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## **Student Organization Resource Packet**

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*(Revised May 2015)*

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## Student Organization Recognition Form

be completed at the beginning of each fall semester for all returning groups

Organization: \_\_\_\_\_ Academic Year: \_\_\_\_\_

### ADVISOR Information

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Advisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Advisor Title: \_\_\_\_\_ Department: \_\_\_\_\_

Check One: \_\_\_\_\_ Faculty \_\_\_\_\_ Administrator Advisor Signature: \_\_\_\_\_

### OFFICERS Information

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Date of Election of Officers: \_\_\_\_\_ Dates of Term of Office: \_\_\_\_\_

(Officers are required to be enrolled for at least 6 credit hours each semester during their term of office.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Permanent Address, including City and Zip): \_\_\_\_\_

Permanent Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If Resident: Hall Address \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Permanent Address, including City and Zip): \_\_\_\_\_

Permanent Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If Resident: Hall Address \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Permanent Address, including City and Zip): \_\_\_\_\_

Permanent Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If Resident: Hall Address \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Permanent Address, including City and Zip): \_\_\_\_\_

Permanent Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If Resident: Hall Address \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Permanent Address, including City and Zip): \_\_\_\_\_

Permanent Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If Resident: Hall Address \_\_\_\_\_

## **MEMBERSHIP**

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Please submit an updated list of Organization Members.

Membership must be open to and limited to all students who have paid the activity fee at Ursuline College, Although organizations may add requirements for membership. (i.e. A singing group may audition its members to ensure good voices.)

Membership Requirements, if any: \_\_\_\_\_

Membership Dues, if any: \_\_\_\_\_

## **AFFILIATION**

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Is the Organization affiliated with any national, regional, or local organization? \_\_\_\_\_ Yes \_\_\_\_\_ NO

If Yes, describe the nature of the organization: \_\_\_\_\_

If Yes, list the website and/or contact information for the affiliated organization: \_\_\_\_\_

If Yes, do you receive funds from this affiliation? \_\_\_\_\_ Yes \_\_\_\_\_ No

## **COMMUNITY SERVICE**

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Each Organization is required to perform some type of community service during the academic year.

Please describe the community service plans for the organization: \_\_\_\_\_

\_\_\_\_\_

## **MEETINGS**

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How often does the organization hold meetings?

Check the most appropriate: \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Semesterly \_\_\_\_\_ Other, describe: \_\_\_\_\_

If known, please list dates, times, and locations of Organization Meetings: \_\_\_\_\_

\_\_\_\_\_

## **ACTIVITY PLANS**

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Please list plans for activities, events, and projects for this academic year. Feel free to attach a calendar of events.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Student Organization Roster

To be completed and submitted to Director of Student Activities  
at the beginning of **each semester**

*Please attach additional sheets if necessary!*

#	Name	Classification	Status I	Status II	Position
1		F Soph Jr Sr	R C	Trad NonTrad	
2		F Soph Jr Sr	R C	Trad NonTrad	
3		F Soph Jr Sr	R C	Trad NonTrad	
4		F Soph Jr Sr	R C	Trad NonTrad	
5		F Soph Jr Sr	R C	Trad NonTrad	
6		F Soph Jr Sr	R C	Trad NonTrad	
7		F Soph Jr Sr	R C	Trad NonTrad	
8		F Soph Jr Sr	R C	Trad NonTrad	
9		F Soph Jr Sr	R C	Trad NonTrad	
10		F Soph Jr Sr	R C	Trad NonTrad	
11		F Soph Jr Sr	R C	Trad NonTrad	
12		F Soph Jr Sr	R C	Trad NonTrad	
13		F Soph Jr Sr	R C	Trad NonTrad	
14		F Soph Jr Sr	R C	Trad NonTrad	
15		F Soph Jr Sr	R C	Trad NonTrad	
16		F Soph Jr Sr	R C	Trad NonTrad	
17		F Soph Jr Sr	R C	Trad NonTrad	
18		F Soph Jr Sr	R C	Trad NonTrad	
19		F Soph Jr Sr	R C	Trad NonTrad	
20		F Soph Jr Sr	R C	Trad NonTrad	

R-Residential C- Commuter

*Leadership Resources provided by the Office of Student Activities at Ursuline College*



## Application for New Student Organization Registration

Congratulations and thank you! You and 4 other students have taken the first step toward establishing a new Ursuline College student organization. As you move forward in the process, please contact the *Director of Student Activities* at 440.646.8325 for assistance!

