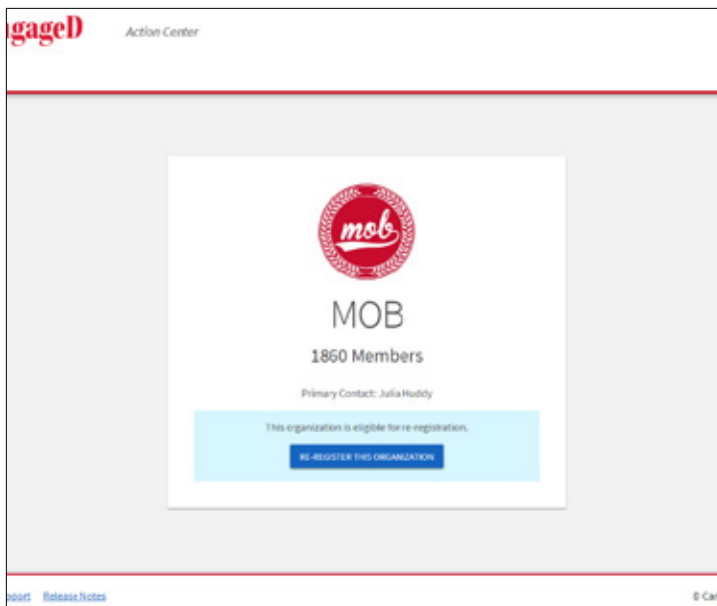
The Office of Student Leadership & Campus Engagement (SLCE) will require groups to renew and review their information at the beginning of each semester. If the group is not renewed by the deadline, the group will be frozen and unable to reserve space. SLCE requires that all student groups list a president, treasurer, and an advisor.

### NAVIGATING TO THE RE-REGISTRATION

After logging into EngageD, click the tile icon (  ) in the upper-right and select **“Manage.”**

This page is the Action Center and is the hub for managing various groups for which a user is an officer. Select the group that will be hosting the event under **“My Memberships.”**





If the group needs to submit a re-registration, a notice will appear on the group page as shown below. To begin, select **“Re-Register This Organization”** in blue.

## COMPLETING THE RE-REGISTRATION

**INSTRUCTIONS PAGE:** This page provides information on why the process exists, how to do it, and any deadlines or possible sanctions that may exist.

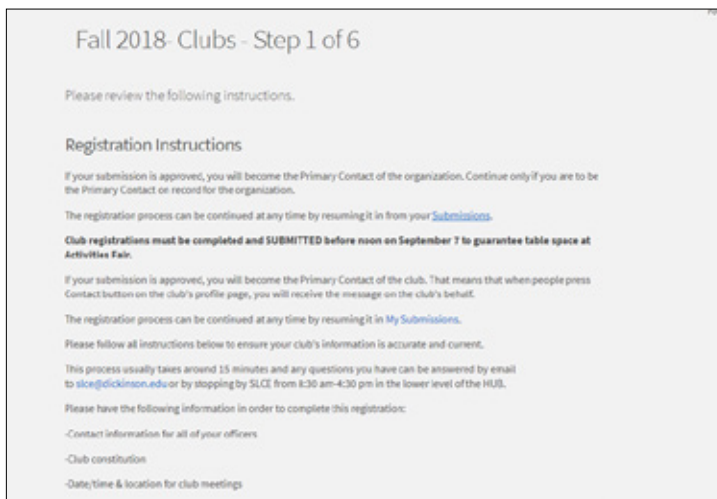
**ORGANIZATION PROFILE:** This page will pre-populate with the information from the previous registration. Users should review, update, and confirm all details. **NOTE:** Organization contact information on the next page should not be personal email addresses, phone numbers, etc. If the group does not have an email address or phone number, simply leave that blank.

**ORGANIZATION PROFILE PHOTO:** Images will be run through an image re-sizer to optimize them for the many places they will appear. The larger the original is, however, the better it will appear.

**ORGANIZATION ROSTER:** This is where required membership information is updated. This usually means confirming who the president, treasurer, and advisor are, but more may be required for based on the group’s type. **NOTE:** While it is important that the group’s full membership information is up-to-date, it’s recommended to update that information through the organization’s Roster tool.



**UPLOAD CONSTITUTION-BYLAWS:** Upload the group’s constitution here. If it is unavailable or missing, upload a document that says as much.

**ORGANIZATION CATEGORIES:** These are self-selected categories that help other users discover new groups and events. Please select only those that apply to the group.



## Updating Group Profile Page Without Re-Registering

This guide will instruct students on how to access the About tool in EngageD. By using this tool, students will be able to change a group’s description, contact & social media information, and profile photo.

1. After logging into EngageD, click the tile icon (  ) in the upper-right and select **“Manage.”**
2. This page is the Action Center and is the hub for managing various groups for which a user is an officer. Select the group that you want to update under **“My Memberships.”**
3. On this page, click the stack icon (  ) in the upper-left to access the organization tool menu and select **“About”**.
4. Make the desired changes and select **“Update”** at the bottom of the screen. **NOTE:** Do not use personal phone numbers, addresses, or emails on the group’s profile.

## How to Start a Club

To start a student group at Dickinson, it must first be registered on EngageD. Registering a group is similar to the re-registration process described above, except for navigating to it.

1. After logging into EngageD, press **“Organization.”**
2. On the left, select **“Register An Organization.”**
3. At the bottom, click the blue button that says, **“Register a New Organization.”**

After the registration is submitted, the officers will meet with SLCE to discuss the mission and goals of the group. Once approved, officers may reserve space and hold events.

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## Senate Club Recognition Process

Senate recognition of a club grants student groups access to Senate funding, storage space, and office supplies. To request Senate recognition, email the Director of Club Finance at [sentreas@dickinson.edu](mailto:sentreas@dickinson.edu) and submit the following documents:

- A typed constitution that follows the guidelines established in the “Student Senate Club Recognition Process” document (available on Senate’s EngageD page)
- A digital copy of your constitution, emailed to the Director of Club Finance
- A letter of intent explaining the purpose and goals of the new club
- A completed Club Membership Database with a minimum of 20 signatures (available on Senate’s EngageD page)
- A completed Senate Recognition Agreement, signed by each club officer and the club’s faculty advisor(s)

The officers should be prepared to attend a Senate meeting to present their request for club recognition. If approved by simple majority vote of the Senate, the group will become a new Senate-recognized club. If approved, they will be eligible to request funding from the Discretionary Fund until they can participate in Spring budgeting.

