



Hamilton

STUDENT ACTIVITIES OFFICE

Club Manual

2011-2012

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REGISTRATION AND RECOGNITION AT A GLANCE

To be eligible for Student Assembly funding, a student organization must be recognized through the Student Activities Office, which requires:

- Updated Roster
 - List of Current Leadership
 - Constitution
 - Accurate Organizational Information.
1. Students wishing to register a new student organization must meet with the Assistant Director of Student Activities and then complete the online Student Organization Registration:
(http://www.hamilton.edu/college/Student_Activities/StudentOrgs)
 2. Existing clubs and organizations must renew registration each fall semester and continue to update information whenever new officers are elected and membership changes. This can be done online through the Student Organization Registration:
(http://www.hamilton.edu/college/Student_Activities/StudentOrgs)
 3. An updated list of all student organizations is always available on the Student Activities Office website: (http://my.hamilton.edu/college/Student_Activities/organizations.html)
 4. Membership in registered student organizations must be open to all persons without regard to race, color, religion, national or ethnic origin, gender, sexual orientation, age, marital status or citizenship.
 5. It is strongly recommended that student organizations have an advisor who is a regular, full-time member of the faculty, staff, or administration.
 6. All registered clubs, organizations and groups will have equal access to space and use of College facilities.

RECOGNITION BENEFITS

All student organizations are subject to regulation by the Student Activities Office and the College. The benefits of recognition granted by Student Activities and the College include:

1. Use of college name.
2. Use of campus facilities.
3. Use of a student organization mailbox.
4. Financial account(s) through Student Assembly or Student Activities.
5. Ability to establish membership dues and raise funds.
6. The opportunity to request funds from Student Assembly.
7. The ability to use Student Activities supplies to publicize programs, events and activities.
(Please see Posting Policy on Page 34)
8. Utilize the Student Activities Office website to make information available.
9. The opportunity to create an organization campus email address.
10. Use of campus listservs (see Page 11)
11. Use of College vehicles (when available).
12. Use of College Print Shop.
13. Opportunity to schedule events and services through the Campus Activities Coordinating Committee (CACC).

14. Campus server account in SSS.
 15. Cashbox lending, storage, and security.
 16. Computer printer use.
 17. Assistance in developing programs.
 18. Sound and technical support for programs.
 19. Artist and event contacts.
 20. Tabling and Fundraising in Beinecke Village
- * Detailed information for obtaining these benefits can be found on Page 11. (Available Resources)

RECOGNITION BENEFITS - PROCESS AND POLICY

Purpose

The recognition and registration process is intended to promote the formation of student organizations, help coordinate and facilitate communication between student groups, faculty and administrators, promote student involvement in organizations, assist students and organizations in taking full advantage of College resources and facilities, provide practical training and education, encourage the formation of organizations which compliment existing programs at the College, and provide students with the opportunity to gain experience in activities which enhance their education.

Definition

A student organization must be comprised of registered Hamilton College students, have a stated purpose declared through a constitution, comply with College policies and follow the procedures set forth in this process. Hamilton College will not recognize a student organization until the registration process has been completed and the Student Activities Office has approved the recognition request.

For New Registration go to Page 5.

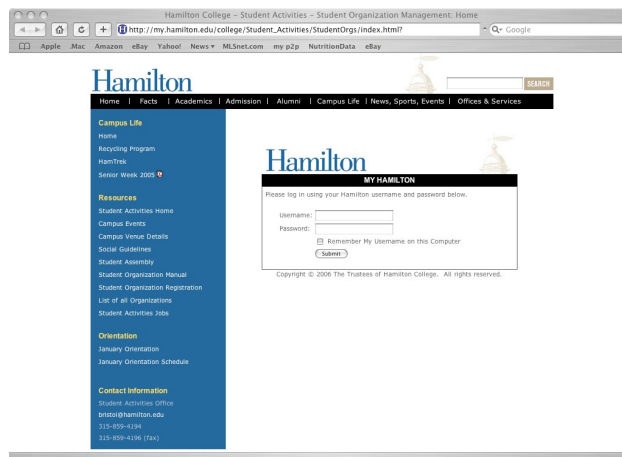
For Renewal go to Page 9.

In addition to online registration, all student organizations are required to send at least ONE (1) representative to a FALL and SPRING Club Leader BASIC TRAINING. Information about the training will be distributed via email, and an organization will not be fully recognized unless a member has attended.

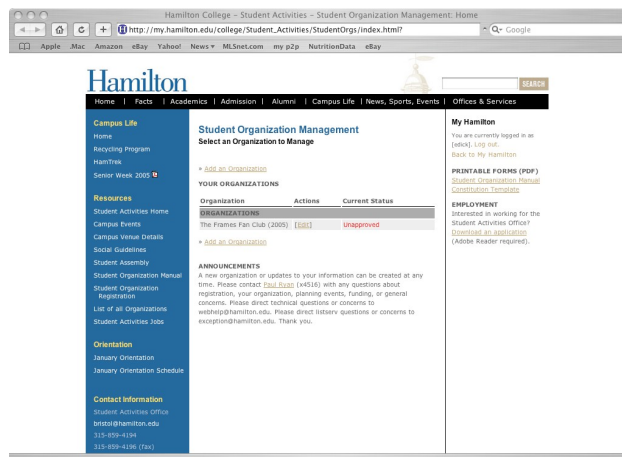
REGISTRATION PROCESS (NEW STUDENT ORGANIZATION)

New organizations may initiate the recognition process at any time during the academic year. However, once a new organization is recognized, there is a 10 week (70 day) probationary funding period in which the organization cannot apply for Student Assembly funding. The 10 week (70 day) period does not include the Summer Recess, Thanksgiving Break, Winter Break, or Spring Break.

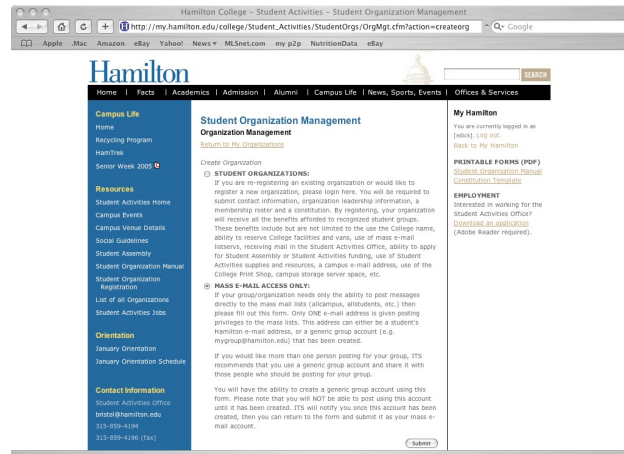
1. Log onto the Student Activities Office website:
(http://my.hamilton.edu/college/Student_Activities/StudentOrgs/index.html)



2. Once you enter your username and password, you will see an option to “Add an Organization.” Select this option.

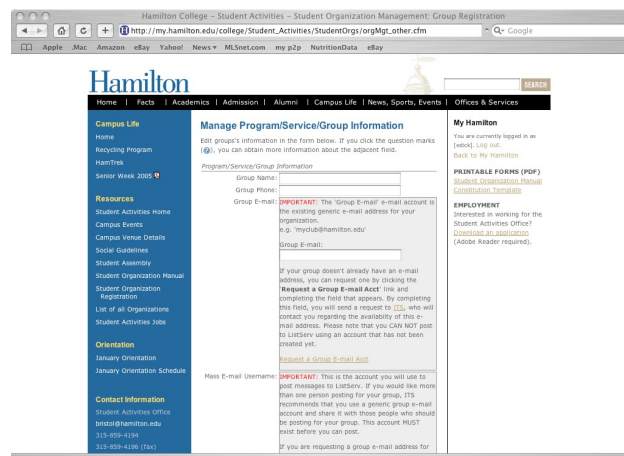


- The next screen will then present two options, "Student Organization" and "Mass Email Access Only." Read through the descriptions and choose the option that best meets your organization's needs.



FOR MASS E-MAIL ACCESS ONLY

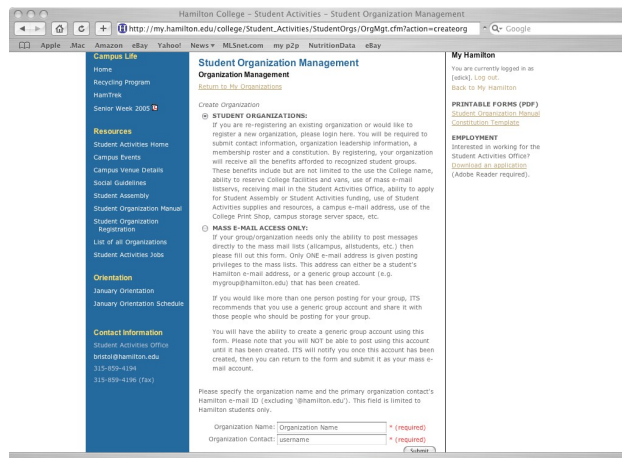
- Select "Mass Email Access Only" and click "Submit"
- Complete all the necessary information and click "Submit." (NOTE: Many times it will ask you to enter an email address WITHOUT @hamilton.edu, if you include the @hamilton.edu you will get an error message.)



- After you "Submit," an automated email will be sent to the Assistant Director for Student Engagement and Leadership. The Assistant Director will then review the information and either Approve or Deny the request. If the request is denied, an explanation will be sent to the student organization. This decision may take up to TWO (2) business days.

