



# THE SCOOP!

student organization handbook

This handbook explains some basic policies and procedures you need to know as a Student Organization at K-State Salina. The purpose of this handbook is to provide information and policies for the success of your programs and activities.



**Preface**

While The Scoop is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

1. It is not a complete statement of all procedures, rules and regulations of Kansas State University Salina;
2. The University reserves the right to change without notice any procedure, policy, and/or program which appears in The Scoop;
3. Divisions and departments may have their own procedures and policies which apply to student organizations.

**Sources and Adaptations from:**

Kansas State University Manhattan.....	The Source
Bucknell University.....	The Source
Linda Eldred.....	ACUI: The Program Planning Workbook Programming Cycle
University of Chicago.....	Student Activities Handbook
University of Connecticut.....	Student Leadership Handbook
University of Notre Dame.....	The Source
Western Illinois University.....	Leadership Resource Center Mission: Possible Student Activities Handbook





## Mission Statement

The department of Student Life promotes the educational experience by enhancing the opportunities, safety, and growth of the campus community.

## Principles

- Provide and support campus services, programs, and activities.
- Strengthen the quality of life within a supportive atmosphere.
- Encourage and motivate lifelong healthy choices through the college experience.

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## Who's Who in the Office of Student Life

Levi Esses	Assistant Director of College Advancement for Student Life
Rachel Bouza	Residence Life Coordinator
Cameron Jackson	Recreational Services Coordinator
Kelli Noonan	Assistant Recreational Services Coordinator
Kari Zook	Accounting Specialist for Student Life
Joel Matthews	College Counselor
Brett Cooper	SGA President
Lee Scherman	SGA Vice President
James Schlup	SGA Senate Chair
Joshua Barnhart	SGA Treasurer/Allocations Chair
John O'Brien	Attorney General
Morgan Miles	Programming Board Chair
Jarah Cooper	Secretary
Trista Gorrell	Webmaster

## Services Offered

For registered student groups:

- Student Club Advisement
- Student Organization Registration and Renewal
- Leadership Development Programs
- Event Consultation
- Advertisement Approval
- Programming Resources
- Student Judicial System
- SGA and Student Club Accounting

For individuals:

- Conflict mediation
- Housing needs
- Fitness and health programs
- Counseling
- Student Judicial System
- Student Governing Association
- Health Concerns
- Student Safety issues

For more information visit [www.salina.k-state.edu/studentlife](http://www.salina.k-state.edu/studentlife)



# Registering your Student Club

## About the Student Life Office

The K-State at Salina Governing Association has given the Office of Student Life the following roles and responsibilities pertaining to campus organizations. They are:

- To act on registration requests by any organization wishing to form on the K-State Salina campus.
- To register fund-raising or sponsorship activities of registered organizations and services.
- To advise registered organizations in their day-to-day programming functions.
- To assist potential and existing organizations regarding the establishment of organizational operations and procedures.
- To approve all advertisement materials for student clubs.

## Why Register?

There are numerous advantages and privileges granted to those groups who register their organization. They are:

- Holding meetings and functions on campus.
- Free use of most College meeting rooms and facilities.
- Opportunity to request funds from SGA.
- Opportunity to participate in Student Life sponsored workshops or programs
- A copy of The Student Organization Handbook available on-line
- Assistance with fund-raising activities.
- Ability to set up Student Club Accounts.
- Web space and e-mail address (through Information Services) for your organization.

## The Registration Procedure

The process of becoming registered is simple. Organizations must meet college requirements, fill out the appropriate documents, and return the completed documents to the Student Life Office. There are a few requirements set forth to which group must adhere before applying for registration. They are:

- A group must be organized to unite persons with similar academic, cultural, religious, professional, social, political, or service-oriented interests.
- Organizations must have a minimum of five members. Groups with at least 3 members can register provisionally.
- At least 50% of members must be K-State students (80% of membership must be students to request funds from SGA).
- Groups may not discriminate on the basis of age, race, color,

religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities, or sororities which are excluded from the application of Title IX of the Education Amendments of 1972.

- University governing bodies are not required to register (i.e., SGA). However, these groups are subjected to University regulations and policies.
- Groups whose primary purpose is individual instruction, charge fees, or to compensate an instructor will not be eligible for registration.
- Groups whose primary purpose is to function as a business will not be eligible for registration
- A group must abide by all University policies, campus regulations, federal, state, and local laws.
- A group must provide contact information for its primary officers.
- A group must maintain a current copy of the organization's constitution on file in the Office of Student Life.
- A group must have an advisor who is a full-time member of the K-State at Salina faculty, staff or administration.
- A group may not at any time have any outstanding debt to any Kansas State University office.
- If a new organization attempts to register and there is currently an existing organization with the same or similar name or purpose, the members trying to create the new organization will be referred to the current organization for membership.

For a detailed description of the steps necessary for registration visit the Office of Student Life website at [www.salina.k-state.edu/studentlife](http://www.salina.k-state.edu/studentlife), stop by, or call our office.



## Types of Registered Organizations

There are three classifications for a student group registering with the Student Life Office. A group's classification is dependent on how many students are members of the group. Groups will be classified as either a student organization or a university-community organization. If a group has three or four members it will be classified as a provisional organization.

A student organization shall be defined as any organization whose membership is comprised of students, faculty, and/or staff, but at no time shall the membership of students be less than 80% of the total membership. The officers of the organization must be students.

A university-community organization is one which is comprised of university and community persons. At no time shall the total membership of students be less than 50%. At least 50% of the officers must be university staff or students.

A provisional classification is available to student groups with at least three student members. These groups will be provided the same rights and privileges of student groups with the exception of funding. There are a few requirements that groups must adhere to before applying for this status.

For more information regarding this status, please contact the Student Life Office. The definition of "student" is a KSU student enrolled in a minimum of one credit hour. "University persons" refers to all students enrolled at Kansas State University and faculty/staff. "Community persons" are individuals living in the community who are not Kansas State students, faculty or staff.



