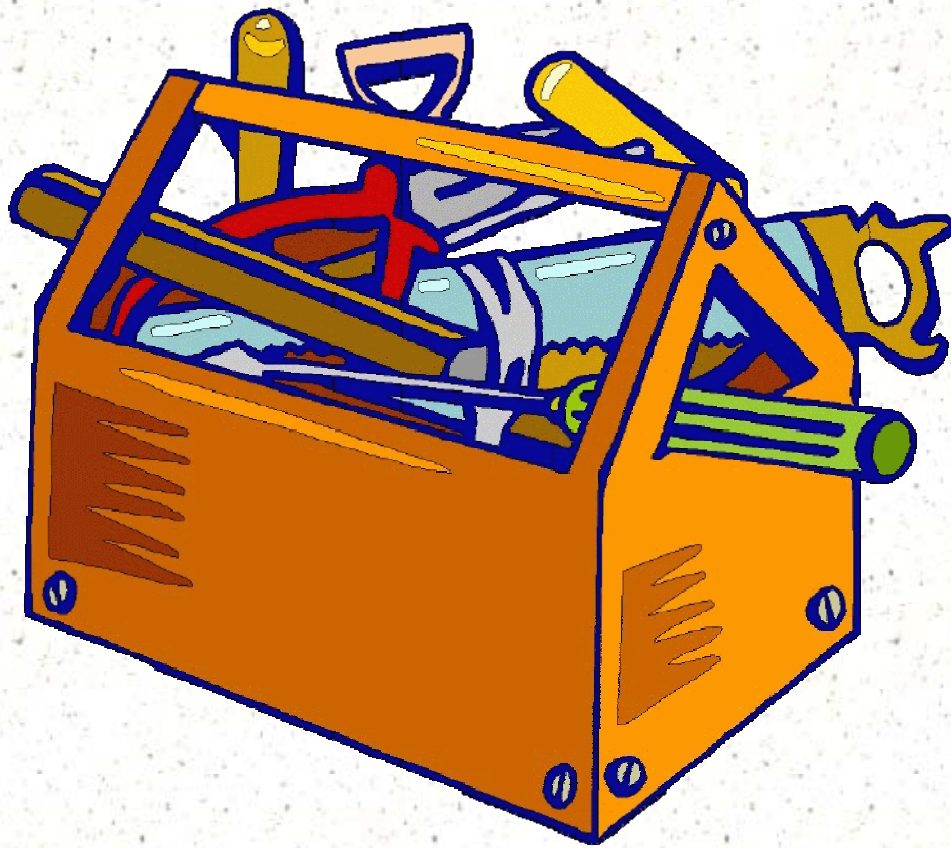


# Student Organization Guide

2008-2009



The Tools You Need For  
Event Planning  
& Running a Successful  
Student Organization



# Lafayette Student Organization Guide

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## Introduction

The information provided in this manual is intended to offer helpful hints on successful programming and to familiarize you with the various procedures and forms that you must use to conduct club business at Lafayette. In addition, there is information on the various offices on campus that can assist you in your endeavors.

Utilizing this information will make your job easier and help insure that your events run smoothly. If at any time you have questions concerning these materials, or need assistance planning an event, please stop by the Student Life Programs Office at 115 Farinon College Center. We'll be glad to help!

Assistance is provided for the following: Event Planning, Contract Negotiation and Preparation, Purchase Orders, Payment of Invoices, Locating Entertainers & Speakers, Work Orders, Copying & Poster Making, Club Budget Information, Travel Policies and Arrangements, Catering, Scheduling, Video Licensing, and limited Production Assistance (sound, lights and technology).

**OFFICE OF STUDENT LIFE PROGRAMS  
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610-330-5337**

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**The Five W's of  
Successful Programming**

Being a successful program planner can be easy if you keep in mind the following tips:

1. *Think about for **WHOM** you are planning your program...*

- Will it be open only to members of your organization/group?
- Is there a certain population of students that you hope to attract?
- Do you also hope to attract faculty, staff, and/or community members?

2. *Think specifically about **WHAT** program idea you will pursue...*

LISTEN:           What are students talking about?

OBSERVE:        What do you see other students doing?

ASK:             What would students like to do?

PREDICT:        Based on the past, what activities will be successful?

3. *Think about **WHY** you are planning this event...What are the goals of the program?*

There are two types of goals to consider:

- a. **OUTCOME GOALS:** What will be the tangible/measurable results of your program?
- b. **PROCESS GOALS:** What kind of atmosphere / feeling do you want to create at the event?



4. **WORK** *out the Nuts and Bolts of the event...*

- a. What resources are available?
- b. How will the program actually be presented?
- c. How much is this program going to cost and is there enough money in our budget?
- d. Where and when will this event be held? Is the space available and are the date and time free of conflict with other scheduled events?
- e. How will we publicize the event?
- f. What else do I need to make this work?

**Remember... Advance planning is key. You are less likely to meet your goals for the event if you don't organize and advertise in advance.**

5. **WATCH** *what happens...*

Once your program has been presented you should take the time to evaluate its success. Evaluations can be solicited by asking for feedback from those who helped to plan and implement the program as well as those who attended it.

**Event Planning  
Checklist**

**Planning (several weeks/months before the event)**

\_\_\_\_\_ Determine the nature of the program and make a list of all program elements and components.

\_\_\_\_\_ Plan out your budget, based on those program components, to make sure you can cover the costs.

\_\_\_\_\_ Select the date, but before confirming it:

- Check availability of contracted speakers / programs
- Clear the date with important program participants
- Double-check for conflicts on the college calendar
- Consider weather conditions and/or other demands on participants.
- Create alternative plans (i.e. rain date) as necessary.

\_\_\_\_\_ Reserve facility with the Scheduling Office by calling x5077, or emailing [reserve@lafayette.edu](mailto:reserve@lafayette.edu).

\_\_\_\_\_ Post your event on the Lafayette On-Line Calendar (see page 7).

\_\_\_\_\_ When planning events or programs that involve contracts, sound and lights, complicated set-up or outdoor bands (outdoor band requests must be made three weeks in advance) students must make an appointment in the Student Life Programs Office (115 Farinon) for assistance immediately following confirmation of the room/space reservation with the Scheduling Office.

\_\_\_\_\_ Reserve transportation (Enterprise Rent-a-car @ 610-253-7599) at least 24 hours in advance. You must provide Enterprise with the BANNER number that will be charged, the name of the department or organization using the vehicle, the names of all individuals who will be operating the vehicle, and the type of vehicle needed. Also make sure that all drivers have completed a Request for Approved Driver Status Form and submitted it to the Treasurer's Office well in advance of your event.



\_\_\_\_\_ Contact Dining Services x5344 to arrange food menu at least 2 weeks in advance of event. Make sure to have your account number. Please review confirmation as soon as it is received.

\_\_\_\_\_ Design, print and distribute appropriate publicity (Reprographic Services)

\_\_\_\_\_ Work with the Office of Student Life Programs to submit necessary work orders at least one week in advance.

### **Implementation (the day before or the day of the event)**

\_\_\_\_\_ EARLY: Re-confirm room reservations, equipment delivery, guest speaker, food arrangements, materials, etc.

\_\_\_\_\_ BEFORE: Get there early – check seating arrangements, greet special guests, welcome attendees, solve last minute problems.

\_\_\_\_\_ DURING: Introduce guests to audience, operate equipment, enjoy program.

\_\_\_\_\_ AFTER: Thank guests, clean up, return equipment.

\_\_\_\_\_ Have participants evaluate the program.

