The Voice of The Students: RENOVATING AND SUSTAINING THE U
2011 Crookston Student Association
CHAPTER ONE: Club Registration and Policies.

Highlights of Chapter One:

- Annual Club Registration Document
- University Policies
- Club Guidelines
- Community Service Guidelines

More.
Motion

Campus Assembly authorizes Crookston Student Association to establish and enforce policy for UMC Student Organizations with approval of the Director of Student Activities. Procedures and conditions for registration and establishment of Student Organizations shall be printed in the UMC Student Association Constitution.

UMC Student Association Constitution

Article II. Recognized Organizations
   Section 1. Qualifications
      (a) The organization must:
         (i) Consist of at least five students registered for six credits or more
         (ii) State a purpose which benefits the student body and is not substantially the same as the purpose of another recognized student organization.
         (iii) Be governed by a constitution approved by the CSA Full Board. The constitution must be presented at a CSA Full Board meeting to be reviewed and be voted on at the next CSA Full Board Meeting. Changes to the constitution must be approved by the Full Board to become effective.
         (iv) Select a faculty or staff advisor
         (v) Have all necessary paperwork turned into the CSA Vice-President and Treasurer by the fifth week of the fall semester
         (vi) Inform the CSA Full Board of all changes in status.
      (b) Obtain approval from the CSA Full Board before engaging in fundraisers.
      (c) Officers must maintain a minimum cumulative GPA of 2.0
      (d) Representatives (to the Full Board) shall not be members of the CSA Executive Board
      (e) Representatives may only be recognized to report for one organization at CSA Full Board Meetings

Section 2. Guidelines for Organization Repercussions

Organizations that fail to meet the guidelines listed above shall be sanctioned by the CSA Executive Board
STUDENT ORGANIZATION AND SPECIAL GROUP REGISTRATION

1. Organization Name: ________________________________________________

2. Organization Classification:  (circle one)
   Campus Life   Registered Student Organization

3. List of Officers:

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NAME</th>
<th>UMC BOX #</th>
<th>PHONE #</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>______________________</td>
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<tr>
<td>Vice President</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Treasurer</td>
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<tr>
<td>CSA Rep</td>
<td>______________________</td>
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</tbody>
</table>

3. When are officers elected? ________________________________________

4. Organization Adviser(s) ___________________________________________

5. Regular meeting time scheduled through University Facilities Management Office. _______________________________________________________

6. CSA executive membership cannot serve as club representatives.

7. We agree to abide by the UMC Student Club Guidelines. We confirm that our organization does not discriminate and abides by principles in the University of Minnesota Equal Opportunity Statement.

____________________________________
President

____________________________________
Adviser(s)
Classification of Student Organizations on the Crookston Campus

Classifications

1. **Registered Student Organization (RSO)**
   
   **Definition:** A voluntary association comprised primarily of students that has no direct relationship to the University, but upon completion of the established registration process is entitled to certain privileges including: operating, meeting, advertising, and participating in activities on the University of Minnesota, Crookston campus; as well as eligibility to receive services from Student Activities.

2. **Campus Life Program (CLP)**
   
   **Definition:** A University of Minnesota program similar to a student organization in purpose and composition whose activities, operations, and decision making processes are directly governed by University academic or administrative departments, and for which the University is ultimately responsible.

Registering a student group as a CLP means that this group must be affiliated with a University of Minnesota academic or administrative department and have a designated University faculty or staff advisor. The CLP and its advisor must be approved annually by the head of the host department and comply with all policies and procedures applicable to student groups, except as otherwise provided therein. All CLP operations and activities shall be subject to the oversight of the host department. Registration as a CLP grants the student group certain privileges and services not available to Registered Student Organizations.

*Note: It is possible to change a group's classification once registered with Student Activities; this should be done in consultation with a Student Activities staff member. A signed statement from the group's sponsoring department is required to change a group's classification to or away from a University Campus Life Program.*
Registered Student Organizations Relationship to the University

Registered Student Organizations are not units or agents of the University, and shall not represent themselves as such.

Events and activities conducted by Registered Student Organizations shall not be considered University-sponsored under this policy unless the Director of Student Activities or his/her designee confirms University sponsorship in writing.

Registered Student Organizations shall adhere to guidelines and practices appropriate to the relationship established in this policy, including, but not limited to:

1. **Use of the University of Minnesota Name, Marks and Logos**
   Registered Student Organizations shall not use the name University of Minnesota, Crookston, any abbreviations thereof, or the University wordmark in conjunction with the name of the organization, including use for promotional materials or clothing. Student groups may use the word University to indicate the geographical designation at the University of Minnesota, Crookston. (See Naming Your Student Group further in this section) Registered Student Organizations may use University of Minnesota, Crookston logos and images in accordance with University graphic standards and policies. These images may not be used in a way that expresses or implies University endorsement or approval of the student group or its programs and activities. Contact University Relations with questions about using these logos.

2. **University of Minnesota Letterhead and Stationery**
   Registered Student Organizations shall not represent themselves as conducting or authorized to conduct official University business and shall not use University letterhead or stationery.

3. **Employment**
   Registered Student Organizations shall not hire or maintain employees.

4. **Liability Insurance**
   Registered Student Organizations and members and officers of Registered Student Organizations are not covered by the University’s liability insurance. However, supplemental insurance is purchased on their behalf by the Office of Risk Management, which is subject to change annually.

5. **Advisors**
   Registered Student Organizations, while independent of the University, are encouraged to seek a University faculty or staff advisor. Faculty and staff advisors are eligible for defense and indemnification for claims brought against them in connection with their advising activities according to the provisions of the Regents Policy: Legal Defense and Indemnification of Employees. Faculty and staff are encouraged to provide advising services to student organizations. Student Organizations may have advisors who are not faculty or staff of the University, though these individuals will not be protected by the University. Independent Student Groups may have community non-university advisors, however, these individuals will not be covered by the University’s liability insurance.
Campus Life Programs' Relationship to the University

Campus Life Programs (CLPs) are University entities and subject to all responsibilities and entitled to all privileges thereof, including use of the University names and symbols and University liability insurance coverage. Employees of CLPs are employees under the host academic or administrative department. Campus Life Programs are required to have a designated University faculty or staff advisor.

Naming your Student Group

- **Changing your Group's name once registered:**
  Once your group is registered with Student Activities, the name of your organization will be published by the Office of Student Activities. In order to change your group's name, groups will make a formal request to change their group's name to the Director of Student Activities.

- **Use of Copyrighted or For-Profit Organization Names Policy:**
  Student groups may not use any copyrighted names within their group's name without written permission from the copyright owner. Student groups also may not use any for-profit organization's name within their group's name. Student Activities reserves the right to refuse registration to any group representing or using a copyrighted or for-profit organization.

- **Use of "University of Minnesota:"**
  Because Registered Student Organizations are independent of the University of Minnesota, Crookston, their names may not imply that they are part of the University of Minnesota, Crookston. Registered Student Organizations shall not use the name "University of Minnesota, Crookston," any abbreviation thereof or the University wordmark in conjunction with the name of the organization. Student groups may use the word "University" or the geographical designation "at the University of Minnesota, Crookston." The following are examples of acceptable names for student groups: "The Gardening Club at the University of Minnesota, Crookston," "The Campus Gardening Club," "The Crookston Gardening Club," "The Student Gardening Club," and "The University Gardening Club." "The University of Minnesota, Crookston Gardening Club," however, is not acceptable, as it implies that the club is part of the University.
Responsibility and Accountability

Each student group shall be responsible and accountable for the individual and collective conduct of its members in the course of the group's operations and activities.

1. **Responsibility of Officers**
   The group officers or members identified on the group’s current registration materials shall be personally responsible and accountable for the operations and actions of the group. This personal assumption of responsibility and accountability shall be stated explicitly on registration materials. In the event of an officer change, a group shall have 30 days in which to submit updated materials.

2. **Internal Policies and Procedures**
   Student groups shall have the privilege and responsibility to develop and implement appropriate internal policies and procedures governing operations, activities, and the conduct of members. These groups shall also be responsible for informing members of such policies and procedures, including the potential consequences if violated.
   The responsibility for development, implementation, administration, and enforcement of such policies and procedures shall be exercised on behalf of each student group by the group's officers, in accordance with the group's constitution.

3. **Student Service Fee Funding**
   Student groups that receive funding from the Student Services Fees shall have additional responsibility and accountability to the University community through the Student Service Fee Committee for all aspects of operations and activities relating to and involving Student Services Fees funds.
   This accountability is a required condition of the voluntary act of requesting and receiving Student Service Fees funds, and in no way alters the status of the student group in relationship to the University.

4. **University Interests**
   Campus Life Programs shall have an additional obligation to consider and act in accordance with best interests of the University in all aspects of operations and activities. The host academic or administrative department, through the designated staff or faculty advisor, shall assure compatibility between the group’s operations and actions and University interests.
Policy on the Responsibility of Student Organizations for the Conduct of Members (Conduct Control Policy)

Acting in the belief that the governing of student affairs should at all times be as close to the governed as possible, each student organization shall be responsible for the individual and collective conduct of its members in all of its group sponsored activities and functions. This responsibility shall be exercised on behalf of the organization by the appropriate elected officers of each group under the following conditions:

1. In all group sponsored activities and functions the best interests of the University as well as the interests of the organization shall be a basic consideration in planning and conducting programs.
2. Each student organization or the appropriate governing council shall have the right and responsibility for developing and initiating policies governing conduct of members. The organizations will also assume the responsibility of informing members of their policies and of the possible sanctions that can be imposed if they are violated.
3. Each student organization shall be responsible for securing and maintaining compliance of its members with the aims and purposes of this policy concerning rules established for the governing of conduct and in compliance, the Conduct Code, and, in addition, to all other policies relating to student organizations. An organization will not be held responsible for the conduct of individual members at other than group sponsored or sanctioned activities.

Approved, Assembly Committee on Student Affairs, 4/16/79

Academic Suspension and Probation Policy

For purposes of determining eligibility of students to receive state/federal financial aid and determine eligibility of students to represent the University in official events and activities the following policy statement shall apply. “Students on academic probation shall be considered to be making satisfactory academic progress. Suspended students readmitted under the terms of the academic contract shall NOT be considered to be making satisfactory academic progress.”

Effective Spring 2001 any student on academic contract will not be eligible to officially represent UMC in any capacity. Any exceptions would have to be granted by the Committee directly.

Club officers must maintain a 2.0 to serve unless the club constitution specifies other criteria. In the absence of a specified policy the club constitution defaults to the CSA Constitution in matters of policy.

Effective Spring 2001
Academic Standards & Policy Committee
Scheduling Extra Curricular Events

Whereas, the Senate Committee on Educational Policy believes that the academic welfare of students should be the supreme consideration of the University insofar as scheduling of events is concerned, and

Whereas, consistent with that stance, the Senate Committee on Educational Policy believes that the University should not schedule extracurricular events which require the participation of students during study day or finals week,

Therefore, be it resolved that the University Senate adopts the following policy:

No extracurricular events which require the participation of students may be scheduled from the beginning of the study day to the end of finals week. Exceptions to this policy may be granted by the Senate Committee on Educational Policy through whatever procedure it determines most feasible. The Senate advises all faculty members that students who are unable to complete course requirements during finals week shall be provided an alternative and timely opportunity to do so.

