
Office of Student Life

**Registered Student Organization
HANDBOOK**



Updated 10/12/09

TABLE OF CONTENTS

I. ORGANIZATION INFORMATION

- A. Student Government Association & Office of Student Life Statement
- B. Steps to Become Recognized/Membership Requirements
- C. Roberts Rules of Order
- D. Leadership

II. PLANNING AN EVENT

- A. Programming at a Glance
- B. Booking Food
- C. Meeting Room Information
- D. DeBaun Rental Policies
- E. Contracts
- F. Processing Payment
- G. Alcohol Policies
- H. Posting Policies
- I. Duck Bill Machine Request

III. APPENDIX

- A. Student Life Program Planning Form
- B. Sample Contract
- C. Check Requisition Form
- D. Interdepartmental Transfer Form
- E. Sign-In Sheet – Non-Guest
- F. Sign-In Sheet – Guest

ABOUT THE OFFICE OF STUDENT LIFE

The Office of Student Life fosters learning experiences for all students at Stevens through intellectual, personal and social development that occurs beyond the classroom, student organization support services, the Women's Resource Center and the DeBaun Center for the Performing Arts. Our offices are located on the 10th Floor of the Howe Center.

ABOUT THE STUDENT GOVERNMENT ASSOCIATION

The mission of the Student Government Association of Stevens Institute of Technology is to be an advocate for the undergraduate student body, as well as to serve as a means of communication between the students and the faculty, administration and staff. The SGA of Stevens is committed to enhancing the student experience and quality of life on campus. The SGA charges itself with being a voice for the student body and will be responsive to the issues of students' rights and concerns at Stevens. The SGA promotes the image of the Institute and its student body. The Student Government Association selflessly serves the student body and leads with integrity and honor. The SGA provides students with an opportunity for leadership development and the promotion of their general welfare.

The Student Government Association of Stevens Institute of Technology is composed of an Executive Branch, called the Cabinet and a Legislative Branch, called the Senate. There are five members of the Cabinet - President, Vice President, Treasurer, Secretary and the Chairperson of the Committee on Student Interests. The Senate is made up of several representatives of each class year at Stevens - Freshman, Sophomore, Junior, Senior. The Cabinet is elected at the beginning of the Spring Semester. The Senate is elected at the end of the Spring Semester. Freshmen Senators are elected in the middle of the Fall Semester.

STEPS TO STARTING A RECOGNIZED STUDENT ORGANIZATION (RSO)

1. Form an organization that reflects a student interest on campus that is not being met by existing RSOs.
2. Complete the *Probationary Status Request Form* and return to the Office of Student Life, 10th Floor Howe Center. Once *approved, your organization will be granted probationary status for up to 1 academic year. In this time, you may hold interest meetings to gain membership and develop a constitution. During the probationary period, your group will not be considered an RSO; however, you will be eligible for a small start-up budget as determined by the SGA.
**If at any time you feel your club was unjustly denied probationary status by the OSL, you may contact the SGA for an appeal*
3. Complete the following items found in this packet:
 - a. Recognition Request Form
 - b. Membership roster – aim for at least 10 *members (to be considered for SGA funding), including an elected Executive Board
**A member is defined as a full-time, undergraduate Stevens student*
 - c. Develop a Constitution and have it approved by your active membership or complete the Chartering Form if you chose to forgo a club constitution
 - d. Staff/Faculty Advisor
4. Bring completed packet to the Chairman of the Committee on Student Interests (CCSI) for SGA approval.
5. The CCSI will contact your group to set-up a time to meet with the Constitution and Bylaws Committee to review your club's constitution or charter form. The club will be placed on the docket for the following Senate meeting for approval. The CCSI will contact you and your group with SGA's final decision.

ADDITIONAL INFORMATION:

- ✓ Executive officers - must be Stevens undergraduate students with at least 24 credits at Stevens and a 2.0 GPA.
- ✓ In the event of an officer change, a new membership roster needs to be submitted. Failure to do so can result in a budgetary freeze.
- ✓ Attendance at all RSO meetings delegated by the Chairman of the Committee on Student Interests is **mandatory**; failure to do so can result in a budgetary freeze.

WHY BECOME RECOGNIZED?

Stevens does not bar any group of students from discussing common interests in areas set aside for that purpose at times when campus facilities are open and not in use for special events. However, all organizations conducting organized activity should apply for recognition through the Office of Student Life (OSL) and the Student Government Association (SGA). Only recognized organizations may publicize meetings and events on campus, distribute or post organization materials on Stevens' premises and on Stevens' Web sites, request space, and be eligible for SGA funding. To be eligible for an SGA budget, organizations must register *each semester* by providing a current membership roster. All recognized student organizations are expected to abide by Stevens' policies and procedures.

RUNNING EFFICIENT MEETINGS

What is Parliamentary Procedure?

It is a set of rules for conducting meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

It's a time-tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, *Robert's Rules of Order* is the basic handbook of operation for most clubs, organizations, and other groups. So it's important that everyone know these basic rules.

What is an example of an agenda utilizing *Robert's Rules of Order*?