### **Conclusion (the days shortly after the event)**

\_\_\_\_\_ Remove publicity

\_\_\_\_\_ Send thank-you notes

\_\_\_\_\_ Pay any lingering bills

\_\_\_\_\_ You and your committee or club members should evaluate program



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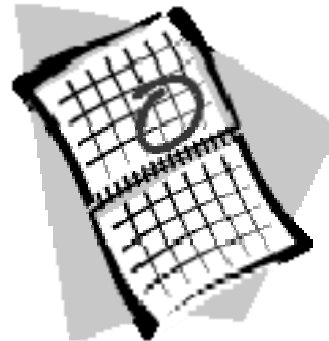
## Event Calendar & Campus News Information

POST YOUR EVENT ONLINE!!!! To post your event on the Lafayette calendar:

Click the “Calendar of Events” icon on the Lafayette College homepage ([www.lafayette.edu](http://www.lafayette.edu)). Click “Add an Event” (Lafayette ID required) located in the top left corner. Type in user name and password. Fill in blanks and submit. Be sure to update your entry with any changes in time, date or locations.

Submit information to Campus New by email ([campusnews@lafayette.edu](mailto:campusnews@lafayette.edu)).

## Room Reservations



Reservations to use the various campus facilities must be made by contacting the Scheduling Office by calling x5077 or emailing: [reserve@lafayette.edu](mailto:reserve@lafayette.edu).

When reserving a space for a function, be sure to check the College Web Calendar to see what events or activities are already scheduled, i.e., lectures, athletic events, concerts, etc. to avoid conflicts with your event (the Scheduling Office or the Student Life Programs Office can also let you know of reservations that have been made previously that conflict with the time of your event).

When requesting a room, please remember to include the following information: *first and last name, campus phone number, email address, department/student group sponsoring the event, event description, approximate number of guests, room preference, beginning and ending times of your event and your account number.*

## **Farinon Center**

There are a number of different types of rooms that are reservable in Farinon. With each space, there are different things to consider when planning and placing work orders. Remember—all food must be contracted through Lafayette Dining Services, and room reservations must be made through the Campus Scheduling Office. If your event extends past 1 am on Friday or Saturday (or midnight during the week), you must have a custodian on duty from midnight until your event ends and is cleaned up. *When planning events or programs that involve contracts, sound & lights, or complicated set-up, student must make an appointment in the Student Life Programs Office (115 Farinon) for assistance immediately following confirmation of the room / space with the Scheduling Office.*

### **MARLO ROOMS**

- Do you want the room dividers open or closed?
- Do you want the existing room furniture to remain in the room or do you want it removed? How do you want it arranged (# of chairs and tables on each side)?
- Do you require a podium and microphone?
- Do you need tables for food and / or dining? What kind of tables?

### **ATRIUM**

- If your organization would like to reserve a table in the Atrium for lunchtime, see Kelly Deemer in the Student Life Programs Office (115 Farinon) several days in advance.
- Do you need a stage, sound, or furniture moved?

### **THEATER**

The Limburg Theater is a smart classroom. There is cable, VCR, DVD, ELMO, and projection equipment available for use. Contact the Office of Student Life Programs to find out how to use the equipment.

### **SNACK BAR**

The snack bar is a great place for an event. There is already a stage, sound system and lights. Once you reserve the space, someone in Student Life Programs can help you with the equipment if you contact them in advance.

*The following equipment is available for your use in the Farinon Center:  
TV, VCR, DVD, overhead projector, slide projector, and sound system.*

**Kirby Sports Center**

There are a number of different areas that may be reserved in the Kirby Sports Center. To reserve a room, you should email the Campus Scheduling Office ([reserve@lafayette.edu](mailto:reserve@lafayette.edu)) AND Jodie Frey ([freyj@lafayette.edu](mailto:freyj@lafayette.edu)). Reservations should be made during normal operating hours, otherwise a building supervisor must be hired to oversee your event.

There is a portable TV with VCR and DVD player stored in the building that can be reserved.

For Room 227 / 228—there is a partition that can be used to separate rooms 227 and 228. This partition is usually left open to make one large room. There are approximately 6 lounge chairs in room 227 and 8 lounge chairs in room 228. A work order must be submitted to Plant Operations for any additional tables and chairs required (see Recreation Services or the Office of Student Life Programs for assistance). Room 229 also has a wall sized projection screen with ceiling mounted projector and access to inputs from VHS, DVD or Cable TV.

There is a piano in Room 327. Dance rooms are 136 and 229—both include mirrors and sound equipment.

Game Room Area—No food or beverages are permitted on any of the pool tables, ping pong tables, etc. No sitting is permitted on the edges or tops of pool or ping pong tables. Do NOT try to move the game tables in any way. Game room equipment is available for check-out at the reception desk in exchange for a college ID.

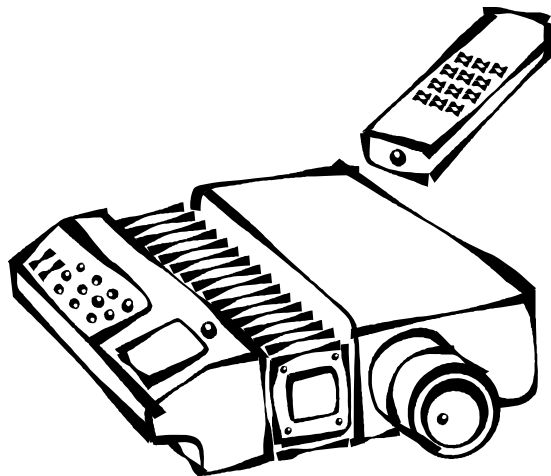
**Food for events in this building must be ordered through Lafayette Dining Services.**

**Electronic  
Classrooms**

If an electronic classroom is to be used for purposes outside the regular class schedule, it should be reserved by and operated by a Lafayette faculty member or staff member trained in the use of the electronic classroom equipment. That person should assume responsibility for the proper use of the equipment and its condition following the meeting or class.

Faculty or staff members planning to present a program or host a speaker in an electronic classroom with which they are not familiar should contact Instructional Technology Services (x5869) for assistance at least one week prior to the expected use. Instructional Technology Services staff are available during normal weekday working hours to maintain the equipment and assist people in its use, however they are not likely to be available on short notice to give individual tutorials in the use of the equipment.

The electronic classroom equipment should not be used by persons or organizations not connected with the college nor by students without a responsible trained Lafayette College faculty or staff member present, unless additional advance arrangements are made for training and/or technical support.



## **Colton Chapel**

Colton Chapel is a great facility to use if your event will be attracting a lot of people, since it has a 600 person capacity. Colton Chapel is not a building that is always open or staffed with a custodian. Therefore, when planning the use of Colton there are some additional considerations and costs that should be considered before meeting with the Student Life Programs Office:

- The day, date & time the room should be unlocked and setup completed.
- The day, date & time the setup should be broken down, and room reset to normal.
- Air conditioning turned on or off.
- Podium, microphone and sound system needs.
- You need to arrange and budget to have a custodian on duty.
- Removal of the chancel cross and/or clearing of the altar area.



## **Gilbert's**



When sponsoring a program in Gilbert's, please note that you are responsible for all promotions, set up, and tear down of your event. In addition, it is the expectation that you leave Gilbert's clean. If you do not clean up after your event and return the room to its original setup, your organization will be charged the Plant Operations cleaning fees of time and a half.

Gilbert's does have a sound system available for use in both the front and back rooms. You should contact the Student Life Programs Office at least one week prior to your event notifying them of your sound system needs.

The Gilbert's Annex (back room) contains a podium, pull down projection screen, a built in sound system and 15 tables with 4 chairs per table. This room may not be reserved over the lunch hour.

