Nazareth COLLEGE

2013-2014
HANDBOOK FOR STUDENT ORGANIZATIONS AND THEIR ADVISORS

created by the Office of Student Activities and the Undergraduate Association

TABLE OF CONTENTS

SECTION 1: STUDENT ORGANIZATION HANDBOOK

OVERVIEW

1. Introduction and Purpose 5
2. Office of Student Activities 5
3. Undergraduate Association 5-7
   a. Executive Board
   b. Senate
      i. Steering Committee
      ii. Finance Committee
      iii. How to Submit Proposals
   c. Campus Activities Board
   d. Diversity Council
4. Learning Outcomes 7

POLICIES

5. Constitution 8
6. Advisors 8-9
   a. Selecting Your Advisor
   b. About the Advisor Role
   c. Expectations for Student Organizations
7. Required Training 9
8. Club Rosters 9
9. Meeting Minutes 9
10. Officer Elections/Transition 9-10
    a. Elections Timeline
    b. Officer Transition
    c. Newly Elected Officers
11. Financial Policies 11-14
    a. Check Requests
    b. Tax Exempt Forms
    c. Accessing Funds
    d. Volunteer Services
    e. Accounts Payable
    f. Expenditures
    g. Prizes/Gift Cards
    h. Wegmans Cards
    i. Reimbursing Individuals
    j. Cash Boxes
    k. Online Orders
    l. Fundraisers/Donations
    m. Pizza
    n. Purchase Orders
    o. End of Year Business
12. Contracts 14
13. Copyrighted Material 14
14. Copying and Imprinted Items 14
15. Van Reservations and Travel 15

16. Risk Management/Liability 15-16
    a. Five Categories of Risk
    b. Things You Can Do To Mitigate Risk
    c. Waivers

GUIDELINES

17. Professional Communication 16
18. Ethics/Code of Conduct 16-17
    a. Framework for Ethical Decision Making
    b. Ethics Within Your Organization
    c. Nazareth College Statement of Respect & Diversity
    d. Violation of Policies/Unethical Behavior
19. Program Planning 17-21
    a. Inclusive Programming
    b. Factors to Consider for Programming
    c. Planning an Event
        i. Reserving Space
        ii. Food
        iii. Otto A. Shults Center Event Policies
    d. Publicizing Your Event
        i. How to Add an Event to the Naz Homepage
        ii. Off-Campus Advertising
        iii. Guidelines for Posting on Campus
    e. Event Clean Up
    f. Follow-Up Procedures
    g. Evaluating Your Program
20. Co-Sponsorships 21
21. Co-Sponsoring a Mixer 21-22
22. Maintaining Organizational Status 22
23. Undergraduate Association Resources 22-23
    a. UA Office Materials
    b. Club Storage Closet
    c. Poster Printer
    d. Helium Tank
    e. Popcorn and Sno Cone Machines
    f. Stage Pieces and Sound System
    g. Video Games and Gaming Systems

SECTION 2: ADVISOR HANDBOOK

1. Introduction and Purpose 24
2. Relationship of the Advisor to the Office of Student Activities 24
3. Benefits of Advising and the Role of the Advisor 24
4. Responsibilities of the Student Organization 25
5. Advising Styles 25
6. Liability and Risk Reduction 25-26
7. Officer Transition 26
8. Membership and Recruitment 26-27
9. Motivation 27

SECTION 3: APPENDICES

1. Senate Proposal 28
2. Finance Proposal 29
3. Model Constitution 30-32
4. Sample Advisor Contract 33
5. Advisor's Agreement Worksheet 34
6. Sample Minutes 35
7. Sample Check Request 36
8. Tax Exempt Form 37
9. Sample Deposit Slip 38
10. Release of Liability and Agreement to Indemnify 39
11. Sample of Professional Communications 40
12. Event Planning Timeline 41
13. Reservation Form – Shults 42
14. Event Evaluation 43-44
15. Video Games and Gaming Systems 45

SECTION 1: STUDENT ORGANIZATION HANDBOOK

-OVERVIEW-

1. INTRODUCTION and PURPOSE

This handbook is meant to serve as a resource for student organizations as they fulfill their mission and plan and implement programs. It outlines important information, policies, and expectations and helps to improve the line of communication between student organizations, the Office of Student Activities, and the Undergraduate Association. If any of the material in this handbook is unclear or your organization has questions, please reach out to us. We are happy to provide assistance, support, and guidance to your student organization.

2. OFFICE OF STUDENT ACTIVITIES

http://www.naz.edu/student-activities

The mission of the Office of Student Activities is to enhance the overall educational experience of students through the development of, exposure to, and participation in social, cultural, multicultural, recreational, leadership, and campus governance programs which reflect the diversity of student interests and needs.

This mission is accomplished through:

- Maintaining operations for the Otto A. Shults Community Center
- New Student Orientation and Welcome Week
- Advising the Undergraduate Association and its components
- Providing support for the different student clubs and organizations
- Collaborative programming with the Campus Activities Board
- Initiatives like the Bikes @ Naz program
- Development of a comprehensive leadership program
- Working with Diversity Council

Carey Backman
Director, Student Activities & Leadership
Shults 103 | cbackma2@naz.edu | 585-389-2320
Office Hours: M-F 8:30am-4:30pm

Rachel Cordy
Assistant Director, Student Activities
Shults 102 | rcordy2@naz.edu | 585-389-2321
Office Hours: M-F 11:30am-7:30pm

3. UNDERGRADUATE ASSOCIATION (UA)

http://www.naz.edu/student-activities/undergraduate-association

The Undergraduate Association is Nazareth College's student government. They are responsible for providing funding and support to the different student organizations on campus as well as representing the student body's needs and interests.

3a. Executive Board

The UA Executive Board meets weekly to discuss and work toward resolution of campus-wide issues. They also work with the Office of Student Activities to create and implement trainings and other leadership opportunities for student organization officers. In addition, they sponsor annual events including Up All Night and the UA Awards.

Phil Demanchick, President
Annie Talarico, VP of Executive Operations (Senate)
Ken Eldredge, VP of Finance
Jenn Lachell, VP of Communications
Jasmine Spence, VP of Diversity Initiatives (Diversity Council)
Stephanie Adams, VP of Campus Programming (Campus Activities Board)

Shults 104| naz_ua@naz.edu | 585-389-2795

3b. Senate

Senate is the governing body responsible for assisting student organizations with constitutional changes or requests for additional funding for trips or large events. This group also works with individuals to create new student organizations and provides a venue for the campus to be heard at the highest level of student government.

i. Steering Committee

The Steering Committee serves to help individuals and student organizations prepare their Senate proposals to ensure that they are thorough and ready for the Senate's review.

ii. Finance Committee

The Finance Committee is responsible for allocating funds to the different UA clubs and organizations through their annual budgets, processing line transfer requests, as well as providing funds to students for conferences.

iii. How to Submit Proposals

TO MAKE A PROPOSAL TO SENATE, you must fill out a Senate Proposal Form which can be found in the UA Office or on the UA website under the Senate tab. The completed form must be returned to the Senate Proposal Folder on the Monday before the Steering Committee meeting. The Steering Committee meets every other week opposite Senate meetings. (A listing of both Steering and Senate meetings will be distributed at the start of the semester.) A Senate proposal is a two-week process. Week one you meet with Steering to review your proposal and prepare for Senate. Week two you meet with Senate to formally deliver your proposal and receive your decision.

Before making your proposal, make sure you have all necessary information such as funding and cost breakdown, number of students participating, and any other information you think Senate will need to make an educated decision. Your meeting with the Steering Committee will help to prepare you. If you would like additional help, please feel free to reach out to the VP of Executive Operations.

TO MAKE A CONFERENCE PROPOSAL TO FINANCE COMMITTEE, you must fill out the required Finance Proposal Form which can be found in the UA Office or on the UA website and attached an in-depth breakdown of costs. Once your proposal has been turned in, it will be reviewed and you will be invited to the next Finance Committee meeting to explain your proposal in detail. After Finance Committee discusses your proposal, the VP of Finance will give you your decision.

TO REQUEST A LINE CHANGE FROM FINANCE COMMITTEE, you need to fill out and submit the required Finance Proposal Form at least one month before you plan to utilize the funds. Your proposal should included detailed information about why you need the line change. Like a conference proposal, you will be required to attend the next Finance Committee meeting to explain your proposal and receive your decision.

3c. Campus Activities Board

The Campus Activities Board (CAB) is made up of different committees that create and implement co-curricular activities for campus.

Ahren Henby, Live @ Naz
Victoria Lucido, Off-Campus Events
Paige Culver, Spirit of Naz
Patrick Meagher, Major Events
Abbey Notter, Nightlife
David Russell, PR/Recruitment

cab@naz.edu

3d. Diversity Council

Diversity Council is comprised of representatives from the diversity clubs within the UA who work together to educate the college community and foster a greater understanding of what it means to live in a diverse world.

diversitycouncil@naz.edu

4. LEARNING OUTCOMES

Through participation in a student organization, you will work on and develop skills that enhance your in-classroom learning. Specifically, the Office of Student Activities and the Undergraduate Association focus on the following learning outcomes:

CUSTOMER SERVICE (CS)
Students will understand the value of customer service and how delivering good customer service reflects on their organization and the College as a whole.

EFFECTIVE COMMUNICATION, NETWORKING, AND SOCIAL SKILLS (ENS)
Students will communicate effectively, use appropriate social skills to interact with others, and seek out networking opportunities.