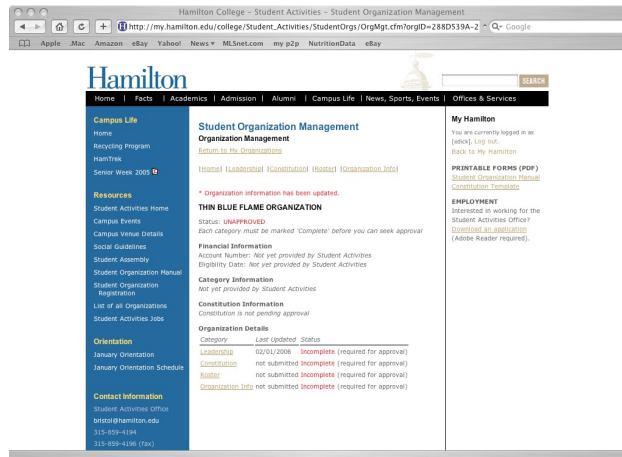
FOR STUDENT ORGANIZATION REGISTRATION

1. Select "Student Organizations," enter in the "Organization Name" and "Organization Contact," then click "Submit." (NOTE: Do not put "Hamilton College" in the name of your organization, it is assumed and makes the database more confusing. Also, many times it will ask you to enter an email address WITHOUT @hamilton.edu, if you include the @hamilton.edu you will get an error message.)

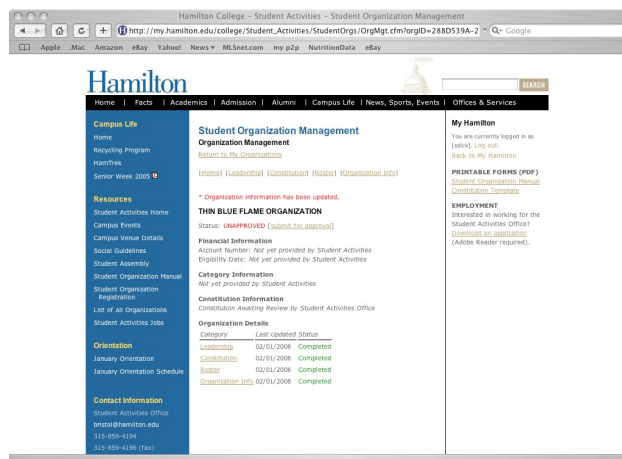


2. Scroll to the bottom of the screen and you will see four categories (Leadership, Constitution, Roster and Organization Info).
 - a. Click on Leadership. Enter in the email address (without the @hamilton.edu) of each member of your organization's leadership. You should have at least two people listed. **The people listed as Organizational Contact and Financial Contact will be the only organization members who have access to this online system.** When the information is complete, click "Submit." This will take you back to the previous page and you will see that next to Leadership, it now says "Completed."
 - b. Click on Constitution. Here you will have to upload your organization's constitution. On the right hand side of the screen, you can find the "Constitution Template." This document should be used as a guide for developing your own constitution. Once you add your constitution, click on "Submit."
 - c. Click on Roster. Enter in the email addresses of your organization's members. Keep this roster up to date throughout the semester by adding new members who join and removing individuals who are no longer in the organization.

- d. Click on Organization Info. Enter in all the appropriate information. It is under this heading where you can request an email address for your organization and designate the two members of your organization who will be approved to send out campus-wide emails. The Contact Information and Club Description that you enter on this page will be uploaded to the Student Activities webpage. This information can be seen by current and prospective students, as well as anyone exploring the Hamilton website. In this section you will also have the ability to upload an organization photo and, if you have one, link to your organization's website. After all the information is completed, click "Submit."



3. When you have completed all four categories, a button will appear at the top of the page allowing you to "Submit for Approval."



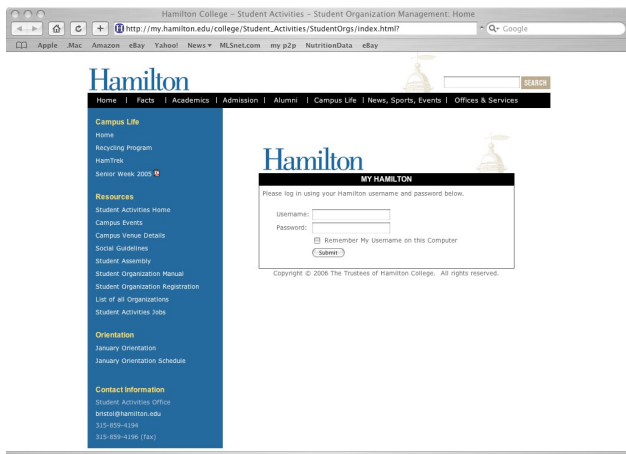
4. After you "Submit for Approval," an automated email will be sent to the Assistant Director for Student Engagement and Leadership. The Assistant Director will then review the information and either Approve or Deny the request. If the request is denied, an explanation will be sent to the student organization. This decision may take up to TWO (2) business days.

RENEWAL PROCESS (EXISTING STUDENT ORGANIZATIONS)

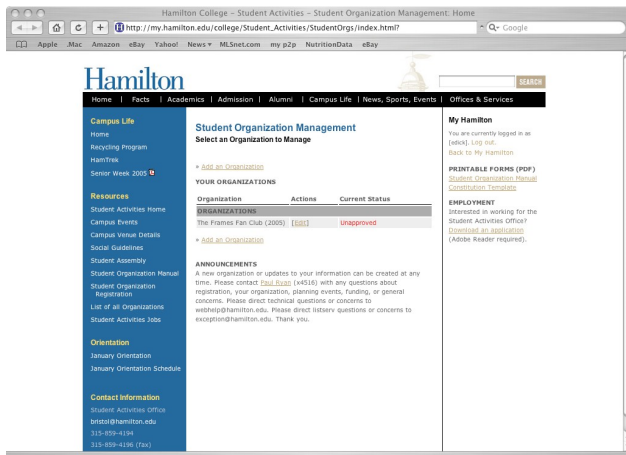
Registration for existing and previously recognized organizations **MUST TAKE PLACE NO LATER THAN THE 15TH OF SEPTEMBER EACH YEAR.** If an organization fails to renew by this date, they must repeat the initial registration process, including the 10 week (70 day) probationary funding period (see pg. 5)

Students listed as current officers for a student organization are the only group members who are permitted access to the online system, therefore it is very important to constantly update all organization information. If you are not listed as a contact, then you must contact the Assistant Director for Student Engagement and Leadership.

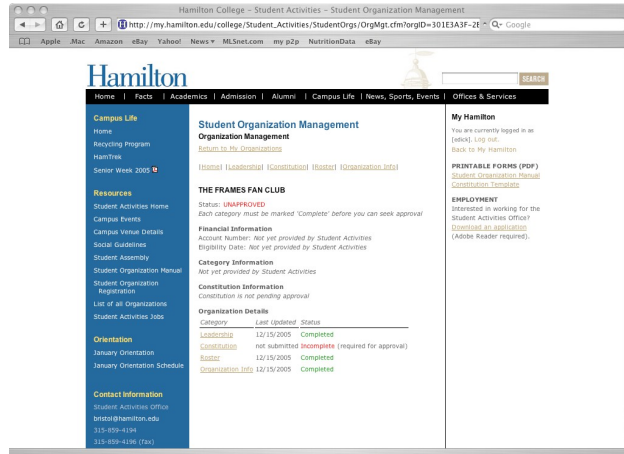
1. Log onto the Student Activities Office website:
(http://my.hamilton.edu/college/Student_Activities/StudentOrgs/index.html)



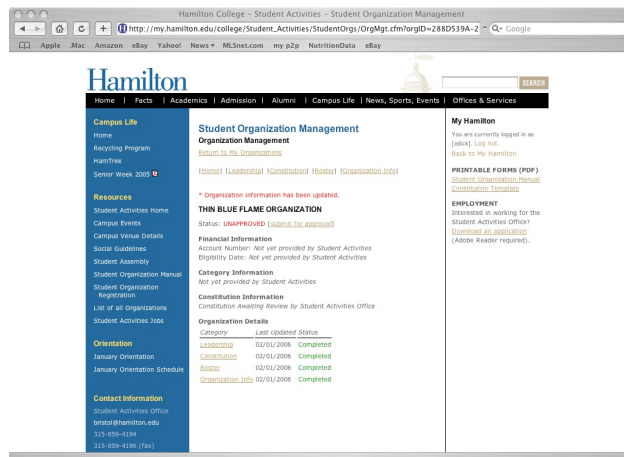
2. The group(s) that you are updating will appear. Next to the organization name, you will have the option to "Edit." On this screen, the status of the organization (approved or unapproved) will be stated.



- To begin updating all the organizational information, click on "Edit." This will take you to your organization registration homepage.



- From here, you will then be able to update "Leadership," "Constitution," "Roster" and "Organization Information." Each link provides you with instructions on how to enter each item. (NOTE: Many times it will ask you to enter an email address WITHOUT @hamilton.edu, if you include the @hamilton.edu you will get an error message.
- Once all the information has been updated, return to the organization "Home." Here you will be able to "Submit for Approval."



- After you "Submit for Approval," an automated email will be sent to the Assistant Director for Student Engagement and Leadership. The Assistant Director will then review the information and either Approve or Deny the request. If the request is denied, an explanation will be sent to the student organization. This decision may take up to TWO (2) business days.

If you have any problems / questions / or concerns with the online registration process, please contact Noelle Niznik the Assistant Director for Student Engagement and Leadership at nniznik@hamilton.edu or (315) 859-4516.