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## Officer Elections

The Elections tool allows officers to build out a ballot open to anyone on EngageD or limited to organization members. Building an election is very similar to building a form, so please refer to the Forms section for more guidance on that. To access the Elections tool, navigate to the group’s action center (under the Manage view) and select the Elections tool from below the stacked menu icon.





# Updating Officers & Membership Rosters Without Re-Registering

This guide will instruct students on how to manage a roster without re-registering. By using this tool, students will be able change listed officers/titles, add or remove new members, and grant permissions to officer positions.

## INVITING NEW MEMBERS

To invite new members to your group, you should start in your group's Action Center:

1. Select the Roster tool.
2. Click the Invite People button in the upper right.
3. Enter email addresses (up to 500) in the text box.
4. Click +Add E-mail Addresses.
5. Select the member or officer position those invitees should hold once they accept. **NOTE:** The position selected will apply to all of the invitees. To assign different roles, send separate invitations for each position type.
6. Click Send Invitations.

## REVIEW MEMBERSHIP REQUESTS

As an officer who has access to manage the group's Roster, you should approve or deny requests to join the group.

To do so, start from your group's Action Center:

1. Select the Roster tool.
2. Scroll down to the Manage Roster section and select Prospective.
3. Either Approve or Deny each request.

## REMOVE MEMBERS

As an officer who has access to manage the group's Roster, you can remove members. You might do this because someone stopped participating in the group or graduated from Dickinson. To do so, start from your group's Action Center:

1. Select the Roster tool.
2. Locate the user you would like to remove from the Manage Roster section.
3. Select their name and click End Membership.

## CHANGING POSITIONS OR UPDATING OFFICERS

You should always keep your list of officers up-to-date so that students know whom to contact about getting involved or collaborating!

To make changes to your officer list, start from your group's Action Center:

1. Select the Roster tool.
2. Locate the user you would like to remove from the Manage Roster section.
3. Click the Edit button below the Positions header.
4. Select the officer position that user should hold.
5. **NOTE:** To remove a position from a user, un-click the check next to the title.
6. Click Save.

## RENAMING POSITIONS

In EngageD, you have the ability to rename the title provided in the system to whatever your group might actually use! For example, the presidents of MOB and The Dickinsonian are titled the Chair and the Editor, respectively. Now, those groups can rename the president role to reflect the titles actually used.

This is also useful for officer positions that may not be common across all or many groups. For example, Student Senate has a Director of Club Consulting. By renaming one of the Executive Member positions, as explained below, that student can be granted the appropriate permissions.

**NOTE:** If you rename a position, that change will apply to all who hold it. For this reason, the Office of Student Leadership & Campus Engagement has built in Executive Member positions numbered 1 through 6 with standard officer permission settings. If you need additional positions, you should create them.

To rename a position, start from your group's Action Center:

1. Select the Roster tool.
2. Click Manage Positions.
3. Select the position for which you would like to change the name.
4. Type the new officer title under Position Name at the top of the screen.
5. Review the other settings and permissions under Set Management Access. **NOTE:** For information on permissions and what each function enables, see the section title Officer Permissions.
6. Scroll to the bottom and click Save.
7. If your group needs additional positions, you can change Step 3 above to "Click +Add Position" and select the appropriate permission settings.

## CHANGE PRIMARY CONTACT

The Primary Contact of each group receives messages via the Contact button on the club's profile page. They also serve as the main point person if faculty or staff need to get in touch with your organization.

To change the Primary Contact, start from your group's Action Center:

1. Select the Roster tool.
2. At the top of the page, the current Primary Contact should be displayed.
3. Click the Edit button next to the current contact.
4. Search for the member who should be listed.
5. Press Select.

## CHANGING OFFICER PERMISSIONS

Permissions are what allow club officers to manage the group on EngageD. To change the permissions associated with an officer permission, use the instructions provided in the section titled Renaming Positions.

For information about what the various permissions enable, refer to the EngageD support site at <https://engagesupport.campuslabs.com/hc/en-us/articles/204033724>.

## Forms

Using a form in EngageD is a great and easy way to collect information from users, whether they are member, officers, or the broader Dickinson community. It is a great tool for applications, surveys, feedback, or questionnaires. You can also build in logic to have questions appear based on the user's response to specific question. For more information on using logic, see the relevant course unit.

**To create a form, start from your club's Action Center:**

1. Select Forms from the tools menu.
2. Click the +Create Form button.
3. Enter a title, a start time, and an end time.
4. If users should only be able to submit the form once, do not check the box that says, "Allow Multiple Submissions."
5. You then have the ability to make the form visible only to members of your group or officers.
6. Press Save and Add Questions.
7. You can then use the eight question elements to build your questions. NOTE: You can make more pages by selecting Page List on the left.
8. After making a question, you can access additional settings by clicking it and then selecting the pen & paper Edit button that appears. For example, you can mark that question as required.

After creating your form, navigate to the full list of your club's forms and select Publish, mark it Active, and click Publish Form.

## USING LOGIC

Logic allows the builder of a form to utilize "If, Then" properties so that if a particular response is selected, then an additional page that is dependent on that answer appears.



**To apply logic to a page in a form, use the following instructions:**

1. Navigate to the page that should have logic and select Page Properties on the right side of the screen.
2. In the resulting pop-up, press Conditions.
3. Click +Add Condition.
4. Select the question and the answer needed in order for the page to be displayed.

# Creating an Event & Reserving Space

This guide will instruct students on how to access the events tool in EngageD. By using this tool, students will be able to check available space for club meetings and activities, request that a space be reserved, provide setup details, register alcohol events, and submit a catering services exemption form.