## **The Spot**



Student Organizations may sponsor events at The Spot at any time. The building features a state of the art sound and light system, game room, pool room, bar and kitchen facility. Application to use the space depends on the time requested:

**Fri & Sat Late Night**– Groups wishing to sponsor one of our Friday or Saturday night events should fill out a Weekend Event Grant Application. Your event will include shuttle, security, food & beverage, and a grant for planning your entertainment. These events must be open to the entire campus.

**All Other Times**- The Spot can be reserved for private functions during any other time of the week. Stop by 115 Farinon to pick up a Spot Reservation Form. You will have use of all sound, light & game equipment. Reserving the space during off-peak times does not allow you access to shuttle, security, food & Beverage, etc. Please keep this in mind when planning your event budget

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## David A. Portlock Black Cultural Center

The center provides diverse educational and social experiences for Lafayette students and is an integral part of the College's effort to provide multicultural education to the campus community.

The center features a library, computer room, and meeting space on the upper- floor, and an art gallery on the first floor, which also serves as a seminar and meeting room. Ongoing activities include art exhibits, class sessions, workshops, and formal dinners for campus guests, alumni events, and films. The center works closely with campus organizations and offices to enhance cultural awareness, support community-wide programs, engage students in intercultural dialogue and programming, and provide a forum for networking.

The Portlock Black Cultural Center maintains a strong relationship with the Office of Intercultural Development, providing students and organizations with the opportunity to work closely with cultural programming and organizational leadership at the center and throughout campus.

The Cultural Center is an excellent facility for meetings, small programs, and special events.

The center is located on 101 McCartney St., and is open Monday through Friday from 9 a.m.-4 p.m., by appointment at other times, and during special campus events.



**LINC**

**Lafayette Intercultural  
Network Council**

The purpose of LINC is to provide educational opportunities to the Lafayette community on issues dealing with diversity and social justice, and broaden cultural awareness and understanding, in order to promote unity and to foster an inclusive environment. LINC is a network consisting of more than 30 organizations and student groups on campus committed to creating collaborative efforts across the college to promote the development of intercultural exchange through student group collaboration and create a vision for student diversity initiatives.

LINC allocates funding for collaborative diversity programs and maintains a forum for organizations who normally would not work together to discuss and develop initiatives that will lead to stronger partnerships among student organizations on campus. LINC meets monthly where students, faculty, and administration engage in dialogue about cultural and diverse issues at Lafayette College and work together to further strengthen cross- and intercultural relations among Lafayette's constituency, LINC serves as a forum for the initiation of meaningful and interaction based-programs aimed at fostering inclusiveness, where students can share ideas and learn from one another.

If you would like to know more about LINC and funding request procedures, please contact the Office of Intercultural Development at x5819 or x5698.





## **Work Orders**

**Plant Operations requires a work order for their services seven working days prior to an event.**

**To receive help with a work order or room setup—please contact the Office of Student Life Programs well in advance of your program or a minimum of one week prior to your program or event. We would be glad to help you!**

Plant Operations can provide most equipment needed to produce an event: i.e. chairs, tables, staging, room setup, etc. There is a charge for rental of this equipment (tables and chairs are rented from an outside vendor), and there is an additional charge for delivery if Plant Operations is involved. Depending on the magnitude and time of an event, you may be required to have a custodian and/or an electrician on duty at an additional cost.\*



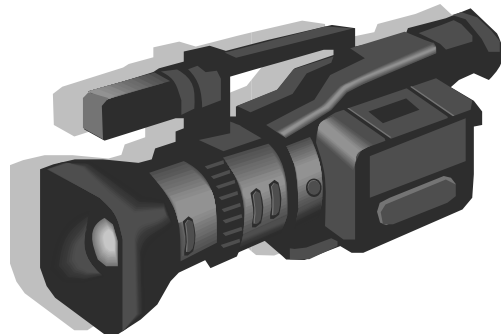
Plant Operations does not have audio-visual, sound or lighting equipment. Sound and lighting equipment is available in Farinon and Gilbert's and can be arranged when making a room reservation for those facilities. Sound or lighting equipment must be rented from an outside vendor for all other facilities. Laptops may be reserved through Instructional Technology and projectors can be reserved through the Reservation Office.

*\*Fees for on-duty custodians are only incurred if all or part of your event occurs at times when there are not regular custodians scheduled. Charges will be incurred for additional Plant Staff (i.e. electricians) required for the event regardless of time.*

## Instructional Technology

Instructional Technology (ITech) supports the effective use of technology for teaching and learning. ITech staff help design, install, and maintain the College's electronic classrooms, offers workshops for faculty and students on various technologies and equipment and provides one-on-one assistance upon request.

ITech also staffs a multimedia laboratory (located in Skillman) equipped with the tools needed for a variety of web, video, and other multimedia projects. Equipment is available for loan to current faculty, students, and staff of Lafayette College for academic purposes. To see what technology is available for loan, visit the ITS website at <http://www.lafayette.edu/~its>. The standard loan period for all equipment is forty-eight hours. If an item is returned late, fines will be added to the patron's College account. Patrons are responsible for the equipment while it is checked out to them and in their possession. If an item is damaged or stolen, the patron will be liable for the current replacement costs plus fees.



# **Contracting**

The College requires that a contract be issued when an organization hires someone to deliver a lecture, give a performance, conduct a workshop or provide a service where a fee is involved.

Most entertainers or speakers are represented by an agency who will issue a contract. If not, the College is responsible for issuing the contract.

Contracts must include a social security number if payment is made to an individual, or a federal ID number if payment is made to a company. This is required by the IRS. **A W-9 form must be on file prior to the issuing of a check by the college. This form needs to be completed by the agency or person providing the service.**

**All contracts require approval. The Treasurer of the College and the Director of Student Life Programs are authorized to sign contracts on behalf of the College.**

**Students are not authorized to sign contracts on behalf of the College.**

See page 35 for a sample contract.

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### Community Involvement

**Are you interested in changing the world?**

**Start by getting involved with the Easton/Phillipsburg Community.**

The Landis Center is ready to assist you!

If you are an individual or part of an organization, club, team, or just a group of friends, here is where to start:

- Identify your interests and skills.
- Contact the Landis Center at [outreach@lafayette.edu](mailto:outreach@lafayette.edu) or 610-330-5553

The Landis Center Student Staff will provide assistance with project development, identification of helpful resources, and implementation, which includes: transportation, training, assessment and documentation.

A sample volunteer log can be found on page 36.

*“This country will not be a good place for any of us to live in unless we make it a good place for all of us to live in.” --Theodore Roosevelt*



**If your organization is planning any event that involves children in the Easton community, please contact Bonnie Winfield to discuss the policies. x5813 [winfielb@lafayette.edu](mailto:winfielb@lafayette.edu)**

## Handling Club and Organization Money/Funds

**Students should not use their own money or credit cards to purchase items for an organization, or to pay a speaker or vendor.** The College is a non-profit organization, and in order to be a tax free purchase, the College must make the payment directly to the vendor. The College will not reimburse students for sales tax. There are no purchasing policies specifically for students because it is only administrators/faculty who are authorized to purchase goods and services on behalf of the College. Therefore, all student clubs and organizations must have the pre-approval of an administrator or faculty member to make a purchase (this can be done at the Office of Student Life Programs). There are a number of easy ways to purchase things through the College.

**Students may not keep money in their rooms from any club fundraisers, dues, travel, etc. Money must be deposited daily to lessen the risk of theft or loss.**

### **PURCHASE ORDERS**

The preferred way to purchase something is with a purchase order. Purchase orders are used to buy equipment to support an event (i.e. decorations, food, t-shirts, athletic equipment, etc.). When purchasing items totaling less than \$500 an approved limited purchase order may be taken to the vendor or mailed following a telephone quote. Most vendors in the area will accept a College purchase order.