AVAILABLE RESOURCES (FOR FULLY RECOGNIZED ORGANIZATIONS)

1. Use of college name.
 - a. An organization recognized by the Student Activities Office may use Hamilton College in its name. However, please note that organizations are sorted alphabetically on our website. When entering information into the online system, you should not use "Hamilton College" in the title.
 - b. If your organization collects dues, the College name cannot be used in an off-campus bank account. While off-campus accounts are not forbidden, they are discouraged. Please see Resource Number 4, Financial Accounts, in this section for more details.
2. Use of campus facilities.
 - a. Facilities may be viewed and reserved online using the Events Calendar at <http://www.hamilton.edu/events/scheduling.html> Select a facility from the "Locations" grid or submit a "New Request," both from the left column. You will be sent a confirmation email when the space is reserved for your event.
3. Use of a student organization mailbox.
 - a. Student organization mailboxes are located in the Student Resource Room on the 3rd floor of the Sadove Student Center.
4. A financial account through Student Assembly or Student Activities.
 - a. After the initial 10 week (70 day) probationary period, your organization is eligible to apply for funding through the Student Assembly. Please follow the funding request policies on page 31. If approved, a campus account will be established for your organization.
 - b. If your organization is not eligible for SA funding and/or collects significant dues or revenue that you would like to roll over from year to year, the Student Activities Office can set up a Liability Account for your organization. These funds can be spent by following standard expenditure policies.
 - c. Neither Student Activities nor Student Assembly money can be used to purchase alcohol unless the alcohol is served by a licensed caterer.
5. Ability to establish membership dues and raise funds.
6. The opportunity to request funds from Student Assembly.
7. The ability to use Student Activities supplies to publicize programs, events and activities.
 - a. Publicity supplies such as computers, printers, markers, paint and paper are located in the Student Resource Room on the 3rd floor in the Sadove Student Center and are available for use. .
 - b. Because the sign-making markers are extremely strong, please make sure to place plastic underneath the paper when making signs, otherwise it will bleed through and stain the table and floor. (Please see College Posting Policy on Page 34)
8. Utilize the Student Activities Office website to make information available.
 - a. Through the online system, you can post information onto the Student Activities website. This information can include a description of your organization, a photo, contact details and, if you have one, a link to your organization's website.
9. The opportunity to create an organizational campus email address.
 - a. Student organizations can work with ITS to create an organizational email address. This can be requested through the online registration system under the heading of Organization Information.
10. Use of campus listservs (see below)

- a. Through the Online Registration, you will identify two people in your organization who will be approved to send listserv messages in addition to your organization email.
- b. To send an e-mail to STUDENTS about an EVENT use Events-students@listserv.hamilton.edu (sent only to students)
- c. To send an e-mail to ALL CAMPUS about an EVENT use Events-all@listserv.hamilton.edu (sent to both students and employees)
- d. Events
 - i. By an "event" we mean an activity (meeting, performance, lecture, etc.) that takes place on- or off-campus at a specific date and time and is sponsored, or co-sponsored by either an academic or administrative department/program or a student organization recognized by Student Activities. Sponsorship means that the chair of a College department, program or organization indicates that the organization supports the event and that members of the College are actively involved in organizing the event (e.g., as speakers). If someone other than the organizer(s) makes the event announcement, they share in the responsibility for adhering to the guidelines.
 - ii. Posting to the lists will be limited to all employees and two* student representatives, or the e-mail account assigned to each student organization recognized by Student Activities.
 - iii. Violations by the student representatives will accrue to the organization they represent regardless of whether the violator acted alone.
 - iv. An event will be limited to two posts to the mass mailing lists. Corrections count as one of the two messages.
 - v. If an event is cancelled or postponed, two additional notices are allowed.
 - vi. Each message must have a subject line that is descriptive of the event
 1. The first 4 lines of the message must contain:
 2. Date and time of the event
 3. Sponsor of the event
 4. Name of the event
 5. Location of the event
- e. Clarification: Posting a message to an inappropriate list is a violation (e.g., posting a message intended for students to the events-all list)
- f. The notices mass e-mail lists will be used only for the following general categories. A non-comprehensive bulleted list of examples is provided for each category.
 - i. Reports from Hamilton organizations or departments - These reports must come from individuals representing the academic or administrative offices, or student organizations recognized by Student Activities who generated the reports (e.g., Minutes of Student Assembly, Agendas, reports from faculty meetings, Honor Court decisions, results of campus-wide initiatives or community events such as United Way, Heart Walk & Run, announcement of appointments).
 - ii. Surveys - Student organizations recognized by Student Activities can submit surveys directly to the student lists. These must be surveys that will only be given to students.
- g. To send an e-mail to STUDENTS about a NOTICE use Notices-students@listserv.hamilton.edu (sent only to students)
- h. To send an e-mail to ALL CAMPUS about a NOTICE use Notices-all@listserv.hamilton.edu (sent to both students and employees)
- i. Note: ITS policy states that only two listserv emails may be sent per event. A violation of this policy will result in a loss of email privileges. To review the complete mass email policies visit http://www.hamilton.edu/college/its/policies_standards_plans/sec_5_email.html

11. Use of College vehicles (when available).
 - a. The Student Activities Office can assist with your student organization travel plans. There is a Student Activities van available for student organizations to use for approved travel. If you are traveling to an event off campus, this is the van you will want to use. Please refer to the Transportation section (Page 23) of this manual for more information on van usage and travel policies. As this van is used frequently, please plan as far in advance as possible.
12. Use of College Print Shop.
 - a. The College Print Shop can assist you with almost all your printing needs. Simply supply them with your organization's account number and the work can be charged right to your account.
13. Opportunity to schedule program services through the Campus Activities Coordinating Committee (CACC).
 - a. No summary of available resources would be complete without a mention of CACC. Simply put, CACC is a one-stop shopping for all your programming needs. CACC meets each Tuesday at 3:00PM in Sadove Student Center Room 112 (First Floor). Representatives from the Student Activities Office, Campus Safety, Physical Plant, Bon Appetite Catering, Audio Visual Support, Tech Crew, Event Staff and often other departments are available to assist you in finalizing the details of your events.
 - b. To help serve you better, make sure you come to CACC at least 72 hours before your event (earlier is better for complex events) and be prepared to discuss details.
14. Campus server account in SSS.
 - a. ITS will assist you in setting up an SSS where your organization can store event documents and files. This will allow for multiple members of your organization to have access to computer files from across campus and allow for an easier transition when changing members and leadership.
15. Cashbox lending, storage and security.
 - a. When collecting money, a cash box can be reserved through the Student Activities Office. This will allow for safe and secure method of exchanging money. When money is done being collected, the Student Activities Office can assist in depositing the money back into your student organization's account.
16. Computer and printer use.
 - a. The Student Activities Office has computers designated solely for student organization use. These computers are equipped with software to make flyers, manage organizational budgets and more. These computers are located in the Resource Room on the 3rd Floor of the Sadove Student Center. If you need assistance using any of the software, please contact the Assistant Director for Student Engagement and Leadership.
17. Assistance in developing programs.
 - a. The Student Activities staff is more than happy to meet with student organizations to assist in the development of programs. The Student Activities Office has many resources available to aid in this process. Please contact the Assistant Director for Student Engagement and Leadership for assistance.
18. Sound and technical support for programs.
 - a. The Student Activities Office staff can assist your organization with coordinating the appropriate sound and technical support for your event. When you are in the early stages of planning an event, we advise you to meet with a Student Activities staff person to discuss your needs and the equipment and resources available. The most important point is to plan ahead and ask the right questions. http://www.hamilton.edu/college/Student_Activities/venues.html
19. Artist and event contacts

- a. Do you have an idea of what your organization would like to do but have no idea how to get in touch with the person? The Student Activities Office and the Campus Activities Board (CAB) have a significant number of resources that are available to you. In these resources, you can find contact information, short biographies, and references, etc. Stop by and ask the Assistant Director for Student Engagement and Leadership for more information. At the very least, if we don't have something on hand, we can point you in the right direction.
20. Tabling and Fundraising in Beinecke Village/Martin's Way
- a. Tables in the display area of Beinecke Village, just outside of the Howard Diner, must be reserved through the Events Calendar at least 48 hours in advance of their intended use. In order to minimize congestion and maximize your group's visibility, a maximum of three groups can reserve a table in Beinecke Village at any one time.
 - b. The Student Activities Office must approve all potential fundraising projects in advance. Please note that Beinecke Village is the only approved area for student organization fundraising activities.

PLANNING AN EVENT AT A GLANCE

7 Easy Steps to Planning an Event

1. Begin with an Idea.
2. Start Planning.
3. Seek Funding to Cover Expenses.
4. Schedule the Event.
5. Attend a CACC Meeting.
6. Organize the Program Activities.
7. Accomplish the Program.

Event Contracts and Funding

A program budget must be approved before facilities can be scheduled or contractual arrangements undertaken. The leadership of the student organization will assure that funding is available before members may schedule dates, reserve facilities, or begin contract negotiations.

All contractual arrangements must be processed through either the Assistant Director for Student Engagement and Leadership or the Associate Dean of Students for Student Engagement and Leadership. **STUDENTS MAY NOT SIGN CONTRACTS.** The Associate Dean of Students and Assistant Director for Student Engagement and Leadership are the only authorized administrators to sign contracts on behalf of student organizations.

PLANNING EVENTS - PROCESS AND POLICY

Step One (1): Program Ideas

- a. The Student Activities Office staff will be happy to assist you in the creation and planning of your event. A variety of resources on films, speakers, performers, novelties and more are available through the Student Activities Office.

Step Two (2): Start Planning

- a. The outline on the following pages can be referred to throughout the planning process. This checklist is meant to be used as a guide, subject to the conditions of the event. If you need suggestions for an event, consult with the Assistant Director for Student Engagement and Leadership.
- b. Advance Planning
 - a. Make a rough outline of activities for the entire semester.

- b. Discuss preliminary ideas with your organizational membership and advisor.
 - i. Consider the following:
 1. Program purpose and budget.
 2. Special permits, licenses and insurance required.
 3. Venue (campus facilities).
 4. Special Equipment (sound, lighting, staging).
 5. Hospitality requirements (food, lodging).
 6. Security and safety.
 7. Committees/persons in charge.

Step Three (3): Seek Funding to Cover Expenses

- a. The most common source of funding for student organizations is the Student Assembly. Before considering any other options, you should plan to apply to the Student Assembly for funds.
- b. Consult the Funding section of this manual, which includes proper procedure, Student Assembly Funding codes and sample budget forms.
- c. For additional information on funding, please contact the Student Assembly Treasurer or Assistant Director for Student Engagement and Leadership.