Date of Application \_\_\_\_\_ Organization Name \_\_\_\_\_

**1. Please describe the purpose of this organization:**

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**2. Membership Requirements (if any):**

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**3. Is the organization affiliated with a national, regional, or local organization? \_\_\_\_ Yes \_\_\_\_ No**

If Yes, describe the nature of the organization:

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If Yes, list the website and/or contact information for the affiliated organization:

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If yes, will the organization receive funds from this affiliation? \_\_\_\_ Yes \_\_\_\_ No

**4. Community Service Project (Mandatory):**

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**5. Charter members** *(must have completed at least 6 credit hours at Ursuline College and be currently registered):*

**Designated Student Representative**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Email: \_\_\_\_\_

**Information of 4 registered Ursuline College students interested in establishing this organization** *(required):*

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

4. Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ -- \_\_\_\_\_ Email: \_\_\_\_\_

**Advisor:** \_\_\_\_\_ **Advisor Title** \_\_\_\_\_

**Phone/Ext:** \_\_\_\_\_ **Preferred Email:** \_\_\_\_\_

**Status:** \_\_\_\_\_ Faculty \_\_\_\_\_ Administrator (Please Select One)

**By Signing this form I attest to the following:**

- 1) A minimum of 5 students are genuinely interested in forming this organization;
- 2) The petitioning organization agrees to abide by College policies;
- 3) I will provide continuity for the organization through active participation from year to year;
- 4) This organization's mission is consistent the College's; and
- 5) I will act as signatory for any College funds allocated to the organization following College purchasing and expenditure policies.

**Advisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By Signing this form I attest to the following:**

- 1) A minimum of 5 students (including myself) are genuinely interested in forming this organization;
- 2) I agree to be the primary contact with the College;
- 3) I am a full-time registered student at Ursuline College;
- 4) This student organization's mission is consistent with the College's; and
- 5) I have read and agree to abide by all College policies, particularly those listed in the Student Handbook.

**Designated Student**

**Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**THIS SECTION IS FOR COSO USE ONLY**

- ☐ COSO Data Sheet Completed
- ☐ Organization does not duplicate the services of other student organizations already registered
- ☐ Mission consistent with the College's
- ☐ Constitution
  - \_\_\_\_\_Initial Draft submitted for review
  - \_\_\_\_\_Final Draft submitted for review
- ☐ Approved w/ comments \_\_\_\_\_
- ☐ Denied w/ comments \_\_\_\_\_





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## Office of Student Activities

### Change of Representative/Officer Form

(To be used for any changes outside of yearly elections)

Please use one form for each change of representative/officer

Organization: \_\_\_\_\_

Outgoing Representative/Officer Name: \_\_\_\_\_

Title: \_\_\_\_\_

Reason for Leaving Office:

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New Representative/Officer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Submit to the Director of Student Activities within one week of change.



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## Organization Summer Contact Information

### Organization Information

Organization Name: \_\_\_\_\_

Advisor Name: \_\_\_\_\_

President/ Chair Name: \_\_\_\_\_

### Summer Contact Information

Name of Contact: \_\_\_\_\_

Position in Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Preferred Email: \_\_\_\_\_



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## Student Organization Facility & Space Request Form

**NOTE:** Please submit this form at least **TWO WEEKS prior to date of event** as space availability is based on a first come, first served basis.

Facility Request Confirmation will be sent via email to person(s) indicated below.

Sponsoring Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone/Ext.: \_\_\_\_\_

Advisor: \_\_\_\_\_

Facility Requesting: ☐ Pilla Atrium ☐ Mullen Commuter Lounge  
☐ Mullen Little Theatre ☐ Other \_\_\_\_\_

Date of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Event Name and Description: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ AM PM Will Advisor be present during event? YES or NO

Actual Time of Event: Start \_\_\_\_\_ AM PM End \_\_\_\_\_ AM PM

**Set Up Description:**

**Room Configuration Request:** \_\_\_\_\_ # of Tables \_\_\_\_\_ # of Chairs

- ☐ Podium ☐ Room Cleared (empty) ☐ Auditorium Style  
☐ U-Shaped ☐ Classroom Style ☐ Other (Add Description)