## Organizing Your Student Club

Student organizations, like all organizations, involve people getting together to accomplish a task. Getting people to work together in an organized manner is not an easy task, but is essential for the success of your organization. The following are a few basic principles which may assist you in organizing your organization:

1. An organization needs to have a reason for existing. There needs to be a unity of purpose which the membership understands and can support. The entire membership should, therefore, establish the goals each year for the organization. This participation creates a sense of belonging. Both short-range and long-range goals should be planned. Long-range goals would give the members a chance to look at the overall goals for the year. Establishing clear cut goals help to avoid mediocre involvement and accomplishment.
2. Effective leadership is essential to any organization. The officers should meet together between meetings to organize the next meeting's agenda and to brainstorm ideas. A printed agenda distributed to members at each meeting helps to keep your members informed. It also saves time in meetings.
3. Officers should not make decisions for the group. Their job is to do the legwork, find out the information and report it to the group. The group should make the

decisions. Persons involved in the decision-making process are more likely to be committed to the decision.

4. Appoint members to committees. This way, they feel apart of the organization and also gain valuable experience for future leadership roles.
5. Make it a point to welcome any guest at the beginning of the meeting. Friendliness and openness will encourage people to join and to help you accomplish your task.
6. Enthusiasm is a must. The officers set the tone. Enthusiasm is contagious (so is apathy). Do not be an officer if you don't believe in your group and what it aims to accomplish. Encourage a "doing" atmosphere.
7. Regularity of meeting times and places is critical to the success of your organization.
8. Cooperate with other organizations and their officers. It makes everybody's task more pleasant. For contact information of any registered organization at K-State Salina please contact the Student Life Office.



# Faculty Advisors and Your Organization

Each registered K-State student organization is required to have an advisor who is a full-time member of the faculty, staff or administration of the University. A student organization that does not have an advisor will have its registration revoked until an advisor is confirmed.

## Why Have an Advisor?

An advisor serves as a resource for you, other officers, and the organization. He/she has many "hats to wear" and has an interest in the activities of your group. This person is:

- A historian of past activities and decisions which are made;
- An advocate or perhaps devil's advocate for current decisions;
- A resource for understanding University policies and procedures (they may be able to help you complete tasks more efficiently);
- A respected friend.

## Responsibilities of an Advisor

- Have a concern for the on-going function of the organization. This can be most easily accomplished by regularly attending executive board and organizational meetings, thus establishing continuity from year to year.
- Be concerned about developing the leadership skills of members, particularly the executive board, by discussing and helping to analyze group interactions and decision making.
- Be aware of the goals and directions of the organization and help the members evaluate their progress toward these goals.
- Advise the organization's president on University policies and procedures in the areas of scheduling, purchasing, organizing public events/broadcasts, etc.
- Advise the organization's officers regarding the operations of the organization.
- Certify any academic requirements of the organization.
- Advise the members of financial matters.



# Roles and Responsibilities of an Executive Board

Just as advisors have specific roles and responsibilities within the organization, so do the executive (or cabinet) board members. It is important for officers to understand these roles and responsibilities in order to better serve the organization. These roles can include but are not limited to the following:

### President

- Preside at organization meetings
- Facilitate executive board meetings
- Be aware of all money matters
- Assist all executive officers
- Provide motivation for the organization
- Prepare for all meetings
- Serve on various committees or task forces
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the executive board of other meeting information
- Coordinate the executive board transition

### Vice President

- Preside at organization meetings in the absence of the president
- Direct constitutional updating and revision
- Serve as liaison to committees

• Perform other duties as assigned by the president

### Treasurer

- Prepare organizational budget
- Prepare budget requests for Student Governing Association
- Audit books twice per term with advisor
- Maintain a financial history of the organization
- Inform executive board of all financial matters
- Coordinate fund-raisers
- Make quarterly reports of all receipts and disbursements
- Perform other duties as assigned by the president

### Secretary

- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the president for all meetings
- Maintain attendance at all meetings
- Keep the organization informed
- Maintain a calendar of events
- Maintain a phone and e-mail directory of all members
- Reserve meeting rooms for the term and year
- Perform other duties as assigned by the president



## What is a constitution?

A constitution is a document that describes the organization and how it operates.

## What are bylaws?

These are the permanent body of legislative rules by which an organization operates. There is seldom any difference between the constitution and bylaws. Most organizations combine the two.

## Reminders and suggestions

With a little time and attention you can write a constitution that will help prevent and/or minimize future problems within the organization. Your group may want to address a few important details when constructing its constitution and by-laws. Be sure to consider the following issues.

**Setting a Quorum.** A quorum is the minimum number of members who have to be present at a meeting in order for business to be conducted legally. A quorum for most clubs or social organizations usually consists of either the average attendance at meetings or the largest number of members who can be depended upon to come to regular meetings. The quorum should be stated in the bylaws for the protection of the group as a whole.

**Defining the Duties of Officers.** The duties of officers are self-explanatory in many cases: the president presides; the treasurer keeps the accounts; the secretary takes notes and handles correspondence. However, other officers can be defined to suit the needs of the group. The office of vice president is one that offers much flexibility. And yet, few groups take advantage of this. Why not assign the vice president a major responsibility for an important program or need? The vice president could be in charge of membership, programs or publicity. And your organization could have more than one vice president, or secretary, etc. Think about your group's needs and programs and delegate responsibility to other officers.

**Electing Officers.** There is nothing quite as discouraging as holding an election and having no one interested in running for office. It's also a good way to discourage new members from getting involved if they see no one else volunteering to do anything. The best way to handle this situation is with

some advance planning. Select a nominating committee (your executive board will do) to recruit a slate of officers. This will ensure that you will have at least one willing candidate for each office. Nominations can also be taken from the floor.

**Officer Transition.** Officers should be elected in the spring semester for the following fall. A spring election will allow time for a very important orientation to take place — officer transition. By holding a spring election, the former officers will still be around to train the new officers. Do not pick the last week of school for elections. Allow several weeks before the end of the semester. If necessary elections can take place earlier and the actual officer installation could take place later in the semester. If your group is not on such a schedule, you should consider the benefits of changing to a spring election.

**Removal of Officers.** Although you might think, "It can never happen to our organization," it can. Officers were elected last semester and have yet to call a meeting, or officers have misspent the group's funds, or officers have not attended a semester's worth of meetings, etc. Whatever the case, a group needs to have a way to remove incompetent officers from office and to elect new ones when necessary. This is not a provision to be taken lightly, or ignored. Ask other organizations what their procedure is for such an occurrence.

