



MIAMI UNIVERSITY HAMILTON

Student Organizations
Resource Handbook

Office of Student Activities
Coordinator of Student Activities
[Http://www.ham.muohio.edu/studentactivities](http://www.ham.muohio.edu/studentactivities)
122 Schwarm Hall
513-785-1892

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OFFICE OF STUDENT ACTIVITIES
[Http://www.ham.muohio.edu/studentactivities](http://www.ham.muohio.edu/studentactivities)

122 Schwarm Hall

513/785.1892

OSA Programming Goal: is to have three activities, one leadership development program/series, and one community engagement activity each semester.

OSA Mission:

The Office of Student Activities (OSA) organizes four functional areas: 1. new student orientation, 2. student activities/organizations that encourage student growth through group involvement, 3. leadership development, and 4. service learning and civic engagement.

OSA strives for student participation in planning, coordinating and implementing a broad array of programs, services and activities that promote the quality of student life on a commuter campus and a true sense of community on campus. We strive to encourage students to integrate academic and classroom experience with life experiences through programming as well as support students to become active, global citizens.

INTRODUCTION

The Student Organizations Handbook is a document published by the Office of Student Activities at Miami University Hamilton. The manual contains policies and procedures that student organizations comply with in order to maintain recognition and good standing as a student organization on the Hamilton Campus.

All members of the organization at the beginning of each semester should review the information contained in the handbook. Access to the handbook should be readily available to all members of the organization by going to the Office of Student Activities website at

[Http://www.ham.muohio.edu/studentactivities](http://www.ham.muohio.edu/studentactivities) and going to the student organizations section.

Additionally, it is always good to have the Student Handbook available, Especially [PART VI. Student Organizations and Governance Bodies](#) should be helpful. If there are any questions or comments about the contents of this manual or about student organizations in general, please contact the Coordinator of Student Activities.

MIAMI UNIVERSITY HAMILTON

PROCEDURES FOR STARTING NEW STUDENT ORGANIZATIONS

Starting a new student organization at Miami University Hamilton is easy! Just follow these simple steps in order to obtain campus recognition for your organization:

1. A contact person must meet with the Coordinator of Student Activities to discuss the purpose of the proposed student organization and to review the procedures for getting started. A written statement of purpose not to exceed one full page should be submitted at this meeting or within 48 hours of this meeting.
2. Signs and announcements must be posted on campus to inform the campus community about the proposed organization. Be sure to post all signs in accordance with the guidelines regarding the utilization of campus bulletin boards. The announcements must include:
 - a. Name of the proposed organization;
 - b. Purpose of the organization;
 - c. Purpose of the organizational meeting (to elect temporary officers);
 - d. Time, date and place of the organizational meeting; and,
 - e. Name and telephone number of contact person for more information.
3. The proposed organization must select an adviser from the faculty or staff at Miami University Hamilton. Exceptions to this rule will be considered by the Coordinator of Student Activities
4. Temporary leaders must be elected in an acting capacity as president, vice president, secretary and treasurer for the proposed organization.
5. The acting president must submit a temporary registration form for the proposed organization with original signatures of all acting officers and adviser to the Office of Student Activities. The temporary registration form must be submitted within 3 days of the organizational meeting. The organization will be permitted to continue using campus facilities during the recognition process when the temporary registration form is submitted.
6. The proposed organization must draft a constitution. An outline for a constitution is included in this packet. The constitution must be clearly written and concise. Assistance in drafting a constitution is available through the Office of Student Activities. Sample constitutions are available in the Office of Student Activities.

The following types of statements must be included in an organization's constitution:

- The organization does not discriminate on the basis of sex, race, color, religion, national origin, disability, age, or sexual orientation;
- Membership is open to all students on campus regardless of the number of credits a student is carrying;
- Membership within the organization may encompass individuals from the outside community, however no less than 80% of the total membership must be currently enrolled students at Miami University Hamilton; and,

- **Only** currently enrolled Miami University Hamilton students can hold officer positions in the organization.
7. The recognition process requires three review meetings with representatives of the proposed organization. The purpose and the constitution of the organization must be discussed and accepted at each review meeting in the following order:
 - a. Coordinator of Student Activities;
 - b. Student Concerns Committee; and,
 - c. Miami University Hamilton Senate.
 8. Upon acceptance by the Miami University Hamilton Senate, the new student organization must hold official elections for all officers within 2 weeks of the Senate meeting. The newly elected president must submit a registration form with original signatures of all officers and advisers to the Office of Student Activities within 3 days of the election meeting. A copy of the organization's current constitution must also be submitted with the registration form.
 9. The following benefits are provided to all recognized, active student organizations at Miami University Hamilton:
 - a. Use of campus facilities for meetings, programs, mail distribution and advertising
 - b. Authorization to submit request forms to conduct organization fund raisers
 - c. Assignment of a four digit code by the Student Services Internal Audit Office necessary for any financial activity to take place
 - d. Involvement in the network of student organizations on campus through leadership programs, recruitment fairs, social events and joint ventures
 - e. Eligibility to submit budget proposals to the Fund Allocation Committee for review and consideration

PLEASE NOTE:

RECOGNIZED STUDENT ORGANIZATIONS ARE NOT GUARANTEED FUNDING THROUGH THE UNIVERSITY. PLEASE REFER TO THE ELIGIBILITY CRITERIA AS OUTLINED IN THE MIAMI BULLETIN.

10. An organization is an "active" organization if the organization registers with the Coordinator of Student Activities annually and a copy of the organization's current constitution is on file in the office. "Inactive" organizations lose all benefits as specified above.