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officers reports
5. Committee reports
6. Special orders-important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

The Process

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr. /madam chairman. Raising your hand means nothing, and standing while another has the floor is out of order. You must be recognized by the chair before speaking.
- Debate can not begin until the chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote.
- Before the motion (the question) is stated by the chair, members may suggest modification of the motion; the mover can modify as he pleases or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the chair. Motion/Resolution -Amendment - Motion to Postpone. The member moving the "immediately pending question" is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the chair. Remarks must be courteous in language and deportment-avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.

The Rules

- **Point of privilege:** Pertains to noise, personal comfort, etc.-may interrupt only if necessary.
- **Parliamentary inquiry:** Inquire as to the correct motion-to accomplish a desired result, or raise a

point of order.

- **Point of information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires suspending the rules).
- **Point of order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.
- **Main motion:** Brings new business (the next item on the agenda) before the assembly.
- **Divide the question:** Divides a motion into two or more separate motions (must be able to stand on their own).
- **Consider by paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.
- **Withdraw/modify motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.
- **Commit /refer/recommit to committee:** State the committee to receive the question or resolution; if no committee exists, include size of committee desired and method of selecting the members (election or appointment).
- **Extend debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.
- **Limit debate:** Closing debate at a certain time or limiting to a certain period of time.
- **Postpone to a certain time:** State the time the motion or agenda item will be resumed.
- **Object to consideration:** Objection must be stated before discussion or another motion is stated.
- **Lay on the table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.
- **Take from the table:** Resumes consideration of item previously "laid on the table"-state the motion to take from the table.
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view.

Consensus vs. Majority

At first glance, an organization can easily overlook the differences between these two terms. When an organization makes decisions by way of consensus, a discussion is usually involved. In this case the members deliberate on the value and validity of different points until they all reach a decision that everyone is comfortable with. However, when decisions are made by a majority vote there is not much deliberation at all. Oftentimes members have already made a personal decision and the final call is decided by a vote where the option with the majority of the votes is selected.

LEADERSHIP

Although leadership is defined differently by many, there are a few key characteristics that are viewed by most as the qualities of good leadership. Some of these qualities are commitment, a positive attitude, passion, communication skills, honesty, competence, a strong work ethic, a sense of responsibility, and a great deal of focus. Although many of these characteristics may come more easily to some than others, they are all qualities that can be learned and perfected overtime, and they are certainly qualities that make for an effective and respected leader. Remember to utilize the strengths of your membership!

CREATING A PAPER TRAIL

Creating a paper trail is imperative to making your organization run smoothly and effectively. Student organizations should keep copies of all important documents in files. These include-but are not limited to-contracts, financial records, pertinent e-mails, copies of past publicity, and your constitution. By keeping a paper trail of everything your group is involved with you avoid running into many possible issues. Also, a paper trail allows you to always be able to back up your word with documentation. In addition, keeping a paper trail makes it easier for future leadership to pick up where you left off and keep your organization going strong.

TRANSITIONS

Transitions are experienced by all organizations and need to be done effectively and smoothly to ensure that the organization continues thrive. Your club or organization should have a transition meeting with outgoing and incoming executive board members that incorporates the following elements:

- An annual report that includes information about programming, budgets, membership, ect. throughout the academic year
- Legible and organized club files
- Goal setting (the incoming e-board should use the expertise of the outgoing e-board to set goals for the upcoming year)
- Discuss the budget (past and future)
- Contact your advisor, the OSL or the CCSI if you need any guidance or support to help you through transition

PROGRAMMING

The following is a checklist to help you in planning your event. This manual will assist you in achieving your goal of having a successful event.

1. Look into available entertainers/ performers/ services.

A Student Life professional can assist you in finding affordable entertainment. Student Life is located on the 10th floor of the Howe Center.

2. Determine budget limitations.

Please be sure to consult with the approved budget for your club's event.

3. Meet with the Office of Student Life (x. 5699)

You will need to fill-out a *Program Planning Form* and have your event approved prior to speaking with Special Functions.

Information you should be prepared to discuss with a Student Life professional:

- Room reservations (have a back-up in case 1st choice is unavailable)
- Setting the time
- Security needs if applicable
- Custodial needs
- Preliminary food requests if applicable
- Technical set-up (sound system, microphones, overhead projectors, TV, VCR, etc.)
- Program/ Room set-up (chairs, tables, etc.)
- Parking if applicable

**Some items may require a fee - Special Functions can discuss this with you*

Once the event is approved by a Student Life Professional, you will discuss the event further with Special Functions

4. Request Contract/Invoice/Bill

Please read the section on *Contracts* very carefully. A Student Life professional MUST see all contracts and in most cases, sign them.

5. Publicity

Please read the section on *the Publicity Committee* and *Advertising* carefully.

6. Process Purchase Requisitions

All purchase requisitions must accompany a signed contract agreement/ invoice/ bill. They should also be processed at least two (2) weeks prior to the event.

7. Petty Cash Reimbursements (less than \$60)

Any person in need of a reimbursement must present original, clear copies of receipts.

Processing the forms should be done in a reasonable amount of time, no longer than one (1) month after the event.

8. Clean up immediately after the program!!

This includes removing any publicity/ promotion the next day after the event.