**Advisor.** Don't forget your club needs an advisor. Each Kansas State student organization must have a full-time Kansas State member of the faculty, staff, or administration who works with the group. Include them as much as possible. They are eager to assist you and they want to feel apart of your efforts. Remember, without an advisor your club will lose its registration status with the Student Life Office.



# Sample Constitution

## ARTICLE I: NAME AND PURPOSE

- Section 1. This organization shall be known as the:
- Section 2. The purpose(s) of this organization shall (will) be:

## ARTICLE II: MEMBERSHIP

- Section 1. Membership shall be open to:
- Section 2. Means of selection of members, qualifications, eligibility, etc.

## ARTICLE III: OFFICERS

- Section 1. The officers of this Organization shall be: (list them)
- Section 2. Selection of officers, length of term, etc.
- Section 3. Duties of officers

## ARTICLE IV: DUES (if any)

- Section 1. Include amount, when assessed, etc.

## ARTICLE V: MEETINGS

- Section 1. Time for regularly scheduled meetings
- Section 2. Procedures for calling special meetings
- Section 3. Quorum, order of business & disposition of Minutes

## ARTICLE VI: COMMITTEES

- Section 1. Any standing committees of the organization, including process of appointment, responsibilities, etc.
- Section 2. Provisions for forming any special committees, as needed

## ARTICLE VII: AMENDMENTS TO THE CONSTITUTION (& Bylaws)

- Section 1. The procedure for Amendments, including advance notifications, number of readings and required vote for adoption. In most organizations the bylaws may be changed by a majority vote, while a constitutional revision would require a two-thirds majority vote to change.



# Sample Agenda

- I. Call to Order: The Chairperson says, "The meeting will please come to order."
- II. Roll Call: Members say "present" as their name is called by the Secretary.
- III. Minutes: The Secretary reads a record of the last meeting.
- IV. Officers' Reports: Officers give a report to group when called on, usually limited to a time if necessary.
- V. Committee Reports: First come reports from "standing" or permanent committees, then "ad hoc" or special committees.
- VI. Special Reports: Important business previously designated for consideration at this meeting.
- VII. Unfinished Business: Items left over from previous meetings.
- VIII. New Business: Introduction of new topics.
- IX. Announcements: Informing the assembly of other subjects and events.
- X. Adjournment: The meeting ends by a vote, or by general consent.



# Student Fee Funding for Student Organizations

## Areas of Funding

Most registered student organizations are eligible to receive funding from the Student Governing Association Allocation Fees. All organizations requesting funding must turn in SGA allocation requests for events/projects to the SGA Allocations Committee.

The Allocations Committee funds project from the SGA Allocations budget line item.

Please call or stop by the Student Life Office or SGA for contact information, forms, deadlines, and SGA Funding Regulations.

## The SGA Allocations Process

All groups will request funding directly from the SGA Allocations Committee. A brief overview of the SGA Allocations Committee process has been provided. This process can take three to six weeks.

1. A member or advisor of a student organization must attend one of the SGA Allocation workshops held during the fall semester (dates/time TBA by SGA treasurer)
2. Each group submits a request to the SGA Treasurer or Allocation Committee.
3. When the Allocation Committee meets the SGA Treasurer will contact the student organization to invite them to the meeting. During this meeting the Allocation Committee reviews the request and asks questions of the organization. After the meeting, a bill is drafted and submitted to the SGA Senate for funding.
4. The SGA introduces the bill during the first week of the process. After the bill is introduced, the next meeting the bill is voted on. It is important for the student organization to be present at the SGA meetings when their allocation is being introduced and voted on.
5. If the request is funded, and the SGA President signs off on the legislation, the bill is forwarded to the Student Life Office and funds are transferred to the Student Organization's SGA Account.
6. Once the money is transferred to the Student Organization's SGA Account, clubs may spend the money, following the passed SGA legislation and state guidelines.

## Unspent Funds

Any unspent funds allocated will revert back to the SGA account for future allocations. Funds cannot be spent on projects other than the one allocated for or be carried forward to the new fiscal year.

## Spending Student Fee Funding

All student organizations requesting student fee funds must be registered as a "student" organization (80% student membership) with the Student Life Office. University community organizations are not eligible for funding. All projects using SGA funding, with the exception of travel allocations, must be completed during the fall and spring semesters to ensure potential benefit for the entire student body. Questions regarding the SGA Allocation Procedure, SGA Funding Regulations, State of Kansas Regulations, payment/reimbursement procedures, paperwork required for payment, and important deadlines should contact the Student Life Office to speak with the Accounting Specialist for Student Life.

Every effort is made to help groups adhere to SGA and State of Kansas Regulations. SGA maintains a high regard for the efficient processing of financial documents. Organizations are expected to give their full cooperation.

## Important Information to Know

- Organizations must be registered by the Student Life Office as a student organization in order to be eligible to receive funding.
- Update your organization information when your group has an officer or advisor change. The SGA Allocations Committee will need that updated information to keep you informed about important information and deadlines.
- All groups receiving SGA funding must adhere to SGA and State of Kansas regulations.
- Student groups cannot receive more than \$3500 per fiscal year
- Reimbursement documents, invoices, and original receipts must be turned in to the Student Life Office no later than 30 days after purchasing the goods/services or the event date.
- For the Allocations Request Packet, go to <http://sga.salina.k-state.edu/Forms.html>

## Banking

Some registered student organizations have checking or savings accounts, where fund-raising monies and private funds are deposited, with local financial institutions. If you do not anticipate your group writing many checks, talk to a banking institution about special accounts. Registered student organizations may set up both checking and savings accounts as long as they have a Taxpayer Identification Number, obtained through the Internal Revenue Service. However, it is encouraged and recommended that student organizations apply for a Organizational Safekeeping Account (OSA) and/or a Foundation Account with the Student Life Office. The advantages of an OSA is the Student Life Office manages and keeps record of all expenditures and deposits (SEE PAGE 10 for more details). The advantages of a Foundation account include a charitable gift receipt issued by the Foundation for all donations and the Foundation keeps all accounting records for receipts and disbursements, including an on-going balance. Groups who receive student activity fee monies will have a University account set up for them. Student organizations may request monthly budget statements from the Student Life Office.