**Media Needs:** ☐ Microphone ☐ Laptop ☐ Projector & Screen ☐ Sound System & Speakers

**Food Service Needs:**

- ☐ Metz Foodservice (must be used for the Pilla Center unless granted special permission)  
☐ Other: \_\_\_\_\_

Please attach a room/space diagram to be shared with facilities staff for set-up

Student Organization may be asked to provide additional assistance to the Assistant Director of Student Activities to secure items requested in Set-Up Description

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to: The Director of Student Activities,  
Mullen 130 F

\_\_\_\_\_ Request Granted \_\_\_\_\_ Request Denied

Comments:

## Bulletin Board Posting Policy

- All postings must be delivered to the Office of Student Activities (Mullen 130F). Place postings in the silver bins located outside the office, under the white-board.
- Postings will be displayed within a week of being delivered to the office.
- All postings must be stamped by the Office of Student Activities.
- Posting for events and other campus activities should be displayed for a maximum of three weeks. Course information, academic programs, etc. may be displayed for the duration of a semester. Any postings that are worn, torn, or otherwise distressed should be replaced sooner. The expiration date of all postings must be marked clearly in the lower right hand corner.
- Postings may only be placed in designated areas. There are various locations available for general postings, one location for the exclusively for outside Ursuline College community postings (in Pilla), and one for the exclusive use of Office of Student Activities (by the Mullen Commuter Lounge). The list of locations follows the description of the policy.
- Postings for the community board consist of opportunities for jobs, volunteering, items for sale, and community events. As with general bulletin boards, all postings must be stamped by the Office of Student Activities.
- One posting per event on each bulletin board is permitted.
- Postings indicating classroom assignments/changes and media/computer placements are only permitted on the small strips immediately adjacent to classrooms. Posting is not permitted on woodwork, doors, windows, walls, or bulletin board frames.
- There shall be no posting of notices on trees, buildings, utility poles, or campus sidewalks. Sidewalk-chalk is permitted on sidewalks only.
- Posters, promotional materials or decorations may not be suspended from any light fixture.
- Promotional materials cannot be suspended across corridors of building, on the outside of buildings or between structures without special permission from the Facilities Department.
- Only pushpins are permitted for postings. Taped or stapled items will be removed.
- **Postings must clearly indicate the sponsoring organization and include a contact person or office and phone number**
- All postings must be removed by the sponsoring organization within 3 days after the event. Any posting that does not have the required expiration date will be removed.



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## Bulletin Board Locations

### Pilla

#### **1<sup>st</sup> floor**

1. Above water fountain
2. One outside Pilla 137
3. On the new kiosk near elevator

#### **2<sup>nd</sup> Floor**

4. 4x4 outside elevator
5. 4x4 at west entrance on left wall in hallway

### Dauby

#### **Lower Level**

6. 6x4 at South end between stairwell entrance

#### **1<sup>st</sup> Floor**

7. 4x4 at north entrance, through doorway by glass case
8. 6x4 in place of painting over bench

#### **2<sup>nd</sup> Floor**

9. 6x4 over copy machine

### Mullen

#### **1<sup>st</sup> Floor**

10. 8x4 on wall opposite vending by Campus Ministry
11. 6x4 on blue wall in Hallway from Besse Library
12. 4x4 across from elevator
13. Beside Commuter Lounge- For Office of Student Activities d postings only

#### **2<sup>nd</sup> floor**

14. 6x4 across from lounge area by 213-214

#### **3<sup>rd</sup> Floor**

15. 4x4 between elevator and stairwell
16. 6x4 across from lounge area by 313-314
17. Across from MU 317

### Fritzsche

18. 6x4 on the landing of stairs leading up to Daley—Right wall



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**URSULINE COLLEGE**  
**USE OF COLLEGE VEHICLES POLICY**

(approved 9/26/07 by P.C.)

