

**2011-2012**

# Wartburg College

Student Organization  
Resource Guide

Wartburg College  
is dedicated to  
challenging and nurturing  
students for lives of  
leadership and service  
as a spirited expression of their  
faith and learning.

The Wartburg Student Life  
mission is to encourage student  
involvement, leadership, and service;  
help students in exploring and  
understanding choices; and  
foster personal responsibility  
for behavior and decisions.

# Table of Contents

Student Organizations	3
Calendar 2010-2011	4
Who's Who	5-6
Resources for Student Organizations	7-12
Video Viewing Policy	13
Posting Policy	14
Posting Locations	14
Policy of Stuffing Mailboxes	15
Social Gambling Policy	15
HUB Information	16
Officer Descriptions	17
Successful Executive...	17
Meeting Checklist	18
Fundraising Ideas	19
Promotional Ideas	19-20
Program Ideas	21
Organization Advisor	22
Agency Accounts	23
Budget Review	24
General Funding Guidelines	24-25
Allocation Process	25-26
Contingency Funds	27
Supplemental Funding	27
Club Accounts & Transfer of Money	28
Debt Assistance Process	28-29
Co-Sponsorship	29
Transportation	29
To Become A Student Organization	30-31
Supplemental Request Form	32-33
Debt Assistance Request Form	34-35
Allocation Request Form	36-38
Guidelines for Constitution	39-41
Request for New Account	42
Application for Conditional Recognition	43
Renewal Application	44
Student Org. Renewal Application	45
Student Org. Annual Report	46-48

# Student Organizations

A Knight's Armor  
Adopt-a-Grandparent  
Alcohol Wisdom And Real Education (AWARE)  
Alliance  
Alpha Chi  
Ambassadors  
American Chemistry Club  
Artist Guild  
Asian Student Association  
Ballroom Dance Club  
Best Buddies  
Black Student Union  
Campus Ministry Board  
Castle, The  
Castle Singers Council  
Catholic Knights  
Chapel Choir  
Climbing Club  
Dance Team  
Deutsche Kulturstunde/German Club  
Entertainment ToKnight (ETK)  
Environmental Activists Reaching Towards  
Humanity (EARTH)  
Faith Alive  
Fellowship of Christian Athletes (FCA)  
Festeburg  
Fortress, The  
French Club  
Gospel Choir  
Habitat for Humanity  
Homecoming Committee  
Honor Council  
International Club (I-Club)  
Iowa Band Masters Association  
Kappa Delta Pi  
Kappa Mu Epsilon (KME)  
Knight Defense  
Knightlighters Jazz Band  
Knights of Poseidon  
KWAR-FM  
La Mesa Espanola  
Lambda Pi Eta  
Manna  
Missing Bytes (Wartburg Computer Club)  
Mosaico  
Music Educators Nat Conference (MENC)  
Pathways  
Pavement Pounders  
Pep Band  
Pen & Inc.  
Perfect Imperfection  
Phi Alpha  
Phi Beta Lambda  
Phi Eta Sigma  
Pre-Law Club  
Public Relations Student Society of America (PRSSA)  
Psalm 149  
Psi Chi  
Psychology Club  
Ritterchor  
Service Trips  
Sexual Misconduct Awareness Resource Team  
(SMART)  
Shades of Orange  
Sigma Delta Pi  
Social Work Club  
Society for Collegiate Journalists (SCJ)  
Society of Physics Students (Psi Phi)  
Sojourners  
St. Elizabeth Chorale  
Student Alumni Council  
Student Center Council  
Student Conduct Board  
Student Orientation Staff  
Student Science Teachers Association (SSTA)  
Student Senate  
Students for Peace and Justice (SPJ)  
Symphonic Band  
The Circuit  
Tower Agency  
Tri Beta  
V-Day  
Volunteer Action Center (VAC)  
Wartburg Association of Student Educators (WASE)  
Wartburg Choir  
Wartburg College Dance Marathon (WCDM)  
Wartburg College Forensics  
Wartburg College Garden Coalition  
Wartburg Community Symphony Orchestra  
Wartburg Democrats  
Wartburg Embracing Bremwood  
Wartburg Engineering Society  
Wartburg Film Society  
Wartburg History Club  
Wartburg Marketing Club  
Wartburg Players  
Wartburg Republicans  
Wartburg Rugby Club  
Wartburg Student Music Therapy Association  
Wartburg Television (WTV)  
Wartburg Tri Club  
Wartburg Trumpet  
Wartburg Ultimate Frisbee Club  
Wartburg West  
Wartburg Swimming Club  
Wind Ensemble

Sept. 1-6	New Students Arrival/ orientation
September 6	Opening Convocation
September 7	Fall Classes Begin
September 20	Convocation, Dr. Amy Nolan
September 23-25	Family Weekend
October 4	Convocation, Corporation Education Day: Dr. Surekha Rao
October 13	Convocation, Dr. Paula Survilla
October 13-16	Homecoming
October 27	Fall Break Begins
October 31	Classes Resume
November 1	Convocation, Luis Argueta
November 23-27	Thanksgiving Break
November 28	Classes Resume
December 9	Fall Term classes end
December 11	December Commencement
Dec. 12-15	Final Exams
December 16	Christmas Break begins
January 9	Winter Classes Begins
January 16	MLK Day
February 21	Convocation, Ted Kooser
February 24	Winter break begins
March 5	Classes Resume
April 6	Good Friday
April 12	Convocation, Excellence in Teaching and Scholarship
April 13	Winter Term classes end
April 16-19	Final Exams
April 22-29	Tour Week
April 30	May Term Classes Begins
May 23	May Term Classes End
May 27	Bacc/Graduation

# Who's Who

AREA	CONTACT	OFFICE	EXT.
Academic Affairs	Fred Ribich	LH	8284
Admissions	Todd Coleman	WBC	8264
Alumni	Jeff Beck	LH	8496
Artist Series	Myrna Culbertson	LH	8409
Athletics	Rick Willis	W	8470
Bookstore	Arlene Schwarzenbach	BK	8227
Business Office	Gary Grace	LH	8486
Campus Pastor	Brian Beckstrom	CH	8217
Campus Programming		STU	
Career Service	Derek Solheim	LIB	8615
Church Relations	Ramona Bouzard	CH	8217
Comm. & Marketing	Linda Moeller	LH	8347
Community Partnerships Coord.	Dan Kittle	LIB	8697
Computer Services	Gary Wiperman	CTC	8353
Controller	Rich Seggerman	LH	8521
Convocations	Fred Ribich	LH	8284
Counseling Services	Stephanie Newsom	LIB	8596
Dining Services	Margaret Empie	STU	8453
Events & Scheduling	Jean Buckingham	STU	8286
Family Weekend	Renee Voves	LH	8499
Financial Aid	Jennifer Sassman	LH	8262
Global/Cultural (GMCS)	Joyce Boss	LH	8223
Homecoming	Jane Lindner	LH	8491
Human Resources	Jane Juchems	LH	8431

AREA	CONTACT	OFFICE	EXT.
International Programs	Kevin Roiseland	STU	8210
Institutional Advancement	Scott Leisinger	LH	8495
Konditorei	Carmen Smith	LIB	8505
KWAR	Pamela Ohrt	CAC	8341
Library	Chris Schaefer	LIB	8462
Mailroom	Darla Hamann	STU	8263
Maintenance	John Wuertz	MNT	8318
Neumann	Hans Pregler	NA	8445
Noah Health Clinic	Megan McMillin, PA-C, MHA	W	8436
Orientation		STU	8260
The Morning Juice	Saul Shapiro	LH	8379
Pathways	Vicki Edelnant	LIB	8615
The "W"	Sheila Kittleson	W	8349
President	Darrel D. Colson	LH	8450
Registrar's Office	Sheree Covert	LH	8643
Residential Life	Wesley Brooks	STU	8260
Residence Hall Directors Clinton/Founders Complex Grossman/Lohe/Residence Manors/Knights Village Residence Service Coor.	Derek Gainsforth Cassandra Hales Leah King Elizabeth Goskesen Alyssa Dahmer	STU STU STU STU STU	8451 8459 8577 8553 8681
Security	John Myers	STU	8372
Student Diversity Programs	Krystal Madlock	STU	8434
Student Employment	Abbie Kottke	LH	8350
Student Life	Deborah Loers	STU	8745
Student Center	Kristen Briner	STU	8680

# Resources for Student Organizations

**Banner Paper:** There are big rolls of paper in an assortment of colors, which can be used for signs, posters, etc. They are located in the HUB workroom.

**Bleachers:** Wartburg can arrange for portable bleachers to be put on campus (outside the Student Center). Contact **Maintenance Scott Sharar, 8318** and provide as much advance notice as possible.

**Blood Drive:** If interested in hosting a blood drive, please contact leader or advisor of VAC to coordinate blood drive event.

**Buses:** The Waverly-Shell Rock School District (352-5009) rents buses (with drivers) for local trips. For charter buses, a possible source includes HAWKEYE STAGES, Waterloo (888-694-8726) and will provide quotes on all lines and companies.

**Buttons:** Office of Campus Programming has a button machine that allows you to make buttons yourself. Only one size button is available, 2-1/4". Student Organizations may use the machine without charge, but you must purchase the parts through the Office of Campus Programming at \$.29 each. You can do this with an Inter Departmental Transfer. Button parts take approximately five working days to arrive.

**Cars/Vans:** The College has several vehicles, which groups can use for official purposes (i.e. to pick up or transport college guests). The college has four passenger vans, one mini van, and two cars. When renting a vehicle:

1. Reserve at least 2 days in advance at [www.wartburg.edu/forms/vehicle.aspx](http://www.wartburg.edu/forms/vehicle.aspx)
2. Fill out reservation form with advisor signature.
3. Have a 21-year old certified driver pick up vehicle, keys and gas credit cards the day of your departure at the Maintenance Dept.