PROBLEM SOLVING AND CRITICAL THINKING (PS)
Students will utilize problem solving and critical thinking to diagnose problems, generate solutions, and employ appropriate strategies.

LEADERSHIP AND SELF-UNDERSTANDING (L)
Students will enhance their leadership skills and develop their own leadership identity.

TEAMWORK AND COLLABORATION (TC)
Students will utilize teamwork and collaboration to achieve common goals.

HEALTHY LIFESTYLE (HL)
Students will demonstrate behaviors consistent with a healthy lifestyle.

APPRECIATION OF CULTURAL AND HUMAN DIFFERENCEs (CHD)
Students will seek out opportunities to explore and appreciate cultural and human differences.

-POLICIES-

5. CONSTITUTION

All student organizations are required to have a constitution that meets the guidelines outlined by the Senate. Please make sure that you have the most-up-to-date copy on file. If your organization needs to make changes, you will need to submit a proposal to Senate. A model constitution can be found in the appendices.

6. ADVISORS

All student organizations are required to have an advisor and to share this information with both the Office of Student Activities and the Undergraduate Association.

6a. Selecting Your Advisor

Your advisor must be a faculty or staff member at Nazareth College or otherwise approved by the Director of Student Activities and Leadership.

If your organization is having trouble selecting an advisor, please consult with the Office of Student Activities. We can recommend individuals and help make connections with people who may be interested in advising your group.

6b. About the Advisor Role

Each advisor approaches their role differently with some individuals playing a more active role than others. Regardless of their approach, advisors are encouraged to:

- Be both accessible and interested in the group's activities
- Serve as a resource and guide to the student organization
- Motivate members to develop leadership skills, professionalism, and personal growth
- Provide support, direction, and feedback to the group
- Notify college administrators of any unacceptable behavior or noncompliance on the part of the student organization
- Regularly attend the group's meetings
- Attend club programs/activities to show support for the student organization
- Sign off on yearly budget proposal
- Attend advisor training
- Reach out to Student Activities staff with questions or concerns

Some of the roles your advisor fulfills:

- Mentor
- Team Builder
- Conflict Mediator
- Reflective Agent
- Educator
- Motivator
- Policy Interpreter

6c. Expectations of the Student Organization

Just as your advisor has responsibilities to the student organization, you have responsibilities to your advisor as well. These responsibilities include but are not limited to:

- Clearly defining expectations of the advisor
- Establishing lines of communication

- Notifying the advisor of meetings, activities, and programs
- Providing copies of meeting minutes in a timely manner
- Meeting regularly with the advisor to discuss organization matters
- Consulting with the advisor before making significant changes to the structure of the organization or policy changes
- Allowing the advisor to share their thoughts and ideas
- Showing respect and value for the advisor
- Considering the advisor's guidance and advice with an open mind

7. REQUIRED TRAINING

Officers are required to attend an initial training that will be hosted at the start of the fall semester. The Undergraduate Association will send out a notice about the training when officers return to campus. Officers are also invited to the Annual Leadership Conference held each January. In addition, advisors receive training regarding fulfilling their roles. Student organizations, officers, and advisors can also request additional training on specific topics through the Office of Student Activities.

8. CLUB ROSTERS

A club roster is a list of all active members of your organization, noting officers and their respective positions. The Office of Student Activities and the Undergraduate Association use this information to maintain records of student involvement. Your club roster must be submitted by the end of September.

9. MEETING MINUTES

The secretary of your club must take minutes for all officer and club meetings. Minutes must be submitted in a Word document saved as ClubName_MMDDYY.docx and emailed to naz_ua@naz.edu no more than five days after the meeting.

Minutes should include:

- Club Name
- Officer meeting or Club meeting
- Date, Time, Location of Meeting
- Attendance – Officers, Members, Advisor
- Meeting Business
- Next Meeting Date, Time, Location

Incomplete minutes will not be accepted and will be returned with the expectation that they will be resubmitted within three days. A sample set of meeting minutes is included in the appendices for reference.

10. OFFICER ELECTIONS/TRANSITIONS

10a. Elections Timeline

Officer elections for clubs should align with UA elections and take place in March or April. The only exceptions to this are freshmen class officers and any unfilled positions. These elections should be completed by the end of September.

10b. Officer Transition

It is important that your organization put time and effort into creating a successful officer transition. By electing officers in March or April, your organization will have time to do this. Successful officer transition allows new officers to better fulfill their roles while also allowing the organization as a whole to achieve its mission.

A smooth transition is the responsibility of both outgoing and incoming officers and a time for new officers to ask questions and old officers to share their insight and knowledge. It is also a time for outgoing officers to reflect on the past year and help the group avoid "starting from scratch."

While there are many resources available online about successful officer transition, here are a few helpful suggestions:

Advisor as Historian

In many ways, your advisor is the "keeper" of your organization's history, especially if your organization has had the same advisor for a few years. Take advantage of this expertise and ask your advisor to share your club's history with new officers.

Complete End-of-Year Reflections

Ask outgoing officers to write an end-of-year reflection that can be given to the person taking over their position. Potential topics to address include:

- What stumbling blocks did you encounter as an officer and how did you handle them?
- What went well during your term?
- What advice do you have for an incoming officer?
- What unfinished business still needs to be addressed?
- Which campus resources were the most useful to you in your position?

One-on-One Officer Meetings

It can be helpful for new officers to "pick the brain" of outgoing officers. You can set aside time for one-on-one meetings so that incoming officers can ask questions and seek clarification for their roles. These meetings can be done either formally or informally depending on what works best for the individuals and the organization as a whole.

Transition Binder

Transition binders are a great way to share important documents and information with new officers. Outgoing officers can include their end-of-year reflection, budget information, checklists, notes, meeting minutes, and any other paperwork that may be needed by a new officer. *Note: Transition binders are required by the UA. Your organization will receive more information about this during the year.*

Hold a Transition Retreat/Meeting

Scheduling a retreat for your organization gives outgoing and incoming officers a chance to focus on the club, its needs, and sharing information without distraction. A retreat is a great time to set goals, develop a sense of team, and plan for the future.

1. Establish the purpose of your retreat
2. Select the facility
3. Coordinate transportation
4. Decide on your menu
5. Select the format for your retreat (workshops, experiential exercises, recreational exercises)
6. Select necessary facilitators and presenters
7. Finalize planning and hold retreat
8. Evaluate your retreat

10c. Newly Elected Members

Once new officers have been elected, your club should submit this information to the UA. Please make sure you include first and last name, position, and email address. You should also indicate which member will be acting as the summer contact for your group.

11. FINANCIAL POLICIES

11a. Check Requests

i. No group should make expenditures in excess of $50 from their account unless:
Those budget items are specifically included in the organization's budget
The money has been awarded from Senate, Finance Committee or Diversity Council
Specifically approved by the VP of Finance

ii. Check requests should be submitted by the organization's Treasurer. If the Treasurer is unable to fulfill this responsibility for some reason, check requests may be submitted by the club's President.

iii. Check requests (with corresponding receipts) and purchase orders must be submitted by noon on Wednesdays and there is a one-week turnaround. For example, if a check request is submitted on Wednesday, September 18th then the check will be available the following week on Wednesday, September 25th.

iv. If your organization needs funds to purchase items you may submit a check request, following the process outlined above and in the note section write **ADVANCEMENT**. The check should be made payable to someone who has access to a local bank. Receipt(s) for the purchase must be submitted to the receipts bin in the UA Office within two weeks. Any unspent funds must be deposited with Campus Safety (see 11f).

v. Exceptions will be made for emergency circumstances only at the discretion of the UA Vice President of Finance. Planning should be done on the part of student organizations to ensure that checks will be secured in sufficient time for their event. For example, if the Campus Activities Board is hosting an event on September 20th, they need to submit their check request by September 11th in order to have the check available in time.

vi. If a check request is submitted for payment of a band or other performer, it should be accompanied by a contract that clearly states fees and method of payment. Remember, contracts need to be requested three weeks in advance and must be requested by either the Director or Assistant Director of Student Activities on your organization's behalf. Refer to the contract section (12) of this handbook for more information.

vii. All payments must be made by check. No cash payments will be made.

11b. Tax Exempt Forms

Tax will not be reimbursed on purchases made in New York State. Extra copies of the tax exempt form are available in the UA Office. Some vendors will ask to keep a copy of the form so it is best to take multiple copies when you are out getting supplies. If you have difficulty using a tax exempt form with a particular vendor, please contact Student Activities staff for help in resolving the situation.

Helpful Hints:

- Target: scans your driver's license, will ask you fill out a form to provide additional information
- Michaels: cash only; will ask you to fill out a form to provide additional information
- Party City: will ask you to fill out their tax exempt form

11c. Accessing Funds

i. To access funds awarded by Finance Committee or Senate complete a check request and see the VP of Finance for questions about this process. To access funds awarded by Diversity Council, complete a check request and have the VP of Diversity Initiatives initial the request before submitting it.

ii. To request funds that are not already in your group's budget, you must submit a Senate proposal. Refer to the section on Senate (3b, iii) in this handbook for more information. Requests for funds for conferences should be made directly to the Finance Committee.

11d. Volunteer Services

It is expected that any time spent on the part of club/organization or its members for meetings or the planning, implementation, or execution of an event is on a volunteer basis. As such, no monetary payments can be made to club/organization members for their role(s) in club/organization activities. This applies to advisors as well.

11e. Accounts Payable

Accounts Payable (located in the basement of Smyth Hall) cashes any checks written by the Undergraduate Association up to $50 with Nazareth ID. Please do not leave any money in the UA Office folders.