STUDENT LIFE EVENT POLICY

Any events planned/ hosted by a Stevens Institute of Technology student organization/club **MUST** be registered with the Office of Student Life

- ✓ All Events must end by 1am
- ✓ Events that are advertised off campus must include the following:
 - College I.D. required
 - Guest Policy enforced
 - The members of the University community have the right to be selective about who is admitted to events
 - Other information may be required at the discretion of the University

Policy for guests to the Stevens' campus for open events:

All non-Stevens students, who present a valid college ID, must sign into the event

*please see Appendix for sample

Stevens' students are permitted to host two (2) non-college guests. Guests must be escorted into the event with the sponsoring Stevens' student OR they must be placed on the guest list prior to the start of the event. There should be a guest list provided at the start of the event listing the names of the guests as well as the student sponsoring them. These guests must also present ID and sign into the party. All guest lists must be turned in to the office of student activities by the next business day after the event. *

*please see Appendix for sample

All guests of the performer(s) (DJ, band, etc), must also present an ID and sign in and out of the event. The performer(s) will be responsible for their guests. Performer(s) will be informed that their check may be held if their guests are involved in any behavior deemed inappropriate by the University.

BOOKING FOOD/ CATERING PROCESS

When an event requires food and/ or refreshments, please follow the procedure listed below:

1. Once you have met with Special Functions, you will have an event booking number that you will use to order food
2. Call the Sodexho Office (x.5113) to set-up an appointment to place your order.
3. Be prepared with the specifics for your catering needs:
 - Date
 - Time
 - Location
 - Method (buffet, served, reception style, etc.)
 - Linen colors
 - Special Functions Reservation Number

REMINDERS

1. Give Sodexho at least three (3) weeks notice for large events.
2. Confirm final guest counts and times at least three (3) days before the event.
3. To cancel an event, call at least 48 hours in advance to avoid any charges.
4. Check with Special Functions for room set-ups.
5. Make sure to specify the times for food set-up and food break-down.
6. Check the food order, sign off and fax back the copy to Sodexho at x.8083 & to Special Functions at x.8946.
7. Food **CANNOT** be ordered without first obtaining a reservation number from the Special Functions Office.
8. When food is being delivered to a location outside the Howe Center, it is the responsibility of the customer to have or to obtain tables for the set-up. Tables can be obtained through the Special Functions Office
9. **Sodexho has first right of refusal. If you wish to obtain food from an outside vendor for any reason, you must first speak to the Director of Sodexho.**

MEETING ROOM INFORMATION

You may book classrooms online at the registrar's website:

<http://www.stevens.edu/registrar/>

If you are hosting an event in a classroom, you still must register the event with Student Life. You do not need to register organization meetings however.

Booking WALKER or CANAVAN:

The easiest way to book these locations is to do so with Student Life. The online form for Athletics eventually comes to Student Life for approval.

WESLEY J. HOWE CENTER BUILDING, 1ST FLOOR

Lobby	Used for registration, reception, and small displays	
Hallway	Used for displays, fairs, and student food sales	
Colonel John's Restaurant	Used for small cafeteria style meals and as a pub Minimal availability due to staff/ student meals	Reception: 80 Banquet: 50

2ND FLOOR

Lounge Area	Open area used for receptions and registration View of campus	Reception: 60 Conference (Boardroom): 20 Banquet: 60
Faculty Club Dining Room	Used for receptions, small sit down meals and buffets. View of Manhattan During the week unavailable before 2:30pm <i>A room rental fee is charged and reservations must be made by a member of the faculty club</i>	Reception: 75 Banquet: 60

3RD FLOOR

Fielding Room	Campus network capability Used primarily for meetings	Reception: 80 Conference (Boardroom): 20 General Seating: 70 Conference (U-shape): 32 Classroom: 50 Banquet: 40
Calder Room	Campus network capacity Used primarily for meetings View of campus	Reception: 20 Conference (Boardroom): 16 General Seating: 30 Classroom: 12
Mott Room	Campus network capability Used primarily for meetings View of Manhattan	Reception: 20 Conference (Boardroom): 16 General Seating: 25 Conference (U-shape): 16 Classroom: 12 Banquet: 16

4TH FLOOR

Bissinger Room	Campus network capability Used for large sit-down meals and seminars View of Manhattan and the campus Microphone availability	Reception: 400 General Seating: 500 Classroom: 150 Banquet: 300
Stevens Room	Campus network capability Used for small meetings and sit-down meals View of Manhattan	Reception: 20 Conference (Boardroom): 15 General Seating: 20 Banquet: 8
Hudson Room	Campus network capability Used for small meetings View of Manhattan	Reception: 15 Conference (Boardroom): 8 General Seating: 10 Banquet: 8
Hoboken Room	Campus network capability Used for small meetings and sit-down meals View of Manhattan	Reception: 30 Conference (Boardroom): 16 General Seating: 25 Banquet: 16
Riverside Room	Campus network capabilities Used for small meetings, receptions, and meals View of Manhattan Room is adjacent to Bissinger Room	Reception: 30 Conference (Boardroom): 25 General Seating: 25
Skyline Suite (Hudson, Hoboken, Stevens)	Campus network capability Used for small meetings, receptions, and sit-down meals View of Manhattan	Reception: 80 Conference (Boardroom): 30 General Seating: 75 Classroom: 35 Banquet: 72