**\*\*To become an authorized driver it takes approximately 3 days and you need to contact **Ruth Hein at the Physical Plant (8318)** to start the process.\*\***

**Cost without a college driver:**

- Car -Five (5) Passengers Including the Driver: \$50.00/day plus gas
- Mini-van -Seven (7) Passengers Including Driver: \$62.00/day plus gas
- Van -Eleven (11) Passengers Including the Driver: \$125.00/day plus gas

**For more information, go to [wartburg.edu/controller/vehiclepolicy.pdf](http://wartburg.edu/controller/vehiclepolicy.pdf)**

**Carts:** The Student Center owns several carts, which can be used to haul equipment or other items. You can arrange for these by contacting **Maintenance, 8318**.

**Copier:** If you need copies, there are copy machines in the Vogel Library and Pathways Center, which you can use for 10¢/sheet. If you have more than 40 items to copy, it is more cost efficient to send it to the Copy Center. You can also purchase colored paper from the Copy Center and copy small quantities on the machines yourself. All machines also enlarge and reduce.

**Costumes:** Waterloo Community Playhouse (232-4932), located at 224 Commercial St., Waterloo, IA. Strayer Wood Theatre at UNI (273-2375). You should ask to see their costumes before you agree to rent them!

**Den Gift Cards:** Gift Cards are available from the Dining Service Office and can be used as prizes or awards. Arrangements for these gift cards can be made through the food service office. Gift cards can be made out for a dollar amount or for a specific item (i.e. Cool Cookie).

**Decorations:** Local sources of decorations include Black Hawk Rental, 323 W. 15th St., Waterloo, 800-531-5797.

**Die-Cut Machine:** Located in the HUB resource room for students to cut out letters for posters, bulletin boards, etc. Paper is NOT provided, but can be purchased at the Copy Center.

**Fax Machine:** Wartburg has a FAX machine available for students, located at the Copy Center. It cost **50 cents** a sheet to send a FAX. To have someone FAX us, they would call 319-352-8378.

**Faculty/Staff News:** These are on-line newsletters, which are available on Wartburg's Homepage. To include a message e-mail [sally.malcolm@wartburg.edu](mailto:sally.malcolm@wartburg.edu) for faculty news and [staffnews@wartburg.edu](mailto:staffnews@wartburg.edu) for staff news.

**Food/Refreshments:** Food Service should be contacted for all food and beverage needs for on-campus events. These arrangements should be made through , Jean Buckingham 8286, or if the event is very large, Margaret Empie 8453. Food is priced per person and non-returnable, so be sure of an accurate headcount and budget when ordering. No food can be purchased from outside sources and brought into the Student Center without permission from the Director of the Student Center, Kristen Briner 8680. For events off campus, you can contact Hy-Vee or Fareway. A purchase order is needed to order food at these establishments. Arrangements can also be made to allow a guest to eat in the Den.

**Fund-Raising:** A list of various fund-raising ideas is available on page 19 of this guide. For all fund-raising activities be sure to check all policies regarding the activity especially gambling. For raffles, a license required (see Raffle Section). To be sure all activities meet college policies check with the Director of Campus Programming, **8260**

**Games:** All residence hall offices have a variety of board games which can be used in tournaments or for other events; see them for a current listing. In addition, the Office of Campus Programming also has several Twister games, a waterslide tarp, some Frisbees and other board games in their office.

**Graphics/Typesetting:** The College has a professional designer, typesetter and photographer (located in the Communication and Marketing Office located in the basement of Luther Hall) that are available to design brochures, posters, tickets, etc., for a fee. You should use them only when you have a special project or event, in which professional advertising is a must. You need to see **Lori Poehler, 8366** to submit information about your project. The same office also has numerous clip-art books available to look through and find actual pictures to use on flyers, or to get ideas to make your own.

**Helium:** Arrangements can be made through the Office of Campus Programming to inflate balloons at a cost of 35 cents per balloon or an entire tank can be rented for a major event.

**Labels:** They can be purchased at the Bookstore.

# Resources for Student Organizations

**Laminating:** Laminating is done at the Copy Center. Cost is 75 cents running foot for college-sponsored laminating and personal items. Laminating can be done in any length; maximum width is 24" poster board size.

**Lights:** The College owns some outdoor lighting (lights on poles) which can be hooked up for outdoor events (Playfair, etc.) These are arranged through Maintenance, **Scott Sharar, 8318**. There are lights for bands in Neumann, but we do not have portable stage lights to use for bands, etc. Therefore, it is important that you specify that any bands should either bring their own lights or use the existing track lights. If you have an act in Neumann, you must see **Hans Pregler, 8445** to arrange the lighting in there.

## Lodging:

Hotel	Number	Weekday Price	Weekend Price
Comfort Inn	352-0399	\$89.95– \$169.95	\$89.95– \$169.95
Americas Best Value Inn (Red Fox)	352-5330	\$65.00	\$79.00
Super 8	352-0888	\$70.00- \$139.95	\$70.00- \$139.95

**These rates all EXCLUDE black out dates!**

Call in advance to make reservations and have them guarantee and bill it to your organization. Specify that you will need to pay for the room only (NOT food, phone or any additional charges). Wartburg is tax-exempt and you need to talk to your advisor when booking hotels to be charged as tax-exempt.

**Mail Center:** The mail center provides most mail and shipping needs on campus.

Hours: Monday-Friday 9:00 a.m.- 4:30 p.m. and Saturdays 11:00 a.m.-12:00 noon

Contact **Darla Hamann, 8263** with any questions.

**McCaskey Lyceum:** The Lyceum, located in the Student Center can be reserved for events on a first come first serve basis. To reserve the Lyceum you need to contact **Jean Buckingham, 8286**. You must fill out an online form, which can be found at [www.wartburg.edu/its](http://www.wartburg.edu/its) and click on the *facility reservation* link. There is a separate form on the same link for equipment usage.

**Nametags:** Plain nametags (pin on ones and hanging name badges) may be purchased in packets at the Bookstore. Wartburg nametags on which you can write with a Sharpie marker may be purchased in any quantity for 12 cents each at **Communication & Marketing, 8232**, in the lower level of Luther Hall.

**Neumann Auditorium:** To reserve Neumann, you must check with **Jean Buckingham, 8286** at the Student Center/Information Desk. For all events in Neumann, you must fill out a form specifying your technical requirements (sound, lights, equipment, staging, etc.) For any special event, work closely with **Hans Pregler, 8445**. Send him a copy of the contact and rider before you sign so that he can indicate any concerns or potential problems. He is a valuable resource and can work with you to ensure that there is adequate equipment, power, etc. Neumann seats 1092. To reserve Neumann you must go to [www.wartburg.edu/its](http://www.wartburg.edu/its) and click on the facility reservation link. There is a separate form on the same link for equipment usage and stage setup. A written confirmation will be provided.

**Novelty Merchandise:** The Office of Campus Programming has a catalog of items. Other sources of miscellaneous items are rental places, hardware stores or party good suppliers. Check online for ideas.

**Paint:** Tempera paint for banners and signs is available to be used in the HUB workroom. However, there is a small supply. ETK also has paints that can be used.

**Paper Cutter:** Available in the HUB workroom and in the Office of Campus Programming Work Room. A large poster board cutter is available in the Art Department, room 114C.

**Popcorn Machine:** The Food Service Office will supply you with bowls of pre-popped corn (see Food Services section on how to order).

**Poster Board:** Single sheets of poster board are available in the Bookstore.

**Posting Policy:** All promotional material must be stamped by the Student Life Office before it can be hung anywhere on campus. In the Student Center, Luther Hall, and Whitehouse Business Center there is no posting allowed except on bulletin boards. (Please refer to Posting Policy on pg. 14 for more information.)

**Power:** The power on campus is quite limited except for Neumann, McCaskey Lyceum, and Old Main. Any other area requires special attention by an electrician to accommodate a band. If you are interested in hosting this type of an event, ask for volts, amps, and number of separate circuits. Then contact **Scott Sharar, 8318** about power needs and additional materials that may need to be purchased to make a proper connection.

**Press Releases:** The **Communication & Marketing Office, 8379** (lower level of Luther) will handle sending out press releases on any event to which the public is invited. You need to give all the information you have to Saul Shapiro, [saul.shapiro@wartburg.edu](mailto:saul.shapiro@wartburg.edu), several weeks in advance. You can also supply any photos or promotional material. The Communication/Marketing Office also does press releases on significant accomplishments of students.

**Printing:** The Copy Center is located next to the Information Desk in the Student Center. They carry a variety of papers in both standard and bright colors that can be used for flyers, posters, brochures, letters, etc. There is a fee association with the copying. There are additional charges for padding, collating, stapling, folding, and laminating (see Lamination). To have something copied, you must submit a request form available at the Copy Center window, which must be signed by the organization's advisor. Printing cannot always be done immediately so plan ahead. **Richard Betts, 8285**, Copy Center Coordinator will help you with any copying requests.

**Quiz Bowl Buzzer System:** The College owns a buzzer system to use with the High School Quiz Bowl or other competitions when a team of four competes against one or even two, teams of four and it's important to know which PERSON answers first. Reserve the buzzer system through **Kevin Roiseland, 8220**. In addition, allow an appropriate amount of time to set-up and test the buzzer system prior to an event.

**Raffle License:** The Business Office carries a raffle license for the college. To hold a raffle, you need to contact the Business Office, get a form and pay \$5. The license allows for only one prize over \$10,000 to be given away each (school) year, so you also need to check before planning to give away a large prize. After the raffle, you need to return the form to the Business Office, listing the amount of income and the prizes you gave out. The winner's names, addresses and social security number, the number of tickets sold must be turned in to the Business Office.

# Resources for Student Organizations

**Raffle Tickets:** Rolls of tickets are available from various companies. Stop by the Office of Campus Programming for more information.

