

About the Governors Guide for Student Organizations

Expectations and Guidelines for Student Organizations

The Governors Guide for Student Organizations is written to help you, the leaders and advisers of student organizations, better understand how to manage your group effectively. We hope you will refer to this handbook regularly and share this information with the other members of your student organization.

We may send you, via email, notice of updates or revisions to this information. If you prefer a copy on CD or by email of the Governors Guide for Student Organizations, please contact the Office of Student Life and Leadership at 931-221-7431.

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Got Suggestions? E-mail them to Student Life and Leadership at harrisc@apsu.edu.



Student Life and Leadership

Dear Student Leaders:

Student organizations provide a valuable service to the campus community by promoting leadership development, community spirit, activism, public service, and social and cultural interaction. As a student at Austin Peay, you have the unique opportunity to participate in a wide variety of activities.

Student organizations at Austin Peay provide leadership, scholarship, friendship and much more. On behalf of the Office of Student Life and Leadership (SLL), I would like to congratulate you for taking on the responsibility of providing guidance and direction to your organization. With more than 100 clubs and organizations, we hope that the services we provide to you are as diverse as the organizations we serve. As you embark on this new academic year, please know the SLL staff is here to assist you in whatever way possible.

Please read carefully all policies and forms in this handbook. As you represent your organization through activities and events, remember that you also are representing Austin Peay. As a student leader, you are expected to understand and follow all guidelines. Feel free to consult with a SLL staff member for clarification, guidance and advice at any time. I encourage you to connect with our office – feel free to stop by and visit!

Sincerely,

Victor Felts
Director of Student Life and Leadership

Acronyms at APSU

At Austin Peay State University, like other colleges and universities, there are many acronyms and abbreviated names used by students, staff and faculty to refer to certain places, events, and happenings involving campus life. Below is a list of known acronyms; however, by no way is this list an exhaustive list.

UC, MUC, University Center	Morgan University Center
UC Plaza	University Center Plaza
Grill	University Center Food Court
Café	University Center Cafeteria
SLL	Office of Student Life and Leadership
U Rec	Office of University Recreation
SGA	Student Government Association
SOC	Student Organization Council
IFC	Interfraternity Council
PC	Panhellenic Council
NPHC	National Pan-Hellenic Council
Housing	Housing, Residence Life and Dining Services
RA	Resident Assistant
HD	Residence Hall Director
GA	Graduate Assistant
IM Field	Intramural Field
Red Barn	Memorial Health Building
GPC	Govs Programming Council
ONS	One Night Stand (Dance Marathon)
Foy	Foy Fitness and Recreation Center
HCC	Hispanic Cultural Center
WANDAACC	Wilbur N. Daniel African American Cultural Center

The Office of Student Life and Leadership Mission Statement

Recognizing the important role that student life plays in supporting the co-curricular mission of Austin Peay and the Division of Student Affairs, the Office of Student Life and Leadership strives to connect academic and out-of-class experiences through programming and leadership development that establishes a diverse, interactive and responsive learning community. The office of Student Life and Leadership prepares students to be citizen leaders with an understanding of the global community and a commitment to service.

Student Life and Leadership Staff

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The Office of Student Life and Leadership Responsibilities

Through involvement in student activities, including campus organizations and events, students gain personal, professional, social, recreational and cultural development. The Office of Student Life and Leadership is charged with helping students become involved in campus organizations and events and with advising and supervising the Student Organization Council and the Govs Programming Council. Additionally, the office of Student Life and Leadership provides assistance and support to all recognized student organizations.

Campus organizations and individuals involved in student activities are expected to comply with all University policies; violation of University policy may result in judicial action, as outlined in the Student Code of Conduct. Additionally, the University reserves the right to intervene and, if necessary, cancel a program, activity and/or process if it is found to be in violation of stated policies or procedures or is in conflict with the mission of Austin Peay State University.

The responsibilities of the Office of Student Life and Leadership include:

1. Maintain an accurate list of contact information for all student organization presidents and the faculty/staff advisers that have been selected in accordance with the procedures outlined in the constitution of the group.
2. Communicate the roles and responsibilities of advising, and articulate trends in student activities and student development to all faculty/staff advisers.
3. Provide student organizations with the leadership training to run their organizations effectively.
4. Provide all students of Austin Peay State University with the opportunities to supplement their classroom experience with out-of-class experiences.