MIAMI UNIVERSITY HAMILTON
OUTLINE FOR STUDENT ORGANIZATION CONSTITUTIONS

- Article I** **Name of Organization**
- Article II** **Purpose of Organization**
Briefly describe the purpose of the organization. List the objectives or goals of the group.
- Article III** **Membership**
List the requirements for membership, voting status, and a statement of non-discrimination.
- Article IV** **Officers and Duties of Officers**
List the titles and specific duties of the officers.
- Article V** **Adviser**
List selection procedure and expectations of the adviser. Do not include the name of the adviser.
- Article VI** **Nomination Election and Installation of Officers**
Specify the procedures for nominating, electing and installing officers. Define voter eligibility and specify the frequency and general time frame for elections in the organization.
- Article VII** **Recall, Replacement and Removal of Officers**
Specify the procedures and criteria to recall, remove and replace officers in the organization.
- Article VIII** **Meetings**
Specify how often the organization will meet.
- Article IX** **Quorum**
Define a quorum for the meetings of the organization.
- Article X** **Amendments**
Specify the procedures to amend the constitution.

**MIAMI UNIVERSITY HAMILTON
STUDENT ORGANIZATION
REGISTRATION FORM**

PROCEDURES: Please complete this form and submit it along with a copy of your organization's current constitution to the Coordinator of Student Activities, 122 Schwarm Hall by September 12th, 2007. If a new officer is elected for a position after this form is submitted, the new officer should come to the Office of Student Activities within ten days to sign this form. New organizations must register within two weeks after being approved by the Hamilton Senate. Completion of this form certifies that your organization will comply with University policies on nondiscrimination (Section 1102.C, Student Handbook) and hazing (Section 103.C, Student Handbook). Failure to register a student organization by September 16 may result in the loss of privileges for the academic year as well as the use of University facilities and services. You should retain a copy of this form for your organization's records.

NAME OF ORGANIZATION _____

UNIVERSITY ACCOUNT # _____

ADVISER _____ **PHONE** _____

CAMPUS ADDRESS _____

SIGNATURE _____ **DATE** _____

PRESIDENT _____ **PHONE** _____

ADDRESS _____

SIGNATURE _____ **DATE** _____

VICE PRESIDENT _____ **PHONE** _____

ADDRESS _____

SIGNATURE _____ **DATE** _____

SECRETARY _____ **PHONE** _____

ADDRESS _____

SIGNATURE _____ **DATE** _____

TREASURER _____ **PHONE** _____

ADDRESS _____

SIGNATURE _____ **DATE** _____

(OVER)

PLEASE LIST BELOW THE NAMES, TITLES, ADDRESSES AND PHONE NUMBERS OF OTHER STUDENT LEADERS WITHIN YOUR ORGANIZATION (such as publicity chairpersons, technical directors, coordinators, etc.):

OPTIONAL--PLEASE LIST THE NAMES OF ALL CURRENT AND ACTIVE MEMBERS OF YOUR ORGANIZATION BELOW OR ATTACH SEPARATE SHEET IF DESIRED.

DIRECTORY INFORMATION:

The names, telephone numbers, and addresses of organization advisers, presidents and treasurers must be on file in the Office of Student Activities on or before October 1st of each year.

AFFIRMATIVE ACTION POLICY:

Miami University does not discriminate on the basis of sex, race, color, religion, national origin, handicap, or age in its educational programs, activities, admissions, or employment policies as required by Title IX of Education Amendments of 1972 (to include sexual orientation), Title VI and VII of the Civil Rights Act of 1964, Sections 503 and 504 of the Civil Rights Act of 1973, and Executive Order 83-64 (sexual orientation in employment).

Any violation of this policy should be referred to the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056, 513-529-7157.

MIAMI UNIVERSITY HAMILTON
PROPOSED STUDENT ORGANIZATION
TEMPORARY REGISTRATION FORM

PROCEDURES: Please complete this form and submit it to the Coordinator of Student Activities in 122 Schwarm Hall within 3 days of the organizational meeting when acting officers are elected. If a new acting officer is elected for a position after this form is submitted, the new officer must come to the Office of Student Services within ten days to sign this form. This temporary form becomes void when the proposed organization is officially recognized by the Hamilton Senate. A new registration form must then be submitted within 2 weeks after being approved by the Hamilton Senate. Completion of this form certifies that your organization will comply with University policies on nondiscrimination (Section 1 102.C, Student Handbook) and hazing (Section 103.C, Student Handbook). Failure to register a proposed student organization will result in the loss of privileges to use University facilities and services. You should retain a copy of this form for your organization's records.

- **NAME OF PROPOSED ORGANIZATION** _____
- **ADVISER** _____ **PHONE** _____
 - **CAMPUS ADDRESS** _____
 - **SIGNATURE & DATE:**
- **ACTING PRESIDENT** _____
 - **PHONE** _____
 - **ADDRESS** _____
 - **SIGNATURE & DATE:**
- **ACTING VICE PRESIDENT** _____
 - **PHONE** _____
 - **ADDRESS** _____
 - **SIGNATURE & DATE:**
- **ACTING SECRETARY** _____
 - **PHONE** _____
 - **ADDRESS** _____
 - **SIGNATURE & DATE:**
- **ACTING TREASURER** _____
 - **PHONE** _____
 - **ADDRESS** _____
 - **SIGNATURE & DATE:**

ROLE OF STUDENT ORGANIZATION ADVISER

Dear Student Organization Adviser,

College is a time that encourages exploration and risk-taking to help determine life's direction. The principles, values, people, places, organizations, activities, and events encountered will become a road map that marks the student's journey.

Through their co-curricular activities, students have the opportunity to develop personal characteristics, interpersonal skills, and expand the way they learn. As an adviser you can assist in this growth by supporting the abilities a student has in these various areas and challenging students to expand their abilities through risk-taking.