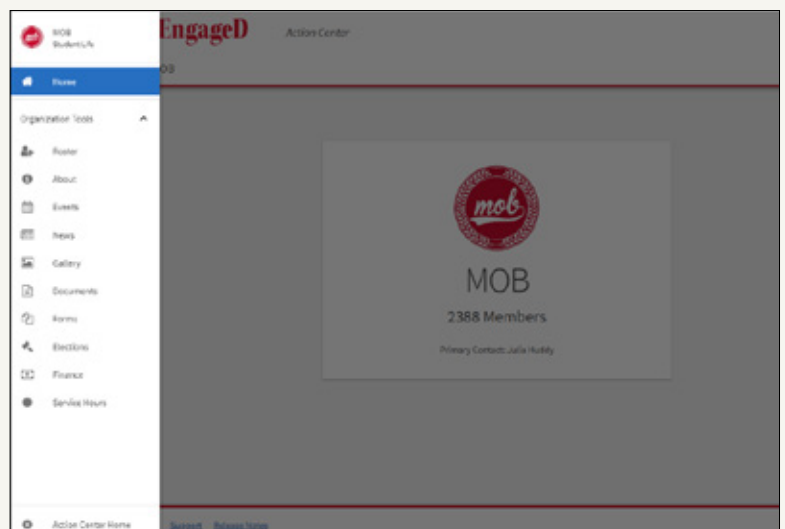
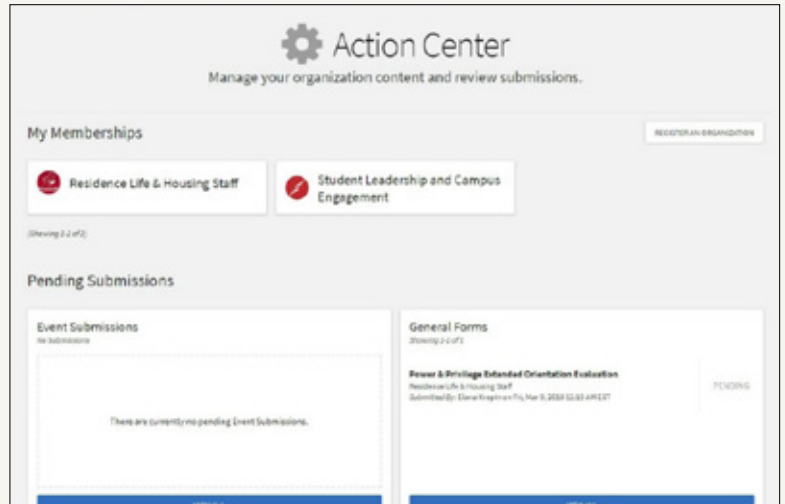
## NAVIGATING TO CREATE AN EVENT

1. After logging into EngageD, click the tile icon (  ) in the upper-right and select **“Manage.”**
2. This page is the Action Center and is the hub for managing various groups for which a user is an officer. Select the group that will be hosting the event under **“My Memberships.”**
3. On this page, click the stack icon (  ) in the upper-left to access the organization tool menu and select **“Events.”**
4. Click the blue **“Create Event”** button in the upper-right.

## CREATE EVENT PAGE

(\* DENOTES REQUIRED FIELD)

1. **EVENT INFO:** The first block of this page, from Event Title to Location, are key details that will be on the public-facing event page and will also be automatically pulled to the [Dickinson web calendar](#)
  - a. **Event Title\*:** Do not include the name of the host group unless it is actually part of the event name. For example, “Annual Drag Show” is the name of an event but “MOB’s Annual Drag Show” redundantly lists the host.
  - b. **Theme\*:** This is one way for students to search events.
  - c. **Description\*:** To reduce redundancy, the description should describe the event itself instead of containing information like the name of the event or host, date, time, or location since that information will be included elsewhere. For example, avoid writing a description like “Join MOB on September 3rd from 12–1 p.m. for free Rita’s on Britton Plaza” because all of that information is already a part of the event page.
  - d. **Additional Co-Hosts:** This is where other groups that are sponsoring the event can be listed. Only the group that submits the event form can make changes to the event details after submission.
  - e. **Date & Time\*:** Additional dates/times can be listed by pressing “Add Another Date” below the Location field. A total of 18 times/locations can be listed on the same event form. Listing multiple recurrences will actually create multiple events based on the information provided in the main submission.
  - f. **Location\*:** The most popular event spaces are prepopulated and should be suggested once the user starts typing. However, addresses must be entered each time. This is highly recommended to maximize the functionality in the Corq app. Users can use the Google Maps tool on this page to pin a location or they can search “GPS” on the Dickinson website to find [Physical Campus Addresses for GPS](#).



2. **EVENT DETAILS:** This section relates to who can see the event and how users can search for it.

- a. **Show To\*:** Select the event's visibility settings here.
  - i. **"Anyone in the World"** is public, doesn't require a user to login to view, and is best for sharing the event on other social media platforms. Additionally, **ONLY** events that are listed as "Anyone in the World" will be automatically pulled to the Dickinson web calendar.
  - ii. **"Students & Staff at EngageD"** requires users to login with their Dickinson username and password and is visible to the whole campus community (students, faculty, and staff).
  - iii. **"Organization Members"** restricts visibility to only the members of the host group.
  - iv. **"Invited Users Only"** means that users must be invited to that event in order to see the event details. This is useful if the event is for part of a club like officers or a committee. This option can also be used to build an event in EngageD before it is ready to be public knowledge yet.
- b. **Allow Attendance:** This feature relevant to this option is currently not available, but the box may be selected if desired.
- c. **Allow anyone to self-report attendance:** Selecting this will allow users to report that they attended the event. If attendance is being tracked or is important, do not select this option.
- d. **Event Categories:** These are another way for users to search for events. Multiple categories can be selected for each event.
- e. **Perks:** These are yet another way for students to search for events. **"Credit"** is not offered for events and should not be offered.

## RSVP SETTINGS

1. **WHO CAN RSVP\*:** Select the event's RSVP settings here.

- a. **"Anyone"** will let anyone who can view the event (Number 6 above) respond "Yes" or "No".
- b. **"Only Invitees"** limits responses to only those who are invited regardless of view settings (Number 6 above).
- c. **"No One"** should be selected if tracking RSVPs is not important for the event or space is unlimited. For example, anyone who wants to can attend the Activities Fair without signing up/RSVPing to attend.

2. **LIMIT NUMBER OF AVAILABLE RSVP SPOTS:** If the number of attendees should be limited because of space, transportation, or other reasons, select this option.

- a. **"Maximum number of RSVP spots allowed"** is where the number of available spaces can be listed.
- b. **"Show remaining RSVP spots to public"** should be selected if space is limited.

3. **ALLOW GUESTS:**

- a. **"Limit number of guests per RSVP"** can be used to assign a +1 or more.
- b. **"Count guests against remaining RSVP spots"** should be selected if space is limited and guest are allowed.

## COVER PHOTO

1. Images will be run through an image re-sizer to optimize them for the many places they will appear. The larger the original is, however, the better it will appear.