11f. Deposits

Any money a club receives, whether cash or checks, should be deposited to the Department of Campus Safety within in 24 hours. Clubs are also required to report any receipt of goods or services given in a payment of liability to the organization. Clubs must give and retain a duplicate of a receipt to any person or organization paying $25 or more in cash to the organization.

11g. Prizes/Gift Cards

i. Cash prizes may be given out for different contests or tournaments; however, the total amount to be distributed may not exceed $250 without approval from the VP of Finance.

ii. Clubs may purchase gift cards as prizes or as a "thank you." Each individual card may not exceed a value greater than $50. Whenever possible, gift cards should be purchased directly through the vendor rather than at a store kiosk. After a gift card has been given, the name of the recipient must be recorded and this information should be submitted to the VP of Finance. Failure to do so may result in an organization losing its ability to purchase gift cards.

11h. Wegmans Cards

These cards are available for students to sign out from the Director or Assistant Director of Student Activities and can be used to purchase food and related supplies for club meetings and events. A reservation should be submitted via email (nazstuact@naz.edu) and include the club's name, line of the budget from which the expense will be deducted, a brief explanation of the items to be purchased and when the card is needed. Requests will be filled on a first-come, first-served basis. Cards must be returned with a receipt within 24 hours. Misuse of the card or failure to return it in a timely manner may result in loss of privileges for the club.

11i. Reimbursing Individuals

Club members/advisors will only be reimbursed for purchases made on an organization's behalf with submission of a valid receipt. Reimbursements must be requested no more than two weeks after the original purchase date. Remember, tax for purchases in New York State is not reimbursed (11b).

- No alcohol may be purchased
- Restaurant receipts must be itemized
- 15-20% gratuity is acceptable and will be reimbursed
- Container deposits will be reimbursed

11j. Cash Boxes

If your club is collecting money for a clothing sale, event admission, or fundraiser you should sign out a cash box for collection. This helps to keep money safe and organized. Cash boxes can be signed out from the

Director or Assistant Director of Student Activities. To reserve a cash box, send an email stating the club's name, reason for collecting money, and dates needed. Up to $50 in petty cash can be made available for change with prior request and approval.

11k. Online Orders

If your club needs to place an online order, schedule a meeting with the Director or Assistant Director of Student Activities.

11l. Fundraisers/Donations

Things to consider:

- Why does money need to be raised?
- Is this relevant to your organizations purpose, mission and goals?

MADE TO YOUR CLUB/ORGANIZATION

Any monetary donation should be deposited with Campus Safety (11f). Checks should be made out to Nazareth College Undergraduate Association, not your club or an individual.

MADE ON BEHALF OF YOUR CLUB/ORGANIZATION

Deposit all funds collected with Campus Safety (11f). Fill out a check request and attach any required donation form for the organization. Once the check is cut, your club is responsible for delivering or mailing the donation. It is a good idea to include a letter from your club indicating how and why the funds were raised and why the charitable organization was chosen as the recipient.

ABOUT BAKE SALES

Only items prepared by an outside vendor are allowed.

11m. Pizza

The UA has accounts with Salvatore's and Papa John's for clubs to order pizza. By ordering through the UA account, you get a special rate and orders are automatically tax exempt. If you choose to order pizza from another vendor, follow the standard check request process to complete an advancement or reimbursement.

	Salvatore's	**Papa Johns**
1.	Call (585) 461-5555	Call (585) 383-6000
2.	Ask to charge it to the **UA account** at Nazareth College, which is attached to **(585)389-2331**	Ask to charge it to the **Shults Center 1 account**, which is attached to **(585) 389-2320**
3.	Make sure to give them your name and phone number for delivery	Make sure to give them your name and phone number for delivery
4.	Sign the receipt - include the **club name**	
5.	Leave an appropriate tip	
6.	Bring a copy of the receipt to the UA office, ▪ Make sure your club's name is on the receipt ▪ Indicate the budget line that the money should be taken from	
7.	Leave the receipt in the "Receipts" bin in the UA Office	

11n. Purchase Orders

To purchase items from the College Bookstore you will need a purchase order.

- First go to the College Bookstore and determine which items will be purchased.

- Talk with the Assistant Bookstore Manager and ask to have the cost of the items (with department discount) calculated.
- Bring this information to the Director or Assistant Director of Student Activities and they will fill out a purchase order for you.
- Take the purchase order to the College Bookstore to pay for your items.
- When the transaction is completed, attach the receipt to the purchase order and put it in the "Receipts" bin in the UA Office.

11o. End of Year Business

At the end of the spring semester, by the last day of classes, clubs must:

- Submit any outstanding check requests
- Turn in their record of account
- Submit an inventory of any physical materials the organization owns

If you have financial questions not covered in this section, contact the Office of Student Activities or the VP of Finance.

12. CONTRACTS

Students should not contact vendors or agents without approval from the Office of Student Activities. All student organization contracts must be requested, reviewed, and signed by Student Activities staff in order to prevent students from being personally liable. Under no circumstances is a student permitted to sign a contract using the name of Nazareth College.

If your student organization is planning an event that requires a contract, your first step should be to schedule a meeting with either the Director or Assistant Director of Student Activities. This meeting should take place ***at least three weeks before your event (although more time is always better)***. During this meeting, we will collect the details we need to execute the contract on your student organization's behalf. Without this meeting, your student organization will not be allowed to pursue the contract.

In addition to handling contracts, we are happy to work with you to tackle the details of your event including making reservations, connecting with other campus resources, and developing a promotional strategy.

13. COPYRIGHTED MATERIAL

Any student organization showing movies or hosting video games on campus (outside of a residence hall room) is subject to federal copyright law. Any film showing or video game tournament must be approved by the Office of Student Activities to ensure that appropriate licenses have been secured. Renting a movie or video game without public distribution licensing or bringing in a personal copy to show your membership or the general public is illegal.

14. COPYING AND IMPRINTED ITEMS

Copies can be made through Office Services by submitting a hard copy of the item and a duplication request form or submitting your project via email to copyctr@naz.edu. Make sure you indicate which club should be charged (will be taken from Club Fair/Publicity & Supplies line unless otherwise indicated) and orders are typically processed in 48 hours. For a list of other offered services, go to http://www.naz.edu/office-services.

If your club wants to order imprinted items (t-shirts, hoodies, pens, stickers, cups, etc) you must schedule a meeting with the Assistant Director of Student Activities to discuss your order. Students are not authorized to place orders for their club and any orders that are placed inappropriately will not be paid by the UA.

15. VAN RESERVATIONS and TRAVEL

If your club is planning an off-campus trip and needs transportation, there are several options:

RTS – $1 each way and takes you all over the city! Routes to downtown Rochester are free for Naz students with their school ID on Friday evenings and Saturdays. There is also a free route to Wegmans and the Pittsford Plaza on Sundays.

College Minivans – Clubs must have a current member who is certified to drive the college vehicles to utilize this option and vans are only permitted to travel within a 75 mile radius of campus. Reservations for using a campus van can be made through the Office of Student Activities. Certification classes are held twice each semester. If members of your club are interested in pursuing this training, contact Campus Safety for additional information.

School bus – A school bus can be chartered for transporting larger groups. To do this, your group needs approval from the Director or Assistant Director of Student Activities and requests must be made at least three weeks prior to the trip date.

16. RISK MANAGEMENT/LIABILITY

It is important that student organizations consider liability and manage risk when planning events and activities so that everyone involved has a safe and fun experience. If you have questions about how best to manage risk for your event, please talk to your advisor and contact the Office of Student Activities.

16a. Five Categories of Risk

PHYSICAL – harm or injury to physical body (ex. food-related illnesses)

REPUTATION – negative impact on the reputation of the individual officers and members present, the student organization, or the university as a whole (ex. hazing of organization members)

EMOTIONAL – negative impact on the thoughts/feelings of organization members or participants/attendees (ex. sensitive subject matter)

FINANCIAL – negative impact on the budget for event or the overall financial health of the student organization (ex. lack of cost reduction where possible)

FACILITIES – damage to or unsafe venues (ex. security issues with your location)

16b. Things You Can Do to Mitigate Risk

1. Assess the risks associated with your event or activity
2. Consider the probability of occurrence and the severity of potential consequences for each risk
3. Explore and examine what actions can be taken to mitigate each risk; select and implement the appropriate mitigating action
4. Make sure you have a plan in place to deal with emergency situations
5. Consult with relevant campus resources (for example, Campus Safety)
6. Effectively communicate your risk management plan
7. Evaluate your plan and document for future reference, especially if it is an annual event

16c. Waivers

Waivers or liability release forms can be used to inform participants of potential risks associated with an event or activity. By signing, individuals not only acknowledge their understanding of the potential risks but their

willingness to participate. If an individual is under the age of eighteen, their waiver or liability release form must also be signed by a parent or guardian.

Before traveling off-campus for a club sponsored activity or event, students should sign a liability release form or waiver. Completed forms from all participants should be left with Campus Safety before departure. If you think a waiver or liability release form should be utilized for an event (non off-campus trip) you are planning, please contact the Office of Student Activities. A copy of the standard waiver can be found in the appendices.

-GUIDELINES-

17. PROFESSIONAL COMMUNICATIONS

When communicating on behalf of their student organization, members should utilize professional communication. You can find samples of appropriate memos, emails, and letters in the appendices. If you are unsure how to format a piece of written communication or handle a particular type of correspondence, please connect with your advisor or Student Activities staff.