1. This policy applies to any College vehicle ("College vehicle"), defined as a College owned or leased vehicle, regardless of the department that operates or controls the use of the vehicle. This includes, but is not limited to, the departments of maintenance, security, athletics, president's office, student activities, and to student field trips and to the use of a College vehicle by an outside entity. This policy does apply to short-term vehicle leases in which the College is named as the lessee and the College is primarily liable under the insurance provisions of the lease. If, however, the employee is the named lessee and the College is not primarily liable under the lease insurance provisions, the lease is exempt from the following policy, except that, the vehicle may only be used for business purposes, except in the case of an emergency.
2. Only College employees are permitted to drive a College vehicle. They must be at least 21 years of age and meet all other requirements of the College's insurance carrier.
3. No employee may drive a College vehicle unless the College has performed a MVR request and the employee's driving record meets the requirements of the insurance company. This MVR request must have been done within the past twelve months to be valid. The employee must submit the necessary data to the College to permit the MVR search. The Secretary to the Athletic Director is responsible for assuring that the driver's record check has been completed and for maintaining a current list of authorized drivers.
4. It is the responsibility of the Ursuline College employee to notify the Secretary to the Athletic Director and the Chief Financial Officer, as soon as practical, of any change in license status or points added to their license record during the year, so that an interim MVR search may be conducted and the employee's authorized driver status may be reevaluated.
5. A College vehicle may only be used for College business, except in an emergency. The President's vehicle is exempt for this provision.
6. Any accident resulting from the use of a College vehicle, whether property damage or personal injury, must be reported as soon as practical to the Chief Financial Officer and the Secretary to the Athletic Director regardless of the severity of the damage. The department is also responsible for any insurance deductible and the rental cost of a replacement vehicle for any period when such replacement is reasonably necessary for the College to conduct its activities without disruption.
7. Rental of any College vehicle by an outside person or company is prohibited unless and authorized Ursuline College driver is used to drive the vehicle and no fee is charged to the passengers including pass through fees.
8. The following items, in general, are applicable to the use of a College vehicle other than a maintenance department, security department, admissions department or President's Office vehicle.
  - a. The department using a College vehicle is responsible for cleaning the interior of the vehicle after its use. A minimum fee of \$50 may be assessed to any department that does not comply with this provision.
  - b. It is the responsibility of the department using the College vehicle to return the vehicle with a full tank of gas and to absorb the cost of gasoline used.
  - c. To reserve a vehicle for use a "Van Reservation Form" must be completed and delivered to the Secretary to the Athletic Director allowing sufficient advanced notice to the College to permit the driver's record check and evaluation.

URSULINE COLLEGE  
VENDOR SERVICES AGREEMENT

This Vendor Services Agreement is made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, by and between \_\_\_\_\_, (hereinafter "the Vendor") and Ursuline College, a private college located at 2550 Lander Rd., Pepper Pike, OH 44124-4398 (hereinafter "the College").

I. In consideration of the mutual agreements hereinafter set forth, and for the other valuable consideration, it is agreed to by and between the parties as follows:

II. The Vendor agrees to provide to the College the service(s) described below:

Service(s): \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

III. The College agrees to purchase from the Vendor:

Product(s): \_\_\_\_\_

Quantity: \_\_\_\_\_

Price: \_\_\_\_\_

IV. The Vendor agrees to provide the College with a detailed invoice within 5 business days of the event. The invoice shall be sent to:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

V. The College agrees to pay the invoice with \_\_\_\_\_ days of receipt, and will mail the check via U.S. Mail to the name and address provided in the invoice.

VI. The Vendor agrees to abide by all federal, state, and local laws, and College policies while on Campus. The Vendor is prohibited from consuming alcoholic beverages or illegal substances while on campus.

VII. If the Vendor is unable to provide services on the agreed date and time, due to accident, illness, weather, or other emergencies, the College and the Vendor may agree on a rescheduled service date.

VIII. All expenses incurred by the Vendor in connection with the Vendor's activities, including, but not limited to, insurance, travel and the like, shall be borne by the Vendor and he/she shall be solely responsible for the payment thereof.

IX. The Vendor agrees to indemnify and hold harmless the College, its affiliates and their respective trustees, employees and agents from and against any and all claims, actions, awards, judgments,

settlements, damages, liabilities and expenses of whatever nature, including attorneys' fees and witness fees, to the extent caused by the negligence or willful misconduct of the Vendor or any of their respective trustees, employees, agents or independent contractors, other than the Vendor and his/her employees and agents.