We've put this section with you, the adviser, in mind. We hope that it will serve as a reference guide throughout your tenure as an adviser. The influence and impact you have on students outside of the classroom can be dramatic. The development of the "total student" can be encouraged by your positive guidance during the college years. In return, you can develop close and rewarding relationships with members of your organization. The memories of your involvement with student organizations will last a lifetime. We thank you for dedicating your time and energy to such a worthy cause.

A student organization must have at least one adviser. Advisers should be members of the faculty or staff, however, members of the local community may serve as advisers for a student organization with approval by the Coordinator of Student Activities.

Advisers are encouraged to be actively involved in the affairs of the student organization in the following ways:

- facilitate completion of annual registration materials for the organization;
- attend meetings of the organization on a periodic basis;
- provide guidance to the officers and members of the organization;
- assist the organization in setting goals, implementing programs and evaluating activities;
- review the organization's requests for campus space utilization, budget expenditures, fund raising activities, work requests, media communications and other such activities;
- attend functions sponsored by the organization; and,
- serve as a resource person to the organization for information about policies of the University.

Student officers and members of the organization should utilize the advisers in all matters pertaining to their respective organizations. Support and assistance for student organization advisers, officers and members is available in the Office of Student Activities in 122 Schwarm Hall. If we can be of assistance, or if you have any questions or concerns please contact us at 513-785-1892.

LIABILITY AND THE ADVISER

Liability has become an increasing concern for colleges and universities throughout the country. You, as a student organization adviser, should be mindful of risk management principles.

Advisers should ask these questions about an organization's event:

1. What is my duty of care or level of responsibility for an event?
2. Am I following reasonable standards of care?
3. Am I doing what a prudent person would do in this situation?
4. Are there special rules to follow?
5. Are the group's activities being properly supervised?
6. What are foreseeable risks with the group's activity?
7. Are the equipment and premises safe?
8. How will I deal with injuries, which might result from the group's activities?

Four areas where liability can occur:

TRAVEL - In terms of group activities, which require travel, additional things to check include:

- whether the student drivers are licensed
- whether they have sufficient auto liability insurance
- whether they have a known record of reckless driving or traffic citations
- whether the cars being driven are safe

The Office of Student Activities has available a "Planning Off-Campus Activities" packet that should be completed by each organizational member traveling.

ALCOHOL - In terms of damages resulting from the misuse of alcohol, there is a dichotomy between how the courts treat the licensed liquor and how they treat the social host. The Ohio Supreme Court has come down hard on the vendor, but not so hard on the social host. However, the laws are rapidly changing in this area. The situation is totally different, however, if the social host serves liquor to a minor. In this situation, the courts are likely to be quite critical.

HAZING - Hazing is defined as any planned action, created situation, requirement, request, or obligation placed on any person anywhere which does not contribute to the positive development of the person. Hazing is strictly prohibited by University policy and state law. (See Student Handbook SECTION 02.109)

SPECIAL RISKS SITUATIONS - When dealing with any situation involving special risks be sure to take special precautions to limit risks and be sure that all participants know what the risks are. This can be accomplished through signing an "acknowledgement of risks" form which, though not a waiver of liability, constitutes an assumption of risk. "Acknowledgment of Risks" forms are available in Office of Student Activities.

Faculty and staff who act as advisers to student organizations are acting within the course and scope of their employment and are covered by Ohio's immunity laws for public employees. The University carries a General Liability Insurance for work done within the scope of employment, or performance

of duties related to the conduct of University business. Advisers who are not employees of the University are also covered as “volunteers.” They are covered for activities or work conducted or performed within the scope of their duties for the University.

As an adviser of a student organization, you are the University’s representation regarding the organization’s activities. As such, you are expected to give reasonable and sound advice to your organization related to the programs conducted, use of facilities, and organizational procedures. If you ever have reason to question an action of your organization, please speak to them about the concern, and express your concern in writing, along with the date and alternate suggestions, to the organization and the Office of Student Activities.

CONCLUSION

This handbook has you, the adviser, in mind. The Office of Student Activities hopes that it will serve as a reference guide throughout your tenure as an adviser. The influence and impact you can have on students outside of the classroom can be dramatic. The development of the “total student” can be encouraged by your positive guidance during the college years. In return, you can develop close and rewarding relationship with the members of your organization. The memories of your involvement with student organizations will last a lifetime. We thank you for dedicating your time and energy to such a worthy cause.

**MIAMI UNIVERSITY HAMILTON
STUDENT ORGANIZATION
PROGRAM EVALUATION FORM**

PROCEDURES: Complete the top section of this form and then circle one numerical value for each of the rating items below. Submit one copy of this form to your adviser within 7 days after the program date and retain a copy of the form with your organization's records in order to facilitate plans for future programs.

Student Organization Primary Sponsor _____

Student Organization Co-sponsors (if applicable) _____

Program Title _____

Program Chairperson(s) _____

Program Date _____ Program Time _____

Program Type (Check all that apply)

Educational Recreational Social
 Intramural Athletics Diversity
 Community Service Other (please specify) _____

Number of Participants _____ Audience Size _____

Cost (total expenses) \$ _____ Revenue (if applicable) \$ _____

RATINGS

1. The **quality of this program** was

OUTSTANDING 5 4 3 2 1 POOR

2. The **relevance of this program to your organization** was

CLEAR 5 4 3 2 1 VAGUE

3. **Planning and organization** for this program was

EXCELLENT 5 4 3 2 1 POOR

4. **Publicity and promotional efforts** were

SUPERB 5 4 3 2 1 DISMAL

(Over)

FUND RAISING

Organizations must register all fund raising activities with the Office of Student Activities, 122 Schwarm before they occur. This helps to coordinate the sales so each group can take advantage of the maximum amount of sales in any given day. Two or more groups having sales on the same day may force customers to make a choice and thus, one group loses out. Therefore, registration of fund-raising activities is to your groups' advantage.