# Student Fee Funding (continued)

## Tax Information

If your organization sets up an account (Organization Safekeeping Account or outside checking account), you will be asked to provide a Federal Employer Identification Number (FEIN) to your financial institution. You may also need a Sales Tax Identification Number if your organization is participating in fund-raising activities. If your organization does not have a FEIN, you can apply for one by going online at [www.irs.gov](http://www.irs.gov) or by contacting the Student Life Office. The Student Life Office will assist student organizations in obtaining a FEIN. Once a student organization receives its FEIN and Sales Tax Identification number, please file it with the Student Life Office.

## Organizational Safekeeping Accounts (OSA)

Organizational Safekeeping Accounts (OSA) may be used for depositing any non-public monies by an organization related to Kansas State University which requests in writing the safekeeping of its funds. This includes student organizations, clubs, as well as professional organizations. The University Controller's Office has a bank account into which to deposit organizational safekeeping funds and will be the custodian of the funds on deposit for each of the requesting organizations. The organizations will not be assessed any charges for the account. Any interest earned on the funds will be retained by the University Controller's Office and used to defray costs incurred to administer the account including bank charges, check costs and other administrative fees.

**Application for OSA:** A university related organization may make application by completing an Application to Establish an Organizational Safekeeping Account. For **student clubs/organizations**, a KSU faculty or staff advisor is required to sign the form as the responsible person. When the application is approved, the Controller's Office will set up a Financial Record System (FRS) account and notify the club/organization.

**Depositing of Funds:** All monies are to be deposited through the Student Life Office, College Center 208. Each deposit is to include a description of the source of funds. Any money earned through fundraising, including sales of items in College bookstore, need to be deposited in a timely manner.

**Reporting Requirements:** One of the advantages to an OSA is any Federal, State, or local reporting required on transactions processed in an OSA is taken care of by the Student Life Office. The Student Life office will also deposit funds, make disbursements (payments) upon request, and manage the bank account. **It is the club/organization's responsibility to report any sales tax in a "personal" club checking account not through Student Life (OSA).**

## Foundation Account

Each registered organization may notify the Office of Student Life to request a Foundation Account. A Foundation Account is for private, corporate, community, or alumni donation to a club or organization. Monies are deposited into the Foundation Account. Every disbursement request (or payment from Foundation Account) must provide documentation justifying the purpose of the expense. All disbursements require the following information:

1. WHO
2. WHAT
3. WHERE
4. WHEN
5. WHY



# Standards for On Campus Publicity

## REQUIREMENTS FOR POSTINGS BANNERS

- Who: Club/Organization contact name and information;
- What: Event name
- When: Event time and date
- Where: Event location
- Why: Purpose of event

### APPROVAL OF POSTINGS

One poster must be sent to the Student Life Office for approval before hanging. The poster will be marked as "approved" and the club/organization has two options:

1. Allow the Student Life Office to hang up the posters on designated approved bulletin boards or:

Take the approved poster and hang it on the designated approved bulletin boards (listed below)

Note: The Student Life Office reserves the right to remove any posters not approved on designated bulletin boards.

The Student Life Office will hang posters twice a week (Mondays and Thursdays after 9am) and be responsible for taking down out dated material

### POSTING OF MATERIALS

- Posters may be no longer than 11"x17"
- Size limitations will only be enforced when the availability of bulletin board space becomes an issue
- Posted notices pertaining to future event may not be posted longer than 2 weeks prior to event
- Notices that advertise University affiliated services may be posted indefinitely
- Posters must be placed so they do not obscure notices already posted
- In campus buildings, registered student organizations may place approved notices or posters on designated bulletin boards
- Notices or posters may not be placed in areas other than on designated bulletin boards in campus buildings without the approval of the Division of Facilities
- Notices and posters may not be hung on glass doors or windows without proper approval
- Registered organizations may post on the bulletin boards in:
  - Aero (2)
  - Technology Center (1)
  - Residence Halls (4)
  - College Center (1)
  - Science Center (1)
  - Tullis (1)
  - TAC (1)
  - Student Life Center (1)

A banner is a display hung between the flagpoles or between two trees whenever the trees will be large enough to support a banner. The banner must pertain to a future event.

Registered student organizations may hang banners in the following area(s) only:

In the Parking Circle

In order to secure permission to hang a banner, contact the Division of Facilities, 785-826-2911

All banners may be poster for no longer than 3 school days prior to the event and must be removed the day following the event

### SIDEWALK PUBLICITY

Sidewalk publicity is communication written and/or drawn on campus sidewalks in chalk

The sponsoring organization's name must appear

Only washable sidewalk chalk may be used when placing markings

The sponsoring organization will be asked to remove the markings if extenuating circumstances demand such a request

Sidewalk publicity may only be placed on sidewalks

Sidewalk publicity may not be placed closer than 10 feet from a doorway or building entrance

### A-FRAME PUBLICITY

- A-Frames can be placed inside or outside, so long as they do not violate ADA or fire safety codes
- A-Frames advertisements may be posted for up to 4 consecutive school days at a time (MTWU, UFMT, etc.)
- There may be no more than one ad per side of the A-Frame

### DISTRIBUTION OF GENERAL LITERATURE

- Registered student organizations may distribute literature on campus or in such in any campus building (with the approval of the building authority) provided such distribution does not unreasonably interfere with the movement of traffic
- Placing notices in or on parked cars in campus parking lots is prohibited
- Literature may be distributed only from behind a scheduled table in the public areas (lobbies, etc.). A member of the student organization must remain at the table when literature is being distributed



# Standards for On Campus Publicity (cont)

## Residence Halls Publicity Regulations

### ADVERTISING

- Commercial advertising in the form of posters, displays, mailing-cards, printed materials, etc. is not permitted in common areas
- Product samples, giveaways (i.e. practical items which may be used by resident) or coupons may be distributed to students through campus mailboxes (distributed by hall staff) approved by RLC or Assistant Director of College Advancement for Student Life
- Exceptions: Students who have received permission to conduct a business from their room may post notices on the approved bulletin boards in the hall with hall limitations. Notices may also be posted on a resident's personal door with permission of the roommate. Any damages to the door will be the responsibility of the resident doing the posting.
- The Food Service Director reserves the right to approve any advertising in food service areas (including posters/notices, table tents, etc.)