18. ETHICS/CODE OF CONDUCT

As a member of a student organization, you are representing yourself as well as the organization and Nazareth College as a whole. It is essential that your actions and decisions be ethical and rooted in the values of your club and the institution.

18a. Framework for Ethical Decision Making (adapted from the Leadershape Institute, Champaign Illinois)

1. Begin with the desire to do the right thing
2. Clarify your options
3. Consider risks and benefits
4. Advance ethical values
5. Make a judgment
6. Implement to maximize benefits and minimize risks
7. Monitor and modify bottom line considerations:
    a. Can I live with this decision?
    b. Is my action doing more good than harm?
    c. Am I proud of this decision?
    d. Would I be comfortable if this decision was on the front page of the newspaper?

18b. Ethics Within Your Organization

i. Keep an open communication line with all organization members
ii. Never ask an organization member to do something that you would not be willing to do yourself
iii. Treat all members equally regardless if they are your friend or someone you do not know well
iv. Follow all Student Activities, Undergraduate Association, and Nazareth College policies
v. Do not offer services of another organization without consulting with them first
vi. Do not keep information from your advisor
vii. Do not discriminate against other individuals
viii. Do not participate in or condone hazing
ix. Use social media appropriately and responsibly
x. Do not use organization funds or materials for personal use

18c. Nazareth College Statement of Respect & Diversity

We, the Nazareth community, embrace both respect for the person and freedom of speech. The College promotes civility and denounces acts of hatred or intolerance. The free exchange of ideas is possible only when

concepts, values and viewpoints can be expressed and challenged in a manner that is neither threatening nor demeaning. It is the policy of Nazareth College, in keeping with its efforts to foster a community in which the diversity of all members is respected, not to discriminate on the basis of race, religion, color, sexual orientation, gender identity or expression, national or ethnic origin, sex, age, marital or veteran status, disability, carrier status, genetic predisposition or any other protected status. Respect for the dignity of all peoples is an essential part of the College's tradition and mission, and its vision for the future.

18d. Violation of Policies/Unethical Behavior

Violation of Student Activities, Undergraduate Association, or Nazareth College policies and unethical behavior on the part of a student organization or its members may result in disciplinary action for members and suspension for the group as a whole.

19. PROGRAM PLANNING

19a. Inclusive Programming

When programming, it is important to be mindful of the differences of people within the community. Below are some areas to think about when developing your program.

- Gender bias and gender-neutral language
- Religious backgrounds, rituals, and traditions
- Diverse racial and/or ethnic populations
- Individuals with disabilities
- Economic limitations
- Heterosexual bias and diverse sexual orientations

19b. Factors to Consider for Programming

What is the program?
How would you describe the program? What will the program accomplish? What is your target population? How many people do you estimate attending? How does this program support the group's vision and mission?

Who will be involved in the program?
Who will be involved in planning and implementing the program? Are committees appropriate and who will be on them? Who needs to approve the program?

What are the costs for the program?
How much money will you need for food, supplies, advertising, tickets, prizes, transportation, etc? Should the program be co-sponsored with another group?

When will the program happen?
Does the date conflict with major exams, holidays, or other important events on campus?

Where will the program be held?
What space makes the most sense? Do you need to reserve the space? If the event is outside, do you have a rain location?

How will people know about the program?
What needs to be done to advertise the event? When does advertising need to go out? Who will be in charge of coordinating the advertisements?

Is your program inclusive?
Have you considered things like gender bias, religious backgrounds, economic limitations, sexual orientation, etc?

19c. Planning an Event

i. Reserving Space

Reservations for spaces on campus should be made at least three weeks in advance; however, many locations on campus book quickly so more time is always better. When booking a space, make sure you discuss the set up needs for your event (ex. tables, chairs, technology, etc). If you end up canceling event, make sure to cancel your reservation so that the space can be made available to another group.

Arts Center
Lindsay Chasse
Budget and Facilities Manager
A-107 | lchasse7@naz.edu | 585-389-2180

Athletic Fields
Brian McGahan, Shults Center Building Director
Shults 122 | bmcgaha1@naz.edu | 585-389-2324

Linehan Chapel
Ruth Santiago
chapel@naz.edu | 585-389-2303

Shults Center and Colie's Café
Information Desk
Brian McGahan, Shults Center Building Director
Shults 122 | bmcgaha1@naz.edu | 585-389-2324

Other Campus Locations
Charlie Loray
Campus Events Manager
Smyth 84 |cloray9@naz.edu |585-389-2018

ii. Food

Chartwells
Jill Leonardo
Catering Manager
Medaille | jleonar3@naz.edu | 585-389-5161

Wegmans
Catering Department
585-249-0278
See Financial Policy 11h for more information about using the Wegmans Card.

Other Food Vendors (except Papa Johns and Salvatore's)
Your group should obtain an invoice and submit it with your check request form prior to the event. A check will be cut directly to the vendor for payment.

iii. Otto A. Shults Community Center Policies and Procedures

1. Reservations are not complete until the Room Reservation Form is approved by the Building Director.

2. If you need anything during your event, go to the Information Desk.

3. Keep things neat and orderly. Do not take tables and chairs from a room that you have not reserved as it may be needed for another event.

4. If you need to move furniture for your event, be careful that you do not damage it. Do not drag tables or chairs across the Cabaret, Forum, or Gym floors at any time!

5. If anything breaks or spills, please call x2324 or report it to the Information Desk.

6. It is the responsibility of the registered student organization president or chairperson to see that all college regulations, procedures, and policies are maintained.

7. At least two representatives of the sponsoring organization are to remain at the event until the event is terminated. Under no circumstances is the event to be left unsupervised.

8. When a student-sponsored activity is scheduled, no alcoholic beverages are to be brought into or consumed in the event space. Please refer to the Nazareth College Alcohol Policy. For special events such as the 100 Days or 50 Days Mixers, a 21 Club may be requested. See the Director of Student Activities for approval. Please note that 4-6 weeks is needed to secure an alcohol permit in some locations.

9. Campus Safety or Shults Center Personnel may terminate any event if college policies and procedures are not maintained.

10. The sponsoring organization will be held accountable for any maintenance charges and damage that occurs during the course of their event.

11. The organization sponsoring the event must file the required space reservation and activity registration forms 3 weeks in advance of the scheduled event. Failure to do so may result in denial for approval of the event.

12. All off-campus publicity must be approved by the Director or Assistant Director of Student Activities. On-campus publicity may be posted in designated areas. Please check the Student Handbook for Nazareth College poster policy.

19d. Publicizing Your Event

Promoting the program is important and should be done at least two weeks in advance. Promotional ideas include:

Word-of-mouth
Chalk sidewalks in heavily traveled areas
Design flyers and hang in strategic locations
Write a note on classroom whiteboards

Utilize social media and email
Use A-frame boards around campus
Utilize the student newspaper and radio station
Host a "teaser" event to promote the larger event
Give away prizes and/or food

i. How to add an event to the Naz Homepage

1. naz.edu/events
2. Click on "Submit an Event"
3. Provide the following information:
   a. Event Title
   b. Description of the event
   c. Date |Time |Location
   d. Audience (Nazareth Students |Faculty |Staff |Rochester Community)

ii. Off-campus advertising

Most events hosted by clubs and organizations are for the benefit of Nazareth students and/or other members of the Nazareth Community (faculty, staff, alumni). If your organization would like to advertise to other off-campus audiences, please see the Office of Student Activities for approval.

iii. Guidelines for Posting

Notices, posters, or signs may be placed only on bulletin boards, approved posting areas on walls, or similar locations designated for such purposes. Notices, posters, or signs may not be placed on poles, posts, signs, trees, walls, buildings, doors, windows, glass, transparent partitions, or painted surfaces not marked as posting areas. Notices, posters, signs, etc., shall not be placed in manner or location that may obscure or mark exit signs, fire alarm boxes, safety rails, fire extinguisher cases, hand rails, and similar devices installed as safety equipment in a building.

Banners may not be hung outdoors without the permission of the Director of Student Activities or the Director of Campus Life, Assistant Vice president for Student Development. Banners may not be placed on the exterior of buildings without specific approval of the building manager. It is the responsibility of the individual or organization hanging the banner to take it down by the date agreed upon. http://www.naz.edu/student-development/student-handbook/college-policies

19e. Event Clean Up

The following must be performed by a sponsoring organization immediately following any activity in the Shults Center:

- Return tables and chairs to normal arrangement or how you found the room upon arrival.
- Pick up trash on floor, tables, and chairs. This includes vestibules and hallways in the Shults Center leading to the Cabaret.
- All staging and podiums must be taken down and returned to proper area.
- Take down all promotional materials for the event (posters, signs, etc) in the Shults Center and around campus.

19f. Follow-Up Procedures

Any money collected at an event must be deposited in Campus Safety IMMEDIATELY (11f).

19g. Evaluating Your Program

The UA requires clubs to complete Event Evaluation forms within five days of an event. This is an opportunity for your club to:

- reflect on the planning of the event

- review the execution of the event
- acknowledge what when went well
- recognize/thank those who contributed to the success of the event
- consider what could have been done differently to improve the event in the future

If your event was service-related, you should connect with Center for Civic Engagement to share information for inclusion in the President's Higher Education Community Service Honor Roll.

20. CO-SPONSORSHIPS

Co-sponsorships with other student organizations or campus departments are encouraged. Through co-sponsorships your organization can share not only the costs associated with hosting an event but the work as well. In addition, you can draw a larger audience to your program and increase your event's visibility on campus.