- X. The Vendor agrees to pay all costs incurred by the College, including legal fees incurred in lawfully enforcing this Agreement.
- XI. The Agreement shall be governed by and construed in accordance with the laws of the State of Ohio.
- XII. The Agreement, constitutes the entire understanding between the parties concerning the subject matter hereof and supersedes any and all previous agreements between the parties relating thereto.
- XIII. If any term, provision, covenant or condition of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the that term, provision, covenant or condition shall be reformed or rescinded as ordered by that court. However, the remainder of this agreement shall remain in full force and effect and shall in no way be affected.
- XIV. This agreement cannot be amended or modified in any respect unless such an amendment or modification is evidenced by a written instrument duly executed by the College and the Vendor.
- XV. The failure by the College or the Vendor to exercise any right provided for herein shall not be deemed a waiver of any right hereunder.

Agreed and accepted:

FOR URSULINE COLLEGE:

FOR THE VENDOR:

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Student Organization Deposit Slip

**Student Organization** \_\_\_\_\_

**Account#**

## Student Activities Office

Ursuline College  
2550 Lander Road  
Pepper Pike, OH 44124

**Deposit submitted by: \_\_\_\_\_ Date: \_\_\_\_\_**

[illegible]

Student Activities Office Comments:

## Student Organization Deposit Slip

**Student Organization** \_\_\_\_\_

**Account#** \_\_\_\_\_

## Student Activities Office

Ursuline College  
2550 Lander Road  
Pepper Pike, OH 44124

**Deposit submitted by: \_\_\_\_\_ Date: \_\_\_\_\_**

[illegible]

Student Activities Office Comments:



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## Student Organization Donation Collection Guidelines & Procedure

Name of Organization \_\_\_\_\_

President's Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Email \_\_\_\_\_

Rationale: This guideline exists in an effort to provide equitable opportunity for all recognized Ursuline College student organization to collect donation items. This guideline will provide organizations access to easily identifiable collection sites and receptacles. We will make every effort to limit the overlap of registered donation periods.

### **Office of Student Activities established and approved the following**

- ☐ All student organizations are hereby notified that on-campus donation collection efforts are limited to no more than two events per semester of the academic year for each organization
- ☐ Every student organization, officially recognized by the Office of Student Activities and affiliated with Ursuline College or based on the college campus, must sign a copy of this *Donation Collection Guideline and Procedure* each year in order that they will be permitted to engage in donation collection efforts on campus.
- ☐ Organizations that wish to engage in a donation collection effort will file a request to do so with the Office of Student Activities by completing all parts of the "*Donation Collection Request*" form.
- ☐ Collection efforts may not exceed a period of two weeks, unless granted special permission
- ☐ Only Student Activities approved collection bins, signage and collection sites may be used
- ☐ Requests to collect donations must be filed with OSA no later than TWO WEEKS prior to the requested start date of the effort. Word of mouth is not a proper method of making this request. The person submitting the form will be notified of the decision of OSA regarding their request.
- ☐ All collection bins should be emptied and returned to the Office of Student Activities by 5:00pm the weekday immediately following the end of the collection period.
- ☐ Failure to comply with the donation collection guideline and procedures may result in forfeiture of the organization's ability to collect donations for a full semester beginning the date of the infraction.

**I have read the student organization donation collection guideline and procedure. The organization president and advisor signatures acknowledge that the above organization will abide by this procedure.**

\_\_\_\_\_  
Signature of Organization President      Date

\_\_\_\_\_  
Signature of Organization Advisor      Date



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## Student Organization

# Donation Collection Request Form

Student Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Note: Student organizations must request to collect donations at least two weeks prior to anticipated start date of the collection. Student Organizations are limited to no more than two fundraising events per month of each semester.

Purpose of Donation Collection Effort: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Items Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Donation Collection Date(s): \_\_\_\_\_ Total # of bins needed \_\_\_\_\_

Collection Site(s) Requested: ☐ Mullen Commuter Lounge ☐ Pilla Atrium  
☐ Across from Besse Library  
☐ Other ☐ Other

Once your request has been received, the Director of OSA may contact you with any questions and/or permission to proceed. Please do not publicize dated event until confirmation is received.

I have read the Student Organization Donation Collection Guidelines and Procedures. The organization member completing this form and advisor signatures acknowledge that the above organization will assume full responsibility for the collection effort.