Step Four (4): Schedule the Event

- a. Student organizations wishing to sponsor an activity should send an authorized representative to meet with the Assistant Director for Student Engagement and Leadership.
- b. The Assistant Director for Student Engagement and Leadership will then confirm that the student organization has the necessary funds to cover the activity, or has received written co-sponsorship commitments from other groups on campus.
 - a. Co-sponsorship commitments need to be confirmed by a program representative of the group and must specify the dollar amounts that they are committing to the project, along with the account number from which those funds are to be transferred.
- c. To select an appropriate date and venue for your event, please visit the Events Calendar at <http://www.hamilton.edu/events/scheduling.html>. First, check the daily events to see if there are any conflicts with other large campus activities. Next, check the availability of specific venues by using the "Locations" tab. Finally, reserve your venue by clicking an available time block in the facility's grid, or select your date, time and location through the "New Request" link.

My Hamilton - You are currently logged in as dseng. Log out.

Hamilton

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Events Calendar

Home
View the Calendar
Campus Map
Scheduling Procedures
Schedule an Event
Local Attractions
Accessibility
Calendar FAQ
Information for Schedulers

Contact Information

College Events Calendar
events@hamilton.edu
315-859-4307

Scheduling Procedures

(When the College is NOT in session, please contact the Office of Auxiliary Services at 315-859-4372 for event planning assistance.)

STEP 1: Make sure there are no major conflicts with your event. Check your proposed date/time on the Events Calendar; see the [2017 Events Filter](#).

STEP 2: Reserve your space

1. Submit a request using the My Requests form. You can request a specific space by checking the space availability on the Locations view or you can make a request without a specific space.
2. If you have questions about reserving a space or scheduling an event, contact the appropriate scheduler for the space or email the calendar help. If you need help planning your event contact 315-859-4307 ext. 200.

STEP 3: Wait for your confirmation that your space/event has been approved. Confirmations are sent by email to the requestor and will normally be received within one business day.

STEP 4: Make necessary arrangements with support service providers:

Auditorial Services	859-4120
Bon Appetit Food Service	859-4985
Campus Safety	859-4141
College Bookstore	859-4242
Physical Plant	859-4500
Student Activities	859-4134
Telephone Services	859-4160
Media Relations	859-4680

* To publicize an event on the Web site or in the media, contact the media relations office two weeks in advance.

[Virtual Tour](#)

Click here to view the Events Calendar

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Welcome, David Eng. [Log Out](#)

Events for Tuesday Aug 04 2009

Start	End	Event	Location
Aug 03 2009 Aug 16 2009		AA logistical preparation (Rsrv_349963)	Tolles Pavilion A & B (Full Annex)
08:00 AM	04:00 PM	Day Basketball camp (Rsrv_350249)	Alumni Gym, Field House Front
08:00 AM	10:00 PM	Mercury Conference (Rsrv_349913)	Science Center 3039 - Computer Classroom, Science Center Atrium (Wellin Atrium), Science Center 6027 - Kennedy Auditorium
09:00 AM	05:00 PM	Multimedia Narrative Workshop (Rsrv_350206)	Burke Library 001
10:00 AM	12:00 PM	Reference meeting (Rsrv_349803)	Burke Library 217 - Graves Room
10:00 AM	06:00 PM	Open Workout Times (Rsrv_348219)	Blood Fitness Center
11:00 AM	02:00 PM	Day basketball (Rsrv_350250)	Science Center 3024 - Classroom
AM	01:00 PM	Commons Dining Hall (Commons Breakfast)	Commons Dining Hall
03:45 PM		Alumni at Hamilton Meeting (Rsrv_350222)	Kirner-Johnson 202 (Computer Classroom)
		AA & USE CALCC Meeting (Rsrv_350013)	Bristol Center 207 Penney Room
08:00 PM	10:00 PM	Summer Trivia (Rsrv_349735)	Bristol Center Hub

MY REQUESTS
New Request
Pending
Approved

MY WORKFLOW
Outstanding
Daily

HELP
Scheduling Procedures
Library Study Rooms
Reservation Policy

Click here to submit a NEW Request

Hamilton
Home | Facts | Academics | Admission | Alumni | Campus Life | News, Sports, Events | Offices & Services

User Logon

Please log in using your My Hamilton username and password below. Only Hamilton College employees and students may access this system. If you would like to schedule an event, and you do not have an account, please contact the Events Administrator at (315) 859-4106.

Username:
Password:

MY REQUESTS
New Request
Pending
Approved

MY WORKFLOW
Outstanding
Daily

HELP
Scheduling Procedures
Library Study Rooms
Reservation Policy

Login using your My Hamilton Credentials

Hamilton
Home | Facts | Academics | Admission | Alumni | Campus Life | News, Sports, Events | Offices & Services

Welcome, David Eng. [Log Out](#)

Request an Event

Please use the form below to request space for an event and to have the event placed on the Calendar. For more information about scheduling procedures, please visit our scheduling procedures page.

Please fill in as many details as possible. Required fields are labeled like this. Information in the Event Title field can be used to provide more detail about an event and will appear on the Calendar in parentheses after the Event Name.

Event Name:
Event Title:
Event Type:
Sponsoring Organization:
Expected Head Count:

Start: August 4 2009 12:00 PM
End: August 4 2009 01:00 PM

Please list the actual start time of your event. If you require additional set-up time, please indicate the time in the Comments section below.

Repeat: None Ad Hoc Daily

Repeat Every: Day(s)

MY REQUESTS
New Request
Pending
Approved

MY WORKFLOW
Outstanding
Daily

HELP
Scheduling Procedures
Library Study Rooms
Reservation Policy

Submit this Reservation Form to fulfill your space request

- d. The Student Activities Office may deny a date or facility to any group if the program would significantly interfere with previously scheduled activities.
 - a. Requests for calendar dates will be approved only if they do not result in two events drawing on the same probable audience in the same time period.

- Advance planning and early scheduling of events are the best ways to ensure that you get the dates you want.
- b. Anyone scheduling an event on a week night (Sunday through Thursday) must recognize that students cannot be required to attend extracurricular events that conflict with coursework.
 - c. Events or programs with alcohol may not be scheduled after the reading period has begun. This is the first day after the last day of classes at the end of each semester.
 - d. In all instances, use of College facilities will be denied if the sponsoring organization or individual places restrictions on the audience or participants that conflict with Title IX and the equal opportunity policies of the College.
- e. Special, risk-oriented group events such as bike races, 5-K runs, etc. must first be discussed with the Assistant Director for Student Engagement and Leadership prior to final approval
- f. Partisan Political Events
- a. As a tax-exempt institution, Hamilton College must conform to the provisions of the Internal Revenue Code. Simply stated, these provisions forbid partisan political activity by the College, but allow political activity by members of the campus community. Political groups on campus may use college facilities and funds so long as this is done in an evenhanded manner, not favoring one political party over another. Student organization funds may not be used to financially contribute to a political campaign or other exempt fund or organization, unless these funds are fundraised for that specific purpose. The following is excerpted from a publication by the American Council on Education based on the Internal Revenue Code [Section 501 (c) (3)]: The Internal Revenue Code absolutely proscribes participation in or intervention by an exempt institution in any political campaign on behalf of any candidate for public office.
- g. After appropriate information has been received and the budget reviewed to ensure proper financial backing, the Associate Dean of Students or Assistant Director for Student Engagement and Leadership will review any contracts with organization representatives. The Associate Dean of Students or Assistant Director for Student Engagement and Leadership are the only individuals authorized to sign a contract on behalf of student organizations. **A STUDENT OR ADVISOR MAY NOT, UNDER ANY CIRCUMSTANCES, SIGN A CONTRACT.**
- h. If campus services are required (Physical Plant setups, food services, security, etc) the person in charge of the event or the designated proxy will be directed to attend the CACC meeting to finalize arrangements (3:00PM every Tuesday in the Sadove Student Center Room 112 (First Floor).
- i. Parties and Events with Alcohol
- a. If beer or wine is to be served at an event, please refer to Information for Social Hosts which can be found at http://www.hamilton.edu/college/student_activities/guidelines.html

Step Five(5): Organize the Program Activities

- a. Three to Five Weeks Prior to the Event
 - a. Organize and establish committees with persons in charge of major activities.
 - b. Make publicity arrangements.
 - c. Make arrangements for special equipment such as stage, sound, lights, audio visual services, tables, chairs, trash cans, etc. These items can usually be secured at a weekly CACC (Campus Activities Coordinating Committee) meeting or with the event reservation.
 - d. Consult with the Assistant Director of Student Activities to determine if any of these items are needed, and then follow up with the appropriate administrative office.

- e. Arrange for security if needed. Student Event Staff is coordinated at the CACC meeting. Requests must be received at least 72 hours in advance of the event.
- f. Complete hospitality arrangements. Requests must be received at least 72 hours in advance of the event.
- g. Confirm set-up and clean-up times and crews.
- b. Two to Three Weeks Prior to the Event
 - a. Arrange for payment checks if applicable. A completed W-9 form is required of the organization/person being paid.
 - i. You should work in advance with the Assistant Director for Student Engagement and Leadership or a representative from your funding source to ensure payment is submitted in a timely fashion. You need at least two weeks prior to the event in order to have a check ready on the day of your event. If contracts are involved, please see the Assistant Director for Student Engagement and Leadership to ensure payment can be available at the conclusion of your event. Checks are processed once a week; to be ready on Friday afternoon they must be submitted the Friday prior.
 - b. Establish work details. Recruit people for all jobs. Encourage volunteer help. Identify by name those people to be paid and request checks for payment.

Step Six (6): Attend a CACC Meeting

- a. The Campus Activities Coordinating Committee (CACC) meets every Tuesday afternoon at 3:00PM during the academic year in the Sadove Student Center Room 112 (First Floor). The purpose of these meetings is to facilitate the planning of events sponsored by student organizations. A representative from the organization is required to meet with CACC at least 72 hours to three weeks prior to a scheduled activity.