Note:

- If your group wishes to sell a food item as a fund-raiser on campus, it must be approved by AVI Food Systems if sold during the hours of 8am-2pm. This must be done before the day of the sale.
- While the University generally supports the fund-raising efforts of its registered student organizations, the legal complexities of definition, methodology, and distribution of monies associated with schemes or games of chance such as raffles, bingo, or other similar activities necessitate the University's prohibition of such activities in conjunction with its student organizations.
- If space is requested on campus, a facility usage form must be submitted along with this registration form.

FUND RAISING REGISTRATION FORM

Today's Date _____

DATE OF THE EVENT: _____

TIME OF THE EVENT: from _____ to _____

SPONSORING STUDENT ORGANIZATION: _____

ADVISER: _____

ADVISER APPROVAL RECEIVED? _____ Yes _____ No

REQUEST SUBMITTED BY: _____

TITLE _____ TELE: _____

TYPE OF EVENT (DESCRIPTION OF SERVICES OR PRODUCTS TO BE OFFERED): _____

PLACE OF EVENT: (PLEASE BE SPECIFIC)

Location	Date	Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MONIES COLLECTED TO BE USED FOR:

_____ ORGANIZATIONAL FUND _____ PHILANTHROPY
NAME _____
ADDRESS _____

ARE YOU A PREVIOUS SPONSOR? _____ yes _____ no

PERSONS TO BE NOTIFIED:

_____ FACILITIES _____ SECURITY
_____ STUDENT ACTIVITIES _____ OTHER

COMMENTS:

REGISTERED BY: _____ DATE: _____
Office of Student Activities

*Please return completed form to the Office of Student Activities located in 122 Schwarm Hall

RESERVING SPACE ON CAMPUS

A Facility Usage Request must be filled out anytime a group wishes to use a campus facility. Whether it is a dance, meeting, or rehearsal, this form must be submitted to reserve the room or space you wish to use. A copy of the Facility Usage Request Form is attached to this page for your information. Additional copies can be obtained from the Offices of Student Activities (122 Schwarm)

To reserve space on campus, fill out the requested information, have your adviser co-sign the form, and submit the form at least 5 working days in advance of your program for approval to the appropriate office as follows:

OFFICE WHICH APPROVES

Any Classroom	Records Office	104 Mosler
Gym Facilities	Athletic Office	108 Gym
Parrish Auditorium	Business Office	101 Mosler
Schwarm Commons	Student Services Office	130 Rentschler
Mosler Student Lounge	Student Services Office	130 Rentschler
Parrish Auditorium	Business Office	101 Mosler
Harry T. Wilks Conference Center	Brett Couch	100 Wilks
Wilks Classrooms	Records Office	104 Mosler
307 Phelps (small studio)	Bekka Eaton	205 Rentschler

Keep a copy of the Facility Usage Request Form for your records in case you need to cancel or make changes. Please note that the use of certain campus facilities may result in a charge for janitorial services for set-up and clean-up before and after the event. All organizations are required to clean up after every event. A dust mop for the gym floor, a broom, a bucket and sponges will be available in the First Aid Room the Gymnasium for general clean up activities. Any furniture or equipment should be returned to its proper location. Full garbage cans should be emptied in the dumpster outside Rentschler Hall. Large waste products such as empty pizza boxes, cartons, and other paper products can be deposited in the recycling dumpster near the softball field.

NOTE: If you have decided not to use a facility once it has been reserved; please cancel your reservation form!! To do so, simply write "cancel" across a copy of the form, specify the cancellation date and time, and resubmit it to Carol Allen in Records, 104 Mosler Hall.

POTENTIAL CHARGE: Use of the room may result in a charge for janitorial services for the event. The determination of whether or not a charge is made is based on whether or not a janitor is required at the time other than his/her normal working.

FACILITY USAGE REQUEST

Date of Request _____

Fill out this worksheet completely. Allow five working days for approval; Usage Request Approval form will be returned to the originator. Be sure to include all special Instructions concerning equipment, furniture set-up, and requirements for Public Safety.

Event		No. of participants,		
Desired facility (Bldg)		Room(s)		
<i>Day</i>	<i>Date</i>	<i>Event Time</i>	<i>Time In</i>	<i>Time Out</i>
Contact person				
Day phone		Evening phone		
Address				
City	State	Zip		
Sponsoring organization				
Type of event				

Instructions for set-up (AV or other equipment needs, furniture required and set-up including diagram

Is this original request _____ OR A revision? _____

Office Use Only

Approved _____

Return to Carol Stubblefield, 130 Rentschler

ADVERTISING

Hanging posters, fliers, or banners on campus is very important not only to your events, but your group as well. Sometimes the only impression a person may have of your group is what they see in your advertising. A sloppy, misspelled advertisement will not help sell your event or your group.

Make sure your advertisements include:

- What the event is
- Where it will take place
- The date and time it begins and ends
- Who is the sponsor

Be creative and use eye catching colors or graphics! Some basic advertising supplies are available for use by student organizations from the Office of Student Activities, room 122 Schwarm Hall. The Coordinator of Student Activities can also serve as a resource for your group in its efforts to produce effective advertising.

POSTING SIGNS ON CAMPUS

When you are ready to hang your posters, signs, etc. please follow the guidelines listed below. Do not place a poster or flier on a bulletin board marked for departmental use!

