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Thank you for agreeing to serve as a student organization advisor! It is our hope that the experience will be fulfilling not only for you, but also for the students that you will advise. That said, it is inevitable that each advisor will perceive his or her relation to a student organization differently: some may play very active roles while others may provide support from a distance. Whatever one’s approach may be, an advisor should expect to maintain some level of consistent contact with his or her organization.

Given the variety of purposes, activities, and objectives of various student organizations, the role of the advisor will vary in some degree between groups. Based on the needs of the organization, the advisor and the group should agree on a set of expectations of one another from the onset.

In an effort to assist you and your organization in creating a list of expectations, you and the leaders of your organization could independently respond to the following items. You can then meet to compare answers and discuss any differences that may emerge or provide clarification for certain items. For the items which are determined not to be the responsibility of the advisor, it would be allowable to clarify which officer will assume that responsibility.

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THE OFFICE OF STUDENT LEADERSHIP & CAMPUS ENGAGEMENT (SLCE)
The Office of Student Leadership & Campus Engagement (SLCE) advises student organizations, 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 to a student organization.

**Hours:** Monday–Friday; 8:30 a.m.–4:30 p.m. | **E-mail:** slce@dickinson.edu | **Website:** www.dickinson.edu/slce

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STUDENT SENATE COMMITTEE ON CLUB CONSULTING
The Clubs Consulting Committee is one of our student body’s leading organizations, which strives to bring all that it can to making sure the clubs on campus have everything they need to be successful. The purpose of this committee is to approve new clubs, consult with current clubs, and support the needs of all the student organizations recognized by the Student Senate. The club approval process is fairly simple; we make sure your idea doesn’t overlap with other clubs’ current mission and that there is student support for the organization you would like to form. Consulting with current clubs also falls into the formal reviews we conduct. On a monthly basis we ask all club leaders to come together to discuss challenges, needs, accountability and possible opportunities for collaboration. Lastly, as a Student Senate committee we are here to as a resource for students and their organizations. I look forward to meeting you and having a successful year.

Thank you,
Peter Brooks
*Director of Clubs Consulting 2015-2016*
All student organizations must complete the 'Student Organization Registration' online at the beginning of each fall semester or when changes are made to the executive board due to elections or vacancy. The Office of Student Leadership and Campus Engagement (SLCE) will set a due date for completion, usually two weeks into the fall semester.

For instructions on completing the form, please visit www.dickinson.edu/slce.

This information must be completed and up-to-date or your organization will be unable to reserve space on this campus for the remainder of the semester.

COMMUNICATIONS

MAILBOXES
Every registered student organization is assigned a mailbox located in the Student Senate Office in the Lower Level of the HUB. Student organization leaders are expected to check these mailboxes daily for vital information that is communicated by Student Senate and SLCE.

E-MAIL
Any student organization may receive an e-mail address with permission from their advisor.

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

HAZING
Hazing is a violation of College policy and a criminal offense in the Commonwealth of Pennsylvania.

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. Such activities may include but are not limited to: the use of alcohol or other intoxicating substances; physical abuse in any form; sexual abuse or simulated sexual abuse; sexual harassment; the creation of excessive fatigue; physical and psychological shocks or intimidation; quests, treasure hunts, scavenger hunts, road trips or any other such activities; public wearing of apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; degrading or humiliating games and activities; and any other activities which violate college policy.

For the complete policy, visit: www.dickinson.edu/info/20226/student_life/1233/hazing_policy
ORGANIZATION FINANCES

STUDENT SENATE PROCESS
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 Finance Committee Standing Rules and club finance process is currently undergoing reform. For current information, please consult the Student Senate website at www.dickinson.edu/studentsenate

BUDGETING FOR MEDIA FUND ORGANIZATIONS
The Media Board Constitution and Finance Rules are also currently undergoing reform. However, the Media Board receives a pre-determined percentage of the Student Fee. It is then allocated to each group as decided collectively by the Board. For current information, please consult the Student Senate website at www.dickinson.edu/studentsenate

BOOKKEEPING
Managing the budget is the responsibility of the students, but it is helpful for you as an advisor to assist them when necessary.