Purchases totaling over \$500 require approval from both the designated College administrator and the College Purchasing Office. Organizations may suggest vendors they would like to use. However, because of the large volume of business the college does, it may be advantageous to allow the Purchasing Office to negotiate a price with one of the College's regular vendors. Any questions, call the Purchasing Office at x5016 or x5017

Limited purchase orders and purchase requisitions can be picked up in the Student Life Programs Office, and either Kelly Deemer, or one of the administrators can assist you.



### **CHECK VOUCHERS**

A check voucher is used to request a check from the Controller's Office for payment of goods or services. Proper documentation must be attached (such as original invoice or a copy of the contract). For example, a contract copy is attached when requesting a check for payment to an entertainer or speaker. A letter from an organization's office is sometimes used. It is necessary to include a W-9 form from the payee.

It is extremely important that payments to individuals or groups who perform a service, give a lecture or entertain, be made at the conclusion of a program.

Approved check vouchers (signed by a College administrator) must be submitted by noon on Friday for pickup on the following Friday. ***NO EXCEPTIONS!***

### **CASH TRANSMITTAL FORM**

Organizations may deposit funds into their account at the cashier's window on the second floor of Markle Hall with a Cash Transmittal Form which has been reviewed and signed by the designated College administrator for the account.

If an organization has a t-shirt sale, for example, receipts need to be deposited into the same account that was charged for purchase of the shirts. Money must be deposited daily to lessen the risk of theft or loss.



### **REIMBURSEMENT**

If you are traveling for your organization and must pay a reimbursable expense with your own money, a detailed, hard-copy receipt must be retained and presented to Kelly Deemer in the Office of Student Life Programs as soon as possible following the expenditure.

**Please refer to page 34 for a full description of the reimbursement policy.**

## **Dining Services**

Lafayette Dining Services can provide a full range of food choices, from a simple set-up of beverages and cookies to a full course dinner.

**It is required by College contract that all food served on campus be provided by Lafayette Dining Services, Sodexo Campus Services.**

It is important for student organizations to set a food budget when planning events. Always discuss cost before ordering food. Determine how much you would like to spend per person and discuss your budget with catering personnel at x5344. They will be more than happy to work within your budget to provide a pleasant experience. You can view menus and pricing online from the homepage under “student life”, “services” and “dining”.

When you call Dining Services, please have your contact information and account number ready. You should give Dining Services two weeks notice before an event. Once you select a menu for your event, you will receive a confirmation from Dining Services. Please review the confirmation immediately, and contact Dining Services if there are any changes desired.

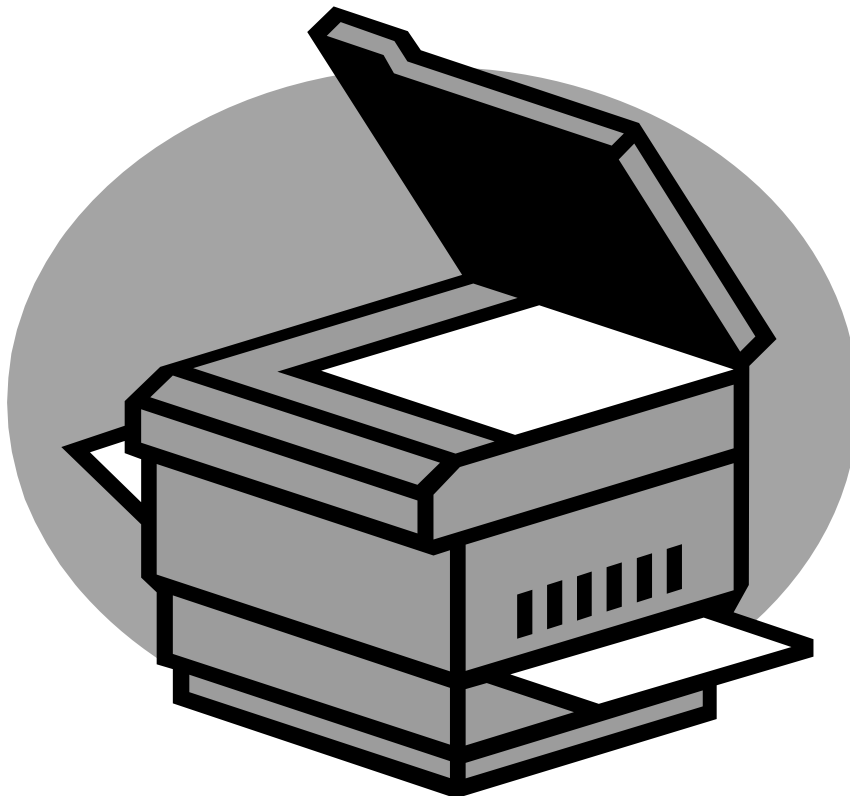


**Reprographic  
Services / Printing**

Reprographic and Bulk Mail Services department is the print shop at Lafayette. There is a charge for all of their services. Services provided include printing, folding, collating, binding, campus and off-campus mailings, copying, color copying and laminating. They are located in the basement of Marquis Hall and can be reached at x5015 (see page 37 for a sample “Printing Requisition and Invoice Form”).

This guide was printed and bound by Reprographics and Bulk Mail Services. We can print from files on CD, disc or USB flash drives.

You may also submit requests online at: [ww2.lafayette.edu/~reprographics](http://ww2.lafayette.edu/~reprographics)

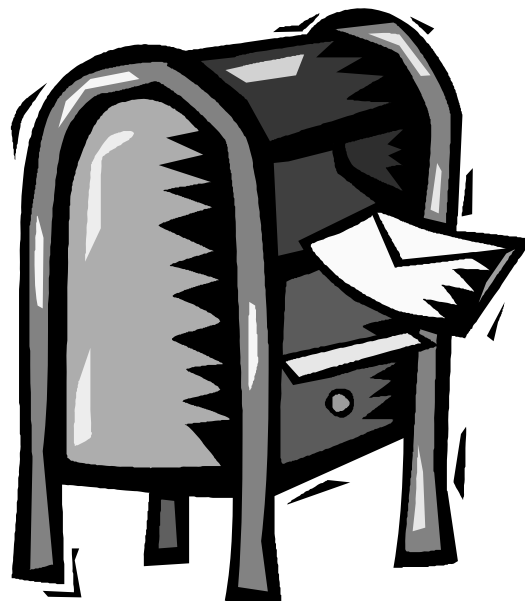




**Lafayette Post  
Office**

**When preparing mailings at Lafayette, keep in mind:**

- Mailings must be in numerical box # order.
- The minimum size acceptable for a mailing is 3 1/2 x 5 1/2 (post card size).
- Candy **MUST** be in zip-lock bags, with an adhesive labeled name tag.
- We must have a minimum of 2-day leeway for distribution.
- Single sheet flyers must be folded into thirds.
- Flyers and mailings **MUST** pertain to a College function.
- The mail boxes are for **MAIL**, be reasonable in your request (no food items that can cause damage, or alcohol related).