If you wish to hang something outside, please contact the Physical Facilities before doing so. An adviser must initial a lower corner of an advertisement prior to posting. This insures proper spelling and punctuation.

Policy for Signs, Posters, Banners and use of Bulletin Boards

1. The use of bulletin boards inside classrooms is reserved for academic information posted by offices, departments and faculty only. All other information will be removed.
2. Bulletin boards in hallways bearing a RESERVED sign are for the department that owns that particular board. Non-departmental posters will be removed.
3. Each of the campus buildings will have at least one bulletin board available for use by campus organizations and administrative offices. These postings should be properly registered.
4. Off Campus information or external information can only be posted on one of two boards located either in the main stairwell of Mosler Hall or inside the Rentschler cafeteria, as appropriately marked. Both of these boards are marked OFF CAMPUS INFORMATION - STUDENT POSTINGS. This would include such information as book sales, roommates needed, etc., and such postings must be dated at the time of posting in the lower right hand corner. Information of this type is limited to a 14 day posting.
5. Signs, posters, flyers and banners may be displayed for no more than 14 DAYS OR TWO WEEKS. However, those relating to a specified event must be removed within 24 hours after the event by the sponsoring office or organization.

6. All signs, posters and flyers must be attached to bulletin boards marked for the specific use. NO printed information can be affixed to windows, doors or inside rooms. Tape is not permitted.
7. Posters and banners may not be attached to trees, fences or light poles with metal fasteners (e.g. tacks, staples, nails or wire), but rather with string or rope.
8. NO more than one copy of each item may be placed on each bulletin board designated for use. Signs should be clear and legible.
9. Your organization has the responsibility to have all materials stamped by the Office of Student Services - Room 130 Rentschler Hall.

Failure to comply with these regulations may result in the removal of signs without warning.

Adopted by Miami University-Hamilton Administrative council
October 6, 1986

PROCEDURES FOR TREASURERS OF STUDENT ORGANIZATIONS

THE INFORMATION CONTAINED HEREIN APPLIES TO A STUDENT ORGANIZATION THAT HAS COMPLETED THE FOLLOWING STEPS:

1. Been recognized by the Miami University Hamilton Senate as a student organization,
2. Been registered with the Office of Student Activities,
3. Been assigned a four-digit number necessary for any financial activity to take place. This number is assigned by the Student Services staff-Internal Audit.

GENERAL

1. No organization with a student organization account at Miami University may keep funds in another location or bank.
2. Each month a computer ledger listing all deposits, disbursements, interdepartmental charges and the ending cash balance is prepared. These monthly ledgers are to be used as a bank statement to check the overall accuracy of the organizations records. There is only ONE copy of these printouts, so it is important that the treasurer makes sure that he/she receives it each month and retains it for their records. A copy is difficult to get and will only be provided when absolutely necessary, not upon request.
3. No individual may purchase, charge or in any other way obligate the funds of any student organization of Miami University without the approval of both the adviser and treasurer of that organization PRIOR TO MAKING THE TRANSACTION. Record of this approval should be recorded in some manner by the treasurer so that if a question arises, a record is available. It is expected that for small purchases, approval will be verbal, however, if a question arises, it will be the responsibility of the purchaser to prove that the expenditure was authorized. Payment for purchases without the approval of the adviser/treasurer will be the sole responsibility of the purchaser.

AUDIT FEE

1. An auditing service charge of 1 percent of the total deposits of each organization may be charged to each organization on a semi-annual basis. The organization account will automatically be charged and will appear on the computer ledger at the end of December and July. Be sure that sufficient funds remain in your account to cover the audit fee.

DEFICIT SPENDING

All organizations must follow and operate within their approved budgets. Funds cannot be spent unless money is in the account. **IT IS THE RESPONSIBILITY OF THE TREASURER AND ADVISER OF EACH ORGANIZATION TO KEEP CURRENT**

RECORDS SO THAT THE AMOUNTS OF FUNDS AVAILABLE FOR SPENDING ARE KNOWN AT ANY TIME. Expenditures by organizations must be made for direct benefit of the organization as a group, in keeping with the goals of that group.

RECEIPTING

1. All cash and checks received by an organization must be deposited at the Business Office, 101 Mosler Hall. No petty cash funds or cash withheld from deposits are allowed. No organization may maintain funds in any other location or bank.
2. Deposit cards (white cards) and coin wrappers may be obtained in the Business Office, 102 Mosler Hall. Treasurers should prepare a duplicate copy of the deposit card for their records. All cash should be counted, sorted, coins rolled if necessary and checks totaled by the treasurer prior to going to the cashier's window. Due to the volume of business, deposit preparation cannot be performed at the cashier's window.

Bills should be paper clipped as follows:

- 5 - \$20.00's
- 10 - \$10.00's
- 20 - \$ 5.00's
- 25 - \$ 1.00's

Band 4-\$25.00 packets to make a \$100.00 packet. Then band 5-\$100.00 packets into \$500.00 packs.

3. All checks not made payable to Miami University must be endorsed on the back. Carol Stubblefield, Office of Student Services, 130 Rentschler, has an endorsement stamp.

DEPOSITS

2. **Deposits** will be accepted at the cashier's window at the Business Office. Cashiers will verify that total money submitted agrees with the deposit cards. The cashier will give the depositor (organization treasurer) a Miami University receipt which should be kept with and entered in the organization's books. Do this in a manner that allows other student organizations to which you owe monies know that a transfer has been requested and they can make your account paid pending actual transfer of funds via the monthly printouts.
3. Checks should be deposited IMMEDIATELY, usually within five working days. If a check is returned from the bank for insufficient funds, account closed, etc., the funds to cover that check plus a service charge will be directly deducted from the organization's account. It then becomes the organizations responsibility to take appropriate action to be reimbursed by the maker of the check.