**Reserve a Grill:** To reserve a grill for student organization use, contact Jean Buckingham, 8286. The reservation must be made two weeks in advance to when you are wanting to use the grill. The college currently has five charcoal grills to be used. When using the college grills, you must provide your own lighter fluid and charcoal. Dining Services always has first priority.

**Security:** Wartburg Security is on duty at night and will make routine walk-through at most events. If you require special security, off-duty Waverly Police are available at approximately \$25/hour. Contact the **Police Department 352-5400.**

## Scheduling:

Place	Contact	Phone Number
Student Center	Jean Buckingham	8286
Den	Food Services	8303
Castle Room	Jean Buckingham	8286
Science Center	Mary Peters	8392
FAC	Marcia Haugen	8370
The W, Racquetball Courts	Cathi Duitsman	8276, 8311
Mannie Holmes, Cultural Diversity Center	Krystal Madlock	8422
Diers House	JoAnn Strottman	8220
Residence Hall Lounge– Knights Village	Village RA Office	8268
Residence Hall Lounge– Clinton	Clinton RA Office	8451
Residence Hall Lounge– Complex	Complex RA Office	8459
Residence Hall Lounge– Grossmann/Lohe	Grossman RA Office	8402
ALL Classrooms	Jean Buckingham	8286
Chapel	Kathy Liddle	8217

Reservations for Neumann and the Lyceum require a reservation form available on-line at [www.wartburg.edu/its](http://www.wartburg.edu/its)

**Sound Equipment:** Hans Pregler, 8445 can be contacted to arrange for a portable sound system to use at outdoor events or other events in the Student Center. (There is a charge for students to run this or for delivery after-hours). Players Theatre has a house system, which includes a 12-channel board, cassette and CD player and four microphones. You can also contact KWAR, 8209 about their system. The Lyceum and Neumann have house sound systems also.

## Staging:

**Neumann:** Main stage and stage extensions, Contact Hans Pregler, 8445.

**Lyceum:** Main stage and stage extensions, Contact Hans Pregler, 8445.

\*\*Stage extensions add 12' depth, but take approximately 8 hours to put up or take down so do not request them to be moved unless absolutely necessary. \*\*

**String/Ribbon:** String for helium balloons can be purchased through the Office of Campus Programming. Cost is approximately one-cent per foot. It is highly recommended that you cut string in advance for balloons. The quickest method is to wrap the string around two chairs, cutting it when it becomes thick. Allow approximately 1 yard/balloon to tie the balloons and have a string tail left.

**Supplies:** The majority of supplies may be purchased in the Bookstore: markers, pens, masking tape, scotch tape, removable tape. The Office of Campus Programming also has a catalog that you can order from.

**Tables (and other equipment needs):** These requests should be given to **Maintenance, 8318** at least 14 days in advance. A room reservation form also needs to be completed to confirm use of the space. The Student Center has tables, which can be used inside the Student Center, contact **Jean Buckingham, 8286** They also have chairs, coat racks, carts, podiums, easels, room dividers, etc. Give the Events & Scheduling Coordinator the set-up you need, and she will work with you to accomplish it.

**Table Tents:** Contact **Sheryl Tiedt, 8303** to reserve 75 table tents in the Mensa, Den, & Konditeroi.

**Tickets:** The most economical way to make tickets is to print them out on the computer and have them copied. If you are making a small quantity of tickets it is cheapest to buy some index paper from the Copy Center and use a copy machine (hand-feed the sheets). Then you can cut the tickets (usually 8/sheet) with a paper cutter. If you need a large quantity of tickets for an event, you can also print them out on the computer and then take them to the Copy Center for printing and cutting. All of the above methods are for *non-reserved seating*.

**T-Shirts:** T-shirts can be ordered from many sources depending upon how fast you need them, what type of design you desire, and the quantity you are ordering. Some sources include:

Company	Town	Phone Number
Xpressions	Cedar Falls	277-0200
Image Pointe Printers	Waterloo	234-3109
Craft-Cochran	Waterloo	233-0243
The Shirt Shack	Waterloo	226-4100

**Electric Typewriter:** If you need to fill out forms or have another use of a typewriter, there is one available in the work room of the Student Life Suite. You can stop in during office hours, Monday thru Friday 8am-4:30pm.

**UPS and FED-EX:** United Parcel Service Ground makes daily delivery and pick-ups at the college. To send something by UPS, you need to take it to the Mail Center in the Student Center by 2pm. Have it weighed and marked in the logbook to ensure that it is picked-up. You may pay cash and send personal packages by UPS. FED-EX overnight is also available and it needs to be in the mailroom by 2pm.

# Video Viewing Policy

Wartburg College is not able to show videos on campus in public areas (common areas in dormitories, classrooms, lounges) without first obtaining individual rights from the film companies. Cost for individual rights range from \$100-\$500, depending on the title, its popularity, and release dates.

“Neither the rental nor purchase of a videocassette carries with it the right to show the tape outside of the home. Public libraries, churches, and non-classroom use at schools and universities are all examples of situations where a public-performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.”

Please be aware of the “FACE to FACE TEACHING EXEMPTION” which allows the use of a copyrighted film in a classroom setting. In order for a film to avoid royalties/copyright fees and to be viewed for educational purposes, it must meet the five following criteria:

- The Course study must be officially recognized by the college/university.
- The film can only be viewed by the participants from the class and not be open to any other audience.
- Use of the film must be legitimate to the objectives found in the syllabus (Laramie Project in a Gender Comm. Class would be acceptable but Jurassic Park in a Biology course would be questionable).
- All students/instructors viewing the film must be in the same room (no teleconferencing).
- The film/video must be a legitimate copy.

The following events do not fall into the use of “face-to-face” film viewing and should have royalties/copyright fees covered:

- Outside lectures
- Guest speakers
- Special presentations

If you have questions, or would like to view the US Code Collection from the Legal Information Institute, please contact **8260 (Director of Campus Programming)**.

# Posting Policy

**ALL ADVERTISING OR MEANS OF PROMOTION (posters, flyers, banners, table tents, etc.) ON WARTBURG CAMPUS MUST COMPLY WITH THE FOLLOWING POLICY AND BE APPROVED BY THE STUDENT LIFE OFFICE.**

Campus bulletin boards, kiosks, tables, and other specified locations on campus for posting notices and flyers are intended for use by academic and administrative offices and by recognized student organizations. Their purpose is to communicate information about departmental or college activities, programs, policies, services, safety or security matters. All advertising must adhere to the following guidelines:

- Students and student organizations are required to obtain approval in the Student Life Office and have all forms of advertising or promotion stamped before posting such material. Organizations or

departments that post information on campus bulletin boards are responsible for removing postings in a reasonable time (two days) after the event, activity, or program has concluded.

- Posting is limited to bulletin boards, display cases, and other areas specifically designated by the Student Life Office. Any flyer hung on windows, doors, or walls will be removed. This includes the stairwell walls adjacent to the Mensa.
- Wartburg College prohibits advertising that promotes the sale or irresponsible use of alcohol (such as drink specials) and the sponsorship of alcoholic beverages.
- Off-campus organizations, particularly those operating for profit, may not use campus bulletin boards to post notices, flyers, or other advertising. Exceptions may be made in the Student Life office when such posting is related to a co-sponsored activity involving a college office, organization, or group, or when the posting is clearly consistent with the college mission. Student organizations may not post commercial advertising on campus unless the posting has been approved in the Student Life Office.

## Posting Locations

### **Saeman Student Center**

- Bulletin board inside of NW doors and strips in the NW hallway
- Bulletin board outside of the HUB
- Bulletin board in South entrance
- Bulletin board in West hallway

### **Whitehouse Business Center**

- Bulletin board to the right of the Business Dept. Office
- Bulletin boards in skywalks on both the North and South side of WBC

### **Luther Hall**

- Bulletin board outside of the Controller's Office
- Bulletin board on third floor by lounge area

### **Fine Arts Center**

- Bulletin board outside of the Music office
- Bulletin boards outside practice rooms
- Each floor in dominant traffic areas

### **McElroy Communications Art Center**

- Bulletin board outside CAC office

### **Science Center/Becker Hall**

- Bulletin boards on each floor

### **Old Main**

- Bulletin boards outside office on 3rd floor

### **Residential Halls**

- Near each main entrance/exit or lounge

# Policy of Stuffing Mailboxes

- Organizations can provide flyers for mailbox stuffing at a flat fee of \$20.
- Organizations will need to have their flyer approved by the Director of the Student Center **Kristen Briner, 8680**, prior to stuffing.
- Organizations do not need to individually address each flyer, but flyers should be folded to fit in mailboxes.
- Flyers will NOT be stuffed if the above protocol is not followed.
- If flyers are stuffed, the organization associated with the flyers will assist in picking up any flyers littering the building and campus in general.
- If littering becomes a major issue and/or individual student reaction to increased mailbox stuffing is negative, this policy may be discontinued.
- No flyers will be stuffed that are in any way connected with the promotion of alcohol or a business group where alcohol is sold.
- Only Mail Center personnel are allowed to stuff mailboxes.

Stuffing mailboxes can be done, but remember there are other ways to attract students' attention. Refer to the Promotional Ideas (p. 19-20) in this guide to get other great ideas. One effective way of getting students' attention is by reserving a table in the Student Center where flyers can be placed and taken by students. The table near the HUB provides an ideal location for students to pick up flyers. For more information contact the Director of the Student Center **Kristen Briner, 8680**.

## Social Gambling Policy

Events that are based upon social gambling (raffle, bingo, etc.) must be registered with Wartburg College and the Controller's Office. For each event, the organization must complete a Gambling Tax Report, available in the Controller's office. This form must be completed in advance of the date of event and may require follow-up information. All gambling activities are subject to state sales tax under Iowa law. Therefore, the organization will be responsible for any sales tax incurred from the event.