Any co-sponsorship where finances are shared should be outlined in writing and submitted to the VP of Finance. The outline should include a breakdown of all expenditures (i.e. which organization is paying for which expense) and how any profits should be split. In the case that more than two groups want to co-sponsor an event, the costs may be divided into agreed percentages. The profits or losses from the event will be dividing according to the percentage invested in the event.

21. CO-SPONSORING A MIXER

All mixers must be co-sponsored with the Campus Activities Board and receive approval from the Office of Student Activities. Campus Safety should also be notified at least three weeks in advance to arrange for appropriate staffing.

To co-sponsor a mixer:

1. Contact the CAB Nightlife Chair to indicate your club's interest in co-sponsoring a mixer. You will need to meet to review expectations for mixers and determine your club's responsibilities. Mixers must be registered using the Student Activities Registration Form which will by the CAB Nightlife Chair.

2. CAB will provide in-house DJ services for mixers. If your organization would like to host an outside DJ, you must receive approval from CAB first. Only DJS who can meet the following requirements will be considered:
    - They will sign a contract (to be requested and handled by the Director or Assistant Director of Student Activities)
    - They have their own DJ equipment

3. Setup should be scheduled at least two hours before the start of a mixer. Setup needs vary for different locations and may include moving tables and chairs to make room for dancing and helping the DJ load in and/or set up equipment. For more specific setup information, connect with either the Office of Student Activities or the CAB Nightlife Chair.

4. There must be two people at the door at all times and no doors are to be propped open.

5. Students must present a valid Nazareth ID to enter a mixer. One guest per Naz student is permitted with payment of the $1 guest fee. All guests must be signed in at the door. Naz students are responsible for the actions of their guests and no inebriated individuals should be permitted to enter.

6. To terminate a mixer whether due to end of event (2am), emergency, or behavior:
    - An announcement from the DJ booth is to be made stating that if the problems do not stop the mixer will be terminated. This is to act as a warning for the crowd.

- If the problem persists after the warning has been given, the DJ, the contact person for the night, and Campus Safety must all agree to end the mixer
- Campus Safety must be present in the venue and the lights must be turned on when the mixer is called to an end.
- The DJ hired for that night, the contact person for that night, and Security are the only people allowed to call an end to a mixer.

7. At the end of the mixer, the venue must be returned to its standard setup. Pick up all trash on the floor, tables, and chairs. Your group should also help the DJ break down the DJ booth or load their equipment.

8. Any money collected at the mixer must be deposited in Campus Safety IMMEDIATELY (11f).

22. MAINTAINING ORGANIZATIONAL STATUS

All of the information in this handbook should help you to maintain your organizational status and avoid probation. The UA Constitution defines active status as doing the following during the academic year:

1. Holding regular officer and club meetings with a minimum of ten people, excluding established Executive Board officers
2. Programming activities (contingent upon the nature of the club or organization) and submitting required event forms for each activity.
3. Meeting the objectives or purpose of the club or organization as stated in your Constitution.
4. Having an established Executive Board.
5. Participating in the Fall and Spring Involvement Fairs.
6. Having an elected representative to Presidents' Council.
7. Submitting minutes for each meeting to the VP of Communication.
8. If your club is a recognized diversity club, an elected representative must attend each Diversity Council meeting.

For more detailed information about UA functions, club expectations, and maintaining organizational status, refer to the UA Constitution which can be found online at http://www.naz.edu/student-activities/undergraduate-association.

23. Undergraduate Association Resources

23a. UA Office Materials for Use

The UA has colored copy paper, construction paper, a Cricut machine, crayons, stickers, scissors, and other assorted crafting supplies available for club use. Your club is responsible for purchasing any special supplies it needs from its own supply budget.

23b. Club Storage Closet

Does your club have items that need to be stored for future use? The Club Storage Closet has space for you! There are community shelves from which groups can borrow with permission from Student Activities. There are also club owned shelves where students must get permission from the club who owns the items before they can be borrowed. To reserve a space in the Club Storage Closet, see Office of Student Activities staff. Clubs must provide their own labeled storage bins.

23c. Poster Printer

The UA has a full-color poster printer that is available for club use. Posters can be created using a pre-loaded program or enlarged from a standard 8.5" x 11" document (hard copy or saved on a flash drive). Maximum size is approximately 24" x 32".

To use: Submit a request via email to naz_ua@mail.naz.edu with file attached. Posters will be printed within 72 hours and available in the UA office for pick up. If you would like to use the poster design software, please schedule an appointment.

23d. Helium Tank

Need some balloons to decorate for your event? The UA has its own helium tanks that are available for clubs to use. Email naz_ua@mail.naz.edu to learn more! There are some basic supplies available – no guarantee of colors or quantities. If your club needs something special, you will need to provide your own supplies.

23e. Popcorn and Sno Cone Machines

If your club would like to utilize the popcorn or sno cone machines, you must first request permission from either Student Activities Staff or UA Exec.

23f. Stage Pieces and Sound System

The UA has stage pieces and a sound system that are available for club use; however, members must be trained. To utilize the staging and/or sound system, please contact Student Activities staff.

23g. Video Games and Gaming Systems

There are gaming systems and games available for your organization's use. To reserve equipment, please email your request to nazstuact@naz.edu. A list of systems and games can be found in the appendices.

SECTION 2: ADVISOR HANDBOOK

1. INTRODUCTION AND PURPOSE

Now that you have read and familiarized yourself with the Student Organization section of this handbook and have a good idea of the expectations/policies for your club or organization, take some time to read this section dedicated to your role as an advisor. It should help to clarify expectations and provide information that will help you fulfill your responsibilities.

2. RELATIONSHIP OF THE ADVISOR TO THE OFFICE OF STUDENT ACTIVITIES

Advisors act as liaisons between their organization and the Office of Student Activities. You are encouraged to talk with Student Activities staff about matters pertaining to your particular student organization, specifically when you experience problems; however, staff can also act as consultants for event management and policy enforcement. The office acts as not only a resource to your organization but to you as well so do not hesitate to reach out for assistance.

Serving as an advisor is voluntary and, as such, the organization will not pay its advisor for time spent working with the club or assisting/attending organization activities.

3. BENEFITS OF ADVISING and ROLE OF THE ADVISOR

There are many benefits to serving as a student organization advisor such as developing personal relationships with students, sharing your knowledge with others, helping students to learn and develop new skills, assisting a group with achieving their goals and furthering their mission, as well as working with a group of students who share your interests.

Each advisor approaches their role differently with some individuals playing a very active role while others maintain a more distant relationship. Regardless of the approach, by advising a student organization you accept responsibility for keeping informed about the activities of the organization and for advising officers of the organization on the appropriateness and value of college policies and the group's activities.

As an advisor, you will assume numerous roles including mentor, educator, policy interpreter, biggest fan. A key idea to remember is that ***you are the advisor, not the leader.***

You provide guidance, insight, and perspective to students as they work toward their group's mission but you should not be doing the work. Allowing students to do the work allows them to learn.

ADVISING DOs

- Assist with procedural matters
- Know applicable laws, ordinances, and campus policies
- Empower students to make educated decisions
- Represent the group and its interests in staff/faculty meetings
- Develop clear expectations of your role and relationship with the group
- Read your group's constitution
- Get to know members
- Develop a strong working relationship with officers
- Discuss concerns with officers in private and praise them in public
- Meet with officers and help them set goals
- Assist with officer transition
- Help resolve group conflicts
- Be visible at group meetings and attend group events
- Help members balance their academic responsibilities and activities
- Share creative suggestions with the group and provide feedback
- Serve as a resource person
- Be consistent with your actions
- Be available in emergency situations
- Familiarize yourself with group's finances

This is not meant to be a totally inclusive list nor applicable to every organization but it may serve as a guideline when determining the role you will play with the organization.

The job of advisor is not always an easy one and you may need to make a difficult decision or take action when it is not popular with the organization. It is important to realize that your first responsibility is the health and well-being of students and to uphold campus and community policies and regulations. It may be necessary on occasion to use your authority to ensure you meet these responsibilities.

4. RESPONSIBILITIES OF THE STUDENT ORGANIZATION

Just as you have responsibilities to the student organization as their advisor, the student organization has responsibilities to you as well. Hold members accountable for creating a healthy and productive advisor/student organization relationship.

5. ADVISING STYLES

Situational advising allows you to change your advising style to match the development needs of the student organization.

Style	When To Use It	How To Use It
Directing	Low level of group readiness	Provide specific instruction and closely supervise task accomplishments
Coaching	Few leaders at a high level of readiness	Direct and closely supervise task accomplishments while explaining decisions, soliciting suggestions and supporting progress
Supporting	Group is starting to "get it"	Facilitate and support the efforts toward task accomplishments and share responsibility for decision making
Delegating	High level of group readiness	Empower students to conduct their own decision making, problem solving, and delegating

6. LIABILITY and RISK REDUCTION

As an advisor to a student organization, you are the college's representative regarding the group's activities. As such, you are expected to give reasonable and sound advice to your organization about such things as programs, use of facilities, and operational procedures. While it is important to be concerned with liability, we need to be reasonable and not overly worry and impede the organization's ability to fulfill their mission. While it is not possible to completely eliminate risk and legal liability associated with programs or events, we can reduce risk and provide a safer environment for participants.

Here are a few things your organization can do to identify and reduce risk:

Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) or liability risks (such as events involving travel).