### SPONSORED PROGRAMS

- All publicity will be approved by the Student Life Office and/or RHA
- Residence Hall Association (RHA) and registered student organizations will be allowed to publicize a specific activity or event within the halls. Publicity must include the name(s) of the sponsoring group.
- Publicity may include reference to business sponsors; however the business sponsorship may not be a major component of the publicity
- Publicity making reference to or suggesting the abuse of alcohol/drugs or the irresponsible use of alcohol/drugs will not be permitted
- Publicity shall not violate common standards of decency
- The Student Life Office and/or RHA reserves the right to refuse posting of publicity, which is not in compliance with stated guidelines

### POLITICAL CAMPAIGNS (public and university)

- Campaign materials will not be allowed in common areas of residence halls except on a resident's door or

in a resident's room with the permission of a roommate, or in a designated posting area. Any damages caused by the posting of campaign material will be the responsibility of the residents therein

- Campaigning (whether verbal, oral, or written in the form of posters, flyers, letters, etc.) by a candidate and/or his/her representative(s) will not be allowed in the residence halls. The only exception shall be items of personal clothing and buttons worn by an individual
- Chalking on sidewalks, etc. will not be permitted within fifty feet of a residence hall or food service area
- For university student body president/vice president/senator candidates, each hall will set a designated space for campaign material. These postings can be setup one week before elections and forty-eight after polls close. Distribution of written campaign materials, of any form, via hall mailboxes, will not be allowed in the residence halls. This will include personally addressed flyers, brochures, etc.
- Printed campaign materials (i.e. flyers or letters) may be posted in the designated bulletin boards by RHA



# Publicity Resources

## Print

It is the medium that has proven to be the most effective avenue for student organizations to take. Why is that? Because of its high distribution and relative low cost.

### OTR (On the Record)

K-State Salina's own student publication. Bringing news and information to students through regular publication of a newspaper and providing interested students a chance to develop skills in writing, interviewing, editing, web design, photography, and much more. E-mail stories, press releases, or events your club/organization is doing to [otrsalina@gmail.com](mailto:otrsalina@gmail.com) or stop by the office in the old Student Activities Center.

### Kansas State Collegian

The Collegian provides special rates for registered student organizations. For a copy of the complete Advertising Rates and Data Sheet, contact the Collegian at 532-6560, stop by Kedzie Hall, or view their website at <http://www.kstatecollegian.com>.

### Campus Bulletin

- To have information placed on the campus bulletin boards, materials must be approved by the Student Life Office.
- Campus poster routes are made on Mondays and Thursday or by special request. However approval may take up to 24 hours.
- Please plan ahead when wanting to put posters up around campus.

### Wildcat Weekly

This weekly electronic newsletter will be sent to students, faculty, and staff. Send your content online at <http://form.jotform.com/kstatesalina/11863116823> by noon on Mondays. Wildcat Weekly will come out each week on Tuesday.

### E-mail (KSUSNEWS)

To send e-mails to all students, clubs/organizations should submit an e-mail they want to send to the students to [studentlife@sal.ksu.edu](mailto:studentlife@sal.ksu.edu). This information will be used in the Wildcat Weekly electronic newsletter. An all-student email will be sent at the discretion of the Student Life Office. The Student Life Office reserves the right to make grammatical corrections if needed. E-mails need to include a sig-

nature at the bottom with contact information.

### Advertising Off-Campus

To advertise with newspapers off-campus, information must be submitted at least two weeks in advance to the Office of Public Relations. A list of area newspapers follows:

### K-State Salina Public Relations

The purpose of Public Relations is to foster a positive public awareness of the university and its functions through the general news media. In addition, this office serves as the primary media relations office of the university. Services include:

- Providing expert help and counsel in writing and disseminating information about the university.
- Coordinating contacts with print, radio and television news media through news releases, letters, phone calls and personal visits.
- Providing expert help and counsel in preparing K-State faculty and staff for news interviews.
- Publishing Wildcat Weekly, the campus newsletter.

For more information on how Public Relations can assist your organization, contact Natalie Blair at 208 College Center, [nblair@k-state.edu](mailto:nblair@k-state.edu) or call 826-2642.

### Radio

If your club is planning a major event or hosting a public speaker and you would like the surrounding area to join in your activities, why not try radio? The university station, KSDB 91.9 FM, provides discounted rates for student organizations wishing to promote their event as well as free Public Service Announcements. Manhattan and Salina has other stations which may be receptive to publicizing your activities as free Public Service Announcements or paid commercial spots. Any Radio announcements should be cleared first through the Office of Public Relations.



# Campus Facilities

## Student Life Center Hours

Monday–Thursday

6am-12am

Friday

6am-10pm

Saturday

8am-8pm

Sunday

1pm-10pm



- Presentation Podium
- Large-group video conferencing facility
- Conference planning
  - Registration, brochure development, schedules, participant packets, and many more items.
- Hosting Services
  - Setups, computer, telephone, and video taping

### RESERVING A ROOM

Registered Student Organizations can reserve a room at no cost through the Events Office online at: [http://www.salina.k-state.edu/marketing/forms/event-room\\_request.htm](http://www.salina.k-state.edu/marketing/forms/event-room_request.htm)

### Reservations

Registered Student Organizations can reserve the conference room at no cost through the Events Office online at: [http://www.salina.k-state.edu/marketing/forms/event-room\\_request.htm](http://www.salina.k-state.edu/marketing/forms/event-room_request.htm)

### FOOD ON CAMPUS

Ameriserve Food Service is the campus main provider for any catering or dining events on campus. Student Organizations should use their services or get permission from Ameriserve before outside food is brought in.

### SMOKING

Designated smoking area is 30 feet away from the entry doors. All cigarette or cigar butts should find their way into the bucket.

## College Center Conference Center

Located in the College Center building of campus. It is modern, comfortable, and provides a good space informational meetings, training, and conferences. It seats 250 people auditorium style, 120 banquet style, or 80 classroom style. It can only be used for educational and training purposes.