## SUBMITTER AND EVENT AFFILIATION

1. **WHAT IS YOUR AFFILIATION TO DICKINSON COLLEGE?\***: Question to indicate whether you are a student, faculty member, or staff member at Dickinson.

2. **IS YOUR EVENT ON OR OFF-CAMPUS?:** If you choose "off campus", you will be taken to the end of the form, and event set up needs will not be handled by CASE.

3. **IF YOUR EVENT IS OUTDOORS, PLEASE REQUEST A RAIN LOCATION BELOW.**



## FACULTY AND STAFF FOLLOW UP QUESTIONS

If you chose “faculty” or “staff” in the previous section, the following questions will be asked:

1. **If you are a Dickinson faculty or staff member, would you like to skip the rest of the event registration form?:** Selecting “yes” will end the form; neither CASE nor SLCE are responsible for following up with the submitter about setup needs. The person responsible for the event must email all setup needs to CASE at [case@dickinson.edu](mailto:case@dickinson.edu)
2. **Should your event be tagged with one of the admin-only event categories listed below? If so, please select as appropriate:** Gives the opportunity to tag the event; multiple categories may be selected.

## GENERAL INFORMATION

1. **CONTACT INFORMATION\*:** The first three questions ask for the name, email, and phone number of the main person coordinating the overall event. This may not be the person submitting the event request, but should be the person who should be contacted if an administrative office has a question or there is an emergency.
2. **AUDIENCE INFORMATION:** Questions about potential participation.
  - a. **Expected Attendance\*:** This should be the best educated guess for how many participants will attend the event. This number is used to assess and manage details for setup, catering, and security.
  - b. **Attendee Information\*:** This question designates who is welcome to attend.
3. **EVENT INFORMATION:** The responses to these questions will be used to determine whether more information is required before the event can be submitted.
  - a. **Event Fee\*:** If there is a fee, please include that information here. **NOTE:** Student Senate funds cannot be used for an event that charges a fee.
  - b. **Food\*:** If there will be food, more questions will appear relating to setup and food safety.
  - c. **Alcohol\*:** If there will be alcohol, more questions will appear to register the alcohol event with the Office of Student Leadership & Campus Engagement.
  - d. **What do you need out of the space\*:** The response to this question will help determine an appropriate alternative location if the primary request is unavailable.

## SETUP NEEDS

This page gives users the chance to communicate all setup needs to CASE or to opt to select a setup from multiple options.

## REMAINING PAGES

The remaining pages contain quite a number of options from which to choose, but they are all succinctly explained in EngageD.

- Physical Setup
- Audio/Visual Setup
- Food Information
- Alcohol Request

## Tracking Event Attendance

As an officer of your club, you can track participation. There are many ways to do this, but all begin by managing an event and selecting Track Attendance and +Add Attendance.

**INVITATIONS:** These are users who were invited or RSVP'd to the event. You have the option to mark them “Attended,” “Absent,” “Excused,” or “NA.” You can also add a comment about their attendance.

**TEXT ENTRY:** Here, you can add individual or bulk users by either entering their email address or ID number.

**FILE UPLOAD:** Using this method, you can upload a .csv or .txt type file that contains either email addresses or ID numbers. This is the most useful method if you used card scanners to scan participants' Dickinson ID cards at the event. **NOTE:** Card scanners are available for check out in the SLCE office during regular business hours (M–F 8:30 a.m.–4:30 p.m.).

## Check-In App

On the management page for an event, there is an Access Code. Make note of it; some groups put it in their officer group chats so that it is easily copy/pasted. After downloading the **Events Check-In** app by Campus Labs, enter the Access Code and log in with your Dickinson Username and password. Then you simply scan attendees' Event Pass (QR Code in Corq) or search by name and mark attended.

## Religious Holiday Policy

Dickinson College is fully committed to tolerance, understanding and support of the diverse faith traditions to which members of our community adhere. After a careful review of our practices and those of our peers, the College is instituting a written policy that provides guidelines about event scheduling around religious holidays.

The College (offices and departments) will not schedule public and/or college-wide events on the following major religious holidays: Rosh Hashanah, Yom Kippur, and the first night of Passover, Eid al-Fitr, and Eid al-Adha. The College calendar already excludes events on Christmas and Easter. College wide events are those that invite all members of any part of Dickinson community, and due to religious observance, someone within that group might be excluded. If a college sponsored event is scheduled on these holidays, it must be rescheduled as soon as the conflict is realized.

Notations will be made on the CASE calendar to designate the official beginning and ending times of these holidays.

For the complete policy and dates, please visit [www.dickinson.edu/religiousholidays](http://www.dickinson.edu/religiousholidays). Questions can be directed to the Director of the Center For Service, Spirituality & Social Justice.

## Events with Alcohol

### EVENTS REQUIRING REGISTRATION

- Events where college space is being reserved.
- Events with alcohol in a residential space (room, house, etc. (when attendance is double the room occupancy (as determined by fire code), plus one person).
- Any event with more than 25 people in attendance.

### EVENT APPROVAL PROCESS

- Registration forms will be reviewed by SLCE to ensure they meet the guidelines in this policy as outlined below.
- Registration forms received by CASE and approved for a specific space will be forwarded to SLCE (Student Leadership and Campus Engagement) and Public Safety event approval personnel.
- Within 3 days of the receipt of a completed registration form the organization submitting the registration will be notified regarding the status of the event application.

### COMMUNITY STANDARDS AND NATIONAL ORGANIZATION GUIDELINES

- All students are expected to be familiar with and adhere to the community standards as they relate alcohol and its use.
- If the host of the event is an organization affiliated with a national organization with its own risk management policies and event guidelines, the group is expected to be in full compliance with the policies and guidelines of that national organization in addition to those of Dickinson College. Greek-letter organizations are included in this policy.

### REGISTRATION OF EVENTS

- Events that require the reservation of college space must be registered at least two weeks in advance of the event.
- Events being held in college owned or operated areas that do not require reservation of college space must be registered through the submission of the EngageD form to SLCE, two weeks in advance of the event.
- A decision or required adjustments for an event from SLCE will be emailed to the listed party hosts within 72 hours of the start of the event. Required adjustments to the event to meet policy must be made and the SLCE notified by the date stated in the email.
- Students are encouraged to notify SLCE (through the application form or in person) of any event not meeting the registration requirement where alcohol is served. This allows Student Life and DPS to be informed of the event and to identify a contact person.
- Notification of an event not requiring registration can be made up to the start time of the event.

