

## Services Offered by the Office of Student Activities

### **Policy/Procedure**

#### **Recreational Shuttles**

The Wednesday/Saturday Recreational Shuttle provides transportation to various points in Carlisle and surrounding areas for Dickinson Students. There is a \$5.00 charge for a shuttle pass which entitles you to unlimited shuttle use per semester. Passes are on sale in the Student Activities Office. Schedules can also be picked up from the Student Activities Office.

#### **Publicity Supplies**

The Student Activities Office offers supplies to help you advertise for your event. Bring one of your flyers to the Student Activities Office and someone can help you make it into a poster (remember to bring your organization's account number). This service is available 8:30 - 4:30, Monday through Friday.

Sheet banners can be painted to hang on the side of the HUB. This service is available at no cost. This is a popular way of advertising so make sure you reserve your space early by speaking with the Staff Associate in the Student Activities Office. This service is available 8:30 - 4:30, Monday through Friday.

The Student Activities Office also supplies clubs and organizations with banner paper to help advertise your event. A rainbow of colors is available. Markers, glitter, glue and stencils are available in the Student Activities Office in order to help clubs and organizations create eye-catching publicity.

Student Senate and the Student Activities Office work together to allow each organization to make 500 free copies per month on the copy machine located in the LDC. This service is available 8:30 - 4:30, Monday through Friday.

#### **Hosting Guide**

Each year, the Student Activities Office publishes a guide to hosting events with alcohol. This booklet includes all the information you need to properly host an event with alcohol. You can pick up the most recent version in the Student Activities Office between 8:30 am and 4:30 pm Monday through Friday.

When a group or individual sponsors an event with alcohol they assume liability and take on risks associated with this type of event. The College recognizes this and acknowledges the

## Student Activities: Services

difficulty in managing such events. However, the sponsor of the event is ultimately responsible for maintaining safety and preventing violations of College policy. In order to help you manage events with alcohol, procedures have been developed. Adherence to the Alcohol Policy and an understanding of these procedures will result in a safe, enjoyable event and will help your group avoid interactions with the discipline system.

### **Lost and Found**

The Lost and Found is located at Info Desk, HUB upper level or Department of Public Safety.

### **Student Handbook**

Your Student Handbook is distributed at the beginning of every academic year. It includes a planning calendar and all the information you need to be successful at Dickinson. Such topics as Residential Life policies, an academic calendar, a short history of the college, information about the Clarke Center, and how to publicize an event are part of this important publication.

The entire 2007-2008 Student Handbook can be accessed online soon.

### **Harrisburg Weekend Recreational Shuttle**

This shuttle runs every weekend on Saturday Evening. It makes stops at the Paxton Square Shopping Center, the Capital City Mall, and the Barnes & Noble in Camp Hill. Stores located in the Paxton Square Shopping Center include Target, Circuit City, Kohl's, Old Navy, and Borders. Stores located near the Barnes & Noble in Camp Hill are Pier 1 Imports, Panera Bread, and Boscov's.

A complete schedule can be picked up in the Student Activities Office in the lower level of the HUB.

### **Take a Dickinsonian to Lunch - Voucher Program**

Students and College employees may use a voucher to take each other to lunch at local restaurants, the Union Station, or the College cafeteria. The program is funded by the Student Activities Office and Student Senate. The funds cannot be used for the purchase of alcohol.

The program is designed to encourage small group interaction between students and faculty/staff. There must be a student involved in the outing in order to use the voucher program and no more than four people can use a voucher. If you have questions, just contact the Student Activities Office at ext. 1671. Students may take advantage of this opportunity to take a professor to lunch twice a semester.

HOW: Pick up a voucher in the Student Activities Office. The voucher will be for \$8 per person, YOU are responsible for the difference. Notify the server that you will be using a Dickinson voucher to pay for the meal and when you are finished give the server/cashier the voucher plus the difference between the voucher total and the cost of the meal plus tip.

## Student Activities: Services

**PARTICIPATING RESTAURANTS:** If a restaurant is not listed you may not use a voucher at this establishment - The California Cafe, Amy's Thai Restaurant, The Back Door Cafe, Casa Mani Cafe, North Hanover Grill, Misenos II (across from Kline), The Market Cross Pub, Mount Fuji, Union Station Snack Bar, Dickinson College Cafeteria.

<b>Related Information</b>
----------------------------

<b>History/Revision Information</b>
-------------------------------------

**Responsible Office/Division:**

**Effective Date:**

**Last Amended Date:**

**Next Review Date:**

**Also Found In:** Student Activities Web Site ([www.dickinson.edu/stulife/stuact/services.html](http://www.dickinson.edu/stulife/stuact/services.html))