### Available Services:

- Modern Media Equipment
  - Ceiling-Mounted Data Projector



## Campus Facilities (cont.)

### Central Motor Pool

The University has a motor pool in which vehicles may be reserved for official University purposes. Student groups may not lease vehicles. Departments or the Student Governing Association may request vehicles for registered student groups. Student groups must contact a department or the Student Governing Association before booking a vehicle.

#### Reservation of Vehicles:

Priority of vehicles will be in the order, in which the Request for Transportation Form is received in the K-State at Salina Facilities Office. Please note that the drivers of Motor Pool vehicles must be employees of the State of Kansas. Request for transportation forms are available in the Office of Student Life.

#### Charges:

Mileage charges are listed on a per mile fee if total mileage is over 50 miles. If total mileage is under 50 miles per day, there is minimum charge per day for each vehicle (see below). This includes gas, oil, tires, and repairs. Tolls, washing, parking fees, and the like must be paid by the user. There is a \$2.26 per vehicle, per day charge for insurance. Late returns will be charged the daily minimum rate for any item beyond the requested period.

#### Vehicle Under 50 miles/Over 50 Miles

Sedans/Station Wagons \$19.50/\$0.39 per mile

12 Passenger Vans \$24.50/\$0.49 per mile

Central Motor Pool vehicle charges not paid within 60 days will result in discontinuance

of services until the obligation is paid. An additional charge of \$12.82 will be made for excessive trash or dirt found in the vehicle at the time it is returned.

\*\*\* Drivers of Motor Pool Vehicles must be employees of the State of Kansas.

\*\*\*Van training is required for drivers of 12 passenger vans. (Training dates can be found on the campus calendar)

#### Cancellation:

No charges will be made if reservations are canceled as soon as possible. If a vehicle is scheduled but not canceled or used, the daily minimum charge will be assessed.

#### Pick up and return of Vehicles:

Vehicles may be picked up from 8:00 a.m. to 4:45 p.m., Monday through Friday. Vehicles may be picked up and returned at the Facilities Office.

Current driver's license numbers will be recorded at the time of pick up. A key and credit card holder will be given to the driver which contains necessary items for the trip. Return all items, including credit cards and receipts, in the holder. Return the vehicle to the designated parking area and remove all personal belongings. Be sure to do the following:

- Roll up windows.
- Remove keys from vehicle.

Be sure to place the credit card holder in the return key box or give to the office of Facilities or drop in night mailbox.



## Kansas State Licensed Vendors

All University marks (e.g., Kansas State University, the Power Cat, Willie the Wildcat) are registered trademarks. Use of these marks on apparel, etc. by student groups is allowed, provided the supplier or vendor is a University approved licensee. The following are some local businesses that clubs/organizations have used in the past.

Ballard's Sporting Goods  
1218 Moro  
Manhattan, KS 66502  
Attention Steve Ballard  
785-539-2441

Varney's Bookstore  
623 N. Manhattan Avenue  
Manhattan, KS 66502  
Attention Leah Soba  
785-539-0511

Danenberg Jewelers  
425 Poyntz Ave.  
Manhattan, KS 66502  
785-776-7821

Claussen's Custom Design & Repair  
410A Poyntz Ave.  
Manhattan, KS 66502  
785-537-6884

Sunflower Marketing  
3601 W 29th  
Topeka, KS 66614-2015  
1-800-255-0370

Pronto Print  
627 East Crawford  
Salina, KS 67401  
785-823-2285

GTM Sportswear  
520 McCall Road  
Manhattan, KS 66502  
Attention Dave Dreiling  
785-537-8822

K-State Union Bookstore  
Kansas State Union  
Kansas State University  
Manhattan, KS 66506  
785-532-6583

N-Zone Sportswear  
627 Pecan Circle  
Manhattan, KS 66502  
785-776-3234

Glass Impressions  
329 Poyntz Ave.  
Manhattan, KS 66502  
785-539-4610

Commercial Signs  
833 East Crawford  
Salina, KS 67401  
785-825-6367

Consolidated Printing  
319 South 5th Street  
Salina, KS 67401  
785-825-5426

The Palace  
704 N. Manhattan Ave.  
Manhattan, KS 66502  
785-539-7654

Pfeifley Jewelers  
325 South Wind Plaza  
Seth Child Commons  
Manhattan, KS 66503  
785-539-1751

Walson Ink  
610 S. Delaware  
Manhattan, KS 66502  
785-539-1820

K-State Salina Bookstore  
2310 Centennial Road  
Salina, KS 67401  
785-826-2923

Bear Promotions  
248 South Santa Fe  
Salina, KS 67401  
785-825-8859

A list of additional licensees is available in the Vice President for Institutional Advancement Office, 122 Anderson Hall or you can email [ksulogos@ksu.edu](mailto:ksulogos@ksu.edu).



# Policy Concerning Religious Activities

## A. General

1. The University affirms the needs and rights of students, faculty, and staff to gather in religious communities and to seek pastoral care and counseling from ministers, priests, rabbis, and other religious leaders in their spiritual and moral lives and growth.
2. The University recognizes the opportunity for personal growth and religious expression through worship, religious education, social and growth groups, pastoral care and interfaith dialogue and understanding.
3. In a pluralistic, multicultural and interdenominational University environment, freedom of worship is supported. Reference is made to the Academic Affairs Committee action, dated January 11, 1978, regarding religious observances of major faith groups: Buddhist, Christian, Islamic, or Jewish.
4. In keeping with its educational purpose, the University supports the academic study of religion both for credit and non-credit.
5. In the spiritual life and growth of its students and personnel, the University recognizes available resources in religious groups, campus ministers, and local congregations to provide ministry and pastoral care.
6. The Campus Minister serves as a pastoral resource for information, pastoral care and counseling, and referral to campus and local ministers of all faiths. He/she serves as an advisor regarding religious activities and programming on campus.