Animal Use Protocol

There has to be an approved protocol with standard operating procedures on file for ANY animals used on campus for ANY purposes. See the following URL:

http://www.research.umn.edu/subjects/index.html

Information required includes how many animals will be used, what you will be doing with them, who will be taking care of them while in UMC’s possession, and what will be done with them after the event is over.
Hazing Policy

Hazing

POLICY
2.6.4

Academic/Administrative

Effective
July 2003

The following are responsible for the accuracy of the information contained in this document:

Responsible University Officer
Associate Vice Provost for Student Affairs

Responsible Office
Office of Student Affairs

Policy Statement

Hazing by any member of the University community is prohibited at the University of Minnesota. Hazing is prohibited whenever it occurs on University premises or in connection with any University-affiliated group or activity. Those who violate the prohibition against hazing are subject to discipline up to and including dismissal, consistent with existing, codes, rules, policies and contracts. Any criminal complaints will be reported to law enforcement.

Reason for Policy

The University seeks to promote a safe environment where students and employees may participate in activities and organizations without compromising their health, safety or welfare. It further intends to comply with the Legislature’s request in Minn. Stat. § 135A.155 that the University have a student conduct policy prohibiting hazing.

Related Information

Board of Regents Policy Student Conduct
Board of Regents Policy Code of Conduct
Board of Regents Policy Faculty Tenure
Civil Service Rules
Academic Professional and Administrative (P&A) Staff Policy and Procedures Manual
Collective Bargaining Contracts—Governing Documents
Contacts

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Questions-TC Campus</td>
<td>Office of the VP for Human Resources</td>
<td>612-625-2000</td>
</tr>
<tr>
<td>Employee Questions-Other Campuses</td>
<td>Director of Human Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crookston</td>
<td>218-281-8345</td>
</tr>
<tr>
<td></td>
<td>Duluth</td>
<td>218-726-7161</td>
</tr>
<tr>
<td></td>
<td>Morris</td>
<td>320-589-6021</td>
</tr>
<tr>
<td>Student Questions-TC Campus</td>
<td>Office of the VP for Campus Life</td>
<td>612-624-3533</td>
</tr>
<tr>
<td>Student Questions-Other campuses</td>
<td>Vice Chancellor for Student Affairs</td>
<td></td>
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<tr>
<td></td>
<td>Crookston</td>
<td>218-281-8560</td>
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<tr>
<td></td>
<td>Duluth</td>
<td>218-726-8501</td>
</tr>
<tr>
<td></td>
<td>Morris</td>
<td>320-589-6013</td>
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</table>

Additional Resources:
- Student Activities Office/Student Life (student groups)
- Student Judicial Affairs

History

Effective: June 2003

Definitions

Hazing
An act that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

University-Affiliated Group or Activity
Includes but not limited to any athletic team, association, order, society, corps, club, student organization, fraternity, sorority, or similar group that is affiliated with the University whose memberships consists primary of those from the University community.

University Community
Includes students, visiting students, those requesting or granted admission, faculty, staff, affiliated faculty or staff, retirees, alumni association members, sponsored affiliates (consultants, volunteers & committee workers) and anyone else engaged in any University activity or program.
Responsibilities

**Vice President for Campus Life/Vice Chancellors for Student Affairs or Delegates**
Direct the appropriate referral or investigation and processing of hazing allegations involving students or student groups.

**Vice President for Human Resources or Delegates**
Direct the appropriate referral or investigation and processing of hazing allegations involving employees.

**University Community**
Take reasonable measures within the scope of your individual authority to prevent violations of this policy.

Procedures

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<th>Name</th>
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<tr>
<td>Investigating &amp; Resolving Allegations of Hazing</td>
<td>2.6.4.1</td>
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</table>

**Investigating & Resolving Allegations of Hazing**

The internal institutional process for investigating and resolving alleged violations of the hazing policy will be determined on a case-by-case basis. The process will depend on a number of factors including, but not limited to:

- the status of the involved individual, group, or organization (e.g., student, independent student organization, employee, etc.),
- the corresponding source of authority and/or jurisdiction, and
- the location where the alleged incident occurred.

Some acts may warrant immediate administrative action while hazing allegations are processed through applicable procedures. If the alleged incident involves criminal elements, law enforcement will be involved.
Club Procedure for Recognition Checklist

☐ Choose a club or organization name.

☐ Select an advisor (must be a full time UMC faculty or staff).

☐ Have five or more UMC students interested.

☐ Create and present a constitution to the CSA full board meeting. A member must be the one to present the constitution.

☐ After two weeks a club member must come to the CSA full board meeting and have the constitution officially recognized.

☐ Hold first official meeting and select or elect officers.

☐ Fill out club contact information sheets:
  ○ Advisor and officer’s names and addresses
  ○ Insurance form

☐ Contact the CSA Secretary and go through file and information.

☐ Set meeting times and file each semester with CSA secretary.

☐ Follow CSA constitution rules to remain in good standing.
Official Club Status Definitions

Club in Good Standing:
A club in good standing is one that has a Constitution that has been officially voted on and approved by the Crookston Student Association Full Board. In addition the club must have completed the attendance requirements of no more than two misses of CSA Full Board Meetings per semester and two submitted community service projects per semester. A club in good standing…

- Is eligible to receive their funding from CSA
- Is eligible to request additional funds from CSA
- Is eligible to request funds from the Beverage Partnership Grant Program
- Is eligible to apply for Student Service Fee Funds
- Is eligible to apply for space within the Leadership Room
- Is eligible to use University vehicles, facilities and logos

Club on Probation:
A club on probation is one that has a Constitution that has been officially voted on and approved by the Crookston Student Association Full Board. The club failed to meet either the attendance requirement of no more than two misses of the CSA Full Board Meeting per semester or the two submitted community service projects per semester or both. A club on probation…

- Is not eligible to receive their funding from CSA
- Is not eligible to request additional funds from CSA
- Is not eligible to request funds from the Beverage Partnership Grant Program
- Is not eligible to apply for nor receive Student Service Fee Funds

Club Not in Good Standing:
A club not in good standing is one that has a Constitution that has been officially voted on and approved by the Crookston Student Association Full Board. The club has been on Probation status for two consecutive semesters. If the Club fails a third consecutive semester to regain good standing status it will be removed from active status. A club not in good standing…

- Is not eligible to receive their funding from the Crookston Student Association
- Is not eligible to request additional funds from the Crookston Student Association
- Is not eligible to request funds from the Beverage Partnership Grant Program
- Is not eligible to apply for nor receive Student Service Fee Funds
- Is not eligible to use University Vehicles
- Is not eligible to apply for space within the Leadership Room
**Inactive Club:**
An inactive club is one which was a formerly recognized club that has been on Probation/Not in good standing for three consecutive semesters. In order to regain full rights and privileges of a club the club must submit a Constitution to the Crookston Student Association Full Board for approval. An inactive club...

- Is not eligible to receive their funding from the Crookston Student Association
- Is not eligible to request additional funds from the Crookston Student Association
- Is not eligible to request funds from the Beverage Partnership Grant Program
- Is not eligible to use University vehicles, facilities, or logos
- Is not eligible to apply for or receive Student Service Fee Funds
- Has their club account at the Business Office is frozen
- Has their club e-mail address and website removed

**Voluntary Dormant Status:**
A voluntarily dormant club is one that is in good standing but requests to go temporarily dormant for a period of up to one year. Following that time the club must decide whether they would like to regain Good Standing Status or be moved to Inactive Status. A voluntarily dormant club...

- Is not eligible to receive their funding from the Crookston Student Association or any sources of additional funding
- Is not required to attend Crookston Student Association Full Board Meetings or conduct community service projects

*Adopted Fall 2008 by Crookston Student Association Full Board*
ATTENTION: Club/Organization Representatives!

In order to serve you better, the form (shown below) must be received from all club and organization representatives at all mandatory CSA meetings. The yellow copy is for your records. The white copy must be submitted to the CSA Secretary and reported aloud before the meeting is adjourned.

Please Note: If the form is not submitted and read during a full board meeting, your club/organization will NOT be considered present.

![Form Image]

Club/Organization: ____________________________

CSA Representative: ____________________________

Today's Date: ____________________________

Future Club Events/Announcements: (print legibly)

Next Club Meeting: _______________ date ___________ time _______________ location

To submit a motion: “I move that...” (Please write motion in the space provided below.)

Distribution: White - CSA • Yellow - Club
Community Service Project Guidelines

1. A cumulative minimum of **35%** of the total number of a club or organization’s members listed on their club roster is needed to participate in order for the project(s) to be considered a valid act of community service (e.g. a club with ten total members would be allowed to turn in four separate projects by individual club members in order to meet the cumulative 35% minimum).

2. Upon completion of the community service project, a club will have **ten days** from the date of service in which the community service form must be completed and submitted in order for the project to be considered a valid act of community service. The secretary of each club or organization is responsible for keeping a copy of every community service project form completed in case the Loans and Grants Committee needs verification of the minimum 35% criteria.

   **Note:** Members that partake in the community service project, along with their respective hours of participation, **must** be listed on the community service form.

3. Paid work will not be considered a valid act of community service. However, if the funds to be received are pledged and donated to an organization that promotes community involvement and service (e.g. Habitat for Humanity, Care and Share, etc.) special consideration may be granted to accept the project by the University of Minnesota Crookston Student Association.

4. **Two** community service projects are required per club **each** semester in order to be in good standing for receiving awards from the Loans and Grants Committee.

*Adopted at January 16, 2001, University of Minnesota Crookston Student Association full board meeting.*
### UMC Community Service Project Form

***UMC Community Service Project Form*** needs to be filled out by all UMC clubs after each Community Service Project is completed.

<table>
<thead>
<tr>
<th>Club/Organization name:</th>
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</thead>
<tbody>
<tr>
<td>Club contact person/phone:</td>
</tr>
<tr>
<td>Community organization:</td>
</tr>
<tr>
<td>Contact person/phone:</td>
</tr>
<tr>
<td>Date of Service Project:</td>
</tr>
<tr>
<td>Time (start-finish):</td>
</tr>
<tr>
<td>What type of service did you perform:</td>
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<tr>
<td>Individually list the names of volunteers and total number of hours each volunteer completed:</td>
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<tr>
<td>Total number of hours served by all club members:</td>
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<tr>
<td>What was the general feeling of the volunteers after they completed their service:</td>
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<tr>
<td>Who benefited from your service? Also, list number of people served:</td>
</tr>
<tr>
<td>How did you find out about this project:</td>
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</tbody>
</table>

**Please Email the forms to the Service Learning Center.**

This form can also be found in electronic form at: [http://www.umcrookston.edu/Services/ServiceLearning/forms.htm](http://www.umcrookston.edu/Services/ServiceLearning/forms.htm)

Click on Community Service Report Form

Thank you for your service to your community!
Volunteer Awards Offered

Service-Learning Center’s Club Community Service Awards

The Service-Learning Club Community Service Award has been established to honor clubs who provide outstanding community service projects for members. These projects must impact members of the club, UMC, and the Crookston Community.

