

Student Organization Leaders Guide

2009-2010

MAINTAINING YOUR ORGANIZATION'S STATUS

Charter Renewal

- A. At the beginning of each school year, each organization will submit an application for charter renewal and an annual written report to the Student Services office. The application will include the names of the new officers and a new constitution, if any. It will be the responsibility of each organization to establish eligibility of officers with the Registrar's Office. The charter renewal form can be found online at: http://www.regent.edu/admin/stusrv/student_life/charterrenewal.cfm
- B. If an Application for Charter Renewal has not been received within one month after the beginning of the Fall quarter, it will be presumed to have been terminated, and therefore, will be removed from the roster of student organizations.
- C. At the end of each school year, your organization's president should submit the names of the new officers for the upcoming academic year to the Director of Student Life. This will make it easier for the Director of Student life to communicate with your organization about the charter renewal process in the fall.

THE RELATIONSHIP WITH STUDENT SERVICES

As an official organization at Regent University, you are recognized as a member in the umbrella of the Student Services Division. You are encouraged to acquaint yourself with the mission and functions of Student Services. The following is an excerpt from the Student Services Master Plan:

The Student Services Division is responsible for providing the necessary support services central to achieving the student developmental mission of the University. Based on I Thessalonians 5:23, which calls for the sanctified development of the total person in body, soul and spirit; the Student Services Division plans, develops, coordinates, and implements programs that are co-curricular in nature, complimenting the academic mission of the University.

Specific functions and activities of the Division are patterned after the generally accepted organizational structures for Universities serving the student body. The student developmental philosophy is decidedly Biblical; educating, equipping, and training servant leadership.

Important Contacts in Student Services

Vice President for Student Services	Dr. Jeff Pittman	352-4106
Director of Student Life	Carolyn Hughes	352-4867
Administrative Assistant	Lauren Casper	352-4103
Director of Campus Ministries	Dr. Richard Kidd	352-4840
Director of Community Life	Roger Cheeks	352-4486
Director of Food Service	Dan Murphy	352-4924
Director of International Student Svcs.	Leeanne Johnson	352-4130
Director of Shuttle Services	Tiffany Verdell	352-4926
Director of Student Housing	Ryan Brown	352-4898

BUSINESS PROCEDURES

Establishing an Account: Upon approval of the charter, the organization should establish an account with the Business Office. Please contact Heather Dowling at 352-4058.

- a. Present the Business Office with a copy of your charter.
- b. When you receive your agency account number, please inform the Director of Student Life.
- c. Forms for completing business transactions can be obtained online at www.regent.edu/admin/busoff/online_forms.cfm. Include student's full, real name (not nickname) on each form. Please include detailed information (Who, What, When, Where, and Why) in the description section of each form.
- d. All forms must be signed by the Vice President for Student Services.

Types of Forms

Check Request-Document used to request payment prior to receipt of a good or service. Must attach any additional documentation and include detailed information.

Cash Advance-Form used to procure money to be used for small hospitality purchases or other types of purchases that cannot be ordered through the Purchasing Office. Minimum request of \$150. An Expense Report must be filled out within 5 days after an event to account for all monies given with a Cash Advance. Failure to account for advanced monies in a timely manner will result in a Business Office Hold to your student account.

Expense Report-Form used to account for all business expenditure, including hospitality items, supplies, auto rentals, convention/seminar fees, etc. This form is also used to reconcile previously issued cash advances. Must be turned in within 5 days after the event. Gift card reimbursements must include the names of who received the cards unless they are given away in a large drawing.

Deposit Form- Form used to deposit money into designated accounts.

Tax Exemption Form-Regent University is exempt from Virginia state sales tax and has a tax exemption number. When purchasing supplies or items at the grocery store, please give this certificate to the customer service desk prior to shopping. The exemption does not apply to catered food.

Fund Number: After you have established an account with the Business Office, you will then be assigned a fund number. Use this number for all deposits and withdrawals from your organization's account. Expenses which are internal to the University such as Copy Services, Facility Services, and the Ordinary are paid by a transfer of funds. You will submit your fund number at the time of requesting these services and the charge will be made to your account and credited to the appropriate University department.

Termination of the Organization: In the event the organization charter is terminated, all residual moneys will be posted to the Student Activities Budget.