Only ONE poker tournament (i.e. Texas Hold'Em) can be held by Wartburg College and its organizations per year. Poker tournaments have different regulations associated with social gambling activity than other types of gambling activity and therefore make the events more limited. When prizes are offered for poker tournaments, all prizes must be merchandise or in the form of gift certificate. No cash prizes are allowed.

For more information, contact the Controller's Office, the Office of Campus Programming or go to the Iowa Department of Inspections and Appeals website on Social and Charitable Gambling at <http://www.state.ia.us/government/dia/page10.html>. Must report amount which organization-hosting event received (to Controller's office).

The Gambling Tax Report form is located on page 50 of this guide.

The Hub is located on the first floor of the Student Center which provides office and work space for campus organizations. It is the first such facility on campus. The information below explains the permanent offices located in The Hub.

Organization	Statement
<b>Black Student Union (BSU)</b>	BSU is a political, social, & educational organization whose main purpose is to express and support black perspective throughout campus life. <a href="http://www.wartburg.edu/bsu">www.wartburg.edu/bsu</a>
<b>Campus Ministry/Alliance</b>	The Campus Ministry Office coordinates all campus ministry events and facilitates communication with the community. <a href="http://www.wartburg.edu/campusministry">www.wartburg.edu/campusministry</a> Campus Ministry now shares their office with Alliance. The purpose of Alliance is to provide a supportive and accepting environment for students, regardless of their sexual orientation or gender identity. Meetings are held in the Diers House and are open to all members of the Wartburg Community.
<b>Entertainment ToKnight (ETK)</b>	ETK was created in order to promote and execute social, cultural, and educational programs through the utilization of student funds and to provide for the general welfare of the Student Body. <a href="http://www.wartburg.edu/etk">www.wartburg.edu/etk</a>
<b>International Club</b>	The International Club seeks to promote global understanding. Cross-cultural programming is open to campus and community. All Wartburg students are welcome to join the International Club.
<b>Volunteer Action Center (VAC)</b>	The Wartburg College Volunteer Action Center is a student-run organization that helps bring the Wartburg and Waverly communities together through service. It emphasizes the service aspect of the college's mission by providing volunteer opportunities and other information about service to Wartburg students, staff, and faculty. <a href="http://www.wartburg.edu/vac">www.wartburg.edu/vac</a>
<b>Student Senate</b>	Aside from ensuring that all Wartburg students have a voice, the Student Senate has powers as a legislative and service body. The Senate initiates proposals to benefit the student body, encourages student leadership on campus, and promotes an excellent relationship between the college administration and the students. <a href="http://www.wartburg.edu/senate">www.wartburg.edu/senate</a>

- Every student organization has a mailbox in The Hub. Also there are storage spaces available for the use of student organizations.
- Materials and equipment are available in the workroom for student organizations to create signs, banners, and bulletin boards.
- The computers are designated for student organization use. The Hub is not a computer lab.
- A conference room is available for student organizational meetings and can be scheduled using the sign-up sheet outside the conference room or by contacting the Office of Campus Programming.

# Officer Descriptions

Each organization shall have a president, vice president, secretary, and treasurer. These four individuals work together to make organizations be successful. It is important for each officer to understand their role.

Officer	Role in the Organization
<b>President</b>	<ul style="list-style-type: none"> <li>• Leads the organizational meetings</li> <li>• Meets with faculty advisor often</li> <li>• Appoints jobs to other officers</li> <li>• Aware of what is going on around campus in other organizations</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>• Assists the president</li> <li>• If the president cannot perform any duties for some reason, the vice president performs the president's position</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Keeps all records for the organization</li> <li>• During meetings take minutes and distributes them after the meeting</li> <li>• Files all documents for the organization</li> <li>• Summarizes all events or activities the organization takes part in</li> </ul>
<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• In charge of the organizations funds</li> <li>• Handles money at all events/activities</li> <li>• Gives the treasurer's report at each meeting</li> <li>• Not required to hold funds</li> <li>• Assists faculty advisor in keeping track of funds</li> </ul>

## To Be A Successful Executive, you should...

- Know the purpose of the organization and the mission of the organization
- Inform the organization members of the purpose and mission
- Involve the organization members in each activity
- Know each member of the organization by name
- Help the members with problem areas
- Allow member to share weekly progress reports
- Accept and support decisions of the committee
- Delegate responsibility according to the interests of the individual organization members
- Write an evaluation of the organization's work at the conclusion of an event/activity
- Remember that he/she is responsible for the organization's programs
- NOT force his/her ideas on the organization
- Set a consistent meeting place and time

*Adapted from ACU-I Program Planner's Handbook*

For meetings to run efficiently it is important for meetings to be conducted on a regular basis in the same place and at the same time. By keeping meetings consistent members of the organization are more likely to remember the meeting. The following is a checklist to assist officers in running an effective meeting.

### **Before the Meeting**

- Reserve the meeting room/ have location confirmed
- Decide on physical set up/ arrangement of meeting
- Have agenda prepared
- Make copies of agenda for all in attendance
- Copy previous minutes
- Contact organization members/executives for weekly reports
- Prepare visual aids (if needed/desired)
- Have all audio-visual tech items prepared and ready for meeting
- Prepare evaluation of meeting

### **At the Meeting**

- Greet members, special guests
- Start meeting ON TIME
- Introduce any guest
- Conduct meeting and stick to prepared agenda
- Keep order
- Hand out materials
- Announce time/place of next meeting
- Evaluate the meeting/past events

### **End of Meeting and After**

- Clean up
- Collect any unused material
- Return any used equipment
- Read/analyze the evaluation
- Follow up on organization/executive assignments

*From The Program Planner's Workbook by Linda Eldred*

# Fundraising Ideas

An important role of an organization is to do fundraising for the organization. The whole group should be encouraged to help raise money. Here are a few ideas of what your organization can do.

- Clean stadium after games
- Bake sales
- Gumbo/chili cook offs (charge entry fee and admission to eat)
- Children's festivals
- Used music and movies sale
- Rummage/garage/white elephant sales
- Haunted House and Halloween Dance
- Treasure hunt with donated prizes from local businesses
- Sports tournaments (entry fees, admission to watch, corporate sponsors, etc)
- Breakfast in bed Valentine's baskets (delivered to residence hall with a note from a special person)
- Pie Contest
- Pancake breakfast (take donations or have flat rate for all-you-can-eat buffet)
- Pizza-eating contests at local pizza restaurant
- Cake Walk
- Campus-wide secret Santa
- Fashion Show
- T-Shirt Sales
- Clean student's dorm rooms for a fee
- Silent Auction: Auction off student art work, donations from local businesses, informal/fun dates with members of the organization, get faculty/staff to offer dinner at their houses

# Promotional Ideas

Listed below are just a few ideas for promotions. Keep in mind the more original, the more eye-catching your promotion will be. The Copy Center will make copies for a small fee to the student organization.

Ad's placed in or on

- Athletic Programs
- Magnets, Stickers, Pens, etc.
- Events on campus
- Student Directory
- The Morning Juice ([juice@wartburg.edu](mailto:juice@wartburg.edu))
- The Trumpet ([trumpet@wartburg.edu](mailto:trumpet@wartburg.edu))
- WTV ([wartburgtv@wartburg.edu](mailto:wartburgtv@wartburg.edu))

Alumni Newsletter/Magazine

Announcements

- At athletic events
- Of upcoming events made before other programs

Banners

- Above main stairwell to Mensa (Contact **Jean Buckingham, 8286** for reservations)

## Banners

- To be hung in the stairwell outside the Mensa. Contact **Jean Buckingham, 8286** to reserve the space.

## Bookmarks

## Brochures

## Bulletin board display in Student Center

- Contact **Jean Buckingham, 8286** to see which display cases are available and when.

## Bumper Stickers

## Buttons

- The Office of Campus Programming has a button maker that can be used and buttons for a fee

## Carnival booth game

## Classified Ads (“Wanted: One Crowd...”)

## Contests

## Cups spelling out messages in fences

## Display cases

## Door knob flyers

- Hang on each door in the residence halls

## Feature articles

## Flyers to look like money (leave on sidewalk or tables)

## Footprints leading to an event

## Fortune cookies (with message inside)

## Hang posters

- On a clothesline
- Bathroom stalls (with permission from building supervisor)

## Imprinted items

- cups, mugs
- folders
- Frisbee or balls to throw into crowd
- key rings
- pencils/pens
- shopping bags

## Inserts in

- newspapers
- bank statements

## Mailbox stuffing

## Painted windows

## Phone Interviews with radio station

## Play music of performer in Mensa

## Printed invitations

## Sandwich board outside buildings

## School’s calendar of events

## Sidewalk Chalk

## Stickers

## Table Tents

- Contact **Sheryl Tiedt, 8303** in Dining Services to reserve tables tents in the Mensa or Den.

## T-Shirts

- Have your organization make t-shirts that say **EVENT TONIGHT** or **ASK ME ABOUT TONIGHT’S EVENT**, and then wear them the day of the event

# Program Ideas

An important aspect of student organizations on campus is to create programming for students to take part in. Not only students who are members of the organization, but also students on campus and involved with other organizations. Here are a few ideas of programs your organization may be interested in.