APSU Policy 3:012- Student Organizations

[Click here to view the full policy.](#)

Student organizations may be either organizations sponsored by the University, such as student government associations, associated student body organizations, and professional and honor societies, or organizations officially registered by the University. Organizations which may be registered to operate on campus include the following: (a) honors and leadership organizations and recognition societies; (b) departmental organizations and professional fraternities and sororities; (c) social fraternities and sororities; and (d) special interest groups (political, service, religious, athletic, etc.). Registration of a student organization by the University shall neither constitute nor be construed as approval or endorsement by Austin Peay State University of the purposes or objectives of the organization.

Single-Sex Organizations

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities at the University unless such programs and activities are specifically exempt from the law. The University is required to be in compliance with the provisions of Title IX. Therefore, compliance with Title IX is a condition to be a registered student organization at the University. The U.S. Department of Education Office of Civil Rights has set clear criteria for determining when single sex organizations are exempt. These criteria are:

- The organization must have tax-exempt status under Section 501 of the Internal Revenue Code;
- Members must be limited to student, staff or faculty member at APSU;
- The organization must be a "social fraternity" as defined by the Department of Education.

The Department of Education defines a "social fraternity" as a group that can answer "no" to all of the following questions:

- Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
- Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
- Are the members permitted to hold membership in other fraternities or sororities at the university?

Privileges of Recognized Student Organizations

Subject to any other specific requirements, recognized student organizations are eligible to:

- have the cooperation and support of the University for the general good of the organizations and for specific projects and activities;
- represent themselves as being affiliated with Austin Peay State University (The use of "Austin Peay State University" in the name of an organization does not indicate that Austin Peay State University or its students, as a body, are in favor of, or opposed to, a given cause);
- advertise on campus and use organizational names or symbols in advertising;
- schedule and use indoor and outdoor facilities;
- solicit or advertise on campus for members;
- co-sponsor activities with other recognized organizations such as the Govs Programming Council, Student Organization Council or the office of Student Life and Leadership;
- apply for and, if approved, receive money from the Student Organization Council for events;
- conduct fundraising activities on campus;
- use the campus mail system;
- obtain an organizational mailbox in the Post Office or SLL;
- participate in the monthly organization presidents meetings;
- use of the Student Organization Resource Room;
- participate in the annual leadership awards competition;
- be listed in University publications;
- participate in showcase events such as AP Day or organization fairs;
- use University services such as the Media Services;
- have an organization web site linked through the SLL website;
- collect membership dues

(Occasionally, some or all of the above privileges may be extended to interest groups of a type that can be recognized if interest persists. No other unrecognized groups are eligible for the privileges, and unauthorized use of them will result in appropriate action being taken against involved members.)

Team Building and Leadership Development

Resources are available in SLL on a wide variety of topics that can assist student leaders in the management of their organization. Some of these resources include informational booklets, handouts, interactive exercises and presentations. The professional staff members are available to do presentations for student organizations at any time.

Resource Room

The Student Life and Leadership Resource Room may be used by GPC, GOC, and recognized organizations for organizational purposes ONLY. Please adhere to the following guidelines to ensure organizational privileges.

- Hours of operation are Monday - Friday, 8 a.m. - 4:30 p.m. only unless otherwise announced. Please make sure that all projects are completed and the work area is cleaned before 4:30 p.m.
- Students must check-in with the student assistant in the Office of Student Life and Leadership before using the Resource Room.
- The Resource Room is available only for publicity and projects related to the club or organization only. The Resource Room is not available for class projects, personal use or as a "supply room." Do not remove any supplies, markers, or equipment from the Resource Room.
- No more than three organization members at a time should be in the Resource Room, and fewer if there is more than one organization using the room.
- Students are expected to clean up their work area when finished and put all supplies away. Students should notify the Student Life secretary when supplies are low or if there are any problems or damage to equipment.
- Do not misuse any property or equipment. Organizations found responsible for damages will be assessed replacement costs.
- Please see someone in the office if ink is low. Students should turn off helium tanks when finished.