Criteria includes a combination of the following:

- amount of time spent on the project(s)
- number of volunteers participating in the project(s)
- number of people served
- how the club’s service affects members of their club, UMC, and the community

At the end of each semester, winners are chosen from the information found on the community service project report forms. These forms are to be completed and e-mailed to the Service Learning Center after each service project is performed.

Recipients are awarded with a pizza party sponsored by the Service Learning office.

Dale Knotek Community Service Award

The Dale Knotek Community Service Award has been established to honor the club or organization that best exemplifies a spirit of service to our community both on and off campus. This award is based on community involvement through community service projects and how your group has positively impacted the community throughout the year. Clubs may not win this award more than two consecutive years.

This award is presented annually at the spring awards reception and the club name is engraved on a plaque that is in the Student Center.

At the end of each year, winners are chosen from a Dale Knotek Community Service Award application form, which can be e-mailed from the Service Learning Center. Please contact the Service Learning Center for an application.

Outstanding Student Service Award

This award is based on individual academics, leadership, campus activity, community service, and service to UMC. Applications can be picked up or e-mailed from the Service Learning Center or ask your advisor for more details.

For applications or for more information, please contact Lisa Loegering in the Service Learning Office at: loege005@umn.edu
## The Role of the Advisor

Listed below are some expectations student leaders have of their advisor. This form is designed to help advisors and student leaders arrive at a clear and mutually agreed upon role of the advisor in organizational affairs.

### Directions:
The advisor and each student leader should respond to the following items, and meet to compare answers and “iron out” any differences. For items which are determined not to be the responsibility of the advisor, it would be valuable to clarify which student leader will assume that responsibility.

For each of the following statements, respond on a scale of 1-5 how important this function is:

1. Essential for the advisor to do  
2. Could be helpful  
3. Nice but advisor does not have to do  
4. Would prefer advisor does not do  
5. Absolutely not in advisor’s role

### The advisor is expected to:

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<tbody>
<tr>
<td>1</td>
<td>____</td>
<td>Attend all general meetings.</td>
<td></td>
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<tr>
<td>2</td>
<td>____</td>
<td>Attend all executive committee meetings.</td>
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<tr>
<td>3</td>
<td>____</td>
<td>Help the President (Chairperson) prepare an agenda before each meeting.</td>
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<tr>
<td>4</td>
<td>____</td>
<td>Call meetings of the executive committee when he/she believes necessary.</td>
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</tr>
<tr>
<td>5</td>
<td>____</td>
<td>Explain University policy when relevant to discussion.</td>
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<tr>
<td>6</td>
<td>____</td>
<td>Explain University policy to the executive committee and depend upon officers to carry them out through their leadership.</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>____</td>
<td>Explain University policy to the entire membership at a meeting once a year.</td>
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<tr>
<td>8</td>
<td>____</td>
<td>Have a meeting with the President (Chairperson) before each meeting.</td>
<td></td>
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<tr>
<td>9</td>
<td>____</td>
<td>Serve as parliamentarian for the group.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>____</td>
<td>Be quiet during general meetings unless called upon.</td>
<td></td>
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<td>11</td>
<td>____</td>
<td>Speak up during discussion when he/she has relevant information.</td>
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<tr>
<td>12</td>
<td>____</td>
<td>Speak up during discussion when he/she believes the group is likely to make a poor decision.</td>
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<tr>
<td>13</td>
<td>____</td>
<td>Exert his/her influence with officers between meetings.</td>
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<td>14</td>
<td>____</td>
<td>Take an active part in formulating the goals of the group.</td>
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<td>15</td>
<td>____</td>
<td>Initiate ideas for discussion when he/she believes they will help the group.</td>
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<td>16</td>
<td>____</td>
<td>Be one of the group except for voting and holding.</td>
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<tr>
<td>17</td>
<td>____</td>
<td>Attend all group activities.</td>
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</tbody>
</table>
18. Require the treasurer to clear all expenditures with him/her before financial commitments are made.

**Officer Transition**

The transition of leadership for your organization can be smooth or a complete disaster, and may determine the effectiveness of the group for years to come.

A *smooth transition* is:

- The responsibility of both the outgoing and incoming members.
- A way to help the group avoid starting over or starting from scratch each year.
- A transfer of significant organizational knowledge.
- A sense of closure for the outgoing members.
- A utilization of the valuable contributions of experienced leaders.
- A time for the new leadership to absorb the expertise of the outgoing members.
- A great opportunity for outgoing leaders to evaluate the year.
- An orientation process for new leaders.
- The leadership change-over period.
- A time for incoming leaders to ask questions and outgoing leaders to give advice.
- An outgoing leader’s last chance to say, “I wish I had done this ...”

**Specific information to give new officers:**

- Constitution and Bylaws
- Position descriptions of officers and membership
- Description of committees
- Resource or contact list of important people
- Organizational member list
- Calendar of annual events (rough estimate of what happens each month)
- Philosophy, mission or purpose statement of organization
- List of goals for organization
- List of expectations of members
- Financial records (Treasurer)
- Status reports on current and continuing projects (President/Committee Chairs)
- Evaluations of previous projects (President or Secretary)
- Meeting minutes and agendas (Secretary)
- Historical records of organization (President, Secretary, or Historian)
CHAPTER TWO:
Club Publicity.

Highlights of Chapter Two:

Advertisement Guidelines
University Policies
Club Website
University Relations Policy

More.
20011 Crookston Student Association
Publicity and Promotion

Things to consider when developing a publicity or promotion program:

1. **Budget:**
   - Will the projected response be worth the amount of money expended?
   - Is a sufficient amount of money being spent?
   - Is the total publicity and promotion budget realistic?

2. **Target Audience:**
   - Who is the program and publicity for?

3. **Type of Publicity and/or Promotion:**
   - Will posters alone work?
   - Will advertising alone work?

4. **Copy Content:**
   - How much should be printed on the publicity?
   - Is there too much/too little information?
   - Is the information perfectly clear?
   - Are we offending anyone by the message we are sending?

5. **Consistency:**
   - Are various elements (flyers, advertising, handouts) tied together in some recognizable manner?

6. **Staff Time and Coordination:**
   - Who will be responsible for doing what and when?
   - Is there a need for a sub-committee to handle the work and/or delegation?

7. **Evaluation:**
   - Overall how effective was the publicity?
   - Are there things that should be changed next time as far as design, placement, timing, etc.?

**Types of Publicity and Promotion:**

- **Mass Media...**
  - KROX radio, television, newspapers, posters, LED boards.

- **Printed Promotion...**
  - Brochures, flyers, table tents, napkin holders, newsletters, program inserts, outdoor banner, Eagle’s Eye, UMC Weekly Bulletin (for faculty and staff), Sargeant Student Center Display window

- **Direct Contact...**
  - Direct mailings, word-of-mouth, distribution lists via email, voice mail

- **Gimmicks...**
Bumper stickers, buttons, book covers, give-a-ways, book markers, banners, free tickets, walking billboards, tailgating events, cartoons, slogan or logo, balloons, napkins, red lines or footsteps leading the way to your program, video tape playing, vending machine inserts

UMC On-Campus Advertising and Promotion Policy and Procedures

Authorization

Posters, flyers, table tents, and other advertising and promotions may be displayed on campus for activities and events sponsored by university offices, centers, programs and officially recognized student organizations.

Posters or promotions by businesses, companies, organizations, or individuals must be cosponsored by one of the above-named on-campus entities. This includes distributing information to residence hall rooms.

Student Mailboxes

UMC student mailboxes and campus mail cannot be used for sales or promotions unless approved by the campus postmaster and sponsored by an on-campus organization.

Posters

All posters must be hung with staples or push pins (thumb tacks should not be used as they can cause flat tires on wheelchairs) on bulletin boards. Signs may be hung on designated display areas with use of poster putty. No other adhesive tapes are allowed.

Posters, flyers, table tents and other promotional materials are to be removed by the sponsoring organization when activities are completed.

Contact

Questions about this policy should be addressed to the Lisa Samuelson in the Student Activities Office, Sargeant Student Center 238, or at samue026@umn.edu

Eagle’s Eye

The deadline for submitting an item for publication in the Eagle’s Eye is Wednesday by 4:00 p.m. Items for the Eagle’s Eye should be submitted to Meloni Rasmussen in Sargeant Student Center 236 or via e-mail to melonir@umn.edu.

The Eagle’s Eye is distributed on Monday mornings and is published electronically at
Job Request Form for Printing Projects

The UMC Printing and Design Department offers printing, design, publication layout as well as electronic media conversion services for UMC faculty, staff, and student organizations. We work with these clients to develop publications and to provide estimates.

Services

- **Desktop Publishing & Design Projects**
  UMC Printing & Design staff can help you plan and produce your printed documents. We work with you on the layout design and planning process of your University project. Whether it is a poster, booklet, program flyer, black and white, or color, we can assist you.

- **Printing Design**
  UMC Printing Department can assist with a wide array of document types including: athletic programs, business cards, booklets, brochures, calendars, cards, certificates, envelopes, fact sheets, handouts, invitations, letters, newsletters, program flyers, surveys, tickets and much more.

- **Electronic Media Conversion**
  In addition to a traditional "hard copy" printed product, we can, in most cases, convert your projects into electronic media based documents, such as Web pages or Adobe PDF files. Please let us know your output needs.

- **Duplication / Printing**
  Don’t waste time in front of a photocopier when the UMC Printing & Design Department can do the work for you at a very reasonable price.

- **Finishing**
  The UMC printing department can also help with putting the finishing touch on documents in doing things like: binding, collating and stapling, cutting and padding, hole punching, folding, laminating, deliveries.

Your print job will be delivered to the academic center/department you are affiliated with unless you specify otherwise. Or you may pick up your completed print job at Printing Services, Kiehle 125.

Please complete the UMC Printing - Job Request Form (see next page of the handbook for a sample of this form) and attach it to your printing or design project. Remember to specify the date and time for desired completion.

If you have any questions, please contact Linda Wilkens (printer) at lwilkens@umn.edu or Patti Tiedemann (designer) at ptiedema@umn.edu
Job Request Form for Printing Projects

The form below must be attached to each and every document that you submit to the UMC Printing and Design Department. Documents can be dropped off in Kiehle 125 or you can bring a rough draft to the graphic design department in Kiehle 119 and have them help with your project.