## Educational Programs

Exercise Program	International Fashion Show	Financial Aid Discussion
Stress Management	Alcohol Awareness	Study Skills
Massage Workshop	First Aid Demonstration	Auto Car Workshop
Black History Program	Computer Programming Lessons	Rape Prevention
Time Management	Nutrition	Photography
Art Show	Quiz Bowl	Weight Trainign
Career Night	Self Defense	Political Debates/Forums
Leadership Development	Relaxation Workshop	Aerobics
Dancing	Dining Etiquette	Open Mic/Poetry Night

## Community Service Programs

Lawn care for elderly	Visiting from Santa for children	Blood drive
Food drive	Babysitting services	Charity dance
Big Brother/Sister program	Visiting with elderly	Special Olympics assistance
Caroling at nursing homes	Parties at hospitals	Holiday food baskets

## Social Programs

Potlucks	Pizza Party	Christmas Dance
Ice Cream Social	Pumpkin Carving	Floor Dinners
Local Olympics	Hayride	Talent show
Spring Formal	Hot Dog Roast	Secret Valentines
Costume Dance	Christmas Caroling	Pep Rally
Dating Game	Monthly Birthday Parties	Scavenger Hunt
Hall Picnic	Casino Night	Bonfire
Haunted Dormitories	Winter Formal	Finals Week Gatherings
Coffeehouse	County Fair	

## Recreational Programs

Disc Golf Tournament	Canoe Trip	Swimming Party
Roller-skating	Bowling	Sledding
Poker Tournament	Racquetball	Pool Tournament
Ping Pong	UNO tournament	Game Night
Chess tournament	5K Run	Bike ride

The advisor plays a vital role in the functioning of registered organizations at Wartburg College. All recognized organizations must have a faculty or staff advisor that guides the group in accordance with the purpose and mission of Wartburg College. Advisors do not directly control the organization, but rather build a relationship with the group and its members. The responsibilities of an advisor vary according to group needs. However, the following is a list of expectations of an organization's advisor.

- Encourage community relations and service projects to help establish a sense of involvement.
- Work with students to help them plan programs that are beneficial to students and consistent with the educational objectives of Wartburg College
- Be familiar with the history of the organization
- Assist the organization in making sure the proper paperwork is submitted to the Office of Campus Programming each year as required or when officers change
- Oversee the progress of the organization
- Make informed suggestions as to appropriation of the funds
- Attend social activities and organizational meetings

#### Characteristics of an Advisor

- Mentor:** A knowledgeable individual who provides new perspectives, helps students gain insights into problems, and challenges the group to think of different alternatives and solutions
- Resource:** A source of aid that can be drawn upon when needed
- Observer:** Act as an optimistic critic to the group and give positive feedback
- Supervisor:** Provide continuity as members change and students take on leadership roles
- Facilitator:** Help the group identify their purpose and what it is they want to accomplish each year by helping them set goals and evaluate their progress in relation to those goals
- Counselor:** Challenge stereotypes, serve as an example, and create a positive group climate that allows the group to share their thoughts freely
- Participant:** Actively involved with decision making, event coordination, and programming

With the advisor playing a vital role in the student organization it is important for the student organizations to keep in contact with the advisor. The following is some responsibilities of student organizations to the advisor.

- Keep the advisor informed of the organization's plans and problems
- Utilize the advisor's experience
- Arrange regular executive team meetings with the advisor
- Invite the advisor to all events
- Show appreciation for the advisor's services

# Agency Accounts

## Overview of Agency Accounts

Agency accounts are monies that are collected by an organization related to the College. These organizations also incur expenses related to their function. The money collected from these organizations should be deposited through the Controller's Office. When a check is needed for purposes related to the organization, the executive team with the permission of the advisor can request a check and the College will process the request with funds from the related agency account. A credit balance in an agency account indicates that there is money available in the account. A debit balance indicates that there is a deficit in the account. The Controller's Office and the Business Office do not normally allow agency accounts to have a deficit.

## Requesting A New Agency Account:

If a new organization is in need of an agency account, the appropriate faculty or staff member (the organizations advisor) can make a request through the Controller's Office. The appropriate form can be obtained at the Controller's Office or copy from page 42 of this guide and upon completion should be returned to the Controller's Office as well. If there are any other questions contact the Chief Business Officer or the Controller's Office.

## What is an Agency Account and what sort of things is it used for?

An agency account is a twelve digit account number that adheres to the following guidelines:

- The first two digits should be 60
- The next three digits are 000
- The next three digits-22X- indicate what type of account  
(e.g. May term trip, student organization, etc. )
- The last four digits— typically 2XXX- indicate the specific identifier for each agency account.

Agency accounts are accessed through I-net and typically only the Debt Manager (Treasurer), the president of the organization, and the advisor are allowed access. Even though agency accounts typically serve as budgets for the organizations they represent, they are not related to the College's budget. Any balance remaining at the end of any fiscal year is carried forward to the next fiscal year.

The funds within an agency account are typically used as an operating budget for most organizations (but this is not their only use). Typically the advisor's name is attached to the account so it is his or her responsibility to oversee the transactions. There are many ways to access funds within an agency account which includes (but is not limited to) :

- Personal Reimbursement Forms
- Payment Voucher Forms
- Interdepartmental Transfer Forms
- College Issued Credit Cards (In certain situations)
- Written requests to the Controller's Office (usually when an official invoice cannot be obtained because your payment occurs prior to the exchange of what's being paid for).

If your organization is unfamiliar with any of these methods of access, please talk to your advisor or the Student Body Treasurer. As a last resort, you may contact the Controller's Office or Chief Business Officer.

## Senate Funding:

The following is an exact copy from the Budget Review Manual established and ratified by Student Senate. It outlines everything an organization needs to know in order to receive funding from Student Senate.

# Budget Review Description

- I.** The Budget Review Committee is composed of nine students. Eight of the members must hold the position of Student Senator. The ninth member of the Committee will be the Student Body Treasurer.
  - a.** The eight Student Senator positions are held by any of the Student Senators elected by the Student Body.
  - b.** Senators will be appointed by the Student Body President and approved by the Senate, to serve on this committee.
  
- II.** The Student Body Treasurer will chair the Budget Review Committee.
  - a.** All funding to be allocated from the Senate to any organization must comply with guidelines thus set forth by the Student Senate, as detailed later in this guide.
    - i.** According to the Constitution, any group, club, or organization receiving funding from the Senate must be a Senate-recognized organization or their request needs to be deemed beneficial to the whole Wartburg College Student Body by the full Senate. If the organization is not officially recognized, a College Department must sponsor the organization.
    - ii.** The Budget Review Committee shall aid the Student Body Treasurer in estimating and allocating of funds to all clubs, groups, and organizations under Student Senate.
  
- III.** Allocation money for the Student Senate is derived from the General Fee at Wartburg College.
  - a.** The General Fee is a fee that is paid by every full-time Wartburg College Student.
    - i.** Of this General Fee, the Student Senate shall receive an allotment to distribute each year to organizations. Half of Senate's allotment will be received at the start of each semester.
    - ii.** The Wartburg College Board of Regents, along with the recommendation of the Student Body through the Student Senate shall determine the amount of the General Fee and how it is allocated.

## General Funding Guidelines

- I.** Student Senate has established funding guidelines to facilitate and standardize the funding process. The purpose of the funding guidelines is to set standard rules and procedures for funding to be allocated to various recognized clubs and organizations.
  
- II.** Student Senate has instituted the policy that every club and organization must proactively fundraise, seek funding from other on-campus sources, or the organization members must personally be liable for some of the expenses. Therefore, Student Senate will not fund more than 80% percent of any club's total request. The total request of itemization should include those expenses that will be incurred through the item for which the organization is requesting funding.
  
- III.** Student Senate recognizes that students must occasionally travel by air transportation due to time constraints. In this instance, Student Senate will provide up to \$100.00 per person up to 5 participants per off campus activity.
  
- IV.** Student Senate reserves the right to give priority to the following expenditures if deemed appropriate:
  - 1.** On-campus functions that benefit the entire community.
  - 2.** Regional Events instead of National Events
  - 3.** Students presenting academic papers
  - 4.** Students who are either running for or currently hold a nationally recognized office.
  - 5.** Ground transportation over air transportation expenses.

# General Funding Guidelines (cont.)

V. Student Senate will fund trips on the ground according to the policies followed by Wartburg College concerning vehicle rental. These prices are outlined below:

Cost per mile	Vehicle
\$.50	11-passenger van
\$.34	Mini-van
\$.30	Car
\$.30	Student vehicles

Financial support for ground transportation will be capped at \$500.

VI. Budget Review will institute the 80 percent rule after all other budgeting guidelines have been followed. The 80 percent rule shall only be used if the amount left after implementing the guidelines is more than 80 percent of the original amount.

VII. Student Senate has instituted the policy of funding requests that directly benefit the Wartburg Campus or a majority of the Student Body. From time to time certain requests come to Senate to request funds to disperse to causes other than those benefiting the Wartburg Campus or the Student Body. In such cases, these requests should be amended to \$500, following precedent set forth by the Budget Review Committee and Student Senate.

IX. The items listed below are items which Student Senate ***will not fund***:

- Social gatherings (Alcohol)
- Food and Beverage expense not part of a special program
- Prizes
- Club Awards
- Club Honorariums

X. The Student Senate feels that every cost saving measure should be considered when attending conferences or other events which require staying in a hotel. Student Senate also feels that a hotel room should be able to comfortably house 4 same sex students. As such, the Student Senate shall pay at a maximum \$100 per night per hotel room for up to four same sex occupants.

## Allocation Process

I. The allocation process allows the Budget Review Committee and the Student Senate to fund the various recognized clubs and organizations as accurately and fairly as possible. This fairness and accuracy is accomplished through the budget and finance hearings as described below. Priority in funding will be given to those clubs and organizations that have best demonstrated their ability to remain active during the academic year and have some sort of effect on the entire campus population.

II. Each year Budget hearings take place the second and third week after Winter Tem Break. It is the responsibility of the Student Body Treasurer to set up the Budget Hearings. The Student Body Treasurer will send out notices to all recognized clubs and organizations notifying the officers/advisors of the appropriate hearing schedule. Those club officers/ advisors are then ***responsible*** for contacting the Student Body Treasurer and notifying him/her of the desired hearing time.