Signature of Organization Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of Organization Advisor \_\_\_\_\_ Date \_\_\_\_\_

### OSA USE ONLY

- ☐ Approved
- ☐ Revised
- ☐ Denied

Explanation (if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of OSA Director \_\_\_\_\_ Date \_\_\_\_\_

Please Return this form to:  
Director of Student Activities  
Student Affair Center  
Mullen 130



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## Student Organization Fundraising Guidelines & Procedure

Name of Organization \_\_\_\_\_

President's Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Email \_\_\_\_\_

Rationale: This guideline exists in order to provide equitable opportunity for all recognized Ursuline College student organizations to fundraise. We will make every effort to limit the overlap of registered fundraisers.

### **Office of Student Activities established and approved the following**

- ☐ All student organizations are hereby notified that on-campus fundraising efforts are limited to no more than two fundraising events per month of each semester for each organization.
- ☐ Every student organization, official recognized by the Office of Student Activities and affiliated with Ursuline College or based on the college campus, must sign copy of this *Fundraising Guideline and Procedure* each year in order that they will be permitted to engage in fundraising efforts on campus.
- ☐ Student organizations that wish to engage in a fundraising effort will file a request to do so with Office of Student Activities by completing all parts of the "*Request to Fundraise*" form.
- ☐ Fundraising efforts may not exceed a period of two weeks and are limited to a single fundraising effort, unless special permission is given.
- ☐ Requests to fundraise must be filed with OSA no later than TWO WEEKS prior to the requested start date of the effort. Word of mouth is not a proper method of requesting to fundraise. The person submitting the form will be notified of the decision of OSA regarding their request.
- ☐ No dated publicity is permitted until the organization has received OSA confirmation to proceed.
- ☐ Within seventy-two (72) hours of completion of fundraising effort all money raised should be turned in to the Director of Student Activities for deposit into the organizations account. Documentation of funds raised must include cash amount, check numbers and amounts, as well as a description for the use of the funds. This documentation must be provided to the Director at the time of deposit.
- ☐ Failure to comply with the fundraising procedures may result in monetary penalties to the club or organization of 50% of net profit, as well as a moratorium on their ability to fundraise for al semester beginning the date of the infraction.

**I have read the student organization fundraising guideline and procedure. The organization President and Advisor signatures acknowledge that the above student organization will abide by this procedure.**

\_\_\_\_\_  
Signature of Organization President      Date

\_\_\_\_\_  
Signature of Organization Advisor      Date



- GET INVOLVED
- HAVE FUN
- LEAVE YOUR LEGACY

## Student Organization Fundraising Request Form

Student Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Rationale: This guideline exists in order to provide equitable opportunity for all recognized Ursuline College student organizations to fundraise. We will make every effort to limit the overlap of registered fundraisers.

Purpose of Fundraising Effort: \_\_\_\_\_

\_\_\_\_\_

Format of Proposed Fundraiser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount expected to be raised: \$ \_\_\_\_\_

Projected use of Funds: \_\_\_\_\_

\_\_\_\_\_

\*If you will be selling items, attach information about the product(s) and submit with this form.

Once your request has been received, the Director of Student Activities may contact you with any questions and/or permission to proceed. Please do not publicize dated event until confirmation is received.

I have read the Student Organization *Donation Collection Guideline & Procedures*. The organization member completing this form and advisor signatures acknowledge that the above organization will assume full responsibility for the collection effort.

\_\_\_\_\_  
Signature of Organization Representative      Date      \_\_\_\_\_  
Signature of Organization Advisor      Date

### OSA USE ONLY

- ☐ Approved
- ☐ Revised
- ☐ Denied

Explanation (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of OSA Director      Date



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## Student Organization Special Event Funding Request

Student Organization: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Title of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Please provide a detailed description of funding request needs in the categories below:	Requested Funds (Please Complete)	Approved Funds (Office Use Only)
Speaker/ Performer:	\$	\$
Catering/Food:	\$	\$
Publicity:	\$	\$
Entertainment:	\$	\$
Supplies/ Other:	\$	\$
<b>Total</b>	\$	\$

\_\_\_\_\_  
Signature of President or Treasurer      Date

\_\_\_\_\_  
Signature of Organization Advisor      Date

- Please include/attach any more information you may have that further details or documents you fund request
- You will be contacted within 5 business days indicating the status of your request

**Questions? Contact the Director of Student Activities at (440) 646 8325**

OFFICE USE ONLY: Total Amount Requested: \$ _____ Approved By: _____		Total Approved \$ _____ Date Approved: _____
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- GET INVOLVED
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## Student Organization General Operating Expense Funding Request