- Once approved, adapted, and prepared a budget should be monitored closely
- Keep an accurate log of financial transactions
- Communicate regularly with the Student Senate Bookkeeper, Mary Silva, in regards to the budget

TRAVEL AND LIABILITY
The College’s travel policy applies to students, faculty and staff who are taking student groups 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, Mary Silva.
SPACE RESERVATION PROCESS

Campus facilities are used heavily during the academic year. Therefore, it is recommended that you reserve space well in advance. Remember: student organizations must be registered every semester with the Student Senate in order to reserve facilities on campus.

The Office of Conferences and Special Events (CASE) is responsible for reserving College facilities and coordinating major College events. You may check events.dickinson.edu to see what rooms are available. CASE is located in the lower level of the HUB. To reserve space you can visit, call, or e-mail CASE.

Phone: 717-245-1900  E-mail: case@dickinson.edu

- Spaces for events can be reserved for the current semester or two semesters beyond the current semester.
- Use of college facilities is a privilege contingent upon adherence to all college policies and regulations. Violation of these policies may result in cancellation of an event or refusal for future reservations.
- Each registered and recognized student organization must designate two people from their organization to be their contact people for CASE. Those two students will be the only members who may request space. They will be responsible for arranging special set-ups, audio/visual needs, security, and ensuring the conduct of the group, including knowledge of and adherence to college policies. They will be the only students who are able to make changes to any reservations.
- Student organizations are prohibited from holding any meetings or events during the time Student Senate meets (Tuesdays, 6 p.m.–8 p.m.).
- No student organization sponsored social or co-curricular event will be scheduled during exam periods or reading days.
- Space reservations and event setup requests must be made at least two weeks in advance, no exceptions.

To reserve space, you will need to submit some information to CASE. An "Event Planning Cheat Sheet" can be found at dickinson.edu/slce and in the Student Leader Guidebook.

Contact CASE to reserve the following spaces or areas:

- Atriums, lobby spaces, etc. in academic areas
- Classroom/Academic spaces
- College Guest Houses
- Holland Union Building
- Lecture Spaces
- Outdoor Spaces
- Seminar Spaces
- Theater/Performance Spaces

The following spaces are exceptions to the above and will be scheduled as indicated:

- Dining Hall: must have prior approval from the Director of Dining Services
- Kline Center: must have prior approval from Kline Center Facility Manager
- Mathers Theatre and The Cubiculo: must have prior approval from the Department of Theatre and Dance
- Weiss Rehearsal Room: must have prior approval from the Music Department
- All residential spaces: must have prior approval from the Department of Residential Life

Keep track of what spaces you have reserved! If you aren’t going to use the space, release it so that other organizations can hold their events. Failure to cancel a reservation in a timely manner will result in a $50.00 charge to the sponsoring organization if setup was required. If another organization has a space on a date you were interested in, reach out to them and see how you might be able to collaborate!
FOOD AND DINING SERVICES
If you want to have food at your event, you should first communicate this with CASE when you make your reservation with them. You should let them know if you plan to use Dickinson Dining Services, an outside vendor, or food on your own.

USING DICKINSON COLLEGE DINING SERVICES
If you want to use Dining Services to provide food for your event, you can first visit their Web site at www.dickinson.edu/dining/ for more information on the type of food they have as well as prices for various items. The Department of Dining Services is located on the upper level of the HUB.

After you have a confirmed room reservation, you may order food for your function from the Dining Services office by calling 717-245-1318 or making an appointment with a Dining Services employee. Dining Services requires at least 10 days advance notice, but would prefer a longer notice to accommodate you and provide the best service possible.

When you contact Dining Services, be ready with the following information:

- The day, date, and time of your event
- Contact name, organization, phone number, method of payment (internal requisition)
- Location—the room you reserved with the Conferences and Special Events Office.
- Rain location—if applicable
- Type of function and service style (breakfast, lunch, dinner, buffet or waiter served, etc.)
- Estimated number of guests—to be confirmed 48 hours before event
- Menu - including special dietary requirements such as vegetarian or allergies
- Keep in mind that alcohol must be served by TIPS-certified servers
- Special Arrangements—flowers, china service, linens, etc.