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## Club & Organization Listing



ACTIVE MINDS  
ACTUARY CLUB  
AFRICANS CREATING AFRICAN CONSCIOUSNESS AND INTEREST ABROAD (ACACIA)  
ALTERNATIVE SCHOOL BREAK (ASB)  
AMERICAN CHEMICAL SOCIETY (ACS)  
AMERICAN INSTITUTE OF CHEMICAL ENGINEERS (AIChE)  
AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE)  
AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)  
AMNESTY INTERNATIONAL  
ANIME CLUB  
ANTHROPOLOGY & SOCIOLOGY CLUB (A&S)  
ARTS SOCIETY  
ASIAN CULTURE ASSOCIATION (ACA)  
ASSOCIATION FOR COMPUTING MACHINERY (ACM)  
ASSOCIATION FOR LAFAYETTE FEMINIST (ALF)  
ASSOCIATION OF BLACK COLLEGIANS (ABC)  
BAKING CLUB  
BASEBALL CLUB  
BASKETBALL CLUB  
BROTHERS OF LAFAYETTE  
CADENCE  
CERAMIC SOCIETY OF LAFAYETTE  
CHESS CLUB  
CHILL (Creating a Healthier, Interesting, Livable Lafayette)  
CHORDUROYS (MEN'S ACAPELLA)  
COLLABORATIVE FREEDOM  
COLLEGE DEMOCRATES  
COLLEGE REPUBLICANS  
CONCERT CHOIR  
COOKING CLUB  
CREW  
CRICKET CLUB  
ECON CLUB  
ENGINEERS WITHOUT BORDERS  
EQUESTRIAN CLUB  
FELLOWSHIP OF CHRISTIAN ATHLETES  
FENCING TEAM  
FIELD HOCKEY CLUB  
FIRST-YEAR CLASS COUNCIL

FIVE ACTORS IN SEARCH OF A DIRECTOR (FASAD)  
FORENSICS SOCIETY  
GERMAN CLUB  
GYMNASTICS CLUB  
HACK  
HAVEN CLUB  
HEALTHCARE PROFESSIONS PREPATORY CLUB  
HERITAGE OF LATIN AMERICA (HOLA)  
HILLEL SOCIETY  
HISPANIC SOCIETY  
HISTORY CLUB  
HOLLA BACK  
ICE HOCKEY  
INSTITUTE OF ELECTRONICS & ELECTRICAL ENGINEERS (IEEE)  
INTERFRATERNITY COUNCIL  
INTERNATIONAL AFFAIRS CLUB  
INTERNATIONAL STUDENTS ASSOCIATION (ISA)  
INVESTMENT  
JAPANESE INTEREST FLOOR  
JOURNEY  
KAYAK CLUB  
KIRBY GOV'T & LAW SOCIETY  
LACROSSE CLUB (M)  
LACROSSE CLUB (W)  
LAFAYETTE ACADEMY OF MOTION PICTURES (LAMP)  
LAFAYETTE ACTIVITIES FORUM (LAF)  
LAFAYETTE AFRICAN AND CARRIBEAN STUDENTS ASSOCIATION (LACSA)  
LAFAYETTE CHRISTIAN FELLOWSHIP (LCF)  
LAFAYETTE DANCE TEAM  
LAFAYETTE ENVIRONMENTAL AWARENESS & PROTECTION (LEAP)  
LAFAYETTE INTERCULTURAL NETWORKING COUNCIL (LINC)  
LAFAYETTE PEP BAND  
Le CERCLE FRANCAIS (FRENCH CLUB)  
LEONARDO SOCIETY  
L-FAT (LAFAYETTE FOOD APPRECIATION TROUPE)

# Lafayette Student Organization Guide

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MARQUIS PLAYERS  
MARTIAL ARTS SOCIETY  
MINORITY SCIENTISTS & ENGINEERS (MSE)  
MOCK TRIAL  
MODEL UNITED NATIONS  
MUSLIM STUDENT ASSOCIATION  
NEUROSCIENCE CLUB  
NEWMAN ASSOCIATION  
NIA  
ORTHODOX CHRISTIAN FELLOWSHIP  
OUTDOORS CLUB  
PAC (PARTICIPATION ACADEMICS CAMPUS LIFE)  
PANHELLENIC COUNCIL  
PARD LEADERSHIP  
PARDS TO PEOPLE  
PHILOSOPHY CLUB  
PHOTOGRAPHY CLUB  
PHYSICIS  
POLICY IN ACTION  
PSYCHOLOGY CLUB  
QUEST (QUESTIONING ESTABLISHED TABOOS)  
QUINTESSENCE  
RACQUETBALL CLUB  
RESIDENCE HALL COUNCIL (RHC)  
ROLLER HOCKEY CLUB  
RUGBY (WOMEN'S)  
RUGY (MEN'S)  
RUNNING CLUB  
SKI & SNOWBOARD RACING CLUB  
SNOWBOARDING CLUB  
SOCCER CLUB (MEN'S)  
SOCCER CLUB (WOMEN'S)

SOCIAL GAMING NETWORK (SGN)  
SOCIETY OF ENVIRONMENTAL ENGINEERS & SCIENTISTS (SEES)  
SOCIETY OF WOMEN ENGINEERS (SWE)  
SOFTBALL CLUB  
SOULFEGE  
SPEECH AND DEBATE TEAM  
SPORTS BUSINESS AND MARKETING CLUB  
SPORTS MARKETING CLUB  
SQUASH CLUB  
STUDENT GOVERNMENT  
STUDENT MOVEMENT AGAINST CANCER (SMAC)  
STUDENTS AGAINST SEXUAL HARASSMENT (SASH)  
STUDENTS FOR SOCIAL JUSTICE  
SWIM CLUB  
SYNCHROMOTION (Dance Club)  
TABLE TENNIS  
TAE KWON DO  
TECH FLOOR  
TENNIS  
THE LAFAYETTE NEWSPAPER  
THE MARQUIS MAGAZINE  
THE MATH CLUB  
THE MELANGE  
ULTIMATE FRISBEE TEAM  
VOLLEYBALL (MEN'S)  
VOLLEYBALL CLUB (WOMEN'S)  
WINE SOCIETY  
WJRH  
WORDS (Writing Organization Reaching Dynamic Students)  
WRESTLING

**If you don't see the group you are looking for on this list, start your own! What you need to do to have a group recognized by Student Government:**

- **Compile a list of 20 signatures of students who are interested**
- **Put together a constitution; see a sample on page 41**
- **Contact Student Government (330-5353) to schedule a meeting that you can attend and present your group**



# Lafayette Student Organization Guide

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## Resource / Phone List

<b>Controller's Office</b>	202 Markle Hall	x5136
<b>Dining Services</b>	Marquis Hall	x5344
<b>Intercultural Development</b>	101 Hogg Hall	x5819
<b>Plant Operations</b>	Plant Operations Building	x5373
<b>Public Information</b>	Watson Hall	x5120
<b>Public Safety</b>	11 Marquis Hall	x5330
<b>Purchasing &amp; Administrative Services</b>	630 Parsons Street	x5016
<b>Recreation Services</b>	237 Kirby Sports Center	x5770
<b>Reprographic and Bulk Mail Services</b>	13 Marquis Hall	x5015
<b>Scheduling &amp; Events Planning</b>	205 Pfenning Alumni Center	x5077
<b>Student Life Programs Office</b>	115 Farinon Center	x5337
<b>Residence Life</b>	132 Farinon Center	x5335



## Campus Advertising / Banner Policy

### GENERAL CAMPUS POSTING POLICY

- All signs and banners should be sure to include the date, time and location of event, as well as the sponsoring group.
- Signs are not permitted to be posted on glass doors, residence hall doors, windows or painted walls.
- Signs are not permitted that advertise alcohol, illegal substances, or are offensive.
- Advertising can be enlarged to poster size for a small fee at the Office of Student Life Programs, 115 Farinon.