---

**UMC Publications • Job Request Form**

Today's Date ___________________________ Date Needed ___________________________
Name ___________________________ Budget No. ___________________________
Title of Document _____________________________________________________________

CHECK ONLY THOSE INSTRUCTIONS WHICH ARE APPLICABLE

**Typing**
- Retype

**Duplication**
- No. of Copies ___________________________
- No. of Pages ___________________________
- Printed Back to Back ___________________________
- Printed on Separate Pages ___________________________
- Paper Color ___________________________
- Paper Size ___________________________
- Paper Weight ___________________________
- Carbonless Paper ___________________________
- 3-Hole Punch Paper ___________________________
- Certificate Paper ___________________________
- Proof Sent ___________________________
- Proof Returned ___________________________
- Maroon Ink ___________________________
- Other Instructions ___________________________

**Duplication of Tickets, Postcards, etc.**
- No. of Tickets/Cards ___________________________
- Size of Tickets/Cards ___________________________
- Printed Back to Back ___________________________

**Finishing Process**
- Assemble ___________________________
- Staple ___________________________
- Bind ___________________________
- Fold ___________________________
- Cut ___________________________
- Pad ___________________________
- Laminate ___________________________
- Mount on Tag ___________________________

**Office Use Only**
- Stencils ___________________________
- Paper Amount ___________________________
- Paper Cost ___________________________
- Paper Cost ___________________________
- Collate ___________________________
- Typesetting ___________________________
- Folding ___________________________
- Negatives ___________________________
- Plates ___________________________
- Hafttones ___________________________
- Binders ___________________________
- Envelopes ___________________________
- Tag Cost ___________________________
- Laminate Cost ___________________________
- Printer Cost ___________________________
Copies, Display Windows, Table Tents, Napkin Holders

Club Copies

Clubs will be charged $0.10 per copy for copies made at the Information Desk. A list of club members approved to make copies should be submitted to the Information Desk at the beginning of each semester.

Policy Regarding Sargeant Student Center Display Window

Any registered club, organization or department may reserve the Sargeant Student Center Display Window for two weeks at a time. The showcase can be reserved by contacting the Director of Student Activities. The display should not be obscene or contain any lewd language. If the window is not reserved for another group, the existing group may ask to extend the time reserved. The group must clean and remove all items at the end of the reserved period. The key may be signed out at the Information Desk.

Table Tent Policy

All table tents need to be scheduled in advance with the Director of Dining Services.

Napkin Holders

Club advertising can also be done using the napkin holders found on the tables in the dining hall and the Eagles Nest. Advertising space can be reserved for clubs by registering your promotion at the info desk or by contacting the Student Activities Office.

Add Events to the UMC Today Webpage

To add your clubs/organizations event to the UMC calendar and the UMC Today webpage go to the following website:

http://www.umcrookston.edu/umcnnews/postevent.aspx

Fill the information that is asked on this page and submit the information to have your event made public on the Universities events page. It is best to submit your event at least 48 hours prior to it taking place so to insure it is advertised fully.
UMC Student Club and Organization Web Pages

UMC student club and organization web pages are viewable at:

http://www.umcrookston.edu/currentstudents/ClubsandOrganizations.aspx

Each club should have a designated webmaster (or two). In order to access the club accounts, club designated webmasters need to request to have access to the accounts. They can request access by sending their club name and username to Tom Mulvaney, Chief Information Officer, at tmulvane@umn.edu or Andrew Svec, Director of Communications, at asvec@umn.edu

If there is no current web page for a club, one can be created. To do so, contact the Computer Help Desk, Kiehle 131. Student webmasters MUST follow the U of M and UMC web page guidelines, which can be found at:

http://www.umcrookston.edu/helpdesk/policies.htm

All club web pages MUST include this disclaimer at the bottom of each page:

The views and opinions expressed in this page are strictly those of the page authors. The contents of this page have not been reviewed or approved by the University of Minnesota, Crookston

UMC Guidelines for Catering on Campus

Please refer to UMC’s catering policy:

http://www3.crk.umn.edu/diningservices/catering.htm

Sodexho Campus Services has the exclusive food license on the campus of the University of Minnesota Crookston. This is for your safety and ours. We ask that you not bring in any outside food or beverages. In order to ensure your safety, we do not permit you to take food left over from any catering event.

--Policy approved by the UMC Operations Committee, September 9, 1992
University Relations Policy

Events Coverage

News about the University of Minnesota, Crookston people, programs, services and events is distributed to broadcast (radio and television) and print media through the news bureau in the Office of University Relations. The news bureau also suggests story ideas to the media, assists them in day of coverage of the University of Minnesota, Crookston events and provides contacts and information to them while they are working on news stories about the University of Minnesota, Crookston. The news bureau is interested in all ideas and stories for news media and will be happy to assist with it being picked up by the news media.

Most newspapers and magazines prefer to use their own writers to cover events or write feature stories. The news bureau will assist, in any way possible, newspapers in receiving that information. The news bureau does write stories of interest and cover events for the University of Minnesota, Crookston publications, such as alumni newsletters (the Torch and Aggie) and development (The Donor Report) and are willing to share with other media.

Story ideas and news items about the University of Minnesota, Crookston are requested by the news bureau as often as possible. If there are any events coming up, news of the events should reach the news bureau in ample time to provide news releases and arrange for coverage. Some publications, such as magazines need events months in advance, so the sooner the news bureau is informed, the better the opportunity for coverage.

Press Releases

Press releases about the University of Minnesota, Crookston people, events, services and programs are hopefully released through the news bureau in the Office of University Relations. Exceptions will undoubtedly occur in the Sports Information Department. The Office urges that information for news releases be provided by electronic mail, if possible.

Note: News of the University of Minnesota, Crookston is released to all media at the same time. "Exclusives" are not given to any media.

Photography

The news bureau arranges for black and white and color photographs that are released to newspapers. Most of those photos are of people and their achievements. The news
bureau takes feature photographs and covers campus events for campus publications and weekly newspapers. For more information contact John Zak at jzak@umn.edu

Publications

Publications used off campus, no matter what format is used, that promotes, markets or publicizes the University of Minnesota, Crookston or any of its units and related activities, is asked to be reviewed by the Office of University Relations prior to printing for consistency in image. This can include external materials to be printed either by the college printing services or a commercial printer. Publications should be approved by the appropriate Vice Chancellor or program center manager before printing. Please use the appropriate forms "Proofreading Checklist" and the "Approval Checklist."

Ideas for pamphlets and brochures can be submitted to the Office of University Relations. Assistance is available for preparing effective and cost efficient publications. In helping areas produce publications, the office offers suggestions on design and well as gives information on projected costs of particular publications.

The Office of University Relations utilizes an Image and Marketing Committee as an advisory board on a variety of subjects including technical matters related to the best way to get materials printed. The committee meets on a monthly basis and may call special meetings.

Guideline for University Image

Maintaining a consistent college image is important to the continued success of the University of Minnesota, Crookston. It is desirable that all publications be consistent in the use of the official University Wordmark and campus logo. The official wordmark and logo should not be altered in any way. The University of Minnesota, Crookston serves many people in many places and in many ways. A key element of effective marketing and public relations is "brand awareness."

Working to create a clear and consistent message that frequently says "University of Minnesota, Crookston" is one of the most powerful ways to increase public awareness and appreciation of who we are and what we do. The “University of Minnesota” is the common denominator that connects all the institutions in the University system. We all benefit from each other’s efforts to build image and reputation. A manual was developed from input received from many individuals who contributed their time, effort, and ideas. The manual, Marks of Excellence — A Guide for using University Images, was created to help departments say “University of Minnesota” with maximum ease and impact. The guidelines are easy-to-follow for incorporating University and campus images. The manual is available at the Office of University Relations.
Information Desk

I, _____________________________, will assume full responsibility for the sound system that I/Club will check out on __________________________ and will return the sound system on ___________________________. If the sound system is broken or damaged in any way, I or our club will assume full responsibility in getting the sound system fixed or replaced.

Check out the sound system at the Information Desk and return the sound system to the Information Desk.

_______________________________________
Sound system to be checked out

_______________________________________
Club Name

_______________________________________
Date

______________________________
Director of Student Activities/Sargeant Student Center

_______________________________________
Signature of person checking out sound system (Media Services)
Tailgating Policy

OUTDOOR COOKING

Barbecue grills and other self-contained outdoor cooking utensils are allowed on hard surfaced parking lots or other specially designated areas.

OUTDOOR EVENTS INVOLVING ALCOHOL

The use and possession of intoxicating and non-intoxicating alcoholic beverages within the University community is allowed in accordance with established policies and procedures.

1. Permission to serve intoxicating liquor must be given in writing by the President with the approval of the Chancellor. Application forms are available from Facilities Management, 2 Kiser Building.
   a. Applications are to be submitted at least 10 days in advance of any event where alcohol will be served on University property.

2. Events that take place outside will have definite boundaries that restrict access.

3. Only event hosts will serve alcoholic beverages. Beverages will be served in cans or in paper/plastic disposable containers. Glass bottles are not allowed. Common sources of alcohol are not allowed (e.g., kegs, party balls, punch bowls).

4. Participants with alcohol will remain within the designated area. No alcohol shall be permitted to leave the confines of the event area.

5. Alcohol may be served two-hours before the corresponding schedule event, during half time or intermission, and up to one-hour after the conclusion of the event. No alcohol will be served during the associated game, concert, or event.

6. All state and municipal laws must be enforced (e.g., minors may not be served; no one is to be served who is intoxicated).

7. Event sponsors are responsible for:
   a. complying with all University policies and procedures;
   b. ensuring that the event is legally conducted;
   c. the conduct of members and guests attending the event;
   d. all arrangements for the event (including scheduling the location, contacting the head of the unit for that location, set-up, clean-up, etc.)
   e. arranging for security if required; and
   f. possessing the required Special Events Insurance coverage.
CHAPTER THREE:
Club Finances.

Highlights of Chapter Three:

Club Loans and Grants
Club Finance Forms
Club Fundraising Policies
Raffle Guidelines

More.
2011 Crookston Student Association
Loans and Grants Criteria

1. **Documentation turned in by deadlines (5th week of fall semester)**
   
a. Officer List
   
b. Club roster of active members only

2. **Community Service – Abide by current criteria:**
   
1) A cumulative minimum of 35% of the total number of a club or organization’s members listed on their club roster is needed to participate in order for the project(s) to be considered a valid act of community service (e.g. a club with ten total members would be allowed to turn in four separate projects by individual club members in order to meet the cumulative 35% minimum).

2) Upon completion of the community service project, a club will have ten days from the date of service in which the community service form must be completed and submitted in order for the project to be considered a valid act of community service. The secretary of each club or organization is responsible for keeping a copy of every community service project form completed in case the Loans and Grants Committee needs verification of the minimum 35% criteria. Note: Members that partake in the community service project, along with their respective hours of participation, must be listed on the community service form.

3) Paid work will not be considered a valid act of community service. However, if the funds to be received are pledged and donated to an organization that promotes community involvement and service (e.g. Habitat for Humanity, Care and Share, etc.) special consideration may be granted to accept the project by the University of Minnesota Crookston Student Association.

4) Two community service projects are required per club each semester in order to be in good standing for receiving awards from the Loans and Grants Committee.

3. **CSA Meeting Attendance**
   
a. Clubs may miss two meetings per semester once recognized as an official club or organization.

Failure to meet all of these criteria will result in ineligibility to receive club grants.