4. TREASURERS SHOULD PLAN IN ADVANCE so that funds are handled properly.
5. Cash boxes and lock bags can be signed out through the Cashier's Office to those organizations requesting them.
6. **NIGHT DEPOSITS-** Large amounts of cash (in excess of \$50.00) collected during times when the Miami University Cashier's office is closed should be deposited in the company of a Miami University Public Safety officer in the night depository at the First National Bank of Southwestern Ohio.
7. The deposit must be made in a locked bag. The key of the locked money bag should remain in the possession of the person responsible for the contents of the money bag until it is to be returned empty to the Business Office.
8. Any loss or damage to bags or boxes will be charged to the responsible organization.

DISBURSEMENTS

1. All payments out of Student Organization Funds must be initiated by means of a check request. **Check request books** are available in the Office of Student Services.
2. You must know your organization code number at the time of purchase at University locations. It will not be given out over the telephone. The adviser or treasurer will know the organization number. While this number should be known by the adviser and treasurer, it is suggested that the number NOT be given to any more than one or two others and they should be officers.
3. **Disbursement Process**
 - a. A signed check request must be presented and signed by adviser and treasurer and taken to The Office of Student Services, Carol Stubblefield. Advisers are cautioned to be sure they know that the amount of money they are authorizing to be spent is available, is the correct amount, and is for an approved type of expenditure.
 - b. The **original check request** should be presented as soon as possible to Carol Stubblefield, Administrative Assistant, Office of Student Services, 130 Rentschler Hall, and the duplicate copy of the request kept by the treasurer in the check request book.
 - c. **In advance of any purchase**, a purchase order number must be received from the Office of Student Services, Carol Stubblefield before items are purchased or ordered.

- d. **After purchase:** AN ITEMIZED BILL OR DETAILED INVOICE MUST be turned in to Student Services, Carol Stubblefield. Payment will NOT be made on a statement that is not itemized.
 - e. The receipt or invoice must include the VENDORS NAME AND AMOUNT OF PAYMENT.
 - f. Care should be taken to NOT MISPLACE OR LOSE RECEIPTS.
 - g. Miami University Hamilton is tax exempt. A copy of that number is located on the purchasing order form, and can also be obtained by contacting Carol Stubblefield in Student Services.
4. If you need to pick up a check, you must state this when submitting the check request. EXERCISE CARE TO NOT PAY THE SAME BILL TWICE.

JOINT VENTURES

1. When two or more student organizations are involved in a joint project of any kind, a written contract should be drawn up for all parties involved. This contract (on regular 8 1/2 x 11 paper) should detail all aspects of the venture: starting funds cost of project, profits, specific responsibilities, etc. This contract should be signed by the adviser and treasurer for each party involved. A copy of the signed contract should be given to each organization concerned and one copy should be submitted to the Coordinator of Student Activities 122 Schwarm Hall.

FUNDS TRANSFERS

9. **Transfers from one student organization to another student organization** must be submitted to the Office of Student Services in person on a Transfer of Funds Form (available online). Complete by filling out the top portion for the Student Organization's Auditor, the second section for the organization you are transferring funds to, and the third section for your records.
10. **Transfers from a student organization to a department** must be put in writing, signed by the adviser and treasurer, and submitted to the Office of Student Services. The memo must include both the 13-digit student organization number and the 13-digit department number. A copy should be made and kept for your records.

CORPORATE CREDIT CARDS

1. If you are looking to purchase items from Kroger, Hobby Lobby or Wal-Mart, the Office of Student Services have Corporate Credit cards that can be checked out for one day only.
2. See Carol Stubblefield in Student Services with instructions on how to check out the cards.

**CHECKLIST PLANNING OFF-CAMPUS ACTIVITIES
STUDENT ORGANIZATION SPONSORED TRIPS AND ACTIVITIES**

Activity: _____

Date of Activity: _____

As person taking primary responsibility for this activity, I have considered the following factors in my planning: .

- Safety of travel to and from the program site
- potential hazards associated with the activity
- informing participants on the project about potential risks associated with the project
- and asking them to weigh carefully those risks before participating
- training for persons taking leadership on the trip
- collecting information on participants for use in emergency
- collecting driving records and insurance information on all drivers

Travel Route: (Include date and contact number for each destination point.)

Itinerary:

Signature:

Date: _____ Phone: _____

Adviser/Staff Member Signature

Date: _____ Phone: _____

Please file this form with the Office of Student Activities, 122 Schwarm Hall
(at least three working days) prior to trip departure.

RISKS, HAZARDS, AND PHYSICAL STRESSES STUDENT ORGANIZATION SPONSORED ACTIVITIES

Every activity that one engages in has risks and hazards associated with it. The following is a list of risks, hazards, and physical stresses associated with the activity in which you have chosen to participate. No list can be all-inclusive; participants should be advised that exclusion of a hazard or risk does not negate its possibility.

PARTICIPANT RESPONSIBILITIES

Each participant must attend the pre-activity meeting or meet with the activity coordinator to discuss hazards, risks, and precautions, and to learn about the environment he or she will be entering. Each participant recognizes that each person must always be responsible for his or her own well-being and the well-being of the group he or she is part of. Each participant shares with the other participants the concerns and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary hazardous situations, whether or not those situations have been specified. The person accepts responsibility for actions that are outside the bounds of public law, such as use or possession of illegal drugs.

HAZARDS

The coordinator should determine hazards for the trip being taken and insert the information in the space provided. Examples include:

- Death or various injuries as a result of a traffic accident when traveling to or from the activity location. This hazard can be reduced by obeying traffic laws, acting in a responsible manner while in the vehicle, and wearing seatbelts at all times.
- Death or threat of injury by mugging, abduction, rape, and theft as a result of the potential dangers of an area. .