### FARINON POSTER POLICY

- Posters and signs may **only be posted on bulletin boards and/or easels.** Signs posted on doors and walls will be removed immediately.
- All Posters on the Bulletin Board must be 8.5" x11" or smaller.
- Posters should be placed in their appropriate sections on the bulletin board.
- Only one poster per event should be on the bulletin board. If you would like to leave additional flyers that people can take, you may pick up an envelope from the Office of Student Life Programs (115 Farinon)
- Easels are available on a first come, first served basis and are located in the Student Activities Workroom (Farinon 107). **Easels may not leave the building!**
- All posters on the bulletin board and easels will be displayed for 2 weeks. Posters will be removed after 2 weeks and placed in the student activities workroom (Farinon 107). Posters will be held for one week and discarded if not claimed.

### FARINON BANNER POLICY

- Acceptable banners are those displaying a message advertising a meeting or event open to the entire campus community.
- Banners must be no longer than 6 feet.
- Banners displaying personal messages are not permitted.
- Banners will be displayed for five days. Banners will be removed after five days and placed in the student activities workroom (Farinon 107). Banners will be held for one week and discarded if not claimed.
- Banners should be well designed, in good taste, and must not have reference to alcohol or illegal substances, or be lewd or offensive.
- **Please be aware of the fire alarm laser sensors on the balcony ends. If you break the invisible beam when hanging a banner, an alarm will be set off in the Public Safety Office.**

**Outdoor Event  
Policy**

Guidelines for Outdoor Social Events

1. **Requests for outdoor social events must be made at least 10 days prior to the event.** Groups planning outdoor social events should complete a Social Event Information Form (available in the Office of Residence Life, 132 Farinon Center) and return it to the Office of Residence Life.
2. Music for outdoor social events is limited to a stereo system or a Disc Jockey. For those events at which bands will provide the music, the Outdoor Band/Concert policy must be followed.
3. Outdoor social events may be scheduled:
  - On a Friday: no earlier than 4 pm, must be concluded by 2 am, and may be no longer than 4 hours in length.
  - On a Saturday: no earlier than 11 am, must conclude by 2 am and may be no longer than 4 hours in length.
  - On a Sunday afternoon: no earlier than 1 pm, must conclude by 8 pm and may be no longer than 4 hours in length.
4. Outdoor social events may not be scheduled when such scheduling would interfere with other College activities already on the calendar.
5. The use of alcoholic beverages or controlled substances is prohibited at outdoor student social events even if attendees are 21 or older without permission from the Dean of Students.
6. The event organizers and the sponsoring organization are responsible for the behavior of all participants attending the event. Groups are encouraged to hire professional security to help manage their events.

7. Following the event, the event organizers are to make certain that the area is cleaned and all trash removed by no later than 7 am the following day. Failure to clean the area will result in additional charges.
8. The College reserves the right to close events that receive complaints. If complaints are received, the Office of Public Safety will respond and close the event if warranted. Event organizers are expected to cooperate with the responding officers and to assist as needed.
9. Outdoor social events are routinely limited to the following areas on campus:
  - Easton Hall Quad
  - Farinon Courtyard
  - March Field
  - South College Lawn
  - Sullivan Courtyard

With approval, other campus locations may be used. If your group is interested in using another campus location, it should attach a request to the Social Event Information Form (page 38).

## Fundraising/Games of Chance Policy



The Pennsylvania Local Option Small Games of Chance Act allows certain nonprofit organizations to conduct small games of chance for the purpose of raising funds for the promotion of charitable or civic purposes. Only four games of chance are allowed to be conducted by an organization licensed under the Act. They are: 1) Punchboards, 2) Pull-Tabs, 3) Raffles, 4) Daily Drawings. To apply for a small games license for your organization, contact the Northampton County Treasurers Office at 610-559-3102.

**Poker tournaments for charity are considered "unlawful gambling" and are not included under the allowable "Small Games of Chance Act".**

For more information about gaming and fundraising policies, see Pam Brewer in the Office of Student Life Programs, 115 Farinon.

**Outdoor Band /  
Concert Policy**

1. **Requests for outdoor band parties / concerts must be made at least three (3) weeks prior to the event.** Requests should be forwarded, in writing, to the Associate Dean of Students and Director of Student Life Programs (115 Farinon Center).
2. Band parties/concerts scheduled for a Saturday may begin no earlier than 11 am and must conclude by 6 pm, and may be no longer than 4 hours in length.
3. Band parties/concerts scheduled for a Sunday afternoon may begin no earlier than 1 pm and must conclude by 5 pm, and may be no longer than 3 hours in length.
4. Band parties/concerts may not be scheduled when such scheduling would interfere with other College activities already on the calendar and may not be scheduled for a Friday evening.
5. Normally, only one outdoor band party/concert may be scheduled per week.
6. No alcoholic beverages or controlled substances may be consumed outdoors in the city of Easton even if attendees are 21 or older.
7. The event organizers and the sponsoring organization are responsible for the behavior of all participants attending the activity. Groups are encouraged to hire professional security to help manage their events.
8. Following the activity, the event organizers are to make certain that the area is cleaned and all trash removed by no later than 7 am the following day. Failure to clean the area will result in additional charges.



**Vehicle Policy**

**For insurance reasons, students should not use personal vehicles for official College business (departmental or club/organization programs or activities). Rental vehicles can be reserved through Enterprise Rent-a-car.**

**OBTAINING APPROVAL TO OPERATE A VEHICLE**

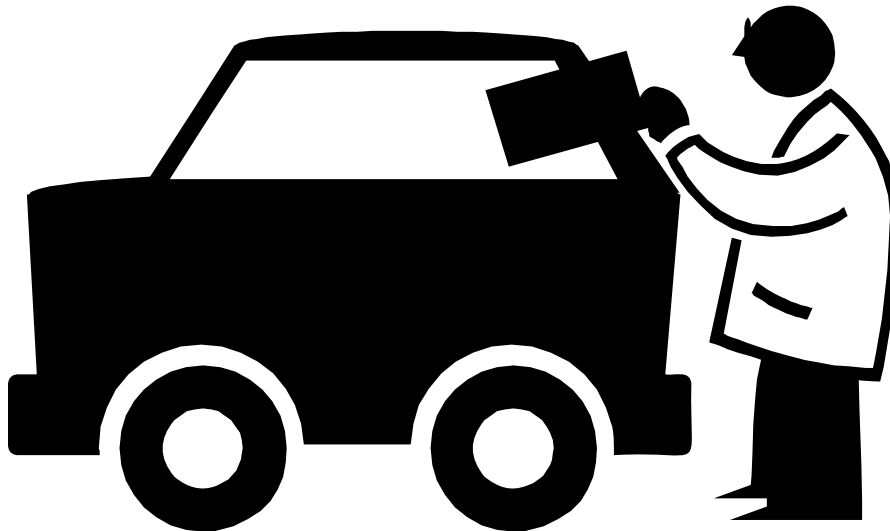
After reading the Transportation Policy available at <http://www.lafayette.edu/community/motorpool.html>, all individuals who will be operating a motor vehicle for the college must complete the “Request for Approved Driver Status” form. A partial sample of the form can be viewed on page 38 and the full form can be obtained at [http://www.lafayette.edu/community/request\\_operate\\_vehicle.doc](http://www.lafayette.edu/community/request_operate_vehicle.doc). Student applications must obtain the signature of the department head/advisor before personally delivering the form to the Treasurer’s Office (6 Markle Hall) where staff will photocopy the applicant’s drivers license. Prospective drivers must submit this form at least one week prior to operating a vehicle for the college. The signed request authorizes the college to obtain a Motor Vehicle Record (MVR) detailing the driving record of the applicant. If the MVR is unsatisfactory, the Treasurer’s Office will advise the applicant that they are NOT approved to drive.