## B. Religious Organizations

1. Religious groups are classified as non-registered or registered. Religious organizations must register with the Office of Student Life to be recognized as an on-campus group. Criteria for registration include:
  - a. An organization on the K-State campus must have membership that is comprised of at least 50% students to be eligible for registration with the OSL.
  - b. All campus organizations requesting registration shall submit a constitution or a statement of purpose. A group may form to provide a particular service to the University community or to unite persons with similar academic, cultural, religious, professional, social, or political interests. An organization's purpose in organizing shall be consistent with all University policies and regulations.
  - c. If a campus organization has an affiliation with a national or regional organization, it must submit a copy of the national or regional constitution. If this constitution contains clauses which are incongruent with established University policies or regulations, the campus organization will not be registered until the national organization agrees to waive such clauses.
  - d. It is the responsibility of the organization to have an advisor who is presently a member of the University faculty or staff. In all cases, the advisor must be approved annually by the OSL to serve in that capacity. The advisor shall be cognizant of all organizational activities, be aware of the financial status of the organization, and periodically affirm that the

organization meets specified membership requirements and other requirements as stated in the organization's own constitution and/or by-laws.

- e. A current listing of all campus organizations' officers and advisors will be on file in the OSL. Copies will be distributed to various campus units as determined by the OSL.
  - f. In considering registration, the OSL may request additional information it deems appropriate to the renewal or new registration of organizations and groups, respectively. This may include information concerning the financial status, activities, purpose or intent of the organization, charters, constitution or by-laws of organizations external to the University with which the group or organization is affiliated, or the current president and advisor.
2. Religious organizations will be subject to the OSL's policies regarding registration, fund raising, and financial accountability as well as being subject to federal, state, local, and University laws. University guidelines require that membership and/or participation be open to all persons regardless of age, sex, race, religious faith, national origin, physical ability, or sexual orientation. Failure to do so might mean the denial or revocation of registration.
  3. The University Committee on Religion is comprised of representatives of registered University religious groups. It serves to support campus religious groups and to foster interfaith understanding and dialogue, and to program in the area of general religious concerns.

## C. Religious Programs and Activities

1. Religious programs and activities must comply with University policies as well as federal, state, and local laws.
2. In keeping with its educational mission, the University may specify the time, place, and manner (form or general arrangements) of religious events, but may not regulate their content.
3. In keeping with the University regulations, the program and activities of religious groups on campus (as with all registered organizations) will comply with the following criteria:
  - a. Actions of the organization and its members will not endanger the health, safety, or welfare of the University community.
  - b. Programs will not interfere with the educational mission of the University and will respect the right of others to privacy. University guidelines will be followed regarding P.A. systems, posting flyers and visiting residences.



# Policy Concerning Religious Activities (cont.)

- c. The group programs will be consistent with its stated purpose or constitutional goals.
  4. Registered student organizations are accountable for finances and honesty in publicity indicating the name of the organization on all posters, signs, and advertisements. This includes the religious identity and/or religious affiliation of the group, if its statement of purpose or activity is intended to promote its religious views or its group.
  5. In view of the educational purpose of the University, religious programs should encourage a format of dialogue and the exchange of ideas. Persons should not be subjected to psychological, physical, or mental pressure harmful to health or personal autonomy.
  6. Concerns, verbal or written, regarding the abuse of these guidelines might be brought informally to the Office of Student Life for their consideration and recommendations. It is necessary for a formal, written complaint to be filed with the Student Governing Association for the consideration of a hearing through its Grievance Procedure and Committee.
  7. Off-campus, non-registered religious groups will coordinate on-campus activities with the Office of Student Life as well as the Campus Marketing and Event Coordinator. While conducting religious activities on campus, non-registered religious groups will comply with the above guidelines for registered groups.
- D. Facilities**
1. The University recognizes public and private areas on campus such as the residence halls. Conducting religious activities or scheduling programs in private areas must first be approved by the residents and staff. For on-campus scheduling and use of public areas, the University has procedures regarding time, place, and manner (form or general arrangements) but not content.
- E. Residence Halls (Includes Cafeteria Area)**
1. Individual rights of students to religious expression in their rooms will be affirmed in the residence halls to the extent they do not violate residence hall policy and general administration of the hall or interfere with the rights of roommates or other residents.
  2. Since the residence halls are private areas, religious activities and programming is at the invitation of the residents with the approval of the Residence Life Coordinator. Religious organizations (registered and non-registered) will request approval from the Residence Life Coordinator before scheduling religious programs in the halls. Halls may request information about the proposed activity or the sponsoring organization and a description of the function. In the event of uncertainty regarding an activity or program sponsored by a registered campus group, Residence Life Coordinators and staff are encouraged to consult with the Campus Minister. All off-campus non-registered groups will be referred to the Office of Student Life for approval prior to scheduling.
  3. Religious programming or activities in the residence halls shall not be considered as open meetings for the public (non-residents).
  4. Religious activities and programs must not violate University or Residence Hall guidelines or federal, state, and local laws. All religious activities and programs coming into the residence halls will comply with University policies stated in C of this policy.
5. In keeping with University policy, the program and activities of religious groups on campus (as with all registered organizations) will comply with the following criteria:
    - a. Actions of the organization and its members will not endanger the health, safety or welfare of the University community.
    - b. Programs will not interfere with the educational mission of the University and will respect the right of others to privacy. University guidelines will be followed regarding P.A. systems, posting flyers and visiting residences.
    - c. The groups programs will be consistent with its stated purpose or constitutional goals.
    - d. Registered groups are accountable for finances and honesty in publicity indicating the name of the organization on all posters, signs, and advertisements. This includes the religious identity and/or religious affiliation of the group, if its statement of purpose or activity is intended to promote its religious views or its group.
  - e. In view of the educational purpose of the University, religious programs should encourage a format of dialogue and the exchange of ideas. Persons should not be subjected to psychological, physical, or mental pressure harmful to health or personal autonomy.
6. The K-State at Salina Residence Halls Association has adopted these guidelines regarding religious activities in the halls:
    - a. Distribution of theological information or literature will be allowed only in the main lobby or at the main desk in the residence halls with the permission of the Residence Life Coordinator.
    - b. Door-to-door theological discussion or solicitation will not be allowed.
    - c. Sponsorship and arrangements for appearance by the individual hall governing boards will be necessary before any theological organization or member of an organization may enter the residence hall or dining center public areas for speaking engagements or discussions.
    - d. Solicitation of funds for theological organizations will not be allowed in the residence halls or dining center areas.
    - e. All theological research must meet qualifications as stated in Section b. (no door-to-door discussion or solicitation allowed).
  7. The pastoral care of members of registered religious groups and denominations through their pastors, priests, rabbis, or authorized representatives will be affirmed in residence halls.
  8. Religious associates may be assigned to residence halls. Religious associates are persons invited by the Office of Residence Life on the recommendation of the Campus Minister to serve a particular hall as a pastoral counselor and resource person for religious issues and programming. In this capacity they are not to function as denominational or theological advocates.