OUTSIDE OF THE HOWE CENTER

Jacobus Lounge	Must reserve via the Jacobus Lounge website, www.stevens.edu/jacobus Outdoor terrace which overlooks Manhattan Great opportunity for reception style event Room is primarily used for a student lounge, therefore events must be open to all Stevens' students	Reception: 150 General Seating: 75 Banquet: 80
Hayden Lounge	Used for seminars, sit down meals, buffets & dances Room has a greenhouse on east side bringing in sunlight and a beautiful view of Manhattan; not recommended for visual presentations; Additional charges will be assessed for delivery of food, setup and equipment	Reception: 130 General Seating: 145 Banquet: 100
Babbio Atrium	Used for special events – receptions, dinners, presentations, etc. Must be reserved through registrar first.	Reception: 150 General Seating: 120 Banquet: 100

RENTAL POLICIES DEBAUN AUDITORIUM

DeBaun Auditorium's (DeBaun) main use is by DeBaun Center for Performing Arts and departments and student organizations at Stevens Institute of Technology (Stevens). If there is room in the schedule after DeBaun Center and Stevens' events are booked, then Hudson County not-for-profit organizations are allowed to rent the Auditorium.

DeBaun was re-opened in 1998 after extensive renovation and is a historical landmark. The theater seats 480 (314 in the orchestra and 166 in the balcony) and is handicapped accessible on both levels. No food or drinks are allowed inside the theater. The backstage area has a small makeup room, dressing area, workshop, and bathroom.

The proper name of the theater (i.e. the physical space) is the "Grace E. and Kenneth W. DeBaun Auditorium". After initial reference to the full name, the shortened version that must be used is "DeBaun Auditorium." These names are to be used correctly in all publicity material, playbills, etc.

The Managing Director, Robert Gonzales, will contract all uses of DeBaun. Requests can be made at Robert.Gonzales@stevens.edu or 201-216-8933. Schedules are compiled six (6) months to one (1) year in advance, but the deadline for contracting a specific event is 30 days.

DeBaun's Policies and Procedures will be upheld by each organization using the Auditorium. All technical aspects of the production, including sound, lighting, audiovisual equipment, and stage and house management, will be handled by trained DeBaun Staff members only*. Box office is handled by the rental organization, unless a special arrangement has been made with DeBaun. Either DeBaun or the rental organization will supply the ushers and running crew as agreed upon in the contract.

Stevens' departments and student organizations will be charged \$25/hour per staff member needed to run the event. There is no charge for the actual space, only for the proper staffing and training of said staff.

**Stevens Dramatic Society (SDS) events are an exception to this rule, where DeBaun Staff members will train and consult SDS members on their productions.*

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CONTRACTS

A properly executed contract (or contractual agreement) is a formal and binding agreement between two or more parties/agencies (e.g. SGA and a comedian). It details the services to be provided by one party (e.g. a comedian), in return for an agreed upon fee to be paid by the other party (e.g. SGA).

- ◆ A contract is required for all activities/events (e.g. band, performance artist, speaker, DJ etc.), for which money will be paid or a service will be received, and will formalize (“legalize”) the agreed upon arrangements between SGA or any RSO and another entity (campus or non-campus).
- ◆ A signed contract will be required to authorize payments, process check requests, petty cash vouchers, interdepartmental transfer forms and all other financial transactions.

Negotiating a contract

Who negotiates and finalizes a contract will depend upon whether or not the contracted entity is a campus department (office), and the amount of money that will be expended on the contract. A designated representative of the RSO will be responsible for conducting the contract negotiations with campus departments/offices. For arrangements with off campus businesses, the RSO representative alone, or with the assistance of an Office of Student Life professional will be responsible for conducting the contract negotiations. However, **all contract negotiations involving a payment of over \$1,000 must be conducted either by a member of the Office of Student Life or by the RSO representative AND a member of the Office of Student Life.**

In all situations, only one RSO representative should conduct the negotiations for a particular contract (e.g. one representative conducts all the negotiations for the space required for a scheduled activity).

Basic tips to negotiating a contract

When negotiating a contract the RSO representative should:

- be very clear about the RSO’s needs and requirements
- be responsible for ensuring that contracted parties understand all the terms and agreements specified in the contract
- have as much information about the activity on hand before beginning contract negotiations.
- make tentative agreements first; make a follow up call to finalize, after conferring with RSO executive board or planning committee.
- have alternative dates to offer the individual/business.
- verify that the room reservation has been made and confirmed.

Elements of a contract

In general, a contract must include the following specific elements:

- ✓ Name of University (Stevens Institute of Technology)
- ✓ Name of RSO
- ✓ Name of RSO representative
- ✓ Name of contracting business/individual
- ✓ Address, social security number, tax id of business/individual (if non-campus)
- ✓ Service to be provided (in detail)
- ✓ Date, time, location of service to be provided
- ✓ Agreed upon compensation

- ✓ Payment schedule (no final payments will be made in advance of service being received)
- ✓ Signatures (RSO representative, individual or business providing the service, and a member of the Office of Student Life)

A valid contract must be signed by the individual or business providing the service, and the designated RSO representative or E-Board member. A member of the Office of Student Life MUST co-sign all contract agreements with off campus groups.