ORGANIZING MEETINGS and EVENTS

For detailed information about special event procedures, you must familiarize yourself with the “Guide to Event Standards & Policy” document found at <http://www.regent.edu/admin/admsrv/documents/guidetoeventstandards.pdf>

1. **Application for Special Events:** For Special Events (more than just a regular meeting of your organization’s members), your first step is completing the Special Event Application at http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm and submitting it via email to the Director of Student Life (chughes@regent.edu). You cannot reserve a room for a special event until your application is approved.
2. **Speaker Policy:** The university reserves the right to authorize speakers to speak on campus. The speakers must in some way contribute to the mission and vision of the university and must agree in advance to conduct themselves in a manner consistent with traditional Christian values including the avoidance of profane language, potentially slanderous statements, advocacy of violent change or overthrow of the government. If your event will include a special speaker, you must also complete the Request for Speaker form at http://www.regent.edu/admin/stusrv/student_life/studentorgs.cfm
3. **Room Reservations:** To reserve a room on campus, you must complete the online room reservation form at: <http://www.regent.edu/admin/reservation/>.
4. **Master Calendar:** Once your room reservation is confirmed, you can add your meeting or event to the University Event Calendar at <http://www.regent.edu/events/calendar/>. Having your meeting/event on the calendar not only advertises it to the Regent community, but it also prevents other groups from scheduling major events that may conflict with yours.
5. **Food at Meetings:** All student organization meetings serving food/drinks should **first** contact the Regent Ordinary (Private Dining Room & Fountain View Room). Reserve by calling Chef Dan 352-4924. Please note, that if you reserve a space in the Ordinary you will be expected to order food or drinks from their menu.

There are several other approved areas, in which food/drinks can be served.

- a. Library: Atrium and 2nd floor Balcony
- b. All Lobby areas **excluding** the Communication Building
- c. Community Building (Regent Village – reserve by calling 352-4890)

Food is not permitted in classrooms/conference areas unless prior approval is obtained from Administrative Services. Please email adminfacilities@regent.edu with the following information:

- a. The name of the organization leader willing to take responsibility for the cleanliness of the classroom and trash removal
- b. The date, location, and time of the meeting
- c. The type of food to be served from the approved items listed in the Food Policy, which states:

Breakfast items (muffins and Danish), box lunches (sandwiches/wraps), pizza, and small non-messy snacks such as pretzels, trail mix, nuts, and candy constitute the only

food allowed inside the University classrooms. Drinks are limited to those that are in a closed container with a tight-fitting lid. Ice cream, cake, pasta, 3-course meals, and all other foods are strictly prohibited.

Please call 352-4442 if you have any questions.

6. **Fundraising:** Regent University is fully supportive of the charity and fundraising efforts of our Student Organizations and individual students. As a Christian university, it is important that we model Christ likeness to those in need in our communities. In order to best provide the support needed to student organizations in their philanthropic efforts, all fundraising or charity collection efforts must be coordinated through Student Services. Please contact the Director of Student Life at ext. 4867. NOTE: this policy should not be construed to prohibit students from soliciting assistance from their families, friends, or their local church.
7. **Frequency of Meetings:** Although meetings of an organization are left to the discretion of the group's leadership, it is recommended that the group meet at least three times throughout the academic semester. An active, functioning group must meet regularly in order for the total membership to become involved.

PROMOTIONAL PROCEDURES

1. **Student Services Publications to advertise your events.**
 - A. Weekly Regent Upcoming Events email - submit brief, typed announcement by Tuesday of each week to jpittman@regent.edu
 - B. Student Services monthly online newsletter - please submit announcement by the 25th of every month to jpittman@regent.edu
 - C. Student Center and Student Housing Plasma Screens - please submit one page PowerPoint to lcasper@regent.edu
2. **Bulletin Boards**
 - A. Flyers should be legible and attractive in appearance. Please include the event, date, time(s), location, and **sponsorship**. All flyers must be approved before they can be posted.
 1. Mail Services - Responsible for the official 6 university bulletin boards in all buildings. Submit 6 copies of your flier to LIB 105, and they will post the fliers for you.
 2. Each college has its own bulletin board. Each school/faculty secretary gives approval for his or her board.
 - B. If posters have not been properly approved, they will be removed by those responsible for the bulletin boards.
3. **Publicity Alternatives**

Be creative with your publicity. Keep in mind that the best publicity tool is word of mouth. Buttons work great as well as writing announcements on chalkboards, T-shirts, etc.