Keep in mind that all cancellations must be made at least 48 hours prior to the scheduled event. This will nullify any charges for food orders and labor commitments. Failure to do so, will subject the individual to charges of costs already incurred. Any change in detail concerning your event must be submitted to Dining Services as soon as possible to establish if the change can be accommodated.

USING OUTSIDE FOOD PROVIDERS
Individuals, clubs and other organizations are not permitted to cater or bring food and beverages into Dickinson College spaces that must be reserved in advance. Dining Services reserves the right of first refusal for all food served at Dickinson College.

Exceptions allowing outside caterers to serve food or beverages on campus will be made by the Director of Dining Services or the Catering Manager. Such exceptions must receive written approval from the Director of Dining Services in advance of the event.

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 for a particular organization. A couple of examples include t-shirts or giveaways, equipment or any other tangible items ordered by a student organization. The College generally does not pay for items before they are delivered. The obvious 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 he/she puts the name of your student organization somewhere on the invoice so that we can easily get in touch with your organization.
If you are ordering from off-campus, have approval from Dining Services, and employees from the vendor are coming to campus, then you must request a certificate of insurance name 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 717-254-8081. When you ask them to fax it, make sure they put the name of your organization somewhere on the fax.

**CONTRACTS**

All contracts must be signed by an authorized 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 SLCE Contract (available in SLCE).

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 he/she puts the name of your student organization somewhere on the contract so that we can easily get in touch with your organization.

After the receipt of a fully executed contract, and a W-9, payment can be made. All payments will be made in the form of a college check and presented to the artist or their representative after the performance. Payments are not made in cash and the College does not authorize deposits or partial payments.

**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, company, etc. is providing a SERVICE. Examples would include a band playing a concert, a restaurant catering a party, or a speaker giving a lecture.

A W-9 is NOT required when you are purchasing a PRODUCT. Examples would include buying t-shirts, equipment, or food (without the restaurant serving the food).

**EVENTS WITH ALCOHOL**

For complete information, please visit [www.dickinson.edu/alcoholevents](http://www.dickinson.edu/alcoholevents).

What you need to know:

- Events with alcohol must be registered via the form found on the above webpage.
- Events must have the appropriate number of designated sober hosts.
- Hosts must attend Host Training offered twice per year.
- Alcohol must be served by TIPS-certified servers.
- Those wishing to drink must have their ID checked and given a wristband.
OFFICER TRANSITION

An important potential function of an advisor is to assist in the transition from one set of organization officers to the next. Students should be the leaders of this process, but advisors provide consistency from year to year. The key to a successful transition is making sure new officers know their jobs before they take office and have clearly defined expectations.

It may be helpful to have an executive retreat with the outgoing and incoming officers and/or a series of one-on-one meetings. Things to consider for students:

★ Passing along records, including finances, minutes, and governing documents
★ Information on completed, upcoming, and incomplete projects.
★ Challenges and guidance for the future
★ Training on processes and procedures at Dickinson
★ Completing the Student Organization Registration Form
★ Goal setting for the upcoming year

LEADERSHIP SKILLS DEVELOPMENT

Another valuable contribution that advisors make is to guide the development of leadership skills among their students. Opportunities for continuous growth abound during retreats, meetings, events, and officer transition. There are many available resources here on campus provided by SLCE and other offices, including Leadership Lunches and various workshops that can be requested.

For example, SLCE offers workshops and discussions on a wide variety of topics, such as guiding a meeting, time management, event planning, accountability, goal setting, and developing a vision for an organization. Whereas CSE offers workshops on sustainability or responsibly managing valuable resources such as the environment, time, funds, and labor.

While these and other offices provide leadership resources, we also recognize and appreciate the skills that you as an advisor can contribute to the development of your students. If you have a great idea for a workshop that you want to lead or would like us to lead for your group, please let SLCE know. We are continuously developing trainings and tutorials!