SPECIAL PRECAUTIONS

1. Participants must report any unusual medical conditions (e.g. diabetes, asthma, epilepsy) and allergies to the trip coordinator prior to participation.
2. Participants should follow the suggestions of the trip coordinator and site coordinator as well as the decision made by the group *as a whole*. No one should ever leave the group alone.
3. Participants must realize that medical facilities may be distant from their location, necessitating time to transfer injured persons to those facilities.
4. Injured participants are responsible for all financial obligations incurred in any treatment of said injury. For this reason, participants are required to carry some form of health care insurance.

LIABILITY STATEMENT

1. My signature below indicates that I have read all of the above material and fully understand the risks, hazards and physical stresses as they apply to this activity.

I, _____, a participant in the _____, have read this statement of risks, hazards, and physical stresses to which I will expose myself by participating in this activity. I understand the risks of my participation, including those enumerated above and others, and have carefully considered those risks. In consideration of the right to participate in this program, and in further consideration of the University's obtaining releases for my protection from other participants in such program, I do hereby release the President and Trustees of Miami University, all officials, agents, and employees of Miami University, and All persons participating in such program from any responsibility or liability for personal injury or property damage sustained by me during or because of participation in the activity as listed above.

Signed: _____
Age: _____ Date: _____
Local Address: _____
Local Phone: _____
Home Address: _____
Home Phone: _____

If you are not eighteen years of age, your parents must also give consent for this trip.

I _____ have read this statement of risks, hazards, and physical stresses to which my child will expose himself/herself by participating in this activity. I understand the risks of participation, including those enumerated above and others, and have carefully considered those risks. In consideration of the right of my child to participate in this program; and in further consideration of the University's obtaining releases for my child's protection from other participants in such program, I do hereby release the President and Trustees of Miami University and all officials, agents and employees of Miami University, and all persons participating in such program from any responsibility of liability for personal injury or property damage sustained by my child during or because of participation in the activity as listed above.

Signed: _____
Date: _____
Address: _____
Phone: _____

Please file this form with the Office of Student Activities, 122 Schwarm Hall

**EMERGENCY INFORMATION FORM
STUDENT ORGANIZATION SPONSORED ACTIVITIES**

Please provide us with the following information in the event of an emergency.

Program Activity: _____

Name: _____

Age: _____

Home Address: _____

Phone: _____

Two people to contact in case of emergency:

Name: _____

Relationship: _____

Phone (work): _____

Phone: (home): _____

Name: _____

Relationship: _____

Phone (work): _____

Phone:(home): _____

Please record any medications you are taking: _____

Please specify any allergies, dietary restrictions, or other medical conditions that you have (i.e., bee stings, diabetes)

Are there any other factors that might restrict your participation in this activity?

Your medical insurer: _____

Address: _____

Group Number: Certificate Number. _____

Please file this form with the Office of Student Activities, 122 Schwarm Hall

DRIVING GUIDELINES

STUDENT ORGANIZATION SPONSORED ACTIVITIES

1. Cars and vans should travel in a caravan.
2. Do not tailgate. When driving 55 mph, maintain at least six car lengths between you and the vehicle Ahead of you. Make allowances for road conditions. .
3. If the lead vehicle would happen to miss a turn, the remaining cars should follow. Everyone then should correct the error together.
4. If one vehicle needs to stop, signal the vehicle ahead of you by flashing your lights and honking.
5. Observe all speed limits.
6. Use signal lights when making a turn (200 ft. before turn).
7. When Motor Pool vehicles are used by your group, a "Vehicle use Authorization" card must be signed by a staff member and turned in when you pick up your vehicle, Return your vehicle to parking area after you have returned from the trip. Return your keys, credit cards and all duplicate copies of credit card charges to the Business office in Mosler Hall, for after hours drop off contact Public Safety at 785-3222.
8. Unauthorized passengers are not to be transported in University vehicles.
9. Remove all personal belongings and trash from the vehicle.
10. Do not stop to conduct personal business while on trips.
11. Stick to the itinerary route unless in an emergency.
12. Use the credit card supplied by Motor Pool in case additional gasoline, motor oil, or minor service is required.
13. When renting from MU Oxford, Repairs under \$25 should be charged if possible. If you must use cash, obtain a receipt. For repairs over \$25, call the Motor Pool Office (513-529-6786) for assistance or advice on what to do. If you need to call after 5:00 p.m., call Public Safety (513-529-2222) (Hamilton Public Safety 513-785-3222).
14. In case of accident, it is the driver's responsibility to obtain proper information at the scene of the accident and to make sure that an accident report is made out by the appropriate police authority. Do not admit any blame. If the accident is investigated by officers other than those from Public Safety, inform Public Safety as soon as possible.
15. All Miami University vehicles have an accident reporting kit in the glove compartment. Become familiar with this information in the event it is needed.

Important Phone Numbers:

Department of Public Safety	513-785-3222
Business Office	513-785-3205
Motor Pool (Oxford)	513-529-6786 or 513-529-2222
Office of Student Activities	513-785-1892
Office of Student Services	513-785-3211

**DRIVER CLEARANCE FORM
STUDENT ORGANIZATION SPONSORED ACTIVITIES**

The following form should be filled out by all drivers on Student Organization Sponsored Trips. Upon review of the information provided, the trip coordinator will make the judgment to eliminate unsafe drivers.