Service Opportunities



S.E.R.V.E., Students Engaged in Responsible Volunteer Experiences, is APSU's service and civic engagement center on campus. We offer service opportunities for students in a variety of areas of interest to give back to the community. The goal is to coordinate opportunities within the larger community and assist in the accomplishment of service learning experiences. Below are the programs presented through S.E.R.V.E.:

Service Saturday is a bi-weekly Saturday opportunity for students to participate in one-time service projects in the community. Students can check out a month's worth of service opportunities and sign up to participate with a group of up to 10 students. Students can then log their hours on our service tracker and after 10 logged hours they receive a T-shirt. Service that occurs during the day includes lunch for students.

Service Learning Community is a great new addition to S.E.R.V.E., giving 20 students the opportunity to live together in a residence hall on campus, to enjoy Sunday Dinner meals weekly as a group, and bi-weekly service projects. The service learning community is a great way for students to build relationships and get to know the community leaders of Clarksville.

Explore TN is a great way for students to learn about the great state of Tennessee and visit historical and cultural points of interest. Twice a semester the program offers two trips to prominent locations around the state at a reduced rate for students.

Adventure Service Trips are an exciting service experience. Students can step out of their comfort zone and try new outdoor activities while providing a service to the community. We offer alternative spring, summer, and fall break trips to students as well as single day excursions.

. From these involvement opportunities, a service-learning directory will be available on the Student Life and Leadership website, <http://www.apsu.edu/sll/serve>

Dance Marathon is an annual event that raises awareness and funds for the Monroe Carroll Jr. Children's Hospital at Vanderbilt, so that they can have open doors for continual care. It is a 24-hour celebration of life, which culminates with a 7 hour event. First of all, it is not a dance-a-thon. You don't dance for 7 hours straight, although it is a party, so there will be some dancing. Throughout the year, the executive committee of students work hard to plan this huge event, as well as recruit dancers to raise money through various fundraisers for the cause. Opportunities are available to help by serving in an executive committee position as well as a committee member. Committees include catering, public relations, marketing, campus relations, family relations, fundraising, entertainment and morale. For more information, please visit <http://www.apsu.edu/sll/dance-marathon>



How to Create a Student Organization

If you do not find a student organization at APSU that is of interest to you and wish to start a new student organization, your first stop should be the Office of Student Life and Leadership. In SLL you can pick up a brochure titled "*Becoming a Student Organization*," which will outline the procedures for obtaining college recognition.

Austin Peay State University clubs and organizations should be formed for the purpose of social, educational and leadership development for students and must relate directly to the mission, goals, and objectives of the University. At all times, organization members should consider how the University community views their organization.

General Responsibilities

Campus organizations are expected to comply with the policy and procedural guidelines adopted by the Office of Student Life and Leadership, Office of Student Affairs and the University administration. Obstruction of, or interference with, any regularly sponsored or official function of the University may be considered an act of disorderly conduct and may lead to appropriate disciplinary action.

Membership

Membership in registered student organizations **must** be open to all persons without regard to race, color, creed, religion, national or ethnic origin, sex, sexual orientation, age, marital status, citizenship or handicap. Title IX of the Educational Amendment of 1972 provides an exemption of fraternities and sororities from the requirement that membership in their groups be open to all persons regardless of sex.

Membership should be composed only of currently enrolled students, faculty or staff of Austin Peay State University. Non-students may not be members, hold office or be responsible for any activity.

Faculty/Staff Advisers

Student organizations are required to have an adviser who is a regular, full-time member of either the faculty or the staff of Austin Peay State University. Each adviser approaches his/her relationship to a student organization differently. Some advisers play active roles, attending meetings, working with student officers, assisting in program planning and development. Others maintain a more distant relationship to the organization, seeing officers or members only occasionally. It is hoped that an adviser will maintain regular contact with the organization. An adviser accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of policies and activities. Advisers are not responsible for the actions or policies of student organizations if they are not informed; members are solely responsible. However, if an adviser is aware of a student organization not following policies or laws, he/she is liable for the group's actions. *The Governors Guide for Student Organizations* has information for student organizations on working with their advisers as well as information for organization advisers.