Step Seven (7): Accomplish the Program

- a. One Day Before the Event:
 - a. Make final check-up on the facility, seating, refreshments, and equipment.
 - b. Provide an update to organizational membership and advisor.
- b. Day of the Event:
 - a. Ensure that all committee assignments are carried out and details are underway.
 - b. Pick up payment checks from the Student Activities Office or from a representative from your funding source. If the event occurs on a weekend, the check must be picked up by 4:00PM on Friday.
- c. Immediately after the Event:
 - a. Be sure to clean up.
 - b. Be sure to track **ALL** of your expenses. If you need to submit receipts for reimbursement, you must submit a reimbursement request and all **ORIGINAL** receipts to the Student Assembly Treasurer or a representative from your funding source. Reimbursement for expenses UNDER \$25.00 can be settled in cash. Any expenses totaling over \$25.00 must be settled by a check. The appropriate reimbursement envelopes are available at the Student Activities Office in the Sadove Student Center.
 - c. Return borrowed or rented equipment.
 - d. Send notes of thanks, as desired.
 - e. Remove all publicity materials (flyers, posters, banners, etc.).

AVAILABLE DEPARTMENTAL RESOURCES

Audiovisual Support

- a. Sound and/or lighting equipment is available to student organizations that are planning events that have such technical requirements. Often times, the required equipment is detailed on a technical rider provided by the artist who is contracted to perform. With this information in hand, the Student Activities Office can determine how to best meet

your needs. Below, please find information which clarifies the services provided by Student Activities and Audiovisual Classroom Services and the type of events and locations they support.

- b. Tech Crew
 - a. The Student Activities Tech Crew will support the following:
 - i. Sound support to open mics, dances, poetry readings, and other non-academic functions.
 - ii. Support for all events held in Beinecke Village and the Tolles Pavilion (with the exception of special events for the President's Office, C&D, Admissions, and Academic Departments).
 - iii. Service to all student groups in Sadove Student Center, Bundy Hall and Café Opus, depending on the specific equipment needs.
 - iv. General service to all non-academic functions.
 - b. Contacts
 - i. Tech Crew Contacts can be found on the Student Activities Website located here: http://www.hamilton.edu/college/student_activities/
 - c. The Student Activities Tech Crew also can provide an overhead projector, slide projector, portable screen, data projector and TV/VCR for events.
 - d. The Tech Crew Student Managers can provide an assortment of sound equipment for student organization sponsored events. Generally, if sound support is needed for an event, the event organizer must send a representative to the CACC meeting, which precedes the scheduled event (the CACC meeting should precede the event by 72 hours). All technical support must be scheduled at least 72 hours prior to the event. Requests made less than 72 hours prior to an event may not be considered. The earlier you make your needs known to the Student Managers, the better the Tech Crew will be able to fill them.
 - e. The only facilities with lighting are the Fillius Events Barn (which is located in Beinecke Village) and the Tolles Pavilion. Due to the limited nature of lighting equipment, lighting for events in all other locations must be arranged through a local company. Costs for all rentals will be charged to the sponsoring organization. Please consult with the Student Activities Office for cost estimates and arrangements.
- c. Audiovisual Classroom Services
 - a. Audiovisual Classroom Services will support the following:
 - b. Sound support for most academic lectures held in Wellin Hall, classroom settings, the Fillius Events Barn, and the Chapel. Audiovisual Classroom Services handles special requests for events and should be directed to Audiovisual Services at x4120. Specific sound support needs are discussed at the weekly CACC meeting.
 - c. Contacts:
 - i. Marilyn Huntley, Sounds Requirements and Film Screenings. x4120
 - d. **Please Note: Information about Film Showings Public Performance Video Rights. By Law, U.S. Copyright Act Pre-recorded video cassettes and digital video discs available in stores throughout the United States are for home use only. The law requires that organizations and individuals who publicly exhibit video motion pictures and audiovisual works obtain licenses for such public performances. Pre-licensing is, therefore, required and is the responsibility of the sponsoring organization or individual. Please contact Audiovisual Classroom Services with questions pertaining to film licensing. Please contact the Student Activities Office at x4194 or Audiovisual Classroom Services at x4120 for further information.**
- d. Check Processing

- a. All Student Assembly Reimbursement/Payment Envelopes (including accounts payable and reimbursements) must be received by 4:00PM on Friday in order to be ready the following Friday afternoon. ORIGINAL receipts are needed to validate reimbursement. Please plan accordingly when requesting accounts payable checks, which are checks cut from student organization budgets as payment for services, including artist payments, speaker fees, DJ services, etc. If your event is on a Thursday, your request must be submitted **2 FRIDAYS PRIOR** to the event.
- b. Contacts
 - i. Deb Prody, Accounts Payable Checks, x4320
- e. Campus Activities Coordinating Committee (CACC)
 - a. The Campus Activities Coordinating Committee (CACC) meets every Tuesday at 3:00PM in Sadove Student Center Room 112 (First Floor). The purpose of CACC is to serve as a resource for event planning on campus. You should plan to attend one week (a minimum of 72 hours) prior to your event, or send a representative.
 - b. Representatives from these offices will be attending the weekly CACC meeting:
 - i. Student Activities Office
 - ii. Bon Appetit Catering
 - iii. Campus Safety
 - iv. Physical Plant
 - v. President's Office
 - vi. Audio Visual
 - vii. Event Staff
 - viii. Tech Crew
- f. Security Personnel
 - a. Full consideration of security requirements should accompany the planning of each event. Crowd control, protective measures, reserved parking, and traffic control are some of the concerns dealt with by the campus safety office. Most security requirements for events are handled through CACC meetings.
 - b. Contacts
 - i. Francis Manfredo, Director of Campus Safety, x4144
 - ii. Wayne Gentile and Mike Jones, Assistant Directors of Campus Safety, x4125
 - c. Student Event Staff Contacts can be found on the Student Activities Website located here: http://www.hamilton.edu/college/student_activities/
 - d. Please Note: There are charges for some forms of security services, including Events Staff. See the Associate Dean of Students for Student Engagement and Leadership for specific information
- g. Catering and Food Services
 - a. Ordering through Bon Appetit Food Service
 - i. Place your order with Bon Appetit, giving them a complete description of your needs (faxed or emailed requests are preferred). A minimum of 72 hours in advance is required for all events; however, special events may require longer notice. Bon Appetit's Catering operation is located in Bundy Dining Hall. The phone number is x4985 and you can browse the catering options at http://my.hamilton.edu/college/food_service/
 - ii. When placing a catering order, you are advised to attend the CACC meeting that is no less than 72 hours prior to your event.

- iii. Upon request, Bon Appetit will deliver and clean-up. Arrangements must be made in advance with Bon Appetit or the Physical Plant for clean-up. (See Physical Plant section on Page 21 for clean-up requirements).
 - iv. Please discuss food arrangements with your organizational advisor or the Student Activities staff.
 - v. If you are planning a group meal and Bon Appetit is catering, use your equivalencies to reduce the total costs. Types of equivalencies include meal exchanges (when the catered meal is the exact cost of eating in the dining hall) and price off-setting (when the price of a dining hall meal is subtracted from the price of a catered meal)
 - vi. If you are traveling, you may use your equivalencies to obtain some food and drink items for your trip.
 - vii. Add info about order confirmations being faxed to our office for approval.
- b. Working with Outside Caterers
- i. General Considerations
 1. There are times when outside caterers (non-Bon Appetit or Café Opus) are hired to support receptions or special meals for Hamilton College. Certainly the diversity of choice is necessary; however, there are host responsibilities in arranging for these functions, which may not be obvious.
 2. All outside caterers must provide proof of liability insurance (\$1,000,000 aggregate policy) and NYS Health Department certification. This paperwork must be in the Office of Administrative Services before a caterer can be contracted for service. The host is responsible to determine whether that paperwork is in place. If the paperwork is not in place, it is the host's responsibility to get copies of it and file it at the Office of Administrative Services.
 3. The host must negotiate the menu and service expectation with the caterer.
 4. If the outside caterer requires space, in addition to the event location, the host must make arrangements for this need. This space might include set-up space or pantry/kitchen space. Requests for adjacent rooms for set-up should be reserved through the Events Calendar. If you have questions, please contact the Student Activities Office.
 5. Caterers must supply all of their own equipment - glassware, plates, silverware, pots, pans, serving equipment, warming carts, etc. If necessary, an organization may request equipment rental from Bon Appetit.
 6. If your organization will be preparing food, a completed Food Waiver must be submitted to the Office of Administrative Services. This form can be requested by calling x4271.
 7. The host must make the reservation for the event space.
 8. The host will be billed for any additional cleaning or damage to facilities as a result of the event.
- c. Alcoholic Beverages
- i. It is important to understand the College's Alcohol Policy. Please see Information for Social Hosts for more information https://my.hamilton.edu/college/student_activities/guidelines.html. A hard copy can be obtained from the Student Activities Office.