Student Organization: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Please provide a detailed description of funding request needs in the categories below:	Requested Funds (Please Complete)	Approved Funds (Office Use Only)
Fees/ Membership Dues (national or regional, etc.):	\$	\$
Advertising/ Printing/ Mailings:	\$	\$
General Supplies/ Other	\$	\$
<b>Total</b>	<b>\$</b>	<b>\$</b>

Signature of President or Treasurer \_\_\_\_\_ Date \_\_\_\_\_ Signature of Organization Advisor \_\_\_\_\_ Date \_\_\_\_\_

- Please include/attach any more information you may have that further details or documents you fund request
- You will be contacted within 5 business days indicating the status of your request

**Questions? Contact the Director of Student Activities at (440) 646 8325**

OFFICE USE ONLY:

Total Amount Requested: \$\_\_\_\_\_

Total Approved \$\_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_



- GET INVOLVED
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## Student Organization Conference Funding Request

Student Organization: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Title of Conference: \_\_\_\_\_ Date(s) of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Description of Conference: \_\_\_\_\_

Ways in which the conference will benefit the College: \_\_\_\_\_

Please provide a detailed description of funding request needs in the categories below:	Requested Funds (Please Complete)	Approved Funds (Office Use Only)
Registration Fee:	\$	\$
Travel (Airfare, Bus, Car Rental, Mileage):	\$	\$
Hotel Costs	\$	\$
Conference Meal Money:	\$	\$
Supplies/ Other:	\$	\$
<b>Total</b>	\$	\$

Any fundraisers completed to put towards conference attendance: \_\_\_\_\_

Other funding sources being pursued: \_\_\_\_\_



Names of members wishing to attend:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Will an advisor be present? \_\_\_\_YES \_\_\_\_No

_____ Signature of President or Treasurer	_____ Date	_____ Signature of Organization Advisor	_____ Date
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- Please include/attach any more information you may have that further details or documents you fund request
- You will be contacted within 5 business days indicating the status of your request

**Questions? Contact the Director of Student Activities at (440) 646 8325**

OFFICE USE ONLY:

Total Amount Requested: \$\_\_\_\_\_

Total Approved \$\_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_



- GET INVOLVED
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## Student Organization Student Organization Constitutions

- I. Name of Organization
- II. Statement of relationship to, or affiliation with off-campus organization(s), is any
- III. Purpose(s). These must be in harmony with the stated objectives of the College
- IV. Membership
  - a. Qualifications
  - b. Procedure for joining
- V. Officers:
  - a. Title
  - b. Powers and duties
  - c. Qualifications
    - i. Must be in good standing with Ursuline
  - d. Terms of office
  - e. Provision for removal from office
  - f. Provision for filling vacancies
- VI. Committees (if any)
  - a. Names
  - b. Membership—how determined
  - c. Purpose(s), duties
- VII. Meetings
  - a. Fair provision for meeting to be scheduled regularly and announced in advance
  - b. Quorum for conduct of business
  - c. Special procedure(s), if any, for conduct of business
  - d. Vote required for action
- VIII. Elections
  - a. Provision for regular elections (at least annually)
  - b. Provision for fair representation of members in voting
  - c. Provision for fair election procedures

IX. Finances

- a. Statement of how funds will be obtained (given by Student Activities, petition for extra funding from the College Events Committee).
- b. Responsibility for preparing a budget and for maintaining accurate financial records

***Note: All student organization treasuries are maintained in the College Treasurer's Office***

X. Advisor(s)

- a. Provision for one or more advisors who are on the faculty or professional administrators

XI. By-laws (if desired)

- a. Statement of how by-laws are to be developed and adopted

XII. Ratification

- a. Statement of how the constitution is to be adopted
  - i. By the organization
  - ii. By the Committee on Student Organizations

***Note: A copy must be filed with the Director of Student Activities***

XIII. Amendments

- a. Fair provisions for amending the constitution
- b. Amendments must be ratified by the same procedure as the constitution and a copy submitted to the Director of Student Activities

**All organizations formed among the students must have the approval of the administration and remain under the general supervision of the administration. These guideline also include all matters recommended in Robert's Rules of Order for constitutions**