### REQUIREMENTS FOR EVENTS SERVING ALCOHOL

- Hosts of events serving alcohol may not be first-year students.
- Hosts must be **non-drinking** during the event.

- Hosts are responsible for proper management of events including, but not limited to:
  - Ensuring attendees who are underage do not have access to alcohol
  - Being present for the entire event
  - Assisting personnel performing an event check
  - Issuing or supervising the issuance of wristbands which must be worn by attendees who are of age to drink
  - A decision regarding the type of wristband will be made by SLCE in consultation with DPS.
- A host is required for every registered event. If attendance is greater than 25 people, one additional host is required for every additional 25 attendees unless otherwise determined by the AERB (Alcohol Events Review Board).
- Attendance at events serving alcohol is limited to members of the Dickinson community and approved guests.
- TIPS trained servers are required. One TIPS trained server is required for every 50 people in attendance.
- A host may not also act as a server for the event.
- Alcoholic beverages to be served at an event must be checked to the TIPS server/bartender prior to the start of the event. The server will note who provided each item and at the end of the event any remaining item may be returned only to the person who provided it at the start of the event.
- For events where attendance of 100 or more is anticipated, the event host and/or sponsor must meet with SLCE and DPS prior to the event.
- All events of this type are subject to periodic checks by Student Life and/or Public Safety.

## WRISTBANDS

- All student-organized events will require wristbands, with 1-3 removable tabs.
  - Some senior class events, such as Pints with Profs and Senior Cider Social have wristband exceptions. This is arranged between the senior class, Dining Services, and SLCE.
- Registered event hosts will receive wristbands with the number of tabs corresponding to number of hours of the event. (one tab for one hour, two for two, three for 3 or more hours)
- Students are given a wristband upon entrance to the event after showing appropriate ID. (state/national if no list of 21-year-olds available; Dickinson ID if a list of 21-year-olds is provided)
- To receive a drink, students present their wristband to the TIPS server. The server then tears off the appropriate tab. If the student tears off their own tab they will not be given a drink.
- Hosts will also receive tab signage. This will be given to TIPS hosts to display during the event. Each sign will state which tab will be taken at which time. For example, "Tab 1 8-9 p.m."
- Students who arrive at the beginning of an event will receive all the tabs available. (Example: If the event is from 8-10 p.m. anyone who arrives when the event begins will receive two tabs.)

- During the event, one tab will be used per hour and no tab can be used after the designated hour is up. (Example: At the earlier party, if you arrive between 8-9 p.m. you could use "Tab 1" to get a drink. After 9 p.m. "Tab 1" is no longer accepted by TIPS servers.)
- As the event progresses the students handing out wristbands must tear off tabs as each hour passes. So a student who arrives at the two-hour event at 9:20 p.m. will only receive one tab on their wristband, the other having been torn off. **NOTE:** If a student arrives in the fourth hour of a three hour event they may receive one tab.

## LENGTH AND TIMING OF EVENTS

- Events must have a start and ending time. The maximum length of events will be four hours, during which no more than three (3) beverages may be served to any individual. Any exceptions will be determined by SLCE, DPS, and Dining Services.

## TYPES OF ALCOHOL

- Beer in cans or bottles and boxed or bottled wine are allowed for events
- Other types of alcoholic beverages and types of alcoholic beverage containers may be considered and approved on a case-by-case basis

## QUANTITY OF ALCOHOL

SLCE determines the quantity of alcohol purchased. The number of guests 21 years of age and over, multiplied by the length of the party divided by the quantity of alcohol (either cases of beer, 24 cans, or glasses of wine, 5 in a bottle). Amounts are rounded down since not all students attend all events from the beginning. Quantity of alcohol is limited to a maximum of three drinks per person per event.

**Example:** If the Juggling Club held a three-hour dinner for 80 guests, 50 of whom were 21+, they could purchase 6 cases of beer, OR 30 bottles of wine, OR some combination of the two, such as 15 bottles of wine and 3 cases of beer.

## FOOD AND NON-ALCOHOLIC BEVERAGES REQUIREMENT

At any event where alcohol is served, food/snacks and non-alcoholic beverages must be available. Dining Services can assist with determining appropriate type and quantity of food.

## FUNDING EVENTS

- Event hosts may not charge for alcohol, charge an entry fee, charge for cups or other containers in which alcohol is served unless the host or provider has an appropriate Pennsylvania Liquor License.
- Student Senate-funded groups may use funds from their individual -06 accounts to pay for alcohol for events, as long as all other above guidelines are followed. If no -06 funds are available, clubs and organizations may apply for alcohol funding through Senate, per their finance standing rules.

# Policy on Use of Institutional Funds for Food and Beverage and Catered Functions

## PURPOSE AND OBJECTIVES

This policy establishes procedures for the use of institutional funds to purchase food and beverage or catering services. **The objectives include the following:**

- Ensuring the college maximizes the value of limited resources used to buy food services and leverages opportunities found through internal resources
- Providing guidance on how institutional funds shall be used, i.e. the requirement to give Dickinson College Catering the first-right-of-refusal for all events
- Ensuring College community members execute advance planning and preparation to ensure successful College events for all parties involved
- Providing guidance on purposes and circumstances under which institutional funds should and should not be used
- Ensuring appropriate parties are involved in the decision to use institutional funds
- Ensuring catered functions advance the mission of the College through application of the institution's strategic plan

Use of Dickinson College Catering is required for on-campus events where food is served because the College has invested in the fixed resources (staff and equipment) associated with delivering complete dining and catering services. Giving discounts to the College's internal customers is appropriate to make budgets go further. However, it is also appropriate to charge internal customers for more than just the variable costs associated with food service. Charging internal customers only the variable costs would lead to higher (and wasteful) consumption. This would also over-extend the College's catering services in addition to creating higher, unnecessary expenses for the College.

This policy describes the general procedures to follow under normal circumstances as outlined in Section V. Should other-than-normal circumstances occur, and deviation from the policy is contemplated, the consideration of such deviation shall follow the process outlined in Section V. It is also understood that this policy may be modified in the future from time-to-time. Proposed changes to this policy would be presented to the college's senior officers (i.e. President's Staff) and to the All College Committee on Planning & Budget (P&B) for recommendation to the President.