*Adopted April 22, 2002 by CSA Full Board*
Campus Wide Activity Funding

The Crookston Student Association allocates $1000 per semester for campus wide programming on a first come first serve basis. This would amount to $2000 per year out of the Clubs and Organizations Budgets with the remainder of the budget to be awarded as grants to clubs.

Adopted April 22, 2002 by CSA Full Board

Activity Fund Voucher Form

***These forms can be picked up in the Business Office in Selvig Hall

Club Advisor’s Expenses

Be it resolved that,

Clubs and student organizations are the ones who administered their own budgets. Therefore, it is in the best interest of clubs and organizations to remain autonomous in their decisions in the best way to allocate the funds.

It’s the club and student organization decision to use clubs’ funds for advisor’s expenses. Therefore, the clubs are allowed to allocate their own funds to advisor’s expenses if that’s their decision.

Adopted April 22, 2002 by CSA Full Board
UNIVERSITY OF MINNESOTA, CROOKSTON
APPLICATION FOR FUNDS

Name of Organization: ____________________________________________

Contact Person: ___________________ Phone: __________ E-mail: __________

Organization Advisor: ____________________________________________

Advisor’s Signature: ____________________________________________

PROGRAM INFORMATION

Program Title: _________________________________________________

Program Date(s): ______________________ Proposed Time(s): __________

Program Location: ______________________ Expected Attendance: __________

Program Description: __________________________________________

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

How will the program enhance student life at UMC? ____________________

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
PROPOSED PROGRAM BUDGET

Expenses:

Honoraria $ ____________
Publicity $ ____________
Expenses for Food (*) $ ____________
Other (Specify):
____________________________________ $ ____________
____________________________________ $ ____________
____________________________________ $ ____________

TOTAL GRANT REQUEST $ ____________

*Food expenses will be considered only if refreshments/meals are an integral part of the event.

I certify that the information presented in this proposal is true and accurate.

Signature _________________________ Title ________________ Date ___________

Return to: CSA TREASURER

Approved: __________ Denied: __________ Amount: __________

Comments: __________________________________________________________
____________________________________________________________
____________________________________________________________

CSA Club Handbook - 42 -
Coca-Cola® Campus Life Initiative

Purpose

The Campus Life Initiative of the University of Minnesota, Crookston in Partnership with Coca-Cola® was created to offer funding in support of student activities on campus. The purpose is to promote programs which provide students opportunities to enhance school pride and experience the benefits of the University community. These funds are to supplement support for activities, programs, publications, or special events that offer opportunities for students to broaden their educational development through co-curricular experiences at the University of Minnesota.

Eligibility

This program is open exclusively to University of Minnesota, Crookston student organizations registered with the Student Activities Office in support of student development and campus community opportunities at the University. Funding priority will be given to programs and projects that promote diversity and enhance community. Campus life events must be open to all University of Minnesota, Crookston students.

Additional Expectations and Considerations

- You may apply for an award up to $500 per application. You may be awarded up to $1,000 per initiative per academic year.
- Awards may be given in the form of funds or Coca-Cola® beverages. Beverages awarded through this grant program are not to be resold.
- Any beverages served at events funded by the Initiatives must be Coca-Cola® products. Events at which alcohol is available will not be considered for funding.
- Funding priority will be given to activities, programs, conferences, and other events that are focused primarily on the educational development of students and to organizations and individuals who have not received a previous grant from this program.

Coca-Cola® Community Initiative

Purpose

The Community Initiative of the University of Minnesota, Crookston in Partnership with Coca-Cola® was created to offer contributions in support of interaction between the campus and the community of Crookston and of greater Minnesota. The purpose is to promote programs, activities, publications, or special events which create opportunities for students to enhance their
educational development through interaction and experiences with the community outside of the University.

Eligibility

This program is open primarily to University of Minnesota departments, collegiate units, and registered student organizations. Priority will be given to projects that promote diversity, enhance community and encompass the broader community.

If you have any questions regarding the Coca-Cola® Grant Initiatives please call Student Activities Office at 218-281-8507.

Additional Expectations and Considerations

- You may apply for an award up to $1,500 per application. Awards may be given in the form of funds or Coca-Cola® beverages. Beverages awarded through this grant program are not to be resold.
- Any beverages served at events funded by the Initiatives must be Coca-Cola® products. Events at which alcohol is available will not be considered for funding.
- Funding priority will be given to activities, programs, conferences, and other events that are focused primarily on the educational development of students and to organizations and individuals who have not received a previous grant from this program.

Application Due Dates

You may submit an application as early as you like. However, applications must be received in the Student Activities office at least TEN business days BEFORE the event in order to be considered. No funding requests will be considered for events that occurred prior to submission.

Grant Guidelines and Procedures

Guidelines

- Grants will be awarded only to programs which all persons have equal access without regard to race, color, creed, religion, national origin, sex, age, marital status, ability, public assistance status, or sexual orientation.
- Grant awards will not support the full funding of any activity. Applicants must demonstrate efforts to secure funding beyond this grant program.
- Funding will not be awarded for stipends/honoraria for any University of Minnesota student, faculty or staff member.
- Events at which alcohol is available will not be considered for funding. Any beverages served at events funded by Coca-Cola grants must be Coca-Cola products.
- Funding is not intended for start-up costs. Events held as fundraisers or intended to generate revenue for an organization are not eligible for funding.
- Funded programs must acknowledge the grant(s) in all advertising and publications for the event.
Procedures

- Applications must be submitted to the Student Activities Office (238 Student Center) at least ten business days prior to the event. No funding will be given to activities held prior to the review of the application.
- Applications must follow the given application template and must be printed in ink or typed. Any applications that are not done within the template will not be accepted. This includes budgetary information. If you wish to include attachments, feel free. Incomplete applications will not be reviewed.
- Applicants could be called upon to appear before the grant review board for which they are applying. Committee award decisions are final.
- Awards will be given in two lump sums, one after approval has been granted and the second half after all paperwork has been turned in, no more than 30 days after the event date. No exceptions will be made. All receipts must be turned in to receive the second portion. Any applicant that appears to be abusing the grant system or these opportunities, or that does not fully submit all follow-up paperwork may be ineligible for future grants and may be responsible for paying back the first portion of their grant award.
- When you receive your funding notification, it will be via e-mail.

Sample Copy

The following pages contain a sample of a Coke Grant. To access and/or print off an actual version of the grant go to http://www.umcrookston.edu/services/studentactivities/cokefund.htm and click on the PDF file link Download the Coca-Cola grant application.

Questions should be directed to Lisa Samuelson at samue026@umn.edu
UMC Campus Fundraising Policy

A. UMC Student Clubs and Organizations
All fundraising activities by student clubs and organizations require Crookston Student Association approval and must follow established policy and procedures. Penalties are:

- First violation — Fixed Fine of $25
- Second violation — Fixed Fine of $50
- Third violation — Complaint filed and all funds put in UMC Club/Organizations Fund

**Your request will be approved as long as it doesn’t conflict with too many other fundraisers at the same time. This is just to ensure your club doesn’t have to deal with competition.**

B. UMC Department Clubs and Organizations
1. Details of the proposed fundraiser are to be shared with the immediate supervisor and approval to proceed obtained (e.g., coach to Athletic Director, department head to Center Director, staff person to unit director).

2. A written proposal is to be submitted to the appropriate administrator (e.g., Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs) for approval prior to proceeding to step 3.

3. Information on the proposed fundraiser should be shared with the Crookston Student Association. Formal approval is not required. This is intended to avoid simultaneous fundraisers occurring and/or conflicts with other clubs/organizations fundraisers. Dependent on input received specific details and/or timing may be revised.

4. If off-campus solicitation will occur, the Development Office needs to be consulted and their approval obtained. This is to assist the department in strengthening their fundraising activity and to avoid any conflicts with on-going fundraising efforts with off-campus constituents. Dependent on input received specific details and/or timing may be revised.

5. The appropriate administrator (e.g., Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs) will communicate to the Executive Committee the proposed fundraiser. Ordinarily this will be a “for your information” communication. If concerns are expressed formal approval may be required.

6. Upon approval by the appropriate administrator (e.g., Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs), and the Executive Committee (if required), the fundraiser may occur.

7. All funds are to be properly accounted for following standard University operating procedures working in conjunction with the Business Office.

Approved by UMC Executive Committee, March 16, 2001

Concessions and Vending
All concessions and vending machine sales are supervised by the Business Office. UMC Dining Services has responsibility for all sales and concessions at sports events.

Approved by the Administrative Committee, April, 1989. Revised September 2000
Campus Group Fundraising Policy

Any academic program or registered student club/organization that will need private gifts in order to complete a project (or trip) must receive administrative approval. The faculty member (in case of an academic program) or the club advisor will be responsible to submit a written plan on the proposed project/trip including description of project/trip, number of students involved, budget and fundraising plan.

These plans will be submitted to division chairperson for academic programs and Director of Student Activities and then be forwarded to appropriate Vice Chancellor for proper campus coordination.

The fundraising portion of this plan will be approved by the Director of Alumni/Development.

University Raffle Activities

The University of Minnesota (including coordinate campuses) is currently permitted to conduct raffle activities on no more than five days during a calendar year. Requests need to be made with Beth Nunnally (612) 624-1053. The total value of all raffle prizes, including donated prizes awarded by the University, cannot exceed $50,000 during a calendar year. In addition, the total value of all raffle prizes for a single raffle or a series of raffles on the same day may not exceed $12,000. The University must file an Application for Exempt Permit — LG220, signed by President Bruininks, for each of the five days the University of Minnesota will conduct raffle activities. Amounts paid for raffle tickets are not considered by the IRS to be tax deductible charitable contributions.

Please add the following language to the face of any raffle ticket:
The purchase of this raffle ticket is not a tax-deductible charitable contribution.

Organizations that are not organized under the University tax ID number (Teambackers, student organizations, etc.) must apply separately to the state gambling control board to receive a permit for a raffle if the amounts of the prizes are over $750 in value.
Fundraising Policy - Raffle Section

The registered student organization, offices, and departments at UMC have the right to participate in this valid fundraising activity. It affords groups the opportunity to learn from the experience of planning and organizing a raffle as well as the chance to raise a sizable amount of money.

This policy has been established to prevent organizations from competing with each other, misrepresentation of UMC in the community, and an unmanageable proliferation of raffles. UMC offices and departments must be approved by the appropriate Administrator and reported to the Student Activities Office to avoid duplication.

Student Club/Organization Raffle Process

***A registered student organization wishing to conduct a raffle must secure permission from the Director of Student Activities and CSA Full board.

1. All raffles conducted on and off campus by any University committee.

2. A raffle request form must be submitted to the Student Activities Director with proof of receipt (signed with date/time), prior to the start of a full board meeting.

3. A maximum of two raffles may be conducted at one time. Special provision for requesting an additional raffle may be granted with the consent of the full board upon receiving a written request.