Some individuals or businesses may provide their own contracts. When the individual or business does not provide the contract, it is the RSO's responsibility to provide a contract that is printed on official Stevens Student Life letterhead stationary (see sample in Appendix).

NOTE: Ethically, oral agreements and commitments should be honored, but oral agreements are not necessarily binding, and a written contract signed by all parties is essential to confirm the negotiated arrangements

Special types of on campus contracts

Contracts with campus departments may be identified by a term other than contract. However, they serve the same purpose as the standard contract described above. The campus "contracts" are listed below

- Food/Catering Invoice (SODEXHO)
- Special Functions Confirmation Form (Howe Center, Hayden Lounge, Jacobus Lounge)
- Campus Store Requisition
- Facility Reservation Form (DeBaun, Schaefer, Classrooms)
- DJ services from WCPR
- Movie Committee

PAYMENT

When dealing with SODEXHO, Special Functions, and Campus Store payment is automatically transferred from the RSO's account into the department's account. This will occur when the contract is signed by the RSO representative and returned to the respective department.

All other requests for payment require the submission of one of the following:

- Interdepartmental Transfer Form
- Purchase Requisition (theatre tickets, buses, supplies, services rendered, etc.)
- Petty Cash Reimbursement/Check Request Form

Interdepartmental Transfer Form (sample in Appendix)

Must be submitted to request the transfer of funds between RSOs or between an RSO and another campus department (i.e. Schaefer, DeBaun).

The form requires:

- RSO's account number
- Department's account number
- Name of the Head of the department
- Signature of a Office of Student Life professional

After OSL approval, the signed form must be submitted to the Finance Office located on the 11th floor of the Howe Center.

Petty Cash Reimbursement/ Check Request Form (sample in Appendix) Petty Cash Voucher used to request **reimbursement for out of pocket expenses of less than \$60** spent by an RSO member. Check Request Form is to be used for **amounts above \$60**. **Payments of services rendered will not be reimbursed**. All payments for services rendered should be paid via a university check by filling out a purchase requisition. (See Purchase Requisition section)

These forms require:

- RSO's account number
- Signature of a OSL professional
- Receipt(s) for items purchased (receipts must have name of business printed on it)
- Petty Cash Reimbursement Forms also require the signature of the Finance Office located on the 11th floor of the Howe Center. (The form can be found on the Finance Office's web page.)

After OSL approval, the signed Petty Cash Reimbursement Form with the supporting documents will be cashed at the Student Service Center. Check Requests must be submitted to the Controller's Office and can take up to two weeks.

Purchase Requisition

Must be submitted to request payment for off campus contracts. A properly executed Purchase Request will result in the issuance of a check payable to the identified individual or business. A check is issued when the steps below are followed:

- Complete a Purchase Requisition Form with all required information, including the payee's tax id or social security number.

- Attach the signed contract along with a W-9 form (sample in Appendix)
- Have the Purchase Requisition Form signed by a Office of Student Life professional
- Make copies of form and accompanying documents for RSO's files.
- Submit signed form and original accompanying documents to the Purchasing Office (Howe Center, 7th floor).
- Purchase requisitions **MUST be submitted at least two (2) weeks prior to the date of the planned event.**
- Purchase requisitions **MUST be submitted by 4pm on Fridays.**
- Checks will be available in the Office of Student Life on **Fridays after 12:00pm.**

****No cash payments will be made for contracts.**

Special Requests

Hotel Accommodations: Occasionally, RSOs may be required to provide hotel accommodations for contracted speaker or performer. The RSO representative must contact a Student Life professional for details about area hotels with which the University may have a contract or direct bill account.

Car Rentals: The RSO representative must contact a Student Life professional for details about area car agencies with which the University may have a contract or direct bill account.

STEVENS INSTITUTE OF TECHNOLOGY ALCOHOL REGULATIONS

1. Alcohol must not be the main focus of the event
2. Campus events involving the consumption of Alcohol should not be advertised until the organization has obtained a liquor license (see procedures for obtaining liquor license in this section).
3. Alcohol can only be dispensed in a room separate from the general dance/ party
4. The entrance to/ exit from the drinking room should be monitored; proofing is done at this position.
5. The Stevens police should be contracted to provide security for the event.
6. One pre-approved bouncer & one pre-approved bartender should be contracted to check proof of age and to serve the alcohol. (List of names can be obtained from the Office of Student Life).
7. Alcohol must remain in the room/ section where it is being dispensed.
8. No one under the age of 21 will be allowed in the room/ section where the alcohol is being dispensed.
9. Substantial food must be made available to the students at a function where alcoholic beverages are being served.
10. Drinking contests are strictly prohibited.
11. Non-alcoholic beverages must be served whenever alcohol is served. The non- alcoholic beverages must be displayed as prominently as the alcoholic beverages.
12. Students are not permitted to bring their own alcoholic beverages to licensed functions.
13. Alcoholic beverages may not be served during or after the last half hour of a function.
14. Alcohol must not be served to persons who seem to be intoxicated.
15. Stevens Institute of Technology observes all local state and federal laws pertaining to the distribution and consumption of alcohol
16. Students will be held accountable for their own behavior as well as that of their guests.