## POLICY GOAL

The goal of this policy is to maximize to the greatest extent possible the overall value obtained from the use of institutional funds and to minimize the real dollars leaving the campus. The true incremental cost to the College associated with any catering order consists only of the variable costs (i.e. food and additional staff who are scheduled to work for the event). The use of

outside vendors incurs true costs to the College consisting of both the fixed and variable costs. Maximum value can be achieved through the use of internal resources, i.e. reduced costs to the College by using Dining Services' volume purchase agreements and utilizing production staff who are already on the schedule, as well as equipment which the college already owns.

## USE OF INSTITUTIONAL FUNDS

Use of institutional funds for any purpose is subject to the approval process described in Section V. Requests for all catered functions that are to be funded by institutional funds shall be made through Dickinson College Catering.

College internal customers will receive a 20% discount off the price of food and beverage services through Dickinson Dining and Catering Services; prices are based on the Catering Menu posted for the public and external customers. Custom menus are not eligible for a discount; cost is the published rate. Pricing for external customers will be set at prevailing market rates and will be reviewed/adjusted annually. Discounts do not apply to additional services and non-food charges, i.e. delivery fees, linens, and TIPS servers.

The use of institutional funds for purchase of food, beverage, or catering shall be:

- To support College community events.
- To support officially recognized College group events.
- To support academic initiatives that broadly affect College community members.
- To support College fund-raising and community outreach efforts.

## INSTITUTIONAL FUNDING OF CATERING SERVICES

Institutional funds for the purchase of food and beverage or for catered functions shall be requested through the College budgeting process. Budget requests shall be reviewed and approved or denied by the College Planning and Budget Committee.

## PROCESS FOR REQUESTING CATERING SERVICES USING INSTITUTIONAL FUNDS

Provide catering services with written approval to use institutional funds by delivering a completed Internal Requisition or Student Senate Authorization Form. Provide catering services appropriate approval for service of alcohol as applicable.

Place request for services by following standards and guidelines published by Catering Services Customized, complex, or global and authentic themes require significant pre-planning and advance notification. Standards are found at Dining Services' website or at [www.dickinson.edu/cateringguide](http://www.dickinson.edu/cateringguide).



Requests made after published deadlines may be declined or may be assessed an additional fee as published in the catering guidelines. Declined requests do not mean an event cannot be held; however, the event will not have food and beverage service.

Catering requests may be granted an exemption from use of Dickinson College Catering at the discretion of the Director of Dining Services and the Catering Manager providing the request was submitted prior to established deadlines. Exemptions typically are granted if Catering Services' resources will be over-extended upon review of each event.

There is an automatic exemption for events with fewer than 25 people and spending less than \$200. The rationale for these

numbers is that food for groups of 25 or more people have greater risks of foodborne illness outbreaks and require more planning for food safety controls.

Other exemptions from the requirement to use Dickinson College Catering Services are requested through the Director of Dining Services and may include:

- Contracts with "food trucks" to support Student Senate and Student Life programming
- Specific ethnic cuisine to support a related cultural program or event.



## Food-On-Your-Own Events

If an event includes food not provided by Dickinson Dining Services or a caterer, these are called “Food-On-Your-Own.” While Dickinson does not administer the food for these events, some general guidelines should be kept in mind.

### SERVING OF FOODS:

- Hot foods should be held at 140°F or warmer
- Cold foods should be held at 40°F or colder.
- When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often. Chafing dishes are available for rental at the HUB Info Desk. Organizers are responsible for procuring and sourcing their own ice.
- Perishable food should not be left out more than 2 hours at room temperature or 1 hour when the temperature is above 90°F.

### LEFTOVERS:

- Discard any food left out at room temperature for more than 2 hours or 1 hour if the temperature was above 90°.
- Promptly refrigerate leftovers.
- Use cooked leftovers within 4 days.

### SAFE STEPS:

Safe steps in food handling, cooking, and storage are essential to prevent foodborne illness. You can't see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four steps of the Food Safe Families campaign to keep food safe:

- **Clean** — Wash hands and surfaces often.
- **Separate** — Don't cross-contaminate.
- **Cook** — Cook to the right temperature.
- **Chill** — Refrigerate promptly.



## Event Technical Support

When you reserve your room with CASE, you also need to let them know if you require any audio or visual support.

If a technical rider is included in the correspondence you have with the group you are bringing to campus, you must share it with

Events Support prior to confirming your event. After reviewing the technical rider, Events Support will make a determination as to whether or not they will be able to support your requests.

If your group is bringing a band, please speak with SLCE about hiring an outside support company. CASE, MOB, and the Department of Music are unable to provide sound equipment, technical support, and/or instruments.



## Film & Copyright Law

To host a co-curricular group showing of a copyrighted film (which is most films), you need to have “performance rights” or permission from the copyright holder, even if you are not going to charge admission. For some films the Library acquires, performance rights are already available. Films on the Kanopy and Films on Demand streaming platforms may be used for on- campus showings by student groups and co-curricular programs for which no admission is charged. Also, the Library purchases performance rights for many (though not all) individual documentaries in the DVD collection. If a library DVD has performance rights, it will be noted in the full catalog record for the film. If you need help determining if a film in the Library collection has performance rights, please email [circ@dickinson.edu](mailto:circ@dickinson.edu).

If the Library copy of a film does not already have performance rights, you will need to get the permission of the copyright holder in order to hold a co-curricular or club group showing. The copyright holder may charge you a fee for this. If a fee is charged, it is the responsibility of the group organizing the showing to fund this.

Student groups, clubs, and organizations should contact the Office of Student Leadership & Campus Engagement ([slce@dickinson.edu](mailto:slce@dickinson.edu)) and MOB ([mob@dickinson.edu](mailto:mob@dickinson.edu)) to purchase performance rights for an individual showing of many films. MOB frequently purchases film rights and is always looking to co-sponsor movie events with other groups. You can also contact the distributor directly to request permission, and this may be an option with some independently produced films. If you do not get an explicit written or email response giving permission, you may not use the work outside of fair use or other exemptions permitted by copyright law.

For more information, visit [www.dickinson.edu/filmperformancerights](http://www.dickinson.edu/filmperformancerights).

## DPS Presence at Events

When determining whether or not DPS will be required at your event, keep in mind the following questions:

- What type of artist are you bringing? Is it a large band or a lesser known comedian? The large band will likely require DPS to be there, but a lesser known comedian might not.
- How many people do you expect to be attending your event? The larger the crowd, the more likely it is that DPS presence will be required.
- Is this event open to people outside of the Dickinson College community? If so, it is likely that DPS will be required. Even if the event is only open to the Dickinson College community, DPS may still have to be there.