Activity: _____ Date Form Submitted _____
 Name: . _____ Year in
 School _____
 School Address: _____ Phone: _____
 Home Address: _____ Phone: _____
 Are you driving a University Vehicle: Yes No

If you are driving a personal vehicle: Yes No

Year and Make of Auto _____
 Owner of Auto _____

INSURANCE CARRIED ON AUTO:

Bodily Injury Liability: Each Person Each Occurrence

Property' Damage Liability: _____

Collision: Yes No

List of citations for moving violations and other vehicle-related offenses:

Date	Violation:	Penalty, if any
_____	_____	_____
_____	_____	_____
_____	_____	_____

List of vehicular accidents in which I have been involved in last three years: Accident

Date	Accident	Penalty, if any
_____	_____	_____
_____	_____	_____
_____	_____	_____

DRIVER'S STATEMENT:

All of the information supplied above is accurate to the best of my knowledge. I understand the responsibilities that attend driving fellow participants and I to take part in an activity. I pledge to exercise appropriate care and prudence in my driving and to obey all traffic laws in order to assure the safety of myself and my passengers.

SIGNATURE: _____

DATE: _____

Please file this form with the Office of Student Activities, 122 Schwarm Hall

REQUEST TECHNOLOGY RESOURCES FOR A STUDENT ORGANIZATION FROM THE SUPPORT DESK

Student organizations that are officially recognized by the University and the University Senate may request the following technology resources:

- E-mail account(s)
- Listserv e-mail distribution lists
- Web, and general group use, space on IT Services-maintained servers

To obtain any of these technology resources, an individual must be assigned responsibility for maintaining the resource(s) for the organization. That individual must fill out a paper request indicating:

- The official organization name
- The technology resource(s) being requested

This form then must be circulated and signed by:

- Individual responsible for the technology resource(s)
- Current organization president
- Faculty or staff adviser

Return these forms by campus mail or in person to:

Information Technology Services Support Center
312 Hoyt Hall
Phone: 513.529.3886

- You can download the form at <http://kb.muohio.edu> and entering case number **80778**.
- You will be notified via e-mail when the request has been processed, typically 3-7 days.
- For full details, contact IT Services (529-7900)

STUDENT ORGANIZATION REQUEST FOR COMPUTING RESOURCES

Student organizations may request accounts for communicating within their organization or with like organizations at other universities. For these accounts:

- **The** organization must be officially recognized by the University as a student organization.
- **The** organization bylaws must delegate responsibility for the account to an office of the organization. The current holder of the office must be familiar with the system.
- **The** organization's faculty or staff adviser must sign this form along with the president of the organization and the current holder of the office responsible for the account. **These individuals must be Miami University students/staff/faculty.**
- **Upon** election or appointment to the position, the officer accepting the responsibility for the account must report the change to MCIS by October 1 of the current year.

Access to the University computing facilities (including University owned or leased computing hardware, software, or data) is a privilege granted to this organization. The officer accepting responsibility for the account will share responsibility with the adviser for all activity on or from the account. The officer responsible for the account must be familiar with the policies for acceptable use of computing resources for Miami University. These policies can be found in our Knowledgebase at <http://kb.muohio.edu>, and searching on 'acceptable use policy'. The University reserves the right to limit, restrict, or extend computing privileges as it sees fit and necessary.

Official Organization Name

Resources Requested:

- Web Account name: _____
 Listserv name: _____
 Email Account name: _____

Office Responsible for Account (check one):

Webmaster, President, Vice-President, Other: _____

Name: _____ **Miami email address:** _____

Signature

Date

Current Organization President:

Name: _____ **Miami email address:** _____

Signature

Date

Faculty/Staff Adviser:

Name: _____ **Miami email address:** _____

Signature

Date

PRINTING PUBLICITY MATERIALS

Student organizations have a number of options regarding printing flyers, brochures, and invitations etc.

Photocopies, black and white: Student organizations may use the photocopier in the Faculty Secretary's office, 532 Mosler Hall. Contact (name) to receive a department code. Cost: free

Photocopies, color: A color copier is available at Rentschler Library. Cost: \$0.25 per copy.

Printed copies from electronic file, black and white/color: Students may print black and white and color documents in the computer labs in Mosler Hall. Contact (name) to receive a pay-per-print card. Cost: \$0.07, black and white; \$0.25, color.

Student organizations may also access IT Communications' extensive print services in Oxford. Costs vary according to job.

Publicizing your Event or Organization on Miami Hamilton's Web Site

There are two ways to publicize your organization's events on the Miami Hamilton site:

1. Add your event to the Web Event Calendar.
2. Send an email to the Campus Communications Officer. Your event may appear as a brief news story on the home page or as an event in the Around Campus section.

LOCAL VENDORS

Music DJ's

DJ Todd Arrington
P.O. Box 82
Oxford, OH 45056

DJ Karaoke Sweethearts & DJ's
3530 Cherry Hill Drive
Fairfield, OH 45014
<http://karaokesweethearts.com/>

Student Travel

Enterprise Rent-A-Car
920 S. Erie Hwy
Hamilton, OH 45011
513-737-4100
Contact: Brian Bieri, Branch Manager

Catering

Carillon Catering (MU Oxford)
Phillip R. Shriver Center
513-529-4031
Contact: Neila Hanges

Neal's Southern Style Grill
2127 Dixie & Bell
Hamilton, OH 45011
513-893-1363
Contact: Michael Neil

V's Catering
1207 Ludlow St
Hamilton, OH 45011
Contact Vicky Moody-Cardwell
513-868-9052 (h)
513-887-9330 (w)
513-203-1399 (m)

Promotional Items

Alpha Promotions
5933 Dickinson Trail
Liberty Township, OH 45011
(513) 755-7222

Hotel/Lodging

The Hamiltonian
One Riverfront Plaza
Hamilton, OH 45011
513-896-6200