- ii. Alcohol cannot be purchased with College funds, unless a third party vendor/licensed caterer is used. Please contact the Student Activities Office for more information about third party vendors.
 - d. Contacts
 - i. David Urban, Bon Appetite Catering, x4985
 - ii. Dannelle Parker, Contracting Outside Catering, x4372
- h. The Physical Plant Department can provide a variety of services for student organizations upon request. A **MINIMUM OF 48 HOURS** advance notice is needed.
 - a. Plumbers, carpenters, electricians, mechanics, painters, laborers, and custodians are available during work hours or with advance notice for a fee.
 - b. Construction support: carpentry and painting services
 - i. The College has prefabricated stage and platform sections that can set-up inside or out of doors. Moving services can be provided for unusual or bulky items. For a reasonable charge, minor renovations, alterations, or construction services can also be provided.
 - c. Ground Crew support: set-up/take-down and moving service
 - i. Removal of stage and/or other physical props to a suitable location. This location should be arranged with both the Student Activities Office and the maintenance department.
 - d. Custodial support: cleaning and janitorial services
 - i. In all cases, you can anticipate charges for the clean-up of spaces after events. Certain clean-up responsibilities still rest with the sponsor, including these tasks:
 1. Remove all garbage bags to the dumpsters where possible, both throughout the event and after its completion. The garbage should be put in dumpsters or, if the dumpsters are full, in a previously arranged location.
 2. Move all garbage cans to a suitable location.
 3. Clean mud, dirt, or other debris off the walls, windows, doors, etc., of all areas used for the event.
 4. Sweep dirt and other debris from the floor. Bag it and place with the other garbage. Any gross spillage or messes on the floor, which cannot be swept, should be cleaned.
 5. Clean the walls, ceiling, stall, etc. of the bathrooms.
 6. Prepare a list of any damages that occurred in the areas used. Please include the name(s), if possible, of those responsible for the damage, and forward to the Associate Dean of Students for Student Engagement and Leadership.
- i. The Print Shop provides copying and printing service to all clubs and organizations, and is located in the basement of Commons Dining Hall. During the school year it is open from 8:30 a.m.-Noon and 1 p.m.-4:30 p.m. Monday through Friday. Visit the Print Shop website at: <https://my.hamilton.edu/college/printshop> for Print Shop guidelines and the Print Shop Service Request Form.
 - i. Copying and Printing: A Print Shop Service Request Form must be completed for all copying orders. Forms are available at the Print Shop or online. Orders are done on a first-come, first-serve basis. It is recommended that work be submitted at least 24 hours in advance. Larger jobs, involving printing and/or handwork (folding, collating and/or binding) require more time. Call ext. 4626 or 4627 for time estimates. In order to process an order, the club or organization account number must be included on the form
 - ii. Basic black and white copy pricing:*

1. \$.05 per side for 8.5 x 11 white or color paper
 2. \$.07 first side and \$.05 second side for 8.5 x 14 white or color paper
 3. \$.09 first side and \$.05 second side for 11 x 17 white or color paper
 4. *Card stock prices are slightly higher.
- iii. Color Copy Pricing:
1. \$.25 per side for 8.5 x 11 paper
 2. \$.27 per side for 8.5x14 paper
 3. \$.30 per side for 11x17 paper
 4. *Card stock prices are slightly higher.
- b. Typesetting and Design: The Print Shop is happy to assist with poster, flyer, post card, brochure and invitation design and typesetting. Call Yvonne Schick at x4626 for assistance.
- c. File Requirements: For copying and printing orders, clean hard copy or electronic files must be provided. Files from common programs are accepted, but PDF files are preferred, as some fonts may not be available on Print Shop computers. Originals may be brought to the Print Shop (hard copy, disc or thumb drive), or sent to printsho@hamilton.edu as an e-mail attachment.
- d. Print Shop Staff: Deb Wood, Supervisor; Yvonne Schick, Senior Production Specialist; Matt Fletcher, Press Operator. Ext. 4626 or 4627
- j. Residential Life
- a. Every Residential Assistant has a mailbox in the Residential Life office. They are a good resource for advertising your events because each floor has a bulletin board for publicity.
 - b. Contacts
 - i. Jean Burke, x4014
- k. Transportation
- a. The Student Activities Office manages student organization requests for College vehicles. Only recognized organizations may reserve a van.
 - b. When your organization considers programs and events off campus, it is helpful to know and understand the following points:
 - i. Scheduling of College Owned Vehicles
 1. Scheduling is handled via the online space reservation form available here: https://r25.hamilton.edu/wv33p/wv3_servlet/urd/run/wv_request.Request
 2. When reserving a college van please select "Van Reservation" under "Event Type"
 - ii. Priority and Procedures
 1. Three vehicles are available for academic purposes and student activity support.
 2. Vehicle availability will be based on a first-come, first-served basis. No person who has reserved a vehicle will be "bumped" or deprived of that vehicle during two weeks prior to the proposed trip except in the event of mechanical difficulties rendering the vehicle unsafe.
 - iii. Driver Eligibility and Charges for College Vehicles
 1. A student must be designated an "eligible driver" to drive these vehicles. To drive a van, a student must have a valid driver's license, three years driving experience with no moving violations,

view a van-safety video and must successfully complete a driving test in a van with a Physical Plant representative.

2. A mileage charge, and the cost of driver time (where applicable), will be assessed for the use of College vehicles. Where appropriate, this charge will be made to the account of the department or organization using the vehicle. The 2011-2012 charge for college vehicles is \$0.55 per mile. User is responsible for the cost of any gas purchased during reservation. Any updates to this policy can be found at:

https://my.hamilton.edu/college/business_office/index.html

iv. Dispatch

1. Vehicles will be released to authorized drivers from the Physical Plant Office on Miller Road in accordance with the proper arrangements. The driver should report to the Physical Plant as close to the requested time as possible. In the evening or on weekends, the reserved vans will be released to the authorized driver by one of the following methods:
 - a. The driver who wants to drive his/her own car to the Physical Plant Office on Miller Road should first ask the Campus Operator at the Campus Safety Office to arrange for the safety officer to meet the driver with the van keys and the trip/authorization log.
 - b. Alternately, the driver may go to the Campus Safety Office thirty (30) minutes before the trip's actual departure and request a ride to the Physical Plant Office. The Campus Safety officer can verify the authorization of the trip and driver, and issue the keys.
 - c. At the conclusion of the trip, the driver may request a ride from the Campus Safety Officer back to campus. **The keys and log should be dropped in the "Drop Box" outside the Physical Plant entrance.**

v. Length of Trip / Drive

1. Because driver fatigue is a major cause of automobile accidents, the following general rules apply to all trips:
 - a. Individual drivers shall limit their driving time to a maximum of 6 hours per day.
 - b. Groups shall not travel more than 14 hours per day, regardless of the number of drivers available for the trip or in the vehicle.
 - c. Trips shall not depart from any location nor should driving take place between the hours of 1:00AM and 5:00AM. The jitney is exempted from rule 1c.
 - d. For a complete list of vehicle policies visit: https://my.hamilton.edu/college/physical_plant/usepolicy.pdf

vi. A Note About Traveling

1. When arranging a trip to travel off-campus, please notify Campus Safety and the Dean of Students Office. They should have the following information in order to contact students in the case of an emergency:
 - a. List of students traveling
 - b. Destination and Accommodations
 - c. Contact Information including a phone number.

STUDENT ORGANIZATION TRAVEL POLICIES AND GUIDELINES

Introduction

If approved in advance by the appropriate funding source, travel expenses incurred on official student organization business will be paid by organizational funding if the expenses are properly authorized, reasonable, and appropriately documented. Members of student organizations who incur such expenses should neither lose nor gain personal funds as a result.

This manual describes the policies and procedures used at Hamilton to implement those goals with as much flexibility and as little complexity as is possible within the constraints imposed by various legal and contractual requirements.

Student organizations should exercise care in incurring travel expenses. It is the responsibility of each individual incurring such expenses to comply with the College's policies and procedures, as described in this manual.

Payment of Travel Expenses

Hamilton provides two means for the payment of travel expenses: (a) prepaid expenses, and (b) reimbursements. Each of these is explained in turn below. *Travel reimbursements for organizations funded by Student Assembly MUST be pre-approved by the Student Assembly **prior** to travel.*

A. Prepaid Expenses

These are expenses paid by the College in advance of the travel date – registration fees, hotel deposits, etc. In order to have the College prepay these expenses, submit an appropriately signed Student Assembly Reimbursement/Payment Envelope (which can be found at the Student Activities Office) along with documentation of the expense (i.e., registration form, hotel confirmation form).

B. Reimbursed Expenses

In order to be reimbursed for expenses incurred or to substantiate travel advances, a traveler must submit an appropriate and signed Reimbursement Envelope accompanied by appropriate original receipts.

The receipts are needed to document the actual amounts of any travel expenses that will be charged to a student organization account. The completed Reimbursement Envelope and receipts should be submitted to the Student Assembly Treasurer **within 30 days** of the traveler's return from each trip.

A description of the trip (including departure and return dates) and a detailed list of your transportation, lodging, meal and miscellaneous expenses should be included with your receipts.

By signing the Reimbursement Envelope, travelers certify to the college that the information contained on the form is accurate to the best of their knowledge. Therefore, individuals **must sign their own names**.

The Student Assembly Reimbursement/Payment Envelope must be approved by a person authorized to charge expenses to the account (s) and organization (s) that will bear the

cost. The authorizing signature indicates that the charges are proper and that funds are available to cover the expenses.

Reimbursement checks will be mailed to the traveler.

If a Student Assembly Reimbursement/Payment Envelope is not completed properly, and if the problem cannot be resolved with a phone call, the Request will be returned to the traveler or the approving party for correction.

RECEIPTS

A. Required Receipts

Dated original receipts should be submitted with Reimbursement Envelope for:

- all lodging expenses (itemized hotel bills required, credit card statement alone is not sufficient)
- meal expenses, unless such expenses do not exceed \$25.00 per day
- all purchased transportation expenses, including air, train and bus fares, as well as car rental charges;
- registration fees that were not prepaid; and
- any other expense

Credit card payment forms and travel agency invoices are not considered adequate receipts for transportation, lodging or car rental agreements. Airplane or train ticket stubs, hotel bills, and automobile rental bills are required. A cardholder's original of an itemized credit card receipt form will be accepted as documentation for meal payments.

When expenses are partially covered by an organization other than Hamilton, duplicate copies of the receipts may be submitted by attaching either a copy of the request for reimbursement submitted to the other organization or a Reimbursement Envelope that details expenses divided between Hamilton and the other organization.