4. The length of any raffle is limited to ten (10) consecutive school days (i.e. exclusive of weekends and holidays).

5. Approval for conducting a raffle shall be given on a first come, first served basis.

6. No person other than members of the registered student organization may participate in selling the raffles.

7. Raffle ticket sales may not interfere with classroom instruction.

8. Each raffle ticket must include the following statement: “This is a donation to an approved raffle of (name of organization) and not sponsored by the University of Minnesota, Crookston.” A sample raffle ticket must be submitted with the application.

   Please add the following language to the face of any raffle ticket:
   The purchase of this raffle ticket is not a tax-deductible charitable contribution.

9. The time, date, and place of the drawing of the winning raffle(s) must be indicated and must be open to the public. A non-member of the registered student organization whose identity shall be made public shall draw the winning raffle(s).

10. Within fourteen days of termination of the raffle, the registered student/campus organization shall submit to the Director of Student Activities a copy of the UMC Raffle Report Form found on page 17 in this chapter.

   Adopted December 4, 2000 by the CSA Full Board
UNIVERSITY OF MINNESOTA, CROOKSTON
Student Organization Request

Fundraising, Raffle, Sales, or Solicitation

All UMC fundraising activities must be proposed to the Student Activities Office and Student Association for approval.

Requests are due at the Information Desk two days before CSA meetings.

ORGANIZATION _______________________________________________________

PROPOSED ACTIVITY ___________________________________________________

PRICE OF SALE _______________ LOCATION OF SALE ________________

INCOME TO BE USED FOR _____________________________________________

__________________________________ _________________________________
Chairperson of Activity   Faculty Adviser

ACTION ________________________________ _____________________________

Director of Student Activities   Date

STUDENT ASSOCIATION APPROVAL ___________________ Date ___________

DEVELOPMENT OFFICE APPROVAL ___________________ Date ___________

for off campus solicitation

Raffle winners must be publicized in the Eagle’s Eye and a raffle report filed after the raffle is held.

Copy: Director of Student Affairs, Student Association, Organization Chairperson, Organization Adviser, UMC Publications
UMC RAFFLE REPORT

To be returned to the CSA Treasurer at the Student Center Information Desk within fourteen days of the termination of raffle.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Dates of Raffle</th>
</tr>
</thead>
</table>

1. Number of raffle tickets sold. _______________

2. Gross income of raffle sales. _______________

3. Prizes and name, address, and phone of all winners.

<table>
<thead>
<tr>
<th>Prize</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

4. List all expenses of the raffle

Student Chairman ___________________ Advisor ___________________ Date _______________
## Minnesota Lawful Gambling Application Form

**SAMPLE COPY**

**Application for Authorization to Conduct an Excluded Raffle**

(If your organization has been licensed or exempted in the current calendar year, you are not eligible to apply for excluded raffle)

Fill in the unshaded areas of this application and send it to the Gambling Control Board at least 30 days prior to the activity.

### Organization Information

<table>
<thead>
<tr>
<th>Organization</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Other Activity</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of nonprofit organization (check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraternal</td>
</tr>
<tr>
<td>Veteran</td>
</tr>
<tr>
<td>Religious</td>
</tr>
<tr>
<td>Other nonprofit organization</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of proof of nonprofit status attached (check one):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate of Good Standing - Minnesota Secretary of State's Office</td>
</tr>
<tr>
<td>Internal Revenue Service</td>
</tr>
<tr>
<td>Affiliate of Parent nonprofit organization (charter)</td>
</tr>
</tbody>
</table>

### Excluded Raffle Activity Information

The value of all raffle prizes in a calendar year may not exceed $750

<table>
<thead>
<tr>
<th>Date of raffle drawing</th>
<th>Total market value of raffle prizes</th>
<th>Name of person in charge of raffle</th>
<th>Phone</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Premises where excluded raffle will be conducted</th>
</tr>
</thead>
</table>

Name of premises

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>OR</th>
<th>County</th>
<th>and</th>
<th>Township</th>
</tr>
</thead>
</table>

### Chief Executive Officer's Signature

The information provided above is complete and accurate to the best of my knowledge.

Chief Executive Officer’s signature | Name (please print) | Date

### Acknowledgment of Registration (For Board Use Only)

Your request to conduct excluded raffle has been received and is acknowledged by the Executive Director of the Gambling Control Board.

Acknowledged by: Gambling Control Board Date

Send the completed registration form with your organization’s proof of nonprofit status to:

Gambling Control Board

1711 W. County Road B, Suite 300 South

Roosevelt, MN 55113

This form will be made available in alternative format (i.e. large print, braille) upon request.
Fundraising Policy - Bake Sale Requirement

One of the major organizational money making projects is the bake sale. The University does not wish to hinder these projects; however, the approval of such fundraising projects will be limited to once per calendar quarter per organization. For the protection of the organization and for those purchasing foods, the following precautions must be taken:

1. No food which required refrigeration can be sold. This includes: cream-filled pastries, éclairs, cream pies, etc.

2. Only bars, cookies, cakes, and doughnuts are acceptable bake sale items.

3. No bake sale items shall be sold that have frosting or other toppings that are applied after the baking process.

4. All bake sale items shall be individually wrapped at the original point of preparation.

5. Preparation may be completed in a home-type kitchen, with the reminder that only the bake sale items shall be prepared at this time. Food for individual consumption should not be prepared at the same time as bake sale items are prepared.

6. Bake sale items shall be transported in a covered, dust-proof container.

7. Individuals conducting the baking and/or wrapping or sale of food shall thoroughly wash their hands before handling the product.

8. A sign or placard stating "Homemade/Not Inspected" must be posted.

For additional information and approvals, contact Janice Viola, environmental health officer, at viola001@umn.edu or at (612) 626-5935.
Disbursements of UMC Club Funds

UMC Club Financial Information

Effective Spring Semester 2010 Student Clubs and Organizations will no longer be able to maintain club financial accounts within the University of Minnesota, Crookston Business Affairs Office. All clubs classified as Campus Life Programs will be converted to a University EFS Account under the sponsoring department. All Registered Student Organizations will be required to open a bank account with a local financial vendor once they receive a Federal Tax Id# for their organization in accordance with the use of the University of Minnesota name policy as outlined in the Classification of Student Organization policy.

Basic Financial Policies

1. **Compliance:** The financial operations of student groups must be conducted in accordance with all applicable local, state, federal laws and regulations, and the student group's respective constitutions.
2. **Responsibility:** Registered officers of the student group shall have personal responsibility and accountability for the finances and operations of the group, in accordance with the Policy on Registration and Classification of Student Groups, and as specified in the student group's constitution.
3. **Banking:** Registered Student Organizations shall independently secure and maintain banking services through a service provider of their choice. All accounts should be opened and maintained under a Tax ID # (or EIN) specific to the group. University Campus Life Programs may not have a checkbook or separate banking account, as they are required to use the University's financial management system for all transactions.
4. **Taxes:** Registered Student Organizations shall be responsible for all applicable taxes; including, but not limited to, collection and payment of sales taxes and filing and payment of income taxes.
5. **Dissolution:** Upon dissolution of a student group, the group’s officers shall be responsible for the distribution of remaining funds, in accordance with the group's constitution.
6. **Student Fee Receiving Groups:** Student groups receiving Student Services Fee funds independent from club allocations administered by the Crookston Student Association shall comply with auditing requirements and other financial and operational standards established by Student Services Fees Committee, in consultation with the Vice-Chancellor for Student Affairs.

Any student group that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. These accounts should not be the same as any one individual’s account and should be set up by applying for a Tax ID or EIN specific to the group. Each taxpayer, or student club, must have a Federal Taxpayer Identification Number (Tax ID). The organization should file Form SS-4 with the IRS to apply for this number. Any financial accounts created or maintained for the organization should be managed under this number.
Apply for an EIN:

2. Read instructions and click on "Begin Application"
3. Scroll to bottom of list and select on "View Additional Types including Nonprofit/Tax-Exempt Organizations," click "Continue"
4. Choose either "Community or Volunteer Group" or "Social or Savings Club" depending on which best describes your group, click "Continue"
5. Read description to confirm your selection, click "Continue"
6. Fill out the rest of the information
7. Print out and retain a copy of your CP575 Confirmation. Your current and future officers will need this document for tax filing purposes.

If the organization plans to sell tangible property or admissions to entertainment events and related activities, a Minnesota business registration number ([https://www.mndor.state.mn.us/tp/MN_xwTapReg.aspx](https://www.mndor.state.mn.us/tp/MN_xwTapReg.aspx)) is also required. Sales tax will need to be collected on the sales and remitted to the state using the Minnesota registration number.

**Account Set-Up**

1. Once a Tax Id Number has been obtained for the student organization a representative from the club (Treasurer or President) and the Advisor should jointly go to a local financial vendor and establish appropriate accounts (checking and/or saving).
2. Club Account should not bear the name University of Minnesota, Crookston in any part of its name.
3. University Address may be used:

   - Club Name
   - 237 Sargeant Student Center
   - 2900 University Ave
   - Crookston, MN 56716

4. Signature card for the account(s) should be filed at bank and kept updated so that access to the account(s) will not be interrupted.
5. Once a Tax Id Number is obtained the organization must be set-up as a vendor with the University of Minnesota by completing:
   a. Vendor Authorization Form
   b. W-9
6. Once bank account is open, and the club is set-up as a vendor club allocations will be made available from the Business Office in Selvig Hall once approved by the Crookston Student Association and Office of Student Activities.
CHAPTER FOUR: Club Transportation.

Highlights of Chapter Four:

- University Vehicle Policies
- Transportation Costs
- Health Insurance Waivers

More.
Motor Vehicle Policy

Authorized Driver:

- must be employees of the University of Minnesota or be a sponsored driver on official University business
- must be at least 19 years of age and possess a valid US or Canadian drivers license, no international licenses
- must avoid any act of impropriety when using University-identified vehicles or traveling on University business
- must obey all state laws and federal regulations concerning driving practices and the use and operation of vehicles

Sponsored Driver:

A sponsored driver is any non-salaried person under the direct supervision of a department head or the Faculty Advisor for registered student organizations. A letter authorizing sponsored drivers must be filed with Fleet Services before drivers are permitted to drive University vehicles. Sponsored drivers are governed by same rules and standards as authorized drive (see above).

Any person not on payroll is a volunteer (student or even a person from the community). For volunteers, follow this procedure:

a. The faculty member gives the department head the list of potential drivers and their driver’s license number (NOTE: The faculty member needs to see the valid license, not just record a driver’s license number).

b. The department head is the one that gives approval of each volunteer. Driver must be a minimum of 19 years of age and have a valid driver’s license.

c. The department head, after giving approval, forwards the information to Bill Roberts, director of Fleet Services rober029@umn.edu

All drivers of 15-passenger vans are required to complete driver training effective November 1, 2002; drivers will receive a certificate indicating they have completed the training course. This training must be completed prior to reserving or driving a vehicle.

Drivers and passengers are required to wear safety belts, and are not allowed to smoke in vehicles.

All traffic offense fines and penalties are the personal obligation of the driver. Fines for traffic or parking violations are not reimbursable University expenses.
Sponsored drivers with international driver’s license may NOT drive University owned vehicles.