**REQUESTING A VEHICLE**

To request a vehicle, contact Enterprise Rent-a-Car at 610-253-7599 at least 24 hours in advance. You must provide Enterprise with the BANNER number that will be charged, the name of the department or organization using the vehicle, the names of all individuals who will be operating the vehicle, and the type of vehicle needed. Enterprise will verify that all drivers appear on the College’s Approved Driver List. Vehicle types and rates are listed on page 39. The Enterprise representative will arrange a convenient time to meet you at the March Field parking lot to provide the keys and vehicle to you. You will need to present your drivers license to the Enterprise representative as identification. Please inspect the vehicle for damage before signing for the vehicle. Your signature phrase must adhere to the following format for insurance purposes:

*(YOUR NAME) on behalf of Lafayette College*

**If you do not use this phrase, your personal insurance will become the primary coverage if an accident occurs.** You will receive the pink copy of the signed rental agreement. This copy serves as the vehicle’s registration during the rental period.



### **RETURNING A VEHICLE**

Vehicles are returned to the parking spaces designated for Enterprise vehicles in the March Field Parking Lot. Please inspect the vehicle and note any damage. Return the keys at the Public Safety Office located in the ground level of Marquis Hall. Envelopes will be available at the Public Safety counter for forwarding the pink copy of the signed rental agreement to the department head/advisor/student responsible for the department or organization's budget.

### **LIMITATIONS FOR ATHLETES**

Athletes participating in practices or competitions more than 2 hours driving time from campus may not operate a College owned or rented vehicle OR a personal vehicle to or from the event. Team members who will not or have not practiced or competed may drive if they are authorized drivers. All such drivers must notify the coach of their non-participation BEFORE departure.

**Video License  
Policy**

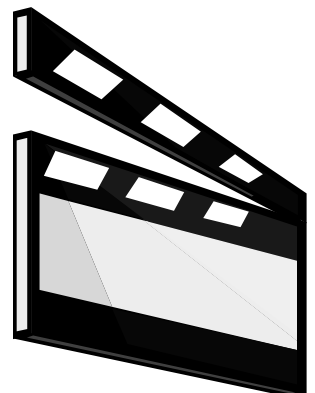
**By law**, as well as by intent, the pre-recorded video cassettes and videodiscs available in stores throughout the United States are **for home use only**. Sales of pre-recorded video cassettes and videodiscs **do not** confer any public performance rights upon the purchaser.

**What are “public performances”?**

Suppose you invite a few personal friends over to watch a movie. You purchase or rent a copy of a movie from the local video store and view the film in your room that night. Have you violated the copyright law by illegally “publicly performing” the movie? Probably not.

But, suppose you took the same video and show it in your residence hall lounge, and you put signs around campus inviting everyone. In this case you have violated the copyright law. **Simply put, videos obtained through a video store are not licensed for exhibition. Home videos means just that—viewing of a movie at home by family and friends.**

If your organization wants to show a film in the Farinon Center Limburg Theater and advertise that this is open to the entire campus community, you must rent the film from the distribution company. This will ensure that you, and the College, have not violated the copyright law. The Office of Student Life Programs can assist you if you wish to rent a film for public performance, but you must plan ahead.



## **Solicitation Policy**

Door to door solicitation including selling raffle tickets, collecting donations of food, clothes or money and distribution of advertising materials is prohibited in college housing except when permission is specifically granted through the Office of Residence Life.

## **Reimbursement Policy**

There is a College reimbursement policy for expenses you might incur while performing your responsibilities as an organization officer or member. It is always appropriate to pay for any club expense from an off campus vendor/business with a Purchase Order, so generally no money need change hands when organization expenditure is necessary. However, whether you are using a College Purchase Order, or providing receipts/proof of payment for reimbursement when a Purchase Order is not accepted, there are some expenses that will not be reimbursed...

Here are some examples of non-reimbursable expenses:

- Sales tax
- Outside food vendors for events on campus (must use Sodexo)
- Restaurant tips over 20%
- Travel expenses that are not necessary or related to the purpose of the travel such as: room movies, sightseeing or entertainment, snacks beyond meals, personal care items, traffic violation fines, etc.)
- Flowers or gift items for club members beyond end-of-year service or leadership recognition plaques, etc.

Contract



SAMPLE CONTRACT

For help with contracts, please stop by the Office of Student Life Programs (115 Farinon)



LAFAYETTE COLLEGE

An agreement between Lafayette College, 115 Farinon College Center, Easton PA 18042, hereinafter for convenience called COLLEGE, and (name) \_\_\_\_\_ (address) \_\_\_\_\_, hereinafter for convenience called ARTIST.

The ARTIST agrees to provide the following services for the COLLEGE:

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Service Provided \_\_\_\_\_

The COLLEGE will provide the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the above services the COLLEGE agrees to pay the ARTIST \$ \_\_\_\_\_, made payable to \_\_\_\_\_, immediately following the conclusion of services provided.

Artist MUST provide an up-to-date W9 with signed contract (please provide at least 2 weeks prior to the event in order to ensure prompt payment)

The above sets out exclusively all responsibilities of both parties with respect to this event.

This agreement shall become effective immediately upon execution by both parties.

Accepted and Agreed to by: For Lafayette College:

For Artist:

Pamela E. Brewer Date Associate Dean of Students

Signature Date

Name (Please Print)

\*\*Please sign and return all copies A fully executed copy will be returned to you

Social Security Number or Tax ID Number

# Lafayette Student Organization Guide

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## Volunteer Hours Log

Logged by \_\_\_\_\_ on \_\_\_\_\_  
name date

Name of Volunteer Program/Event:

Program/Event Coordinator Name:

Sponsoring Organization:

Fall Playground Clean-up

James Taylor

Baseball Team

Volunteer's Name (Last, First) ↓ in alphabetical order	Volunteer's Organizational ↓ Affiliation (if applicable)	Date of Service	Date of Service	Date of Service	Date of Service	Date of Service	Monthly ↓ Total
		25-Sep Hours↓	25-Oct Hours↓				
Rivera, Mariano	Baseball	6	4				10
Babe, Ruth	Baseball	5	5				10
Wright, David	Baseball	6	8				14

Volunteer logs are available on the Landis Community Outreach Center Website at <http://ww2.lafayette.edu/~outreach>.





# Lafayette Student Organization Guide

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## Social Event Information Form

### Lafayette College Student Life Social Event Information Form

This form is to be used to notify College officials of campus social events. Notification of an event does not represent College approval of the event. The purposes of this notification are to ensure that social events are carefully planned, do not conflict with other events and to remind the sponsors and co-sponsors of their responsibilities under state law and College policy.

**Names of all sponsoring/co-sponsoring groups:**

\_\_\_\_\_

**Description of Events**

1. Party: \_\_\_\_\_ Open \_\_\_\_\_ Closed (check one)
2. Music: \_\_\_\_\_ Band \_\_\_\_\_ DJ (check one)
3. Outdoor Event (Yes or No) If yes, explain: \_\_\_\_\_
4. Other \_\_\_\_\_ explain: \_\_\_\_\_

**Location** \_\_\_\_\_

**Date of Function** \_\_\_\_\_ **Starting Time** \_\_\_\_\_ **Ending Time** \_\_\_\_\_

**Anticipated number in attendance** \_\_\_\_\_

**Will alcoholic beverages be present?** \_\_\_\_\_ Yes \_\_\_\_\_ No

*Note: Alcohol may only be distributed in accordance with College policy, Pennsylvania law and Individual Risk Management policy.*

**Name of Security Personnel**

1. \_\_\_\_\_ 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

**Names of Bartenders**

1. \_\_\_\_\_ 3. \_\_\_\_\_
2. \_\_\_\_\_ 4. \_\_\_\_\_

ONE INDIVIDUAL FROM EACH SPONSORING/CO-SPONSORING GROUP WHO HAS BEEN AUTHORIZED TO ACT ON BEHALF OF THE GROUP IN THIS MATTER MUST READ THE FOLLOWING STATEMENT AND SIGN BELOW:

The decision to hold an event at which alcoholic beverages will be served and/or consumed is a serious one involving many legal and ethical responsibilities. The group(s) sponsoring the event described on this form is/are fully responsible for the planning, conduct and consequences of that event. As an authorized representative of one of the sponsoring groups, you must understand the responsibilities involved and convey them to your group. You and your organization should be familiar with the College's policies and the regulations, Pennsylvania State Law concerning alcohol, and may wish to obtain qualified legal counsel to assist you.