- III. Upon receiving confirmation of a hearing time, all **clubs must adhere** to the following proposal guidelines. Failure to do so may result in complete denial of a hearing and funding.
- List of officers, advisors, account number (if applicable) must be included.
  - A **DETAILED** itemization of expenses for the proposed budget must be included.
- IV. The club's elected Treasurer or another member of the current executive board should present the proposals. During the hearing, the Budget Review Committee, the Student Body President, and the Student Body President-elect will ask pertinent questions about the proposal to gain any clarification that will help in giving the club/organization the best possible funding allocation for the upcoming academic year.
- V. At the end of the hearing process, the Budget Review Committee will compile all requests and negotiate within the Committee, a fair amount for each group to receive. Once these numbers are made into a proposed budget, the Budget Review Committee will vote on final passage of their proposal. The Budget Committee will then propose a list of itemized expenditures that are deemed appropriate by the Executive Committee to create a budget proposal for the next fiscal year. This proposal will then go before the full Senate for approval.
- VI. After final passage by the Senate, each club will be notified by e-mail, as to what amount of funding was granted (if any). The allocation will not be placed into the accounts until receipts from the expense have been submitted to the Student Body Treasurer.
- Note:** Keep in mind that during the academic year, a club may contact the Student Body Treasurer, by sending a funding request (as seen in this manual) in typing for additional funding. Please see the Supplementary funding section.
- VII. Any club/organization that receives funding from Senate through the allocation process will have from May 1<sup>st</sup> of the year the organization's request was approved to the time of the next allocation process (as outlined in this guide) to receive the money allotted to them.

#### Guidelines for Submitting an Allocation Request to Student Senate

All student organizations must seek funding from other on-campus sources or fundraise some of their total expenses. The allocation process is as follows:

- The student organization must complete the Allocation Request Form available at [www.wartburg.edu/senate](http://www.wartburg.edu/senate) and then give it to the Student Body Treasurer.
- After receiving allocations, the Student Body Treasurer will set up a series of budget hearings the second and third week after Winter Break and notify all student organizations of the times. It is the responsibility of the organization officers and advisors to set up an appointment with the treasurer to discuss the allocation of funds.
- The organization's Treasurer and/or another executive member along with an active member for the following year should come to the meeting. Also bring a copy of the form to the hearing so that the Budget Review Committee can gain clarification that will help in giving the group the best possible funding allocation for the upcoming academic year.
- At the end of the hearing process, the Budget Review Committee compiles all requests and decides a fair amount for each group to receive.
- Each organization will be notified by e-mail to the amount of funding granted.
- These allocations will not have a roll-over feature like the agency accounts, but will be put back into the Student Senate Account at the end of the term. The organization must request funding each year.

# Contingency Funds

- I. It is understood that the Student Senate will keep a contingency fund of their own designation to accommodate new organizations and groups that require additional funding throughout the year.
- II. This contingency fund must be at least 35% of the total anticipated budget.

# Supplemental Funding

- I. With the contingency funds that are available each fiscal year, the Student Senate will allot money throughout the year to organizations that need additional funding. There are five groups that may obtain funds through Supplemental Funding.
  - a. Groups that were denied in the spring budgeting process.
  - b. Newly formed Senate-recognized organizations.
  - c. Organizations that were granted allotments but need additional funding.
  - d. Organizations that did not present an allocation request in the spring.
  - e. Students sponsored by a department.
- II. All supplemental requests will be processed in the following order:
  - a. Given first reading in a Student Senate meeting and assigned to the Budget Review Committee.
  - b. Reviewed, edited, and passed as seen appropriate by the Budget Review Committee.
  - c. Presented to the full Student Senate for final passage.
- III. All Supplemental money requests are required to adhere to the funding guidelines mentioned above.
- IV. Priority will be given to organizations requested money before an event **instead of** after an event has already occurred.
- V. Once all contingency funds are depleted, the Senate will not process any funding requests for that fiscal year.
- VI. Any club/organization that receives funding from the Senate through the supplemental process will have exactly 3 months after the event for which the club/organization had requested money to turn in receipts and receive reimbursement. After this time, the Senate will no longer accept receipts from the organization for the event and the organization will forfeit the money that was awarded.

## **Guidelines for Submitting a Supplemental Request to Student Senate:**

- Obtain the Supplemental Request form off the Student website or page 32-33 of this guide.
- Complete the ENTIRE form, including names, phone numbers, advisor, account number, reasons for requesting funds, goals of the organization, etc.
- Send the Supplemental Request to the Student Body Vice President.
- A Supplemental Request is issued to the Student Body Vice President and will be given a first reading at the next Senate meeting. Once introduced, the request will be given to the Budget Review Committee for debate at a weekly meeting. When a recommendation is rendered by the Budget Review Committee, the Supplemental Request shall be given a second reading at a following Senate meeting to be voted on by the Student Senate for approval.
  - **Please allow your organization enough time for the Supplemental Request process, which is approximately two weeks.**

# Club Accounts & Transfer of Money

- I. Club accounts are organizational funding and expenditure accounts for each recognized organization. These accounts allow organizations to maintain an accurate gauge of their current and past financial standing. The Controller's Office of Wartburg College maintains the club accounts. The accounts are typically in the 60-0850-#### series of counting.  
**Note:** If any recognized organization does not have an account, or wishes to ascertain the correct account number, please contact the Controller's Office.
- II. When it is necessary to have a check cut from the College by the Controller's Office to reimburse a student, the following procedures must be followed:
  - a. The organization/individual that has requested funding must provide the names and Social Security numbers of the people who will receive the checks to the Student Body Treasurer.
  - b. The information needs to be provided in a timely manner to ensure proper accounting practices.
    - i. Failure to provide the proper documentation can result in the loss of funding.
- III. All club/organizational accounts *will not have* a "roll-over" feature. If an organization is allocated money for an academic year, and that money is not spent, the money will stay in the Student Senate account. The club/organization will not just receive the money, nor will their allocation transfer to the next year. The organization will have to request funding on a per year basis.

## Student Organization Debt Assistance Process

- I. The Debt Assistance Process allows the Budget Review Committee and the Student Senate to assist in reconciling any debt incurred by various recognized clubs and organizations. Priority in assistance will be given to those organizations that have best demonstrated their ability to remain active during the academic year and have demonstrated a considerable effort in attempting to reconcile their own debt.
- II. Only organizations that meet the following requirements will be allowed to apply for debt assistance:
  - a. Those organizations that are currently in debt.
  - b. Those organizations that are officially recognized by Senate or are in the process of recognition by Senate.
  - c. Those organizations that have been active in the past, lost interest, but are restarting under the same name and objectives.
- III. Only organizations that have shown a considerable effort to reconcile their own debt will be given consideration and funding. This includes, but may not be limited to:
  - a. Fundraising
  - b. Financial contributions from outside sources (including advisors, students, alumni, etc.)
  - c. Consolidation with a club or organization with similar interests that is not currently in debt and would not fall in to debt as a result of said consolidation.
- IV. All debt assistance requests will be processed in the following order:
  - a. Given a first reading in a Student Senate meeting and assigned to the Budget Review Committee.
  - b. Reviewed, edited, and passed as seen appropriate by the Budget Review Committee.
  - c. Presented to the full Student Senate for final passage.

# Student Organization Debt Assistance Process

- d. After approximately one half of the semester has passed, the organization will be required to submit all information pertaining to their active contribution of the club or organization in reconciling their own debt. Funding will be given after approval of Budget Review and Student Senate.
- V. Student Senate will only provide funding for up to one-half of the total debt currently held by the organization or club submitting the request, but is limited a total amount of \$500.
- VI. Student Senate will not reconcile the debt of *any* organization that is no longer active. This debt or credit will be handled by the Controller's Office.
- VII. After Senate's budget reaches a level where the Executive Committee, the advisor, and the Senate feel it is no longer possible to assist clubs/organizations in reconciling their debt, Senate shall no longer assist such groups in doing so until such a time when the budget has again reached acceptable levels.

## Co-Sponsorship/Money Request from Entertainment ToKnight

Student Senate will not fund more than a limited percentage of any organization's total request for money. All student organizations are encourage to fundraise some of the total expenses. Another option is to request money from Entertainment ToKnight, especially if the event is entertainment based.

### Guidelines for Co-Sponsorship/Money Request from Entertainment ToKnight

- Must be submitted to ETK in a timely manner prior to event that co-sponsorship or money is being requested for
- Must not conflict with another ETK scheduled event
- Must add to campus programming opportunities for Wartburg students
- Must be open to ALL Wartburg students
- Must be an Entertainment/Recreational Event
- Must submit itemized budget and evaluation (including number of students in attendance)
- Must be downloaded and typed before turning back in to ETK
- Visit [www.wartburg.edu/etk](http://www.wartburg.edu/etk) to print the co-sponsorship form

## Transportation

The College has several vehicles, which organizations can use for official purposes (i.e., to pick up or transport college guests). The College has four passenger vans, one mini-van and two cars. Questions can be directed to Ruth Hein at 319-352-8318.

### When renting a vehicle:

- Reserve at least two days in advance at <http://www.wartburg.edu/forms/vehicle.aspx>. Fill out the form with advisor approval.
- Find a 21-year-old certified driver from your group. We no longer provide college drivers.
- Pick up vehicle, keys, and gas credit cards the day of your departure at the Maintenance Dept. Drivers must bring their orange certified driver card and driver license with them.
- Keys, mileage forms and gas cards should be returned to the office or put in the door drop slot after hours.

*Students can become authorized drivers by first filling out the online request at <http://www.wartburg.edu/forms1/mvr.html> for a DMV Drivers License check and then calling **Security** for a driving test. The Driving Test is required ONE TIME only. Certification is required annually. This process takes approximately three days to complete.*

# To Become A Student Organization

## Student Organization Information Sheet

Student Organizations are a vibrant and vital part of life at Wartburg College. However, in order to ensure that each organization is meeting the needs of Wartburg College students, any person or group wishing to start and maintain an organization must meet all requirements in the two-step approval process. In addition, each organization **must** register each year with the Office of Campus Programming.