**Policy on Insuring Rental Vehicles**

The University liability insurance is $30 per day, per vehicle, and it includes a $500 deductible. To use the University insurance you will need:

- Dates of use
- Dealership name
- Description of the covered vehicle (year, make, model, serial number)
- Vehicle actual cash value

CUFS Budget to charge insurance to, you must call Cary Jones at (612) 625-0062

**Insurance Coverage on Leased Vehicles**

Please be aware of the following issues and priorities regarding insurance coverage for vehicles leased from an outside vendor:

1. When possible, it is recommended to reserve and use one of UMC’s vehicles for your travel needs. This is the simplest and cheapest method of leasing.

2. Should a vehicle not be available from fleet services, and the need arises to lease from an outside vendor, you will need to purchase the collision damage waiver from the vendor. In the case of cars or nine-or-fewer passenger vans, it is possible to use your University GE Mastercard to lease that vehicle. Doing so provides collision damage waiver coverage at no extra cost, eliminating the need to purchase this coverage from the vendor.

3. The GE Mastercard collision damage waiver does NOT cover 15 passenger vans. You will need to purchase collision damage waiver coverage from the vendor for all 15 passenger vans leased from outside vendors. (If the local vendor you are planning on leasing from does not provide collision damage coverage, the Twin Cities has offered to cover this under an old self insurance program at the same $31/day rate.)
Driver Policy for 15-Passenger Vans

Program Overview
- This policy applies to all University of Minnesota campuses.
- Driver training begins May 2002.
- All drivers of 15-passenger vans are required to complete driver training effective November 1, 2002. Drivers will receive a certificate indicating they have completed the training course.
- Policy applies to vehicles rented from outside car rental agencies by University departments.
- There are no exceptions to this policy. All vehicles, whether used primarily for highway/freeway or local “commuter” trips, will require certified drivers.
- Once a driver completes the training, they will be “certified” and no further training will be required.

Training/Classroom Course
- Fleet Services will offer a two-hour classroom course for drivers.
- Training will be free to unit/departments.
- Training related costs will be paid for from the self-insurance fund.
- On the Twin Cities campus, training will be available monthly at the Fleet Services Building.
- On the coordinate campus, training sessions will occur on each campus twice a year.

Penalties for Use of Non-Certified Drivers:
Deductibles for a department that permits a non-certified driver to drive a full size passenger van will increase as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision</td>
<td>$10,000</td>
</tr>
<tr>
<td>Liability</td>
<td>$10,000</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

Unanticipated/Emergency Training Option:
For drivers who unexpectedly need to use a 15-passenger van before the next training session is offered, drivers will be required to take the two-hour interactive CD-ROM training offered by the National Safety Council. A temporary “pass” will be issued to those drivers. The pass will be valid until the next classroom training session occurs.

Drivers will be required to take the classroom training session as the temporary pass will expire on the date of the next classroom training session. Fleet Services will purchase four copies of the CD-ROM, one for each campus.
Transportation

Vehicle Upgrades
In order to maintain a current fleet inventory, UMC has recently purchased two 2001 Taurus sedans, one 2001 Dodge Grand Caravan, and one 2001 Ford 15-passenger van.

Mileage Rates for Personal Vehicles Used for University Business
Mileage reimbursement rates are:

1. The mileage reimbursement when driving a personal car and no fleet car is available is $0.36 per mile.
2. The mileage reimbursement when driving a personal car when a fleet car was available is $0.325 per mile.

Mileage Rates for University Fleet Vehicles
Cars - $15 flat fee plus $0.295/mile
Mini Van - $18 flat fee plus $0.36/mile
15 Passenger Van - $25 flat fee plus $0.43/mile
Hybrid - $15 flat fee plus $0.21/mile

Purchasing Fuel for University Vehicles
Employees have three options when fueling up a University vehicle:

1. The red UMC gas cards are used at the two gas pumps located on campus. Cards are issued to employees through the Facilities Management office. The card is assigned to an individual, a PIN number is assigned, and the card is only used for fueling up a University vehicle. Gas in the pumps is purchased in bulk at competitive prices and is our most cost effective and convenient method of fueling a University vehicle.
2. Voyager gas cards are in each University vehicle and allow the University to purchase fuel at selected gas stations via one billing statement for the month. Each vehicle has an information packet in the glove compartment, which identifies the participating gas stations. The Voyager card requires the employee to provide a 4-digit vehicle ID (can usually be found on the windshield, the key ring, and on the Voyager card) and the vehicle odometer reading. This card should only be used for fuel, oil, and other vehicle related expenses for University owned vehicles.
3. If an employee is unable to use the campus gas pumps or the Voyager card, the employee may purchase gasoline with cash or a personal credit card and submit the expense for reimbursement.

Other General Transportation Information
The University maintains collision and comprehensive insurance on University vehicles. There is a $500 deductible which is charged to the department with the claim. All accidents need to be reported immediately to Facilities Management.
As a courtesy to other drivers, vehicles should be returned to the University garage with at least one-half full tank of gas. Any garbage or personal items should be removed from the vehicle at the time it is returned.
# Health Form and Emergency Contact Information

**NAME:**

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<tr>
<th>First:</th>
<th>Middle:</th>
<th>Last:</th>
</tr>
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</table>

**HOME ADDRESS:**

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<thead>
<tr>
<th>Number:</th>
<th>City:</th>
<th>State:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zip Code:</td>
<td>Home Phone:</td>
<td>Other Phone:</td>
</tr>
</tbody>
</table>

**CAMPUS ADDRESS:**

**SOCIAL SECURITY NO.:**

**DATE OF BIRTH:**

**EMERGENCY CONTACT: Name Of Person 1:**

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<tr>
<th>First:</th>
<th>Middle:</th>
<th>Last:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone:</td>
<td>Other Phone:</td>
</tr>
<tr>
<td>Relationship:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EMERGENCY CONTACT: Name Of Person 2:**

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<tr>
<th>First:</th>
<th>Middle:</th>
<th>Last:</th>
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</thead>
<tbody>
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<td>Address:</td>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Work Phone:</td>
<td>Other Phone:</td>
</tr>
<tr>
<td>Relationship:</td>
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</tbody>
</table>

**INSURANCE INFORMATION:** Please carry a card copy of insurance information.

<table>
<thead>
<tr>
<th>Company:</th>
<th>Policy Number:</th>
<th>Telephone Number:</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
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</tbody>
</table>

**LIST ALL ALLERGIES:**

**MEDICATIONS:**

<table>
<thead>
<tr>
<th>Condition:</th>
<th>Prescription Drug:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Condition:</td>
<td>Prescription Drug:</td>
</tr>
</tbody>
</table>

Any information provided in this document is confidential. The chaperone of the trip will carry a copy and will provide a confidential copy to campus health services in the event of an emergency. I hereby state that the above information is true and give permission to release the information to the health care providers and facilities that are included in my medical treatment.

Signed: __________________________ Date: ________________

CSA Club Handbook
CHAPTER FIVE:
Mock Constitution & Parliamentary Procedure.

Highlights of Chapter Five:

Club Constitution Guidelines
Mock Club Constitution
Parliamentary Procedure Overview

More.
Guidelines for Constitution Writing

UNIVERSITY OF MINNESOTA, CROOKSTON

GUIDELINES FOR CONSTITUTION WRITING

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statement concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in by-laws. You may want to delete certain sections and add others to your constitution. University policies that apply to registration of your organization are included in the outline below. All club constitutions must be submitted to the Student Association for review and acceptance by the Full Board.

Constitution of University of Minnesota, Crookston

Article I. Name, Purpose, and General Statements

Section 1. What is the exact title of the organization?

Section 2. What is (are) the purpose(s)?

Section 3. Non-profit status of organization (must be non-profit).

Section 4. Special relationship(s) with other organization(s), policies, etc.

Article II. Membership

Section 1. Who is eligible for membership? Are there special requirements or restrictions? (University policy requires there be no arbitrary exclusion on basis of race, religion, color, sex, national origin, marital status, handicap, age, veteran status or sexual orientation.)

Section 2. Are there categories of membership? If so, what are they? (Policy requires two-thirds of voting membership must be registered University of Minnesota students.)

Section 3. How does one become a member?

Section 4. How does one maintain membership in good standing? Can a member be removed from the roles of the organization, and for what cause, and by what process? G.P.A. requirement?
Article III. Officers

Section 1. How many officers are there? What are requirements to be an officer? (University policy requires officers to be currently enrolled students with 6 or more credits, and that a club representative to the Student Association be selected.)

Section 2. What are the duties and general responsibilities of the officers? All officers must: (1) be currently enrolled students at the University of Minnesota, Crookston registered for at least six credits; and (2) have a cumulative GPA of 2.00 or higher having successfully completed a minimum of 12 credits. For students with fewer than 12 commutative credits, a 2.00 cumulative GPA on a four-point system or equivalent from high school is required. Freshmen who do not meet these requirements may petition the Executive Committee of the Crookston Student Association.

Section 3. How are officers elected/appointed? How long do they serve? Can they be removed from office? Under what circumstance(s) and by what procedure? When are they selected; take office? How do you fill vacancies?

Section 4. If academically related a club advisor shall be selected in consultation with the Division chairperson and/or the Director of Student Activities. Advisors must be employees of the University of Minnesota.

Article IV. Committees

Section 1. What standing committee(s) shall exist? What are the duties and responsibilities of these committees? Who serves on these committees?

Section 2. Special committees?

Article V. Meetings

Section 1. How many regular meetings are to be held? How are they called and who is responsible?

Section 2. How many members are required for a quorum?

Section 3. How are decisions made? Simple majority?

Section 4. Special meetings? For special purpose only? Who may call them?
Article VI. Financial Matters

Section 1. The club shall not provide monetary gain, incidentally or otherwise, to its’ directors or membership except as payment for services rendered in the form of wages, salaries, or incentives.

Section 2. Should the organization dissolve leaving residual assets, how shall these be distributed? If not stated, who shall decide?

Section 3. Must use the check service at the Business Office for record keeping and accountability of funds.

Article VII. By-laws

Section 1. If there are to be provisions for by-laws, how are they to be established? Who prepares? How are they announced? Who can vote? Quorum needed? Majority vote?

Article VIII. Amendments

Section 1. Who can propose? To who are they submitted? Who reviews? How much notice must be given to members of upcoming vote? When do they take effect?

Section 2. Quorum? Vote needed to pass?

DATE OF RATIFICATION: _______________________________

SIGNATURES OF OFFICERS/WITNESSES: _______________________________

________________________________________________________

NOTE: If you need any help with any section of your constitution or by-laws, please talk with the Director of Student Activities in 238 Sargeant Student Center.
NOTE: This club is fictitious and the following constitution was created as a sample for use by student organizations to assist them in developing their own constitutions. Any section with MUST in front of it is required, although not necessarily in the exact wording presented.

* = indicates a section that must be included in a Club Constitution

Constitution of the Computer Science Club

University of Minnesota, Crookston

ARTICLE I. GENERAL

*Section 1. The official name of this organization shall be the Computer Science Club.