REIMBURSABLE TRAVEL EXPENSES

*Travel reimbursements for organizations funded by Student Assembly MUST be pre-approved by the Student Assembly **prior** to travel.*

A. Transportation

Commercial Transportation - Travelers should use the most economical mode of available transportation that is consistent with the purpose of the trip. Whenever possible, travelers should take advantage of excursion rates or other airline discounts. Students will only be reimbursed for coach class.

Private Automobiles - Travelers may wish to use their own automobiles to save time, transport equipment, or reduce the cost for a group traveling to a common destination. The College will reimburse the vehicle's owner by applying a standard rate per mile to the actual driving distance by the most direct route. This mileage allowance covers all transportation and operating costs. Tolls and reasonable parking charges will also be reimbursed, but repairs to the vehicle and other

similar costs, whether they result from the traveler's acts or the acts of others, will not be reimbursed.

Travelers who choose to use their own automobiles on a trip for which air travel is more appropriate will be reimbursed for the actual miles the automobile is driven at the standard rate per mile. This reimbursement may not, however, exceed the coach air fare to the destination, plus airport transportation costs. If two or more people travel together for the College by automobile, the maximum reimbursement is the actual miles the automobile is driven at the standard rate per mile plus tolls, parking fees, etc. are the sum of the coach airfare and ground transportation costs for all the official travelers.

Miscellaneous Transportation Expenses - Reasonable expenditures for limousines, taxis, and public transportation for service to and from airports and railroad stations, between appointments, and between hotels and meeting places are fully reimbursable, as are reasonable tips for the service.

Food and Lodging

Charges for food, lodging and incidentals are reimbursable according to academic and administrative standards and may vary depending on the nature of the travel - official travel, professional development travel, team travel, scouting trips.

Receipts are not required for meal expenses of \$25 or less per day. Requests for per diem reimbursement for food must state the number of days traveled, with fractional days rounded to the nearest quarter. Travelers requesting per diem reimbursement must substantiate the dates and place of the travel. Airline tickets are normally used to provide this substantiation.

Travelers should use standard accommodations in reasonably-priced hotels and motels and eat in restaurants or hotel dining rooms of equivalent quality.

Original hotel bills are always required as documentation for reimbursement of lodging expenses.

OTHER TRAVEL EXPENSES

Registration Fees

Registration fees will be paid directly to the sponsoring organization upon submission of a properly completed Reimbursement Envelope form with documentation attached. These fees should be listed on the Expense Report and noted as a prepaid expense, but no additional documentation will be required.

If registration fees are not prepaid, the College will reimburse travelers for registration fees and conference materials when receipts are submitted with the Reimbursement Envelope. If a receipt cannot be obtained, conference brochures listing costs or other documentation for the expenditure should be submitted.

MISCELLANEOUS

Travel expenditures **not** normally reimbursable include:

- costs incurred by unreasonable failures to cancel transportation or hotel reservations;
- fines;
- lost or stolen tickets, cash, or property;

- accident insurance premiums;
- in-room movies/games, fitness centers;
- expenses not directly related to, or necessary for, the performance of the travel assignment.

TAX EXEMPTION

Hamilton College is a not-for-profit 501(c)3 organization and is exempt from any and all sales tax in the state of New York. This exemption applies to hotels, meals, rental cars and business purchases. Effective January 1, 2006, New York State sales tax paid on College purchases will not be included in reimbursements for retail purchases, hotel accommodations or meal charges in excess of \$100.

Hotel reservations made through internet reservation services will be exempt from this policy as long as the room rate charged is less than the standard room rate charged by the hotel. Documentation provided with the reimbursement request must clearly indicate that an internet service was used.

The sales tax exemption should also be requested when renting a vehicle. Vehicles rented through the direct-billed accounts with Hertz and Avis are automatically tax exempt. Because rental car agencies are locally franchised, widespread acceptance of the tax exemption has proved difficult. For this reason, rental cars are currently exempt from this sales tax reimbursement policy.

If you have any questions, please contact Irene K. Cornish at icornish@hamilton.edu or x4999.

The College has reciprocal tax exemption status in the following states:

- Connecticut - exemption from restaurant and hotel tax must be requested three weeks prior to event, tax exemption certificate must be presented to vendor
- Florida - tax exemption form must be presented to vendor
- Illinois - tax exemption form/ID number must be presented to vendor
- Maine - tax exemption form must be presented to vendor, tax exemption from taxable services and tangible personal property
- Massachusetts - tax exemption for purchases of tangible personal property only
- Missouri - tax exemption letter w/ID # should be carried with you when traveling
- New Jersey - tax exemption certificate and tax exemption form must be presented to vendor
- Rhode Island - tax exemption form must be presented to vendor

Tax Exemption forms are available in the Student Activities Office.

A. Personal Property

The College maintains no insurance for loss of or damage to personal property during official travel. Travelers should seek reimbursement through their own insurance company or directly from the responsible party.

B. College Property

The College does not automatically insure its equipment or the contents of buildings. An individual traveling with College equipment should therefore contact the Purchasing and Property Management Office to determine whether insurance should be purchased prior to travel.

Even if a department has previously elected to insure certain property, the coverage may not automatically extend to travel. In these cases, the department should also contact the Purchasing and Property Management Office to determine whether coverage is effective during travel.

C. Personal Automobiles

If a Hamilton student on official business is involved in an accident resulting in damage to his or her vehicle, the student's own automobile insurance applies. The mileage reimbursement amount is calculated to include coverage for fuel, auto insurance and wear and tear on the vehicle. Travelers who use a personal automobile that is not insured for collision damage should be aware that they will not be reimbursed by the College for such damage. If a student on official organization business is involved in an accident that causes bodily injury or property damage to a third party, the traveler's auto liability insurance will apply first. When necessary and appropriate, College liability insurance may supplement the traveler's. Inquiries and notification of loss should be directed to the Purchasing and Property Management Office, x4999.

FUNDING AND BUDGETS AT A GLANCE

Prior to applying for Student Assembly Funding, a student organization must be registered and recognized by the Student Activities Office. Once approved, an organization must adhere to the following guidelines:

1. **Attend the Club Leader BASIC TRAINING:** BASIC TRAINING's are conducted in the fall and spring. All organizations must send a representative each semester. Attendance is mandatory before any Student Assembly funds can be allocated for programming purposes.
2. **Obtain Authorization:** Do not, under any circumstances, purchase food, supplies or obligate Hamilton College in any way without the prior authorization of the Student Assembly or your authorized funding source.
3. **Follow Procedures:** Use the proper forms. Carefully enter all information on forms per instructions in the Student Organization Manual. All forms are available in the Student Activities Office or in the office of your advisor.
4. **Keep Records:** Always keep a copy of all forms submitted for approval.
5. **Plan Ahead:** All transactions involving the expenditure of funds require advance planning and written approval by the Student Assembly Treasurer and the Assistant Director for Student Engagement and Leadership.
6. **Monitor Your Account:** Check your account monthly by comparing your budget reports to your financial records and copies of expenditure documents to determine your budget balance. Bring any discrepancies to the attention of the Assistant Director for Student Engagement and Leadership.
7. **Spend Within Your Budget:** An organization may only spend funds for the purposes detailed in their approved budget. Written requests for program budget changes may be made to Student Assembly Treasurer.

8. **Pay Your Bills:** The College will not initiate payment on any form without verification that goods or services have been received. Present all invoices, bills and receipts to the Student Assembly Treasurer for payment as soon as the purchase has been received.

FUNDING AND BUDGETS - PROCESS AND POLICY

Purpose

The purpose of Student Assembly funding is to provide monies for specific projects, programs, and activities that are sponsored by recognized student organizations of the Student Assembly if open to the public. The Funding Committee oversees the distribution and use of the Student Activity Fee funds as stipulated under Article 10 of the Constitution of the Student Body of Hamilton College.

Eligibility Requirements for Assembly Funding

1. In accordance with the Constitution of the Student Body of Hamilton College, all student organizations (exceptions listed, Article 3) must have a constitution. A sample, which can be used as a guide for organizations, is found online. For those organizations already chartered, a review of their constitutions is recommended every two years.
2. Only registered student groups and organizations are eligible for funding. Student Assembly rules and regulations determine the recognition process. Money in the Student Assembly budget can only be allocated if the organization has come before the Funding Committee to request funds. Any group wishing to request funds should contact the Student Assembly Treasurer.
3. The following groups do not need a constitution to be eligible for funding: Committees and sub-committees of the Student Assembly; Organizations and councils established or recognized by the Student Assembly; Each class (Senior, Junior, Sophomore, and First-Year) council.

Rules Regarding Requests for Assembly Funds

1. [Separate budget requests should be made to cover fall and spring terms. However full academic year budgets will also be considered. Semi-annual budgets are requested at the beginning of the fall term for the fall, and the beginning of the spring term for spring. The Funding Committee will notify organizations of funding request deadlines.](#)
2. All funding request forms must be typed and submitted electronically to satreas@hamilton.edu.
3. Groups must estimate costs for planned projects and/or activities. All planned expenses and revenues, which occur as a result of the planned event, must be presented. A detailed budget sheet should be brought to the Funding Committee for review, and those presenting the request should be prepared to answer any questions.
4. The Committee prohibits financial commitments before approval of the budget. Commitments made before approval will not be considered by the Committee, nor will they be eligible for reimbursement.
5. The Associate Dean of Students for Student Engagement and Leadership must approve all potential fund-raising projects in advance.

Rules Regarding Use of Assembly Funds

1. Funds are allocated only for the purposes stated in the final budget. Any changes in spending plans must be approved by the Funding Committee. Cash expenditures must be pre-approved by the Student Assembly Treasurer.

Reimbursements will not be granted for cash expenditures made without approval of the student organization's financial contact.