Clubs and organizations must be established for purposes that are legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines, and policies of Wartburg College, the City of Waverly, and the State of Iowa. However, recognition does not imply college endorsement of the purposes of the organization, nor does the college assume sponsorship of any of the activities of the club or organization on or off the property of the college.

### Step One– Application for Conditional Recognition

Enclosed with this guide or on the Student Senate website is the application for conditional recognition.

Conditional recognition allows the proposed group to use campus meeting spaces and bulletin boards to gather members, write their constitution, set regular meeting times, and get organized. Completed conditional recognition applications should be returned to Campus Programming, which is located in the Student Life suite in the Saemann Student Center

**GROUPS MUST APPLY FOR CONDITIONAL RECOGNITION BEFORE THEY WILL  
BE GRANTED FULL RECOGNITION. NO APPLICATIONS FOR  
CONDITIONAL RECOGNITION WILL BE ACCEPTED AFTER MARCH 15.**

### Step Two– Application for Full Recognition

Upon completion of the application for conditional recognition, a representative from the proposed organization will receive the application for full recognition of an organization.

In order to become an officially recognized student club or organization by Wartburg College, a group must:

- **Complete the Student Organization Registration Application Packet.**
  - **Two copies** of the organization constitution and the Student Organization Registration Application must be submitted to the Office of Campus Programming in the Student Life Office in the Saemann Student Center.
  - Completed registration application that can be picked up in the Student Life Offices
    - The Student Organization Registration Application
    - A petition to be signed by 8 full-time Wartburg students stating their intent to actively participate in the proposed organization
    - Guidelines for creating the organizations constitution
    - Advisor commitment form
- **Review of Materials by Senate and the Director of Campus Programming**
  - This team will make their respective recommendation for acceptance or denial of recognition to the Vice President for Student Life/Dean of Students.
  - The Vice President for Student Life/Dean of Students will make a decision to grant recognition after reviewing the organizations alignment with the college's mission and ensuring that the student officers are enrolled and in "good standing" with the college.

# To Become A Student Organization

- **Notification of application approval**

- If the Vice President for Student Life/Dean of Students denies the request for recognition, the organization may request reconsideration. In reconsidering the request, the Vice President for Student Life/Dean of Students must consult with the Student Life and Retention Committee before making a final decision.

**NO APPLICATIONS FOR OFFICIAL RECOGNITION WILL BE ACCEPTED AFTER APRIL 1.**

### **Step Three-Maintaining Eligibility**

To maintain eligibility, a recognized student organization must renew their application for recognition with the Office of Campus Programming. Organizations **MUST** notify the Office of Campus Programming within two weeks if there is a change in the leadership or advisor.

All currently recognized student organizations will receive renewal instructions from the Office of Campus Programming at the beginning of each academic year and are to submit their renewal form by a date designated by the Director of Campus Programming. This annual renewal process **must provide** the Office of Campus Programming with the following:

- Two copies official organization renewal application
- Two copies of the current organization constitution and bylaws
- A membership roster
- Student commitment signature sheet

**ANY STUDENT ORGANIZATION THAT HAS BEEN INACTIVE OR FAILED TO REGISTER FOR TWO CONSECUTIVE YEARS WILL LOSE ITS RECOGNITION STATUS.**

Groups that have lost recognition and wish to start-up again must apply as if they were an entirely new organization through the process designated by Student Senate and the office of Student Life.

## How To Reserve A Grill

# Wartburg College Student Senate Supplemental Request Form

**THIS FORM MUST BE TYPED**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone: \_\_\_\_\_  
Club/Organization: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Account Number in which money is to be transferred: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Reason for Requesting Funding:

Amount Desired:


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

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Senate Use Only:

1<sup>st</sup> Reading: Date: \_\_\_\_\_ Committee Assign. \_\_\_\_\_ Vice-President \_\_\_\_\_

Presented to Senate Date: \_\_\_\_\_ Vote: \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_  Passed  Failed

Recorder: \_\_\_\_\_ President: \_\_\_\_\_

Briefly explain all of the requested information below and include it with the Supplemental Request Form.

Goals of the Organization:

Purpose of the Expenditure:

How will this expenditure benefit the Wartburg Community?

Has your organization had any past fundraising efforts? Include date, amount raised, and a description.

What financial contribution will your group be paying and what are the individual students paying?

Will you be coming back to Senate later this year for additional funding?

# Wartburg College Student Senate Debt Assistance Request Form

**THIS FORM MUST BE TYPED**

Club/Organization: \_\_\_\_\_

Executive Members: Pres: \_\_\_\_\_

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

VP: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Total Amount of Debt (please include statements from the Controller's office or Inet attached to the back of the request form): \_\_\_\_\_

Total possible assistance available (.5 X total amount of debt): \_\_\_\_\_

Additional Comments:

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For Senate Use Only:

1<sup>st</sup> Reading: Date: \_\_\_\_\_ Committee Assign. \_\_\_\_\_ Vice-President \_\_\_\_\_

Presented to Senate Date: \_\_\_\_\_ Vote: \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_  Passed  Failed

Scheduled Hearing Date: \_\_\_\_\_

Recorder: \_\_\_\_\_ President: \_\_\_\_\_

Briefly explain all of the requested information below and include it with the Debt Assistance Request Form

Goals of the Organization:

What is the current status of your organization (i.e. starting up, restarting, simply in debt)?

How does your club/organization benefit the Wartburg community?

Possible fundraising ideas (include at least 5 different ideas):

What is/are the financial goal(s) of your organization when fundraising?

# Wartburg College Student Senate Allocation Request Form

**THIS FORM MUST BE TYPED**

Club/Organization: _____	Date: _____
President: _____	Phone: _____ E-mail: _____
Vice-President: _____	Phone: _____ E-mail: _____
Recorder: _____	Phone: _____ E-mail: _____
Treasurer: _____	Phone: _____ E-mail: _____
Advisor: _____	

Reason for Requesting Funding: (Use additional sheet if needed)	Amount Desired:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

**For Senate Use Only:**

Hearing Date: _____ Hearing Time: _____	Student Body Treasurer _____
Amount Budgeted by Budget Review: _____	Student Body President _____
Final Vote of the Senate: _____ to _____ to _____	<input type="checkbox"/> Passed <input type="checkbox"/> Failed <b>AMOUNT GRANTED:</b> _____

Briefly explain all of the requested information below and include it with the Allocation Request Form.

Goals of the Organization:

How will your expenditures benefit the Wartburg Community?

Has your organization had any past fundraising efforts? Include date, amount raised, and a description.

What financial contribution will your group be paying and what are the individual students paying?

Will you be coming back to Senate later this year for additional funding?

(Allocation Request Form continued on next page)

Allocation Request Form (continued)

Please describe in detail, each itemized request listed above:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

WARTBURG COLLEGE  
GUIDELINES FOR STUDENT CLUB AND ORGANIZATION CONSTITUTIONS

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The following are general guidelines for writing a student organization constitution. The italicized wording describes what should be written in each section. These guidelines may be adapted to align with the needs of your organization, but please include all articles and sections that are pertinent to your organization.

**CONSTITUTION  
OF  
[NAME OF YOUR ORGANIZATION]**

**ARTICLE I: NAME**

Section 1. The name of this (organization/club) shall be *[name of your organization.]*

**ARTICLE II: PURPOSE**

Section 1. The purpose of *[name of organization]* is to *[Describe the purpose for which your organization was formed. Make sure your purpose is clear and specific.]*

**ARTICLE III: AFFILIATION**

Section 1. *[If your organization is affiliated with a national, state, or local organization, include a statement describing the nature of that affiliation.]*

**ARTICLE IV: MEMBERSHIP**

Section 1. *[Describe the qualifications for membership in your organization. For example, "Membership is open to all students currently enrolled at Wartburg College. Be sure to mention if membership is open to faculty and staff." Membership may also be limited (e.g. special interest, major, class, certain number of students from each class, etc.)]*

Section 2. *[Describe the procedures for selecting members. If membership is open to all students, this section may not be necessary. If members are elected, the procedure must be described here.]*

Section 3. Membership shall not be denied on the basis of race, age, sex, color, national origin, sexual orientation, or handicap.