If you have any doubt as to whether or not DPS will be required at your event, feel free to contact DPS at 717-245-1349 or SLCE. When budgeting for your event, keep in mind that if DPS is required at your event, you will incur costs associated with their presence.



# Invoices and Contracts

## INVOICES

An invoice is a detailed list of goods shipped or services rendered with an account of all costs. In other words, it is an itemized bill.

## WHEN DO YOU USE AN INVOICE

Invoices are generally used when goods are provided. A couple of examples include t-shirts, equipment or any other tangible items ordered by a student group. The College generally does not pay for items before they are delivered. Exceptions include the purchase of office supplies or food for dinners.

If the individual with whom you are communicating wants to fax a copy of the invoice to the Student Leadership and Campus Engagement at 717-254-8081, make sure that they put the name of your student group somewhere on the invoice so that we can easily get in touch with your group.

If you are ordering from an off-campus food vendor, you must have approval from Dining Services, and if employees from the vendor are coming to campus, then you must request a certificate of insurance naming Dickinson College as an additional insured. The name, date, location, and time of the event to be insured must appear on the certificate. The restaurant can fax the certificate of insurance to 717-254-808. When you ask them to fax it, make sure they put the name of your group somewhere on the fax. All food vendors must furnish proof of insurance at levels acceptable to the college. At a minimum, the vendor shall maintain general and professional liability insurance (or comparable coverage under a program of self-insurance) with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate. The Vendor shall provide Dickinson with Additional Insured status on the general liability policy naming Dickinson College, its Board of Trustees, officers, employees, agents, and volunteers as additional insureds. Proof of coverage shall be provided to Dickinson at the time this agreement is executed and upon each renewal of the Agency's insurance policy.

## CONTRACTS

All contracts must be signed by an authorized Dickinson College administrator. **Under no circumstances are individual students or student organizations allowed to enter into or sign contracts.**

## WHEN DO YOU USE A CONTRACT?

Contracts should be used when entering into an agreement with another party for a provided service. Examples of such situations include performances, lectures, concerts, comedians, technical services or any service which the provider is required to provide for an event or program.

### **A CONTRACT IS NOT HANDWRITTEN ON A PIECE OF PAPER.**

Contracts should come from either the person or organization supplying the service or you can use a Dickinson College standard contract (available in SLCE or Senate).

If the individual with whom you are communicating wants to fax a copy of the contract to SLCE at 717-254-8081, make sure that they put the name of your student organization somewhere on the contract so that we can easily get in touch with your organization.

All payments will be made in the form of a college check and presented to the artist or the representative after the performance. Payments are not made in cash and the College does not authorize deposits or partial payments.

All contracts should require the vendor to furnish proof of insurance at levels acceptable to the college. At a minimum, the vendor shall maintain general and professional liability insurance (or comparable coverage under a program of self-insurance) with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) annual aggregate. The Vendor shall provide Dickinson with Additional Insured status on the general liability policy naming Dickinson College, its Board of Trustees, officers, employees, agents, and volunteers as additional insureds. Proof of coverage shall be provided to Dickinson at the time this agreement is executed and upon each renewal of the Agency's insurance policy.

All certificates of insurance should be sent to SLCE, and staff will forward the certificate to the Department of Compliance and Enterprise Risk Management at least 10 days before the event. If a vendor requires that the college furnish proof of insurance please make that request to SLCE, who will forward the request to the Department of Compliance and Enterprise Risk Management.



# Advertising and Marketing

Advertising and marketing a club or event can be an opportunity to be creative and innovative, but below is information on standard avenues for promotion.

## ENGAGED/CORQ

While building events on EngageD is how student groups can reserve space, it is also a great way to advertise your event to students. Corq is the mobile events app for EngageD. If you update something on EngageD, it will update on Corq. While exploring events, students can also simply press the “Add to Calendar” button to include the event on their personal Google, Outlook, or iCalendar.

## DICKINSON WEB CALENDAR/DICKINSON TODAY EMAIL

The Dickinson Today email highlights five events each day that are pulled from the web calendar found at [www.dickinson.edu/events](http://www.dickinson.edu/events). Those five events are selected by the Office of Marketing & Communications and usually highlights events that would appeal to the entire Dickinson community. To have events included on the web calendar, simply build your event on EngageD and make sure to mark it as public (Show To: Anyone in the World). The event information will pull into the calendar automatically overnight after it is approved.

## DINING HALL TABLE TENTS

The tabletop advertisements in the Dining Hall and Union Station include a lengthy, though not all inclusive, list of events on campus throughout a week. To be included on the table tents, an event must be on the Dickinson web calendar at least three weeks in advance.

## W-9 FORMS

W-9s are required by the federal government for the purposes of reporting to the Internal Revenue Service any payment to an individual or organization. The College is required to file an information return with the IRS and this form supplies the Taxpayer Identification Number for the payee.

A W-9 is required any time an individual or company is providing a **SERVICE**. Examples would include a band playing a concert, a restaurant catering a party, a speaker giving a lecture or a rental of equipment.

A W-9 is NOT required when you are purchasing a **PRODUCT**.

## POSTERS

**Per the Campus Publicity Policy, the guidance for posters on-campus follows:**

- All postings must be sponsored by a recognized campus organization, department, or office.
- Posters must include the name of the sponsoring individual or group.
- Posters must include an email address or EngageD event link.
- Posters must include an expiration date for when the poster must be removed (event dates or registration deadlines will suffice).
- Must be posted on bulletin boards.
- No posting on glass, wood, painted surfaces, or exterior surfaces.
- Posters cannot depict or suggest that alcoholic beverages will be provided or served.
- Promotions larger than 11”x17” must be approved by the SLCE office at least 48 hours prior to placement.
- Posting on a bulletin board assigned to a specific organization, department, or office requires approval from that entity.
- Students, faculty, and staff should be aware of current laws regarding libel, defamation, obscenity, fair labor regulations, and other applicable laws.
- All posters must be removed by the sponsoring group within 24 hours following the event.
- Non-Dickinson advertising can be dropped off at the CASE office to be posted.
- Violations of this guidance may result in loss of advertising privileges and disciplinary action.