2. Club officers (organization and financial contacts) shall be held responsible for over-expenditures. Over-expenditures will have consequences for future club requests.
3. All requests must comply with the organization's purpose and the Student Assembly's policies.
4. Organizations may not use Student Assembly funds to purchase alcoholic beverages, unless the alcohol is served by a licensed caterer.
5. All transactions require the approval of the Student Assembly Treasurer and the signature of the Assistant Director for Student Engagement and Leadership.

Penalties for Misuse of Assembly Funds

1. Any organization that misuses funding (decided by a two-thirds vote of the Funding Committee) may be placed on financial probation. In some cases, funding will be denied. The organization in question shall remain in that status for at least one funding period; however, the status of the organization shall not be changed until it has shown renewed fiscal responsibility (as determined by a two-thirds vote of the Funding Committee).

Accounting Procedures

1. Each organization that receives funding from the College must elect or appoint a financial contact that will be responsible for submitting bills for payment and keeping accurate records. In addition, each organization is encouraged to have an assigned advisor who will also monitor expenditures made by the organization.
2. The organization and financial contacts are the only individuals authorized to commit funds and conduct financial transactions.
3. The Assistant Director for Student Engagement and Leadership and the Treasurer of the Student Assembly will closely monitor student organization expenditures on a regular basis.
4. Only officially documented invoices, bills, or receipts (for reimbursement) are acceptable for payment.
5. Checks should be used to pay individuals on campus (or to off-campus vendors) when large amounts are desired. Requests for checks should be channeled through the Student Assembly Treasurer, then to the Assistant Director for Student Engagement and Leadership, who will direct it to the Business Office. Requests for checks must include a bill or receipt, the name and the address of the payee and W-9 tax form (available at the Student Activities Office).

Miscellaneous Policies

1. The Funding Committee reserves the right to amend, abolish or repeal any rules set forth herein if so directed by the Assembly. New rules shall take effect after sufficient notice has been given to all organizations affected by the new rule.
2. Hamilton College is a 501(c)3 tax exempt organization and is exempt from all sales tax in the state of New York. This exemption applies to hotels/motels, restaurants, rental cars and retail purchases.
3. New York State sales tax paid on College-reimbursable expenses in excess of \$50 will not be reimbursed.
4. Phone calls made for conducting valid Hamilton College student organization business will be reimbursed with the proper documentation.

5. Fundraising by student organizations to supplement Student Assembly allotted budgets is encouraged. However, the Funding Committee will at no time act as a bank by lending money for fundraising events with the understanding that this money will be paid back at a later date. For specific assistance and guidelines regarding fundraising, contact the Associate Dean of Students for Student Engagement and Leadership.
6. The bulk purchase (36 or more) of T-shirts must be approved by the Funding Committee and the Associate Dean of Students for Student Engagement and Leadership.

STUDENT ASSEMBLY FUNDING CODES

The following makes up Article 19 (Funding) of the Student Assembly Constitution.

Article 9. Funding

Section 1. In addition to the responsibilities enumerated in the *Constitution of the Student Body*, the Student Assembly Treasurer shall be responsible for maintaining and updating the *Organization's Handbook*.

Section 2. Any organization funded by the Student Assembly may not discriminate in any manner, on arbitrary criteria, including, but not limited to: age, sex, sexual orientation, religion, handicap, economic status, or national or ethnic origin.

Section 3. All Student Assembly funded organizations must be open to all members of the Student Body of Hamilton College.

Section 4. The Funding Committee shall meet at least once during the beginning of each semester and at any time deemed necessary by the Student Assembly Treasurer or the Student Assembly President.

Section 5. When applying for funding, each organization must present all financial information with regard to on-campus and off-campus accounts and outstanding balances.

Section 6. The Student Assembly Treasurer or any member of the Student Assembly may not make any promises to any organization with regard to funding allocations. No such promise shall be guaranteed by the Funding Committee, the Central Council, or the Student Assembly. Funding amounts become official only after the approval of the Central Council.

Section 7. The Central Council may freeze all funds allocated to all organizations with a two-thirds vote of the Central Council. At such time, the Student Assembly Treasurer shall call an emergency meeting of the Funding Committee to appropriately reallocate the funds.

The following makes up Article 11 (Funding Codes) of the Student Assembly Constitution.

Article 11. Funding Codes

Section 1. The following rules apply to all Student Assembly recognized organizations in funding procedures:

- A. Organizations wishing to obtain Student Assembly funding for a semester must attend the Club Leader Basic Training held at the beginning of that semester, unless excused by the Student Assembly Treasurer.
 1. An itemized budget proposal must be in the Student Assembly Treasurer's mailbox by a time designated by the Student Assembly Treasurer before the initial funding hearings.
- B. All Student Assembly-funded events must be recognized on all forms of publicity.
- C. The Student Assembly will never provide funds for:
 1. Web resources
 2. Meals not open to the community
 3. Dinner for organizations
 4. Events without Student Assembly pre-approval
 5. Food at regular meetings

- 6. Cleaning charges after closed organization events
- 7. Organization-only t-shirts
- D. The Student Assembly will not provide funding for alcohol unless it receives special approval from the funding committee and the Associate Dean of Students for Student Engagement and Leadership, with the final decision falling to the Associate Dean of Students for Student Engagement and Leadership.
- E. In general, the Student Assembly will help fund for:
 - 1. Speakers and performers.
 - a. Honorariums, artist fees, lodging, hospitality and travel expenses will be considered.
 - b. In order to receive funding for speakers, performers, etc., the following must be known at the time of request:
 - i. Potential dates of program;
 - ii. Speaker or performer;
 - iii. Subject of presentation;
 - iv. Artist Fee or honorarium.
 - 2. Publicity
 - a. The amount the Student Assembly will help fund for the publicity of an event depends on the nature of the event and is at the discretion of the Student Assembly Treasurer.
 - b. In order to receive funding for publicity, the following must be known at the time of the request:
 - i. Potential dates of program;
 - ii. Speaker or performer;
 - iii. Subject of presentation;
 - iv. Artist Fee or honorarium.
 - c. Clothing
 - i. The Student Assembly will aid with uniforms that can be reused for multiple events and years.
 - ii. The Student Assembly will consider funding for t-shirts as giveaways at events, or to sell to raise funds for non-profit philanthropic organizations.
 - 3. Films and movies open to the entire campus.
 - 4. Concerts and entertainment shows open to the entire campus.
- F. An organization cannot request money for one resource and spend it on another resource.
- G. An organization will be put on probation at the discretion of the Student Assembly Treasurer if either of the following occurs:
 - 1. Spending funding on items not approved;
 - 2. Overspending by more than \$40.00.
- H. The Student Assembly has the authority to freeze an organization's account for every dollar that it has funded.
- I. In order for an organization to activate its account, the following must be done:
 - 1. A representative from the organization must attend a funding workshop sponsored by the Student Assembly Treasurer and the Assistant Director for Student Engagement and Leadership.
 - 2. An officer of the organization must pick up their semester budget only from the Student Assembly Treasurer.
- J. All contracted entertainment (i.e. speakers, bands, etc.) must first be approved or authorized by the Assistant Director for Student Engagement and Leadership. Students are not authorized to sign entertainment contracts and/or obligate funds from the Student Assembly and Hamilton College. The Associate Dean of Students for Student Engagement and Leadership is the only authorized signatory. Under no circumstances will an organization commit the College to an engagement without prior consent of the Assistant

Director or Associate Dean of Students. If this occurs, the organization will lose funding for at least one semester.

K. The Student Assembly Treasurer is the only one who has the authority to activate an organization's account.

L. Organizations must submit requests for funding at least two weeks before the event, unless the Student Assembly Treasurer deems otherwise. A contract signed by the Associate Dean of Students for Student Engagement and Leadership must also be submitted at least two weeks in advance.

M. All check requests must first be approved by the Student Assembly Treasurer, and then the Assistant Director for Student Engagement and Leadership.

N. The results of the funding hearing held each week will be published for the student body.

O. If an organization fails to comply with the Hazing Policy set by Hamilton College, then that organization will lose its rights to obtain funding.

Section 2. The following act as guidelines for the official funding recommendations of the Funding Committee:

A. The event must be opened to the entire campus.

B. The amount of students participating in the activity is proportionate to the amount of funds requested.

C. The past accountability of the organization:

1. The organization's past programming;

2. The organization's past spending.

Section 3. Purpose of the Student Activities Fee:

A. To provide a more proactive spending plan for student organizations and for the entire student body.

B. To represent the needs and desires of the Hamilton College student body.

C. To financially assist in offering more programming on campus.

D. To assist the classes in conducting business and sponsoring class activities.

E. To finance student involvement in non-varsity and non-intramural sports.

POSTING POLICIES AND LOCATIONS FOR ADVERTISING

Posting is considered to be any information tacked, tied, taped or stapled to any surface on campus. The College welcomes and encourages members of the College community, either as individuals or as members of campus organizations, to communicate information about events, concerns or other matters of general interest.

The Office of Student Activities does not require approval of campus postings before they go up. We do, however, request that you respect campus facilities and not remove other organizations' postings when putting up your information. When posting information, please adhere to the following guidelines:

1. Postings may be initiated by members of the Hamilton Community (students, faculty, staff and administrators) to advertise campus events and programs. Off-campus groups/events must pass separate approval from the Office of Student Activities.
2. Postings must have contact information clearly stated as to direct individuals who have questions or comments about a particular posting.
3. Postings must be done on bulletin boards, walls and doors (subject to the guidelines for specific buildings). Postings must never be placed on windows. *[Please note that in Kirner-Johnson, the Library, the Sadove Student Center and the Science Center, posting is only permitted on bulletin boards, NOT on doors and windows]*
4. Postings using tape must utilize scotch or masking tape (never duct tape).
5. Postings must not mention the sale or distribution of alcohol.
6. Postings must be removed after they no longer apply to the Hamilton College community (the event/date has passed).

7. Postings must be done in a respectful manner. This includes not taking down, covering or interfering with another organization's posting as well as posting only on approved surfaces.