**ARTICLE V: OFFICERS**

Section 1. *[List the titles of the officers in the organization (e.g. "The officers of (name of organization) shall be the President, Vice-President, Secretary, and Treasurer."). Titles of officers may vary from organization to organization.]*

Section 2. *[State the term of office (e.g. "The term of office for officers of (name of organization) shall be from the beginning of Fall Term until the end of May Term"). Terms of office may vary from organization to organization.]*

Section 3. *[Describe how the organization will fill a vacancy in an officer position. This may be by appointment or by a special election. If by appointment, indicate if the appointment must be confirmed by the officers or by the full membership of the organization. If by election, fully describe the election procedure. (e.g. "In the event of a vacancy in an officer position, the president of the organization shall appoint a person to fulfill the responsibilities for the remainder of the term of office. If the office of president is vacant, the vice-president shall assume the responsibilities of the president and appoint a new Vice President. All appointments must be confirmed by a majority vote of the members present at a regular meeting.")]*

Section 4. All officers shall be currently enrolled students at Wartburg College. *[Indicate any additional requirements of officers (e.g. "good standing", full-time, junior or senior, etc.).]*

Section 5. *[Describe the procedure for removing an officer.]*

Section 6. *[If your organization has an executive committee or executive board, it should be described here (e.g. The executive committee shall include the President, Vice-President, Secretary, and Treasurer. This may also be done in a separate article).]*

## **ARTICLE VI: DUTIES OF OFFICERS**

*[In separate sections describe the responsibilities of each officer. See the enclosed description of typical officer responsibilities.]*

Section 1. *[The President shall preside at all meetings and be responsible for the general welfare of the committee. The President shall also...]*

Section 2. *[The Vice-President shall assume the duties of the President in his/her absence. The Vice President shall also...]*

## **ARTICLE VII: ELECTION OF OFFICERS**

Section 1. *[Describe how officers are selected. Is there a nominating committee? Are there applications? (e.g. "Applications for all officer positions shall be available not later than the first day of April. A deadline for applications shall be set no later than the 15<sup>th</sup> day of April. A committee of the advisor, and all officers not seeking election shall interview and select new officers.")]*

Section 2. *[If elections are used to select officers, describe the election process here... Describe how members will cast their votes. Written or secret ballot? State whether the winner needs a plurality or majority of votes. If a majority is required, describe the process and timing of a run-off election.]*

## **ARTICLE VIII: INSTALLATION OF OFFICERS**

Section 1. *[Tell when officers will take office and describe any special installation requirements or ceremonies.]*

## **ARTICLE IX: ADVISOR**

Section 1. *[All organization advisors shall be faculty/staff members of Wartburg College. (e.g. "The advisor of this organization shall be a member of the faculty or staff of Wartburg College.")]*

## **ARTICLE X: MEETINGS**

Section 1. *[State the frequency of regular meetings. Time and place should not be specified here. ]*

Section 2. *[State who has the authority to call meetings.]*

Section 3. *[State how members shall be notified of meetings.]*

Section 4. *[State the requirement to conduct business. (e.g. A quorum of 50 percent of the registered membership shall be required to conduct official business of the organization.)]*

Section 5. *[Establish a parliamentary authority for your organization. (e.g. “The parliamentary authority of this organization shall be Robert’s Rules of Order.”)]*

Section 6. *[Specify attendance requirements, if any.]*

## **ARTICLE XI: COMMITTEES**

Section 1. *[Identify who can name committees and committee chairpersons.]*

Section 2. *[List any regular standing committees for your organization. Include committee duties, size, etc.]*

## **ARTICLE XII: DUES AND FEES**

Section 1. *If your organization requires members to pay dues or fees, describe the amount of the dues and when they will be collected.*

## **ARTICLE XIII: AMENDMENTS**

Section 1. *[State who has the authority to originate an amendment. An individual? A committee?]*

Section 2. *[State how the amendment is presented. (e.g. “An amendment shall be read at the meeting preceding the vote.”)]*

Section 3. *Passage of an amendment requires a two-thirds affirmative vote of all members present at a regular meeting.*

Section 4. *[State when a passed amendment will become effective.]*

**WARTBURG COLLEGE  
REQUEST FOR A NEW ACCOUNT**

The purpose of this form is to document any request for a new account. This form should be completed, signed, and set to the Controller's Office.

DATE OF REQUEST: \_\_\_\_\_  
DATE ACCOUNT NEEDED: \_\_\_\_\_

PERSON MAKING THE REQUEST: \_\_\_\_\_

NAME OF THE ACCOUNT (Limited to 40 spaces): \_\_\_\_\_

TYPE OF ACCOUNT BEING REQUESTED (Please check or circle one):

Expense
Department
Revenue
Agency
Restricted
Endowed
Plant
Gift Annuity
Loan
Asset
Liability

PURPOSE OF THE ACCOUNT: \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

PERSON(S) WHO SHOULD RECEIVE A REPORT ON THE ACCOUNT: \_\_\_\_\_

PERSON(S) WHO HAS SIGNING AUTHORITY ON THE ACCOUNT: \_\_\_\_\_

<b><u>CONTROLLER'S OFFICE USE ONLY:</u></b>	
Controller's Approval _____	
New Account Number	_____
Rich Seggerman	
Person who added account number	Date Added
Requested person notified on	_____
	Date Notified

**WARTBURG COLLEGE  
STUDENT CLUB AND ORGANIZATION  
APPLICATION FOR CONDITIONAL RECOGNITION**

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A filed application for conditional recognition of a student club or organization gives the organizer(s) the following privileges:

- May schedule on-campus facilities for organizational meetings for 60 days.
- May recruit student members.
- May use campus bulletin boards to post organization information.

NOTE: All posters and informational material that is posted must be approved and stamped by the Office of Residence Life.

A conditionally recognized organization may not solicit funds from Student Senate or or any other organization which provides funding/co-sponsorship until the club or organization is officially recognized by Wartburg College.

The organizer(s) have the following responsibilities:

- The activities and operations of the club or organizations must be legal, consistent with the educational aims and the mission of the college, and in accordance with the regulations, guidelines and policies of Wartburg College, the City of Waverly and the State of Iowa.
- The requirements for official recognition must be completed within sixty (60) days. The conditional recognition may be extended by thirty (30) days if:
  - 1) The request is submitted in writing to the Director of Campus Programming explaining why the extension is needed.
  - 2) The Director of Campus Programming and the Student Body President give their approval.
- There must be no discrimination based upon race, age, sex, color, national origin, sexual orientation, or handicap.

Conditional recognition does NOT imply college endorsement of the purposed of the organization, nor does the college assume sponsorship of the activities of the club or organization on or off the property of the college.

**APPLICATION FOR OFFICIAL RECOGNITION WILL BECOME AVAILABLE  
AFTER COMPLETED SUBMISSION OF THIS FORM.**

---

Name of proposed organization: \_\_\_\_\_  
\_\_\_\_\_

Purposed of proposed organization: \_\_\_\_\_  
\_\_\_\_\_

I request approval to organize the above named student club/organization and will ensure that the club/organization complies with all requirements and responsibilities outlined above and in the student club and organization recognition guide.

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

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

Campus Box Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Advisor's Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Dir. of Campus Programming: \_\_\_\_\_

Dean of Students: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Recognition deadline: \_\_\_\_\_

## STUDENT ORGANIZATION RENEWAL APPLICATION

To maintain eligibility, a recognized student organization must register annually with the Office of Campus Programming. This annual registrations process must include, but is not limited to providing the Office of Campus Programming with the following:

- Two copies of this form
- Two copies of the current organization constitution and bylaws
- A membership roster
- Student committment signature sheet

Organizations must notify the Office of Campus Programming within two weeks if there is a change in leadership or advisor. Any student organization that has been inactive or failed to register for two consecutive years will lose its recognition status and all subsequent privilageges. Groups that have lost recognition and wish to start-up again must apply as if they were an entirely new organization through the process designated by Student Senate and the office of Student Life..

<b>NAMES OF OFFICERS</b> (additional sheets may be attached):		
Name	Position	
Campus Box	Campus Phone	E-mail
Name	Position	
Campus Box	Campus Phone	E-mail
Name	Position	
Campus Box	Campus Phone	E-mail
Name	Position	
Campus Box	Campus Phone	E-mail

<b>ORGANIZATION ADVISOR:</b>	
Name	Title
Campus Phone	E-mail

<b>MEETING TIMES:</b>			
Executive Committee:	Location	Day	Time
General Meetings:	Location	Day	Time

**SIGNATURES:**

I hereby certify that the information given is accurate and will notify the Office of Campus Programming with any changes in the status of the organization

\_\_\_\_\_  
Organization Student Leader Date

\_\_\_\_\_  
Organization Advisor Date

OFFICE USE ONLY: Application Complete \_\_\_\_\_ Date recieved \_\_\_\_\_ Initials: \_\_\_\_\_

*Name of Organization*

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## **Student Organization Renewal Application**

Eight (8) full-time members of the Wartburg College Student Body must sign the following petition in order for the application to be considered.

### ***BEFORE SIGNING, READ THE FOLLOWING...***

In signing this petition, you agree that the goals of the organization are in line with your personal goals and adhere to the rules and regulations stated in the student organization recognition application. You also agree to continue to be an active participant in the organization throughout the academic school year.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_



**Programming**

*Please include any flyers or promotional materials used to promote events from the past year*

Activity/Speaker	Date	Location	Estimated Attendance	Additional Comments

**Community Service**

Activity/Speaker	Date	Location	Estimated Attendance	Additional Comments

**Fundraising** *(for organization only)*

Activity/Speaker	Date	Location	Estimated Attendance	Additional Comments	Amount of funds raised

**Co-Sponsored Events**

Activity/Speaker	Date	Location	Estimated Attendance	Additional Comments

**Leadership and Organizational Training**

(National, regional, local conferences, on campus programming designed for student organizations, etc.)

Title of Training	Dates Held	Number of members attended

What was the organization’s most successful event this year and why?

**Goals and Objectives**

*Please list the organization’s goal and objectives for this year and include a description of progress*

Goal or Objective	Description of Progress

Please list any resources or issues which your organization requires assistance with:

Please return this form to Campus Programming, Student Life Suite or email to [studentorgs@wartburg.edu](mailto:studentorgs@wartburg.edu).

**GAMBLING TAX REPORT**  
**(Raffles, Games of Chance, Games of Skill)**

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

**Event** \_\_\_\_\_

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

**Account Number** \_\_\_\_\_

\_\_\_\_\_ tickets@ \_\_\_\_\_ ea.=\$ \_\_\_\_\_

**I hereby certify this to be an accurate report of all ticket sales for the above named event.**

\_\_\_\_\_  
(Sponsor or Supervisor)

\_\_\_\_\_  
Date

**List of prizes awarded along with names of winners.**

**Were prizes donated or did your organization purchase them?**

**Total cost of prizes**\$ \_\_\_\_\_

**Please return this form along with monies collected to Sherri Laning in the Business office to be deposited into your organization's account.**



**Location**

**Campus Programming**

Student Life Offices  
Saemann Student Center  
[studentorgs@wartburg.edu](mailto:studentorgs@wartburg.edu)  
(319) 352-8260