## SOCIAL MEDIA

Social media can be a good way to promote your event to folks not directly involved in your group but maybe in your extended social network. The class Facebook groups are a good way to share events. If you are not a member of a particular class page, ask someone who is to post your events (a great way to engage a First-Year student in your club!).

## CHALKING

Chalking on sidewalks or Britton Plaza can be another way to advertise for an event. To keep our campus tidy and share space with others, it’s suggested that you chalk only where rain will wash it away.

## WORD OF MOUTH

Students frequently say that this is how they find out about events. So, make sure that you and other club members tell your friends and fellow students about upcoming events!



# Club and Organization Finances

## CLUB BUDGETING

Each year, during the spring semester, every Student Senate recognized club has the opportunity to submit a budget to the Student Senate to secure funding for events and supplies for the following academic year. The Director of Club Finance will notify all Presidents, Treasurers and Advisors with the information about budget training, forms/links and the timeline for submission.

## ORGANIZATION BUDGETING

There are four student groups defined as organizations that have a different budgeting process. They are Student Senate, MOB, Media Board, and Sports Club Council. These organizations act as governing bodies for a group of clubs and come together to collaboratively budget for the following year.

## CREDIT CARD PROCESS

Credit cards are available for student groups (Senate-recognized clubs and groups with 06 accounts) to sign out from the Senate Bookkeeper on a first-come, first-served basis for club expenses as outlined by their budgets. To reserve a credit card, please fill out an Authorization for Services form. They are located in the Club Resource room. The form must indicate club name, name and date of event, account number, items needed to be purchased, the amount requesting to spend, and the signature of the club Treasurer or President. Credit cards, also known as P-cards (purchasing cards), may be signed out for a maximum of 24 hours and must include all receipts upon return of the card. Failure to do so may result in the loss of privileges to use the credit cards in the future.

## INVOICES AND CONTRACTS

The Senate Bookkeeper will help you pay any invoices that you receive. Bring the invoice to the Bookkeeper during her office hours. The club Treasurer or President must sign off on all invoices and then the bookkeeper will process them. Dickinson College will mail out a check to the vendor. If the invoice is for a service that was obtained, such as arrangements, food prep or a rental, then a W-9 will also be required.

For contracts, it is preferable to use a standard Dickinson contract. A W-9 is almost always needed with a contract unless the college has one on file. Please see the Senate Bookkeeper or a SLCE staff member to discuss.

## DEPOSITS

Please promptly deposit any money (cash or checks) received for your club. Deposit slips are located in the Senate Club Resource room.

## BOOKKEEPER

- Managing the budget is the responsibility of the students. It should be monitored closely by keeping an accurate log of financial transactions. It is helpful for the advisor to assist when necessary.
- Communicate regularly with the Student Senate Bookkeeper and Director of Club Finance to discuss finances, account balances and future event planning.
- The Student Senate Bookkeeper keeps an accurate accounting spreadsheet for all clubs and can assist you with budgets, account numbers, processes for payments, making internal transfers and more. Please do not hesitate to use this resource.

## Travel Policy

The College's travel policy applies to students, faculty, and staff who are taking students on day trips beyond a 50 mile radius of the college and all overnight student trips regardless of distance from the college that are sponsored or funded by college departments and to faculty and staff who are organizing and/or leading the trips.

Trips within these parameters must be registered with DPS through the Trip System found in CLIQ. For more information on how to do that, contact SLCE. To reserve a vehicle, students must contact the Senate Bookkeeper.

Any student group that travels internationally must contact SLCE and SLCE will advise the Director of Compliance & Enterprise Risk Management of the planned travel and they will jointly make a determination on the permissibility of the travel. Students traveling on behalf of the college will be eligible for the college's global medical insurance and international travel assistance programs.

### BOOKING TRAVEL WITH UNIGLOBE

Dickinson offers software to assist with the booking of discounted travel and lodging through Uniglobe in the Dickinson Gateway.

### GENERAL TRAVEL SAFETY

- Research the location where you are traveling, read reviews of hotels and be familiar with any cultural of local customs of the area.
- Do not travel alone. Use the buddy system whenever possible.
- Do not rely on credit cards alone. Always have at least a small bit of cash on you.

### HOTEL SAFETY

- Be aware of your surroundings and use common sense. Do not invite anyone that you do not know to your hotel room. Call the front desk to verify the identity of any "hotel staff" who may knock on your door. Know where the fire exits are located.
- Read the following resource on hotel safety tips <https://bit.ly/33awZHB>.

## Vehicle Reservation

Students may reserve vehicles to travel to events associated with a group or for use during a particular event. For instance, a group may reserve vehicles to transport members of their organization to a conference off-campus or they might reserve a vehicle to pick up a band from the airport. Any student that wishes to drive must complete the online driver course on Totara and must complete the road course, scheduled via Totara.

### FORMS AND PROCEDURES

- Pick up Vehicle Reservation Form at Student Senate Office
- Complete all sections of the form
- The form must be completed at least one (1) week in advance but all vehicles are reserved on a first come- first served basis
- Go to Student Senate Office for the Student Senate Bookkeeper's signature
- The bookkeeper will check to make sure that your group has money allocated in your budget for the use of the vehicle. If it is not budgeted in the 04 account, you may use the 06 account if there is enough money available.
- The bookkeeper will submit the request to DPS and the driver you listed will be informed when a vehicle is reserved.
- Familiarize yourself with the Dickinson Fleet Vehicle Policy; particularly the regulations on the number of hours that any one person can drive and the importance of having an alternate driver, who is also certified to operate the vehicle, present during the trip.

### STANDARD COST

- Minivans are each \$0.32 per mile
- The full size 11 passenger vans and the minibus are \$0.37 per mile
- The minimum charge is \$5.00, so even if you only drive a few miles you will have to pay at least the minimum charge
- Other fees may be involved if (this list is not exhaustive):
  - The car is returned with less than 1/2 tank of fuel.
  - The car is returned extremely dirty.
  - The car is returned late.
  - The car is not returned to the DPS parking lot.

### USE OF PERSONAL VEHICLE FOR CLUB BUSINESS

Note that the college does not provide insurance on and will assume no responsibility for damages resulting from incidents involving the use of a personally owned vehicle, even if you are using your vehicle to conduct club business.

- This means that if you are involved in an accident in your own vehicle while conducting club business you will be personally responsible for all damages and liability, including the payment of any applicable deductible.



**STUDENT LEADERSHIP AND  
CAMPUS ENGAGEMENT**