I/We, the undersigned, am/are familiar with Lafayette College alcohol policies, with the laws of the Commonwealth of Pennsylvania concerning alcohol, and with Pennsylvania State and Local Fire Code regulations. On behalf of the groups(s) I/we represent, I/we acknowledge my/our responsibility for the event described on this form. To the best of my/our knowledge, all information provided on this form is accurate and truthful.

Print \_\_\_\_\_ Representing \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Phone Number \_\_\_\_\_

Print \_\_\_\_\_ Representing \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Phone Number \_\_\_\_\_



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## Request for Approved Driver Status

**SAMPLE ONLY:**  
**FULL FORM CAN BE OBTAINED AT**  
[http://www.lafayette.edu/community/request\\_operate\\_vehicle.doc](http://www.lafayette.edu/community/request_operate_vehicle.doc)

### LAFAYETTE COLLEGE REQUEST FOR APPROVED DRIVER STATUS

This form must be delivered in person to the Treasurer's Office (6 Markle Hall) where your driver's license will be photocopied. Submission at the Treasurer's Office must be made at least one week prior to driving a College vehicle.

In connection with my application for APPROVED DRIVER status with Lafayette College, I understand that prior to or at any time after my acceptance as an APPROVED DRIVER, a Motor Vehicle Report may be requested from the public records to the extent permitted by law from various local, state and federal agencies.

**I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY; AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY MOTOR VEHICLE HISTORY.**

I understand that I have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested. Further, I am entitled to know if my application for APPROVED DRIVER is denied because of information obtained. If so, I will be so advised in writing and be given the name and address of the agency, a statement that the action was based in whole or in part on information contained in the report and written notice that I have the right to dispute the accuracy or completeness of any information in the Motor Vehicle Report furnished. I understand that upon my request with reasonable notice, Lafayette College will supply me with a copy of the Motor Vehicle Report in my file during normal business hours in person or upon written request, by mail or telephone as permitted by law.

**I understand that I must authorize procurement of such Report(s). A photographic or faxed copy of this Notification and Release Authorization shall be as valid as the original. In addition, my signature acknowledges that I have read and understand Lafayette College's Transportation Policy.**

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

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Campus Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Department Head /or Designee Signature (required for student applications only)  
Department/Organization

Classification: Faculty [ ] Staff [ ] Administration [ ] Student [ ] Year of Graduation  
Volunteer [ ]



# Lafayette Student Organization Guide

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## Organization Constitution

Constitution of \_\_\_\_\_ club at Lafayette College.

### **Article I—Name**

The name of this organization shall be \_\_\_\_\_.

### **Article II— Purpose**

The purpose of this organization shall be \_\_\_\_\_.

### **Article III—Membership**

Membership in this organization shall be open to \_\_\_\_\_.

### **Article IV—Officers**

The officers of this organization shall be \_\_\_\_\_.  
They shall be elected \_\_\_\_\_ and shall assume their offices  
\_\_\_\_\_. Should any officer resign or leave office, succession shall be  
\_\_\_\_\_.

### **Article V—Meetings**

This organization shall meet \_\_\_\_\_. There shall be at least \_\_\_\_\_  
meetings per year.

### **Article VI—Procedure**

The meetings of this organization shall be conducted according to parliamentary  
law as defined in \_\_\_\_\_.

### **Article VII—Dues (This article is optional)**

The membership of this organization shall be \_\_\_\_\_ payable \_\_\_\_\_.

### **Article VIII—Amendments**

This constitution may be amended by \_\_\_\_\_.

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(Please Type or Print)*

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## Student Government Emergency Allocation Form

### LAFAYETTE COLLEGE STUDENT GOVERNMENT Emergency Allocation Form

Name of Student Organization \_\_\_\_\_  
Total Amount Requested: \$ \_\_\_\_\_  
Please specify the nature of the emergency:

Please list a monetary breakdown of the request:

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Please attach any other information that the organization would like to present for the request.

Name: \_\_\_\_\_  
Officer Title: \_\_\_\_\_  
Box #: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Please note the following:

Student organizations recognized by Student Government may utilize funds granted by the Student Government under the following guidelines:

- For printing and duplicating
- For office or advertising supplies
- For Plant Operations services
- For postage
- For utility bills **directly related to the purpose of the organization**
- For subscriptions to periodicals **directly related to the purpose of the organization**
- For co-sponsoring an event with another organization
- For refreshments for college-wide events (i.e. Brown bags)
- For membership dues to professional organizations in which the student organization must hold membership
- For equipment that will be retained by the organization at the end of the year
- For entry and registration fees to events **directly related to the purpose of the organization**
- For fees or honorariums for entertainers, speakers, etc.

**Student Government funds may not, under any circumstances, be used for the following:**

- The purchase or promotion of alcoholic beverages
- For dinners or parties solely for the entertainment of members of the organization
- For donations or contributions to other organizations (i.e. charitable)(co-sponsorships encouraged)
- For gifts to organization members, with the exception of plaques or certificates in recognition of certain services
- For reimbursement of equipment or any event **after the equipment has been purchased, or the event is over**



## Important “AT A GLANCE” Facts

- To **reserve a room** on campus, contact Campus Scheduling and Events Planning at 330-5077 or [reserve@lafayette.edu](mailto:reserve@lafayette.edu).
- It is required by College contract that all **food** served on campus be provided by Lafayette Dining Services.
- Plant Operations requires a **work order** for their services seven working days prior to an event. Consult the Office of Student Life Programs for assistance.
- Students cannot use personal **credit cards** for an organization’s purchase.
- The College is a non-profit organization. Therefore, we do not pay **sales tax** on most purchases. The College will not reimburse students for sales tax.
- A **W-9** form must be on file prior to the College issuing a check. This form needs to be completed by the agency or person providing the service.
- The Director of Student Life Programs is authorized to sign **contracts** on behalf of the college. Students are not authorized to sign contracts on behalf of the college.
- **Check vouchers** must be submitted by NOON on Friday for pickup on the following Friday. **NO EXCEPTIONS!**
- Students may not keep money in their rooms from any club fundraisers, dues, travel, etc. **Money must be deposited daily** to lessen the risk of theft or loss.
- Requests for **outdoor social events** must be made at least 10 days prior to the event. **Outdoor bands** require 3 weeks advanced request and approval.
- **Videos** obtained through a video store are not licensed for exhibition. Home videos means just that—viewing of a movie at home by family and friends.
- Students may not use **personal vehicles** for official college business (departmental or club/organization programs). Individuals who will be operating **motor pool vehicles** must be listed on the request & included on the college’s approved drivers list.

### **Office of Student Life Programs**

**Lafayette College  
115 Farinon Center  
Easton, PA 18040**

**Phone: 610-330-5337  
Fax: 610-330-5560  
Email: [deemerkl@lafayette.edu](mailto:deemerkl@lafayette.edu)**

**[ww2.lafayette.edu/~studlife](http://ww2.lafayette.edu/~studlife)**