Identify options for reducing risk by:

- Hiring a third party vendor or contractor
- Purchasing additional liability insurance
- Utilizing liability waivers
- Providing advanced training for members
- Assuming "worst-case scenario" and problem solving in advance
- Canceling the event if conditions are too dangerous or group is not prepared to assume full responsibility for the risk involved
- Identifying available resources to help you manage risk
- Establishing an open line of communication with everyone involved regarding risk/liability management

Consult with an On Campus Resource for Risk Management

Brian McGahan
Otto A. Shults Community Center
Shults 122 | bmcgaha1@naz.edu | x2324

Bobby Maldonado
Director, Campus Safety
Shults 113 | rmaldon0@naz.edu | x2840

Tracy Moran
Controller
Smyth 44 | tmoran8@naz.edu | x2030

7. OFFICER TRANSITION

Assisting with officer transition is one of the most important roles of an advisor. In many ways, the advisor serves as the historian for the organization, providing members with context and links between past activities and present endeavors. Putting effort into good officer transition at the start will help to decrease issues throughout the year as well as the amount of time spent directing members. Transition can be done with the team as a whole, as one-on-one sessions with each member, or a combination of both.

The role of the advisor during officer transition is to:

- Facilitate discussion
- Be a sounding board for ideas
- Help organize retreats and provide structure
- Offers suggestions
- "Fill in the blanks" for new members
- Ensure that expectations are shared
- Educate members on their job

8. MEMBERSHIP AND RECRUITMENT

New members are essential to the growth of a student organization and recruitment and retention is the responsibility of every member whether stated` explicitly or not. Here are some suggestions to help your organization more successfully recruit new membership:

- Know and understand your organization
- Set recruitment goals
- Get everyone involved
- Design an advertising campaign
- Plan a welcome/interest meeting
- Hold an orientation for new members

Recruitment Ideas

1. Work with Residence Life to introduce your organization at floor meetings
2. Ask key people to give recommendations of possible members
3. Make and promote a list of membership advantages for your organization
4. Create a display
5. Prepare a video or other presentation
6. Utilize social media to invite potential members

7. Hold a membership drive
8. Participate in club fairs
9. Co-sponsor events with other organizations to increase visibility
10. Hold a membership drive

9. MOTIVATION

As the academic year progresses and students' lives become busier, it's important that to work with your officers to maintain morale and motivation for the group.

- Give praise
  - Reinforce continual achievement
  - Get in the habit of being "praise minded"
  - Give public recognition when it's due
- Give people status
  - Build prestige into organizational positions
  - Create a "Member of the Week/Month"
- Communicate
  - Keep members informed of problems, objectives, "inside information"
  - Create mutual understanding
- Give security
  - Make sure members know you respect them and accept them
  - Let students know you're there for them and concerned with their development
- Develop purpose
  - Always explain why
  - Share ways that participation encourages personal growth
- Encourage participation in group goal development
  - Include all members when planning goals
  - Solicit and utilize member suggestions
- Develop a Sense of Belonging
  - Reinforce the sense of team

GRAPE Theory of Motivation

Growth: Being able to increase one's skills and competencies, performing new or more complex tasks, participating in training programs.

Recognition: Promotion within the organization, praise for achievements, positive and constructive feedback, receiving an award, listening to individuals.

Achievement: The opportunity to solve a problem, to see the results of one's efforts, to reach goals that one has established to create a "whole" tangible product.

Participation: Involvement in the organizational decision making, planning and scheduling one's own work and controlling one's own work activities.

Enjoyment: Having fun in a warm, friendly, supportive atmosphere.

SECTION 3: APPENDICES

1. SENATE PROPOSAL FORM

Nazareth COLLEGE Undergraduate Association

Senate Proposal:

Organization: _____ Date: ___/___/_____

Funds Requested: _____ Phone: _____

Requested by: _____

Description of Proposal:

_____

_____

_____

_____

How is this proposal relevant to the organization mission?:

_____

_____

_____

_____

How will this proposal enrich the social, academic, cultural or spiritual life of the Nazareth Community?:

_____

_____

_____

_____

Please attach a complete breakdown of total events cost and source of funding

I, the undersigned, understand that this proposal is merely a request and that approval is not guaranteed or assumed. I also understand that this petition must be represented by myself, or my designee, at a Steering Committee, at which arrangement may be made to present it to the Senate, at the discretion of Steering Committee

Signed: _____

2. FINANCE PROPOSAL FORM

Finance Proposal

Organization: _____ Date: ___/___/___

Funds Requested: _____ Phone: _____

Requested by: _____

Description of Proposal:

_____

_____

_____

_____

How is this proposal relevant to the organization mission?

_____

_____

_____

_____

How will this proposal enrich the social, academic, cultural or spiritual life of the Nazareth Community?

_____

_____

_____

_____

Please attach a complete breakdown of total event costs and other sources of funding.

I, the undersigned, understand that this proposal is merely a request and that approval is not guaranteed or assumed. I also understand that this petition must be represented by myself, or my designee, at a Finance Committee Meeting.

Signed: _____

3. MODEL CONSTITUTION

Article I Name

The name of the organization shall be _____.

Article II Purpose

The Purpose of this organization is … {State your organization's goals and objectives. It is important to be specific and state how your club or organization differs from other organizations.

Article III Membership

Section 1: Active membership shall be open to all members of the Undergraduate Association.

Section 2: Categories of membership shall be:

A. Active members shall be those members who regularly attend meetings. Active members shall have the right to voice, vote, and hold office.
B. Associated members shall be those members who do not fulfill the requirements of Active members.

Article IV Officers

Section 1: Only Active members shall be eligible to hold office within the organization.

Section 2: The term of office shall be two consecutive semesters beginning on commencement day and end on commencement day the following year.

Section 3: The title of elected officers shall be President, Vice President, Secretary, and Treasurer. (Names of other officers may be added and substitute titles may be used)

Section 4: Duties:

A. President
    a. Shall preside over all meetings.
    b. Shall set the date for the next meeting when the normal schedule conflicts with the academic calendar.
    c. Shall appoint members to chair committees as the need arises
    d. Shall vote only in the case of a tie.
    e. Shall counsel other club officers concerning their duties and responsibilities.
    f. Shall consult regularly with Faculty or Staff Advisor on the progress of the club's activities.
    g. Shall represent the club in all dealings with all outside organizations and the college.
B. Vice President
    a. Shall preside over all meetings in the absence of the President.
    b. Shall have the right to vote.
    c. Shall act as an advisor to all committees.
    d. Shall act as a consultant and assistant to the President.
C. Secretary
    a. Shall preside over all meetings in the absence of the President and Vice President.

b. Shall have the right to vote.
c. Shall keep accurate minutes and attendance records of all meetings.
d. Shall be responsible for presenting a copy of minutes to all members, the Club Advisor, the Director of Student Activities, the Assistant Director of Student Activities, and the Vice President of Communications.
e. Shall handle all club correspondence outside of the organization.
f. Shall keep a list of active members.

D. Treasurer
a. Shall preside over all meetings in the absence of the President, Vice President, and Secretary.
b. Shall have the right to vote.
c. Shall keep an accurate account of all finances and shall give a report at every meeting.
d. Shall be responsible for preparing the club's budget for the upcoming year.
e. Shall pay bills authorized by the President.

Note: The above are examples of specific duties and titles which may be modified to meet the needs of your individual organization.

Section 5: Qualifications for Office

A. Active members can be nominated for and hold office.
B. An Officer/Candidate must meet the requirement of maintaining a GPA of at least a 2.0 and be an Undergraduate Association member as defined by the Undergraduate Association Constitution.

Section 6: Election of Officers

A. To be elected, it is necessary for a member to be nominated and seconded, and thereupon receive majority approval of those members present and voting.
B. Elections shall be held in early April. One Week's advance notice should be given prior to the election.
C. All voting will be conducted by means of secret ballot.
D. An individual may be nominated for more that one position, but must declare on or before the close of nominations for which office he/she will be running.
E. If there are any vacancies during the year, with the exception of President, new elections will be held at the publicized meeting to fill the position. In he case of the Presidency, the Vice President will succeed and an election will be held for the position of Vice President.

Note: In the case an officer selected in a campus wide election process or through a selection committee (i.e. CAB Chairperson, WNAZ Station Manager, Gleaner Editor, etc.) the process for the election of such offices needs to be outlined following the procedure described in the Undergraduate Association Constitution.

Article V <u>Faculty Advisor</u>

Section 1: Shall be a member of the faculty or staff of the college and serve an advisory capacity to the club.

Section 2: Shall assist the organization in the planning of programs.

Section 3: Shall be involved in the formulation of the club budget.

Article VI Quorum, Meetings and Voting

Section 1: All members need to be notified at least 24 hours in advance of an emergency meeting.

Section 2: No Official business shall be conducted unless a quorum is present. A Quorum shall consist of at least one officer and a majority percentage of an active membership (51%).

Section 3: Meetings will be held _____ (How often?)

Section 4: Emergency meetings will be called when deemed necessary by a majority of the officers.

Section 5: A simple majority of those present is required to pass a proposal.

Article VII Financial Structure

The financial structure of your organization shall be based on the results of the budget proposal presented to the Undergraduate Association and the results of the club's individual fund raising efforts. Collecting dues is not permitted according to the Undergraduate Association Constitution.

Article VIII Impeachment

Any Officer may be removed from his or her position due to negligence of duty, inefficiency in office, or any other action considered detrimental to the name or purpose of the organization. An officer may be removed from office by two-thirds vote of the active membership present at a meeting of the organization of which all voting members have been notified. (Concerns about an officer elected in a campus – wide Undergraduate Association sponsored election must be brought to the Senate and concerns about those officers selected by a selection committee must be brought to that committee).