LIQUOR LICENSE PROCEDURE

1. Pick up an application for a one-day alcohol permit at least one month prior to the event. The applications are available in the Office of Student Life located on the 10th floor of the Howe Center.
2. Fill out the form completely on the front page. Please note well: only beer and wine are permitted. Spirits/Hard liquor is absolutely not allowed at any function.
3. The person in charge of the function should sign the form.
4. Obtain the signature of CFO or Secretary of the Stevens Institute of Technology Corporation. The CFO's Office is located on the 11th floor of the Howe Center and the Secretary's Office is located in Human Resources Office on the 7th floor of the Howe Center.
5. Go to the Hoboken Police Department, located on 2nd and Hudson streets, to obtain the signature of the Hoboken Chief of Police.
6. Go to City Hall in Hoboken located on Newark and Washington streets, to acquire the signature of the City Clerk.
7. Please attach a diagram of the room. New Jersey State Law requires that the room has a separate drinking section for dispensing and consuming alcoholic beverages.
8. Send the completed form and a \$100.00 money order to:
Department of Law and Public Safety
Division of Alcoholic Beverage Control
140 East Front Street
CN 087
Trenton, NJ 08625

All steps must be completed in order and the application must be received in Trenton at least three (3) weeks before the event. No event should be publicized until the alcohol permit has been obtained. Also, please be aware that you must have the alcohol permit number in order to buy alcohol for an event. Failure to follow all steps may result in alcohol not being served at your event.

PUBLICITY COMMITTEE RULES AND GUIDELINES

Rules:

1. All print orders sent to the Publicity Committee must be approved by Student Life.
 2. The Publicity Committee only covers orders that we process ourselves. Publicity Committee cannot cover orders that are taken directly to the print shop.
 3. A student mailbox must be provided for poster order deliveries.
 4. Please keep orders under 100 copies. Orders larger than 100 copies will be considered on a case by case basis.
 5. When ordering posters, please include any special instructions such as color paper, cardstock, cutting (and number per page), folding, etc. Please note that paper sizes we can print on are 8.5x11, 8.5x14, and 11x17.
 6. All print shop orders must be in PDF format.
 7. Your poster must have the following: Date, time, location, and contact information. Note that your location must be registered with Student Life.
 8. Please submit your orders no later than a week before you need the posters (NOTE that this is NOT a week before your event! Effective advertising takes time!). We cannot guarantee that we will be able to print last-minute submissions. Email any poster requests to publicity@stevens.edu.
- * This section is subject to change shortly as the Publicity Committee is working on new submission methods.

Guidelines:

1. Consider using black & white print on color paper rather than color copies on white paper, especially if there is very little color on the original document.
2. Publicity Committee recommends against blanket door and mailbox stuffers as they are largely ineffective for advertising.
3. We recommend 50 or fewer posters for effective on campus advertising.

Postering On Campus:

Rules:

1. All RSO posters that are intended to be hung up around campus must be stamped.
2. Do not poster over existing posters, expired or otherwise.
3. Do not hang up more than one poster in a single location. This takes up room that other RSOs could be using and may act as bad publicity for your organization.
4. Do not remove posters before their expiration date.
5. Do not poster on door glass. We have received complaints from the Fire Department about posters on door glass.

Any posters in violation of these rules are subject to removal. Repeat offenses will be noted.

Guidelines:

1. To draw more attention to current posters, you may remove expired posters.
2. Avoid postering outside. Posters become easily and quickly damaged from humidity, rain, and other such weather conditions. As such, they often become unreadable and sloppy -looking.
3. Avoid postering on glass as it is very difficult to remove tape from the glass.
4. Avoid over-postering. This often acts as bad publicity for your organization and wastes resources.

Student Life Newsletter:

Rules:

1. RSOs are responsible for creating their own blurbs.
2. Student Life Newsletters are usually sent out on Mondays and Thursdays. Please have your submissions in no later than the afternoon prior to the send-out dates of the SLN. (i.e. Sunday afternoon and Wednesday afternoon.)
3. SLN submissions will remain in the newsletter for 1 week unless otherwise stated. Lengthy requests will be considered on a case by case basis.

Guidelines:

1. Don't forget to include important information, such as date, location, and contact information.
2. Let the Publicity Committee know how long you want your blurb to be printed in the Student Life Newsletter.