*Section 2. The club shall operate as a non-profit organization.

*Section 3. The club shall abide by the applicable rules and policies of the University of Minnesota pertaining to student organizations.

*Section 4. This organization shall exist for the following purposes:

a) To provide a forum for speakers to make presentations of timely interest to members on contemporary aspects of computer science.

b) To provide a support group for students majoring in computer science, including offering tutoring in various program languages.

c) To schedule visits and field trips to companies in the computer industry.

d) To provide social activities and events for the membership.
ARTICLE II. MEMBERSHIP

*Section 1. Voting membership is open to all students, faculty and staff at the University of Minnesota.

*Section 2. No more than 1/3 of the voting membership shall consist of nonstudents.

*Section 3. Membership is open to all students without regard to race, religion, color, sex, national origin, handicap, age, marital status, veteran status or sexual orientation.

*Section 4. To become a member, one must fill out the membership application form and return it to the secretary of the club.

*Section 5. To represent the University in official event and activities, members must be making satisfactory academic progress. Suspended students readmitted under the terms of the academic contract shall NOT be considered to be making satisfactory academic progress while students on academic probation shall be considered to be making satisfactory academic progress.

ARTICLE III. OFFICERS

*Section 1. The officers of this club shall consist of President, Vice President, Secretary and Treasurer. A Representative to the Crookston Student Association shall be selected.

*Section 2. All officers must: (1) be currently enrolled students at the University of Minnesota, Crookston registered for at least six credits; and (2) have a cumulative GPA of 2.00 or higher having successfully completed a minimum of 12 credits. For students with fewer than 12 commutative credits, a 2.00 cumulative GPA on a four-point system or equivalent from high school is required. Freshmen who do not meet these requirements may petition the Executive Committee of the Crookston Student Association.

*Section 3. Officers shall be elected during the May meetings and shall serve for a period of one year. Officers shall be elected by plurality of the voting members present providing a quorum is achieved. A club advisor who is a university employee shall be selected.

Section 4. The duties of the officers are as follows:
a) President — Preside over all meetings of the club and serve as Chairperson of the Executive Committee. Act as official representative of the club at other meetings and events.

b) Vice President — Preside at meetings of the club and the Executive Committee in the absence of the president. Succeed the President if the President was unable to complete his/her term of office. Coordinator of committees.

c) Secretary — Record and produce minutes of all meetings. Handle the club’s correspondence.

d) Treasurer — Handle all financial transactions of the club. Maintain thorough and accurate records of all transactions. Produce financial reports as required by the club. Use checking service at the Business Office.

e) CSA Representative — Attends all Student Forum meetings and serve as a liaison between the two organizations.

ARTICLE IV. COMMITTEES

Section 1. The standing committees of this club shall be:

a) Executive Committee — Consists of the elected officers and chairpersons of all committees. Sets meeting dates and agenda for the club. Sets membership dues with approval of the membership. Determines committee assignments. Acts on behalf of the club during the summer and complete club registration every fall at the Student Activities Office in the Student Center.

b) Program Committee — Handles all planning and arrangements for guest speaker programs and field trips.

c) Social Committee — Handles all planning and arrangements for social events held by the club.

ARTICLE V. MEETINGS

*Section 1. A regular meeting shall be held once each month during the academic year. A special meeting may be called by the Executive Committee or by a petition of 10 percent of the voting membership.

*Section 2. A quorum shall be present in order to conduct official business of the club. A quorum shall consist of 50 percent of the voting membership plus one.

*Section 3. Decisions of the club shall be enacted by a majority vote of the voting membership present.
*Section 4. Members shall be notified a week in advance of all meetings.

ARTICLE VI. FINANCIAL MATTERS

*Section 1. The club shall not provide monetary gain, incidentally or otherwise to its officers or membership. This does not restrict the payment of wages, salaries or incentives by the club for services rendered.

*Section 2. Unless otherwise specified by the membership at the time of dissolution of the organization, residual assets shall be distributed to the following nonprofit organizations according to the proportions below:

- Computer Science Department (U of M) 50%
- U of M Computer Center 50%

ARTICLE VII. BY-LAWS

Section 1. By-laws may be proposed by the membership and may be adopted by a majority vote of those present at a meeting when a quorum is present.

ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the constitution may be proposed by any member of the club. Such proposals shall be submitted in writing to the Executive Committee for a first reading to the membership at the regular meeting prior to the meeting at which the proposed amendment is to be voted on.

*Section 2. Duly proposed amendments shall be submitted to a vote of the voting members providing a quorum is present. A two-thirds majority vote in favor shall be required for adoption of such amendment.

*Constitution ratified: (month, day, year)

_________________________________________   __________________________________
*President                                          *Vice President

Revised November 2000
Parliamentary Procedures

The following is a brief overview of the process of parliamentary procedure. Using parliamentary procedure in a meeting can not only save time by eliminating excessive or unnecessary discussion, but it can also provide a sense of order in fairness that otherwise would likely not be present. For a more in-depth look at the rule and regulations of parliamentary procedure see Robert’s Rules of Order.

Useful Parliamentary Phrases for Meeting Members

1. In addressing the chair:
   - Madam President — Mr. President
   - Madam Chairman — Mr. Chairman
   - Madam Moderator — Mr. Moderator

2. I move that ...

3. I speak in favor of the motion ...

4. I speak in opposition to the motion ...

5. Division or I call for a division ...

6. Is there a quorum present?

7. I rise to a point of information.

8. I rise to a parliamentary inquiry

9. I move to suspend the rules and take up ...

10. I rise to a point of order.

11. I appeal from the decision of the chair.

12. I object to the consideration of the motion.

13. I move to lay the question on the table.

14. I move to amend the motion of ...

15. I withdraw my motion.
Reasons for Being Out of Order

1. Addressing another member instead of the chair in debate.
2. Using the names of members in debate.
3. Failing to confine remarks to the merits of the pending question.
4. Persisting in speaking on completely irrelevant matters.
5. Speaking without first having risen, addressing the chair and obtaining the floor.
6. Making a motion and then speaking against that motion.
7. Speaking longer than permitted by the rules of the body.
8. Stating in debate that the other member’s statements “are false.” Be polite!
9. Disturbing the assembly by whispering, walking across the room, etc.

Some “Don’ts” to Remember as a Member:

1. Don’t be late for a meeting.
2. Don’t sit in the rear. Leave the rear seats for the late ones.
3. Don’t say “I move you ...” Omit the “you.”
4. Don’t stand while another is speaking.
5. Don’t fail to take part in a debate if you have a viewpoint to express.
6. Don’t forget to notify the chairman if you cannot attend a meeting.
7. Don’t accept an office unless you are willing to assume the responsibilities of the office.
8. Don’t use your knowledge of parliamentary law to hinder business by constantly raising points of order, and insisting upon the strict observance of every rule at a meeting.
9. Don’t leave the meeting, unless necessary, until the presiding officer declares the meeting adjourned.
Handling a Motion

A motion is a formal statement of a proposal for consideration by the assembly. The essential steps by which a motion is brought before the assembly are:

1. A member rises and addresses the chair and waits for recognition.
2. The chair recognizes the member.
3. The member proposes the motion by saying, “I move that ...”
4. Another member without rising or addressing the chair seconds the motion.
   a. A second merely implies that the person seconding the motion wishes the motion to be considered by the assembly, but not that she/he favors the motion. He/she may wish to speak against the motion and vote against it.
   b. A motion made by direction of a board or committee requires no second.
   c. If a motion is not seconded, it is not before the assembly. It does not die; the chair just proceeds to the next item of business.
5. The chair states the motion, which then becomes the question. “It is seconded that ... Is there any discussion?” If the wording is not clear or requires smoothing, the chair should put it into suitable form. The wording in the minutes should be the same as was stated by the chair.
6. Discussion: The speaker must,
   a. Be entitled to the floor.
   b. Address their remarks to the chair, be courteous, and avoid speaking about personalities.
   c. Confine the discussion to the pending question. If secondary motions are made, they become the pending question.
   d. Observe the rules as to the number of times and length of time a speaker may speak to a question according to bylaws and whether or not debate has been limited.
   e. Asking for information is not considered as debate.
7. The chair puts the question to vote by saying “Those in favor of the motion that .... (repeat the motion or have the secretary read the motion) ... say ‘Aye’ and those opposed say ‘Nay’.” The chair must always call for the negative vote and tell the assembly what to say. If the chair is in doubt, a rising vote or show of hands may be taken.
8. The chair must announce the vote. “The Ayes have it and the motion is carried” or “the Nays have it and the motion is lost.” If the vote is tied, the motion is lost as it is not a majority. The chair may, but is not compelled to, vote to make or break a tie vote. The chair does not vote on a voice vote, in a rising vote or a show of hands. The chair always votes to break a tie.
Glossary of Some Basic Parliamentary Procedure Terms

**Adjourn** — To close a meeting.

**Agenda** — A list of items to be considered at a meeting.

**Amendment** — A change proposed or made in a motion, constitution or bylaws.

**The Chair** — The presiding officer (one “addresses the chair” when speaking to the presiding officer.)

**Close Debate** — Ending discussion on a motion.

**Debate** — Discussion of a motion.

**Dilatory Motion** — A meaningless motion that must be ruled out of order.

**Division** — A vote count by show of hands or by standing, which results when there is no clear majority during a voice vote.

**Floor** — When a member receives formal recognition from the presiding officer, she/he “has the floor” and is the only member entitled to make a motion or speak.

**Gavel** — Small wooden hammer used by the presiding officer to call the meeting to order and to restore order.

**House** — The assembly, body of members.

**Lay a Question on the Table** — To put a motion aside to be considered later.

**Majority** — More than half.

**Minutes** — Official record of the proceedings of an assembly.

**New Business** — Business brought before the group for the first time.

**Obtaining the Floor** — Receiving the right to speak.

**Order of Business** — Steps covered in a meeting from Call to Order to Adjournment.

**Pending Question** — Any motion open for debate and awaiting a vote.

**Plurality** — The largest number of votes received by a candidate in an election involving three or more candidates.
**Point of Order** — An objection raised by a member because of improper procedures or annoying remarks, requiring immediate ruling by the presiding officer.

**Previous Question** — A motion to end debate on a pending motion and to vote immediately.

**Privileged Question** — A motion to end debate on a pending motion and to vote immediately.

**Pro and Con** — Arguments for and against.

**Pro Tem** — For the time being, acting during the absence of another, such as secretary pro tem.

**Proxy** — A signing statement transferring one's right to vote or participate in a meeting to another person.

**Question** — The business before the house.

**Quorum** — The number of members that must be present to transact business legally.

**Ratify** — Refers to a motion to approve an action already taken.

**Recess** — A temporary interruption.

**Seconding a Motion** — Shows that another member also approves.

**Unanimous Consent** — Refers to request by the presiding officer on matters where dissent is not expected, such as approval of the minutes (also called general consensus).

**Unfinished Business** — A matter left over from an earlier meeting.