Article IX Hazing

Section 1: The organization shall not engage in reckless or intentional acts, which endanger the mental or physical health of its members.

Section 2: Violation of the above regulation shall result in the organization losing its right to operate on campus, and the organization and violators may be subject to any applicable provision of the Penal Law and to College disciplinary proceedings.

Article X Constitutional Amendments

Section 1: Require two-thirds vote of those present and voting at an official meeting.

Section 2: All amendments must be ratified by the Undergraduate Association Senate.

Date of Ratification by Senate: _____

4. SAMPLE ADVISOR CONTRACT

The members of _____ request _____ to serve as advisor of the
Organization Name

organization for the _____.
Current Academic Year

(list responsibilities of the advisor and organization)

Duties and responsibilities may be reconsidered at the request of the advisor, president, or majority vote of membership in a regular meeting.

_____ _____
President's Signature Date

I have met with the president of the above-named organization and discussed the duties and responsibilities of advisor as listed above. I agree to serve as the advisor and will fulfill these duties and responsibilities to the best of my ability.

_____ _____
Advisor's Signature Date

5. ADVISOR'S AGREEMENT WORKSHEET

This worksheet can help advisors and student organizations communicate their expectations of each other. Both the advisor and officers should review each item. Officers should check off what they expect of their advisor in the "Org" section. Advisors check off items they feel appropriate for him/her to fulfill in the "Adv" column. From this, both parties can come to an agreement.

The advisor agrees to…	Org	Adv	Agree
Attend all general meetings of the organization			
Attend all officer meetings			
Call meetings of the officers when deemed necessary			
Explain college policies where appropriate			
Help the president prepare the agenda before meetings			
Serve as parliamentarian to the group			
Speak up during discussion when you feel the group is about to make a poor decision			
Be quiet during general meetings unless called upon			
Provide resources and ideas to the group			
Take an active part in formulating goals for the group			
Act as a member of the group, except in voting and holding office			
Receive a copy of all correspondence			
Request the treasurer's books at the end of each semester			
Keep the official files in her/his office			
Let the group work out its problems, including making mistakes			
Request a written evaluation at the end of each semester			
Cancel any activities that you believe have been inadequately planned			
Approve all candidates for office re: scholastic standing, checking their GPAs			
Take an active part in officer transition and training			
Represent the group in any conflict with members of the college			
Mediate conflicts as they arise			
Veto a decision when it violates the constitution or by-laws			
Keep the group aware of its stated goals, purpose, objectives			

6. SAMPLE MEETING MINUTES

RHC MINUTES
Thursday, September 11, 2003
9:00 PM

Attendance: 17 People

The meeting started off with introductions by the officers to the new members and an overview by Shannon about what RHC is all about.

1. Shannon gave an overview about Commuter-Residents bonding week and the activities that will take place. (See minutes from 9/2/03)

2. Shannon updated us on the current situation regarding the movie channel.

- The movies are all ordered and should be arriving within the next two weeks.
- Once they arrive we will put up posters to advertise.
    - It was suggested that we do more advertising before hand for the movies next semester. Possibly making signs that go on people's doors that have the movies listed for the semester or small cards that can go in resident's mailboxes.

3. RHC is sponsoring the showing of Harry Potter on Harry Potter Day. The day is September 24th. The movie will be shown at 8:00. The location is still to be determined. Shannon and Libby will take care of that.

4. RHC usually shows a movie on the Wednesday during Alcohol Awareness Week. (October 15) A new activity was proposed but they would rather keep a secret until the next meeting.

5. The topic of the floor representatives was brought up again. The idea is that possibly each floor would vote on an elective that would represent them. We talked about spending this semester laying down the ground rules and outline of the plan so we can implement it next semester

- Questions to go over at further meetings:
- Will the representatives come to RHC meetings?
- Will the representatives meet on their own

6. Concerns that were presented:

- The Lourdes second floor shower keeps flooding: Kristen said that Marie is taking care of it.
- Vacuums were suggested for Kearney and EG Hall: Kristen said that Res Life is taking care of it. It will probably end up being that each of the Center RA's will get a vacuum and there will be one in each office.
- The suggestion was made that a washer and dryer be added to Founders. Two is not enough.
- Someone wondered if there would be a third floor lounge in Kearney. Kristen said that they are working on it.
- The Kearney Center guy's bathroom showers get cold too fast. Libby said that on September 16th maintenance is taking care of it.
- The tunnels to EG Hall are being addressed.

The next meeting will be **Thursday September 25th**.

Submitted by Amanda Gianniny (print name)
Amanda Gianniny (sign name)

7. SAMPLE CHECK REQUEST

UNDERGRADUATE ASSOCIATION **No.** 6423

NAZARETH COLLEGE OF ROCHESTER • 4245 EAST AVENUE • ROCHESTER, N.Y. 14618-3790

ORGANIZATION	DATE OF REQUEST	DATE NEEDED
Club Name (i.e Just for Men Hair Club)	Today's Date	

REQUEST FOR: PLEASE CHECK AND COMPLETE APPLICABLE SPACES

	AMOUNT	
☐ **CHECK**	$	PAYABLE TO:
☐ **TRANSFER**	$	PURPOSE:
☒ **DEPOSIT**	$ X.XX	RECEIVED FROM: State Where Money Comes From (i.e. Men w/ Gray Hair)

MATERIAL AND DESCRIPTION	DEPOSIT NUMBER	AMOUNT
*State line of budget that funds should be added to (i.e. events)	*Write the number of the security receipt here, and attach reciept	*Restate the deposited amount

REQUESTED BY: (Please print name and title)		PHONE:
Treasurer's Name (Printed)		Treasurer's #
iINDIVIDUAL MAKING REQUEST SIGNATURE: Treasurer's (Treasurer's)	UA VP FINANCE	STUDENT ACTIVITIES OFFICE SIGNATURE:

DATE:		INVOICE #	NOTE:

8. TAX EXEMPT FORM

New York State Department of Taxation and Finance

New York State and Local Sales and Use Tax

Exempt Organization Exempt Purchase Certificate

ST-119.1 (2/04)

☐ Single purchase certificate

☐ Blanket certificate

Your exempt organization number is not your federal employer identification number *(see instructions)*.

Exempt organization number *(6-digit number issued by the New York State Tax Department)*: EX. 1 | 2 | 8 | 5 | 0 | 2

Name of seller	Name of exempt organization/purchaser: Nazareth College of Rochester
Street address	Street address: 4245 East Avenue
City / State / ZIP code	City: Rochester / State: NY / ZIP code: 14618

The exempt organization **must be the direct purchaser and payer of record.**

You may **not** use this form **to purchase motor fuel or diesel motor fuel exempt from tax.**

Representatives of governmental agencies or diplomatic missions may **not** use this form.

Carefully read the instructions and other information on the back of this document.

I certify that the organization named above holds a valid Form ST-119, *Exempt Organization Certificate*, and is exempt from New York State and local sales and use taxes on its purchases.

I also certify that the above statements are true and correct. I make these statements with the knowledge that knowingly making a false or fraudulent statement on this document is a misdemeanor under section 1817 of the New York State Tax Law and section 210.45 of the Penal Law, punishable by imprisonment for up to a year and a fine of up to $10,000 for an individual or $20,000 for a corporation. I understand that the Tax Department is authorized to investigate the validity of the exemption claimed or the accuracy of any information entered on this form.

Print or type name of officer of organization: Tracy A. Moran	Title: Controller
Signature of officer of organization: Tracy A. Moran	Date issued

Need help?

Internet access: *www.nystax.gov* (for information, forms, and publications)

Fax-on-demand forms: Forms are available 24 hours a day, 7 days a week. 1 800 748-3676

Telephone assistance is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.

To order forms and publications: 1 800 462-8100

Business Tax Information Center: 1 800 972-1233

Hotline for the hearing and speech impaired: If you have access to a telecommunications device for the deaf (TDD), contact us at 1 800 634-2110. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call 1 800 972-1233.

If you need to write, address your letter to:
NYS TAX DEPARTMENT
BUSINESS TAX INFORMATION CENTER
W A HARRIMAN CAMPUS

9. SAMPLE DEPOSIT SLIP

UNDERGRADUATE ASSOCIATION **No.** 6423

NAZARETH COLLEGE OF ROCHESTER • 4245 EAST AVENUE • ROCHESTER, N.Y. 14618-3790

ORGANIZATION	DATE OF REQUEST	DATE NEEDED
Club Name (i.e Just for Men Hair Club)	Today's Date	

REQUEST FOR: PLEASE CHECK AND COMPLETE APPLICABLE SPACES

	AMOUNT	PAYABLE TO:
☐ **CHECK**	$	
☐ **TRANSFER**	$	PURPOSE:
☒ **DEPOSIT**	$ X.XX	RECEIVED FROM: State Where Money Comes From (i.e. Men w/ Gray Hair)

MATERIAL AND DESCRIPTION	DEPOSIT NUMBER	AMOUNT
*State line of budget that funds should be added to (i.e. events)	*Write the number of the security receipt here, and attach reciept	*Restate the deposited amount

REQUESTED BY: (Please print name and title)		PHONE:
Treasurer's Name (Printed)		Treasurer's #
iINDIVIDUAL MAKING REQUEST SIGNATURE: Treasurer's (Treasurer's)	UA VP FINANCE	STUDENT ACTIVITIES OFFICE SIGNATURE:

DATE:		INVOICE #	NOTE:

10.RELEASE OF LIABILITY AND AGREEMENT TO INDEMNIFY

THIS IS A RELEASE OF LIABILITY AND AGREEMENT TO INDEMNIFY

YOU SHOULD READ THIS CAREFULLY AND UNDERSTAND ITS CONTENTS BEFORE SIGNING. THIS AGREEMENT AFFECTS YOUR LEGAL RIGHTS.