METHODS OF ADVERTISING FOR STUDENT GROUPS

1. **Fliers & SLN:** see previous section
2. **Poster at fraternities and sororities:** Give posters to the Greek houses to put up on their bulletin boards. A great way to reach Greek Community.
3. **Advertise in The Stute:** You can place an ad for free in The Stute. Since this service is free, it is first come first served. Contact The Stute at (201) 216-3404 or via email at the stute@stevens.edu. You can also visit their website at <http://stute.stevens.edu>.
4. **Advertise on SIT-TV:** SIT -TV will supply the equipment and the know-how for you to make your own commercial. You can contact WEXP at (201) 216-3453 or at sittv@stevens.edu.
5. **Advertise on WCPR:** email wcpr@stevens.edu to set-up a time to record your advertisement
6. **Stuff the student mailboxes with 1/4size flyers:** Please contact the Post Office for permission and location of undergraduate mailboxes. The print shop, located in the basement of the Howe Center, can print and cut the flyers for distribution.
7. **Make a banner for the Pierce Room:** Please get permission from the Office of Student Life and Sodexo *before* posting anything in the Pierce Dining Room (use only masking tape)
8. **Reserve a table in the south entrance of the Howe Center lobby during lunch and dinner:** This is usually a great way to sell tickets for an event on campus. Tables can be reserved through the Special Functions Office located on the 10th floor of the Howe Center.
9. **Promotions/Giveaways:** Advertise your event or organization on giveaway items. Some examples are: t-shirts, pens, pencils, candy, key chains, Frisbees, mugs, etc. ***Be sure to consult your budget and payment guidelines before purchasing giveaways.**
10. **Chalk the walkways:** Please talk to the Office of Student Life first before any chalking occurs. Don't forget to consult the Posting Policies too.
11. **Table Tents:** These folded "tents" which sit on the tables in the Pierce Dining Room and Colonel Johns must be first approved by the Office of Student Life and Sodexo.
12. **Word of mouth:** This can be a very effective form of advertising for an event. Simply ask the members of your organization to tell their friends about an upcoming event. Tell your classmates, your roommates and your friends. No printed ad can compare to a personal invitation from someone you know.
13. **Events Calendar:** Post your event onto the Stevens online calendar for all students to view. <http://webevents.stevens.edu/cgi-bin/view/webevent.cgi?cmd=newevent;userid=guest>
14. **Facebook:** Create a facebook group for your organization and send out event invitations to club members as well as Stevens students.

PROCEDURE FOR RESERVING THE DUCKBILL MACHINE

The following information can be accessed on the Student Life website under on-line forms. If your organization is interested in using the Duck Bill machine please send an email to Student_life@stevens.edu with the information listed below. We will try and honor all requests that are made more than 48 hours in advance of the need. **Requests that are made within 48 hours of the time needed may not be met.** Groups may be limited to the number of days that they can use the machine. Groups may be asked to share the machine if two or more groups have requested to use the machine at the same time. If you have any questions please call the Office of Student Life at (201) 216-5699.

Please provide the following information in your email request:

Organization:

Requestor Name:

Requestor Phone #:

Requestor Campus Address:

Requestor E-mail:

Location where Machine is needed:

Date(s) Needed:

Time(s) Needed:

What event will you be using the machine for?:

How much will you be charging?:

The money collected will be going towards which account?:

- If you plan on using the box for more than one day please submit a calendar to the Office of Student Life. The calendar needs to clearly identify the times and places as well as the responsible party for each day and time.
- Please keep a list of individuals who pay using duckbills. The list will be used to verify how much your organization receives. The list should only include the name and the amount charged.
- On the day of your event you may pick up the duck bill machine at the Office of Student Life, 10th Floor. Pick up time is from 9:30 am to 4:30 pm, Monday through Friday. Bring your student I.D. card and sign the machine out. If you do not pick up the machine by 4:30 PM Monday through Friday, you will not have access to the machine.

- It is your responsibility that the duck bill machine is returned to the Office of Student Life by 10:00 am the next business day. If you do not return the machine on time your organization will receive a warning the first time. The second time, your organization will not be able to book the machine for one academic month.
- The funds will be transferred at the end each month to the account you have designated on the reservation form.

*Please note that you are responsible for the duck bill machine when it is in your possession.

APPENDIX

Student Life Program Planning Form

Today's Date: _____
 OSL _____
 Facilitator: _____
 Booking No#: _____
 Budget Approval: _____

Program Planning Form must be submitted to Special Functions to confirm room reservation.

Sponsoring Organization: _____ Date of Event: _____

Event Title (theme): _____

Contact Person: _____ Cell Phone #: _____ Email: _____

Organization's President: _____ Cell Phone #: _____ Email: _____

Program Details

Event Type: On Campus (*indoors*) Outside (*permit may be required*) Off-campus Alcohol

Location: _____ *Alternate/Rain Location:* _____

Set up Time: _____ Start Time: _____ End Time: _____ Diagram of Set-Up Included

Is a Duckbill Machine Needed? Yes, please reserve duckbill machine at student_life@stevens.edu
 Will there be entertainment? Yes, *please describe* No
 (Checks & contracts request must be requested at least 15 days in advance!!)

Set-Up Needs

SOUND

- Lapel Microphone
- Table Microphone
- Cordless Microphone
- Microphone Stand

VISUAL MEDIA

- Slide Projector
- Overhead Projector
- Screen
- LCD

EQUIPMENT

- Podium
- Flipchart
- Coat Rack/Hangers
- Staging_____
- Stage Dimension _____
- Dividers_____
- Trash Cans_____

TABLES & CHAIRS

- Six Foot_____
- Round_____
- Barback_____
- Serpentine_____
- Cocktail_____
- Chairs_____
- Linens_____
- Table Skirts_____

FLAG

- Stevens Banner
- US Flag & Stand
- NJ Flag & Stand
- International Flags

Will Stevens Food Services be needed? Yes No

Stevens Dining Services has first right of refusal and as such outside food and beverages are not permitted without the consent of the Director of Food Services.