# Sales, Solicitation, & Advertising Policy

Facilities of Kansas State University are primarily for University purposes of instruction, research, and public service; they are not available for unrestricted use by non-university groups. The regulation of commercial activity and the posting and distribution of advertising materials on the campus is necessary so that it does not interfere with the academic mission of the University, and so that income gained from activities held on campus benefits the University.

## Sales and Solicitation

1. No solicitation of credit card applications will take place on campus during the week before or the two weeks following the beginning day of each semester. Solicitation of credit card applications is also prohibited the week prior to the last day of each semester.
2. University-affiliated, state-owned property may not be used for commercial sales or solicitation except:
  - A. In conjunction with or sponsored by a student organization registered through the Office of Student Life, in accordance with University regulations.
  - B. Individual students in their residence hall rooms who have the approval of the Residence Hall Association or Residence Life Coordinator.
  - C. Business-type activities when such activities are conducted by a department, which are related to the research and/or educational objectives of the institution, and income remains within the institution.
3. All solicitors falling under the above guidelines shall adhere to the following:
  - A. Educational material approved by the Student Life Office must be provided to each person that completes a credit card application.
  - B. A no harassment policy shall be observed. Harassment shall be defined as continued solicitation of goods and/or services by a solicitor to a solicitee beyond the initial verbal refusal on the part of the solicitee. Solicitors shall not physically obstruct solicitees.

## Advertising

1. University-affiliated, state-owned property may not be used for commercial advertising except in conjunction with or when sponsored by a registered student organization or University department, provided that the organization or department is clearly identified as the sponsor. The University does not lend its name to the advertisement and/or endorsement of commercial enterprises or products.
2. All advertising falling under the above guidelines shall conform to the following:
  - a. Advertising shall reveal all significant facts, the concealment of which would mislead the public.
  - b. Advertising shall avoid the use of exaggerated or improvable claims or testimonials. It is the responsibility of the advertiser to provide proof of claims upon request.
  - c. Advertising shall be free of statements, illustrations, or implications which are libelous or obscene.
  - d. Advertising shall offer only merchandise or services that are readily available for purchase at the advertised price.
  - e. Advertising of guarantees and warranties shall be explicit, including nature and extent of the guarantee or warranty and the identity and responsibility of the guarantor or warrantor.
3. Activities advertised by Kansas State University organizations do not imply official endorsement by the University. In order to conform to the K-State Logo System Guidelines, organizations wishing to use the University logo or seal should contact the Public Relations Office.



# Information Technology (IT) Policies

## Website for Student Organization

Student Governing Association recognized clubs and organizations can apply for, and receive space on the campus clubs webserver(200 Meg. Max storage space).

To apply for web space, the **Faculty/Staff Advisor** for the student organization will need to fill out and submit a Club web application form. Organizations will be required to resubmit this form annually by the 20th day of class of the fall semester. Failure to resubmit this form will result in deletion of the club web site.

After verification, Information Systems will create the directory and a virtual server for the club and email the faculty/staff advisor and club webmaster, informing them set up completion and connection information.

Once the club webmaster has placed content on the server, (s)he should email the K-State Salina webmaster (michael@k-state.edu), who will provide a link to your content from the campus website.

## Student Organization Webmaster Guidelines

These guidelines must be followed:

- Use “Open Standards” to make sure that individuals are able to view content regardless of what computer, OS or browser they use
- NO files should be larger than 100K. If your graphics are larger than that, compress your JPEGs
- If you use Flash, make sure that your pages will display and navigate even if the browser does not have Flash installed
- Pages should be checked for W3C compliance (use: <http://validator.w3.org>)
- E-mail addresses **should not** be published
- Personal identity information **CAN NOT** be published

Student organizations that wish to have a forum for member interactions should consult with Information

Systems. Information Systems Offices are located in Technology Center 186. For more information and additional policies, go to <http://www.salina.k-state.edu/infosys/>.



## Forms & Resources

Listed below are brief descriptions of necessary forms which are available in the Student Life Office or online at <http://www.salina.k-state.edu/studentlife/forms.htm>.

### **Student Organization Registration Form**

Student organizations need to complete a registration form and file it with the Student Life Office each year. SEE page 4 under Registering your Club.

### **Student Organization Event/Fundraising Form**

Student Organizations need to complete this form for every event held on campus. This form should be submitted to the Student Life Office two weeks prior to the event.

### **Room Request Form**

Registered Student Organizations can reserve the rooms at no cost through the Events Office online at:

[http://www.salina.k-state.edu/marketing/forms/event-room\\_request.htm](http://www.salina.k-state.edu/marketing/forms/event-room_request.htm)

### **Publication/Web Project Request Form**

Request a project from the Communications and Marketing department. Projects such as printed materials, information placed on campus webpage, video, or press release. Find the form online at:

<http://www.salina.k-state.edu/marketing/forms/projectrequest.htm>

### **Event Sign-In Sheet**

A record of individuals in attendance at a student organization event.

### **Prizes & Giveaways Form**

A record of students won prizes at a student organization event. Individual students who receive a prize (no matter what amount) must also complete a W-9 form.

### **Student Trip Form**

Student Organizations must complete this form for all off-campus student involved trips. Attach

Travel Request forms and any information appropriate to your request. Signatures are required from the Department Head and Director of Fiscal Affairs prior to the Dean's Signature.

### **Request for Out-of-State Travel Form**

This is to request travel be approved. Approval does not necessarily mean that the total estimated expenses may be claimed for reimbursement.

### **Application for Organizational Safekeeping Account (OSA) & Foundation Account**

For clubs wanting to open an OSA and/or Foundation account through the Office of Student Life.

### **Compensation (Receipt Billing) Form**

For student organization use for personal reimbursement, pay an invoice, or inform Student Life Office of payment on University Procurement Card.

### **Kansas Sales Tax Information & Filing Frequency Chart**

Contact Student Life Office

### **Kansas Department of Revenue (Notice of Discontinuation of Business**

Contact Student Life Office