I,_____, the parent/legal guardian of _____ am voluntarily entering into this release for the purpose of inducing Nazareth College of Rochester (College) to accept my son/daughter (participant) in the _____ (program) on _____, 20___
And I agree to the terms set forth below.

PURPOSE AND EFFECT

I understand the purpose and effect of this agreement is to release and insulate the College, its agents, employees and other persons who might subject the College to legal liability from and against any claims, suits, or causes of action for injuries, death, damage, loss or expense occurring during my participation in the program even though such injury, death, damage, loss or expense results from their negligence or other culpability.

RELEASE

I agree to accept full responsibility for, and I do hereby intentionally release the College, its agents, employees or persons for whose acts or omissions the College might be held legally liable, without limitation,

FROM AND AGAINST: Any claims, suits or causes of action for injury, death, damage, loss or expense incurred by me at any time during the program, whether or not related to the program or its purposes,

AS A RESULT OF: Any act or omission to act which directly or indirectly caused or contributed to the injuries, death, damage, loss or expense, even though said act or omission to act constituted negligence or other culpable conduct or, or attributable to, the College in any respect, including lack of or improper supervision, or breach of any statutory or regulatory duty or obligation (set forth only for purpose of example and not by way of limitation).

I hereby agree that this release and indemnity agreement shall be binding upon my heirs, executors, administrators and assigns and shall be governed and interpreted in accordance with the laws of the State of New York.

It is understood that the College reserves the right to cancel, modify or terminate the program if in its judgement, conditions so dictate.

I have read the foregoing release and indemnity agreement and fully understand the contents thereof.

DATED:_____

WITNESS:_____ _____
Parent/Legal Guardian of Participant

11.SAMPLE PROFESSIONAL COMMUNICATIONS

Email

From: club@mail.naz.edu
To: department@naz.edu
Subject: Club Event – September 29

To Whom it May Concern,

Our Club would like to host a panel discussion about post-graduate opportunities for students in pre-professional majors. We wanted to know if your department would be interested in co-sponsoring the event. Is there a time that some of our club officers could meet with you to further discuss the event?

Gold N. Flyer
Club Secretary

Phone

Hello, my name is Gold N. Flyer and I am a student at Nazareth College. I am a member of the Juggling Club and I am calling to inquire about group rates for a teambuilding event on March 28th.

- Are we allowed to bring our own food?
- What is your cancelation policy?
- Can we pay with a check?

Thank you for your help! I will talk with the members of my group and call back to make our reservation

12.EVENT PLANNING TIMELINE

(adapted from the Carnegie Mellon 2012-13 Student Organization Handbook)

GENERAL GUIDELINES WHILE PLANNING

- Be flexible
- Meet with Student Activities staff to discuss problems or questions
- Hold regular meetings with your advisor and members to keep everyone updated on the details of your event

TWO MONTHS PRIOR TO EVENT

- Review "Factors to Consider for Programming" (section 19b)
- If additional funds are needed, explore funding options and submit any necessary proposals or applications
    - Senate
    - Diversity Council
    - Co-sponsor with another club/department
    - FUSE
    - Student Leadership Fund

ONE MONTH PRIOR TO EVENT

- Meet with the Office of Student Activities to request any necessary contracts
- Reserve any space(s) needed for the event
- Discuss food options with the Catering Director/research off-campus options
- Create a marketing plan for the event
- Arrange for travel accommodations (book hotel, flight, etc)
- Recruit volunteers

TWO WEEKS PRIOR TO EVENT

- Stay in communication with Student Activities staff to ensure contract is fully executed
- Start marketing your event
- Submit all payment requests and financial forms
- Place catering order
- Purchase necessary supplies
- Request technology/media equipment from Technology and Media Services
- Make transportation arrangements if necessary
- Delegate responsibilities to club members/volunteers

ONE WEEK PRIOR TO EVENT

- Create a timeline for the day of the event (what will happen and when, who is responsible for each task, etc)
- Confirm room reservation, room set up, and Facilities needs (additional tables, chairs, trash cans, etc)
- Confirm technical needs and arrangements
- Confirm catering order
- Confirm transportation and travel accommodations
- Check on payment for guest speaker, performer, and venue rental

DAY OF EVENT

- Arrive early to the venue to begin set up and go over last minute details and changes
- Introduce yourself to the performer/guest speaker and take time to welcome him/her to the event
- Have fun and be proud! All your hard work and planning has guaranteed you a great event

AFTER THE EVENT

1. Make sure the venue looks presentable when you leave; pick up any trash, move furniture back to its original location
2. Reflect on successes and growth-points for your organization and its members and send thank you notes

13. RESERVATION FORM - SHULTS

RESERVATION No. 05840

Nazareth College

ROOM RESERVATION	SPONSORING ORGANIZATION			TODAY'S DATE
DATE OF EVENT	DAY	START TIME	END TIME	SET-UP TIME
TITLE OF EVENT OR PROGRAM				EXPECTED ATTENDANCE #

TYPE OF FUNCTION (Please Check)

- ❑ MEETING (M)
- ❑ LECTURE (L)
- ❑ RECEPTION (RN)
- ❑ REHEARSAL (RL)
- ❑ LUNCHEON (LL)
- ❑ FILM (F)
- ❑ BANQUET (B)
- ❑ CONFERENCE (C)
- ❑ PERFORMANCE (P)
- ❑ PARTY / DANCING (PD)
- ❑ OTHER (O)_____

INDIVIDUAL RESPONSIBLE PLEASE PRINT CLEARLY	YOUR SIGNATURE	PHONE NUMBER

OTTO A. SHULTS COMMUNITY CTR. (SC)

- ❑ PORTHOLE ROOM (CA)
- ❑ ALICE L. FOLEY ALUMNI ROOM (CD)
- ❑ 1924 ROOM (CC)
- ❑ CABARET ROOM (CR)
- ❑ INTERNATIONAL ROOM
- ❑ FORUM ANNEX
- ❑ FORUM (F) (See Schedule Below)
- ❑ READING LOUNGE (RL)
- ❑ ROBERT A. KIDERA GYM (G)
- ❑ POOL (P)
- ❑ AEROBICS / DANCE ROOM
- ❑ HALLWAY TABLES #_____
- ❑ OTHER _____

GEORGE HALL

- ❑ COLIE'S CAFE

SPECIAL REQUESTS

NOTE: The following equipment is available for use in The Shults Center only.

Any other audio/visual aids must be requested through the Library Media Center, 389-2131.

- ❑ PODIUM / MICROPHONE
- ❑ OVERHEAD PROJECTOR
- ❑ CHALKBOARD
- ❑ LARGE SCREEN PROJECTOR IN FORUM
- ❑ SCREEN

FOOD SERVICE REQUESTS

❑ NONE ❑ WILL CONTACT CATERING DIRECTOR

NOTE: All food service requests and services must be made directly with the Catering Director, 389-5161.

APPROVED: BUILDING DIRECTOR	DATE

SET UP REQUESTS / NOTES

Please be specific with room layout

Failure to notify the Director of a cancellation 24 hours in advance of the event will result in a charge, where applicable, for all costs incurred for the event scheduled. **The Director reserves the right at any time to change or cancel any reservation at his of her discretion based upon administrative or college needs.** Reservations SHOULD be made a minimum of 10 days in advance.

WHITE COPY / BUILDING YELLOW COPY / CAMPUS SAFETY PINK COPY / DINING SERVICES GOLD COPY / INDIVIDUAL MAKING REQUEST 1/09

14. EVENT EVALUATION FORM

Event Information

Name of Club or Organization: _____

Submitted by:_____ E-Mail:_____

Phone Number:_____ Date Submitted: _____

Name of Event: _____

Event Date:_____ Time of Event:_____ to _____AM/PM

Event Location: _____

Amount allocated by UA:$_____ Amount used by club:$_____

Please summarize the event's activities:

How many Nazareth students participated in this event? _____

Did you co-sponsor this event with another club? If not, would you suggest co-sponsorship for the future?

What were the best parts of the event and its planning?

What were the worst parts of the event and its planning?

Would you make any changes to the event or its planning process? What would those changes be?

Event Budget

Materials Purchased	Cost	Purpose
Ex: 2 sheet pizzas (1 pepperoni, 1 cheese)	$60.00	To feed event participants

Please ATTACH copies of all paper and electronic advertising done for the event

The information submitted above is accurate to the best of my knowledge. I understand that my student organization could be penalized should the information above be found to be fabricated or untrue. I also understand that this Event Evaluation Form must be submitted to the VP of Campus Programming within 10 business days of the date of the event/program.

_____ _____/_____/_____

Submitter's Signature Date

15. VIDEO GAMES AND GAMING SYSTEMS

System	Quantity
Playstation 3	1
Wii	2
Wii Fit	1
Wii Fit Plus	1

Accessory	Quantity
Wii remote	6
Wii nunchuk	3
Wii wheel	1

System	Game
PS3	Madden NFL 10
Wii	Just Dance
Wii	Are You Smarter Than a 5th Grader? Make The Grade
Wii	Mariokart
Wii	NPPL Championship Paintball 2009
Wii	Punchout
Wii	Super Mario Galaxy
Wii	Super Smash Bros. Brawl
Wii	Tiger Woods PGA Tour 09 All-Play
Wii	Winter Sports Ultimate Challenge