Sponsoring Organization Responsibilities: PLEASE READ

As a representative of listed organization, We (I) understand that our organization is responsible for abiding by all Institute policies as well as local, state and federal laws with regard to events that take place at Stevens Institute of Technology. We understand that:

- Form must be submitted to the OSL no less than 7 days prior to the event
- Drugs of any kind are not permitted at the event. (Alcohol is only permitted with a proper license & university approval.)
- This event will end no later than the time listed on this form. Exceptions will not be given.
- Guests will sign in and provide required forms of picture identification (*see guest policy for specific*).
- On-campus advertising will be approved by the Office of Student Life.
- Off-campus advertising is **not** permitted.
- University property will be left in the condition it was found prior to the event.
- No advertising, publicity or ticket sales for the event will occur until the event is official approved.
- **Outside event:**
 - If you are hosting an event with live entertainment, you must obtain approval from Special Functions.
- **Verification of Funds & Check Request:** Before an event (requiring funding) can be processed, every organization **must** receive verification of funds. Request for checks must be made 15 days in advance. Original invoices, contracts, etc. must be attached to the check request form. *If you are unsure of this process ask your organization treasurer or the Office of Student Life.*
- **Tax Exemption:** Stevens Institute of Technology is a tax exempt institution, if you are planning to make a purchase a tax-exempt form is required. Tax exempt forms can be requested through the Controller's Office (Levermore 201). Before visiting the Controller's Office determine each business(es) and/or vendor(s) that you will be using; have the business' name and fax numbers on hand. Please be advised that the University will not reimburse for taxes paid.
- **Cancellation Policy:** If your organization cancels this even, **48 hours advance notice** must be given to the Student Life(x5699), Campus Police (x5106), Special Functions (x5126) and Stevens Dining Service (x5545). The organization maybe assessed for any accrued cost in preparation for the event if notification is not given.
- **Stevens Dining Services:** All catering arrangements **must** be submitted to the catering manager (Howe Ctr, 2nd Floor) **at least 10 days** prior to the event. Cancellations of food order made less than 48 hours will be access to a \$100 cancellation fee.

Print Name: _____ Signature: _____ Date: _____



- **Alcohol:**
 Permit Date: _____ Permit #: _____ Campus Police University Staff Member: _____

For Special Functions Office Use Only: Event Coverage: <i>(Please check all departments that will be attendance):</i>

For Office Use Only: Event Coverage: <i>(Please check all departments that will be attendance):</i>				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Advisor</td> <td style="width: 25%;">UC Staff</td> <td style="width: 25%;">Campus Police</td> <td style="width: 25%;">OSL Staff</td> </tr> </table>	Advisor	UC Staff	Campus Police	OSL Staff
Advisor	UC Staff	Campus Police	OSL Staff	
If over 100 attendees, Campus Police are needed.				
Campus Police needed: Yes No				
Date Campus Police notified of event ____/____/____				

SAMPLE CONTRACT

Print on University Letterhead

Date: _____

This will serve as confirmation for your performance at Stevens Institute of Technology. Please fill in the pertinent info, sign below and return to:

Performer: _____

Check payable to: _____

Address: _____

S.S.#/Tax ID #: _____

Event: _____

Fee: _____

Date: _____

Time: _____

(Please arrive ___ hour earlier to allow for setup time.)

Place: _____

Performer

Date

Stevens Institute of Technology Representative

Date

Club/Organization Representative

Date

CHECK REQUEST FORM

PLEASE DISTRIBUTE CHECK AS FOLLOWS:

U.S. MAIL CAMPUS MAIL DATE __ __ __
 PICK-UP WITH ATTACHMENTS ENCLOSED

DEPARTMENT NAME _____

DATE CHECK IS REQUIRED __ __ __ PLEASE ALLOW ONE WEEK FOR PROCESSING

PLEASE ATTACH ALL SUPPORTING DOCUMENTATION

PAY TO: _____

ADDRESS: _____

SOCIAL SECURITY NUMBER OF PAYEE (if applicable):

FEDERAL TAX I.D. NUMBER (if applicable)

Purpose

<u>ACCOUNT</u>	<u>CHECK STUB DESCRIPTION</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUESTED BY: _____

DEPARTMENT APPROVAL: _____

FOR ACCOUNTING USE ONLY

VOUCHER # _____ DATE _____

CONTROLLER APPROVAL: _____

TREASURER APPROVAL: _____

STEVENS INSTITUTE OF TECHNOLOGY INTERDEPARTMENTAL TRANSFER FORM

PLEASE COMPLETE THE FOLLOWING FORM FOR ALL INTERDEPARTMENTAL TRANSFERS OF GOODS AND SERVICES AND SUBMIT IT TO THE CONTROLLER'S OFFICE UPON COMPLETION.

REQUESTING DEPARTMENT (Debit)

DEPARTMENT NAME: _____

ACCOUNT NUMBER: _____

DEPARTMENT HEAD APPROVAL: _____

(Signature)

DATE GOODS / SERVICES RECEIVED: _____

SUPPLYING DEPARTMENT (Credit)

DEPARTMENT NAME: _____

ACCOUNT NUMBER: _____

DEPARTMENT HEAD APPROVAL: _____

(Signature)

DATE GOODS / SERVICES PROVIDED: _____

AMOUNT CHARGED FOR GOODS / SERVICES : \$ _____

DESCRIPTION OF GOODS / SERVICES: _____

FOR ACCOUNTING USE ONLY

REVIEWED BY: _____

ENTERED BY: _____