[Click here for steps on becoming a new student organization](#)

How to Maintain a Student Organization

Once an organization receives recognition through the office of Student Life and Leadership (see *Becoming a Student Organization* for details), the organization is required to register at the beginning of **the FALL semester** to continue to receive benefits given to recognized organizations for the academic school year. If an organization fails to complete the annual registration process, it will not be permitted to hold campus events, use campus facilities or receive funding from the Gov's Organization Council. Therefore, it is vital that organization officers complete the requirements by the deadline determined and published by the office of Student Life and Leadership. Listed below are the requirements for registration. Samples are listed in the "The Governors Guidance on Essential Paperwork" section of the document.

Requirement	Due Date	Purpose
Annual Registration form completed in Peaylink	September 15, 2011	Help student organizations maintain a current list of officers with SLL and improve communication between student organizations and other areas of the University.
Annual Activity Report	April 20, 2011	To inform SLL on yearly activities as well as to assist with award applications. Required by APSU Policy 3.012.
Faculty/Staff Adviser Permission Form	When necessary	To inform SLL of a change in advisers or when an adviser is added.
Updated Peaylink Information	As determined by SLL	Help student organizations maintain a current list of officers and members, improve communication between student organizations and campus community, publicize organization events and compile activity reports.
Pay all campus bills	September 15, 2011	To remain in good-standing with University departments
Attend annual organization training	Various dates during the first 2 weeks of the fall semester	To be informed of new organization policies as well as policy changes in other APSU departments.
Anti-Hazing Statement	September 15, 2011	To ensure that all members and advisers are aware of the University's policy on hazing and hazing-related activities.
Updated Constitution and By-Laws with required information	September 15, 2011	To ensure that the organization's governing documents are in compliance with federal, state and University regulations.

Groups that have questions about the registration process should seek the assistance of the SLL staff.

Termination of an organization's registration is governed by the office of Student Life and Leadership in collaboration with the dean of students. This registration may be terminated for the following reasons:

1. Submission of material for registration is known or determined to be false.
2. Failure to re-register annually by the stated deadline.
3. Failure to update officer information when necessary.
4. Failure to follow college regulations governing organizations.

Sample Constitution and Bylaws for Student Organizations

Registered student organizations at Austin Peay State University are required to have an approved constitution and by-laws. Click the link below to view a sample constitution and bylaws for student organizations. This sample includes the minimal information needed for approval by the office of Student Life and Leadership; see the staff for assistance and more detailed information. Clarifying the minimal information in a constitution and by-laws will allow officers to have a clear guide to their functions. Governing documents can also be used to clarify the goals, mission and original intent of the organization. A constitution should provide information to current (and future) members and officers of your organization concerning how the organization is to function. Revisions to documents should be carefully considered and approved as indicated in the document. When changes are made, a copy of the revised document must be filed with the Office of Student Life and Leadership.

[Sample Constitution and Bylaws for Student Organizations](#)

How to Conduct a Meeting and Robert's Rules of Order

Meetings are great opportunities for organizations to generate ideas, coordinate group activity and serve as a social experience. However, face-to-face interaction with team members and colleagues can fail without proper preparation. Review the information at the link below to help you prepare.

[Robert's Rules of Order](#)

Use of Organization Post Office Mailboxes vs. SLL Mailboxes

All organizations are granted a free mailbox in the office of Student Life and Leadership. It is the responsibility of the organization leadership to check this mailbox regularly.

Organizations may use this mailbox as the main organization mailbox by using the following address.

Organization Name
P.O. Box 4695
Clarksville, TN 37044

Organizations may also continue to purchase a post office box through the University post office. These mailboxes cost \$40 per academic year. There is a different rate for the summer.

Annual Review of Student Organizations

Each year before Sept. 1, the office of Student Life and Leadership shall review the status of all organizations to determine whether they meet the eligibility requirements, are active and conduct their affairs in accordance with University regulations and administrative rules. If it is determined that an organization is ineligible for registration, is inactive or conducts its affairs in violation of University regulations and administrative rules, the organization shall be notified in writing of each deficiency/alleged violation.

A Note on Adviser Terms of Service

It is customary for organizations to choose an adviser for an academic year. At the end of this time, an organization may decide to reappoint. However, an organization is free to select a new adviser if it so desires. Neither the adviser nor the organization should assume that the term of service for the adviser continues indefinitely.

There are advantages for most organizations in retaining an adviser over a period of years. An adviser can help provide continuity and stability to a group. The adviser can provide advice on organization affairs after gaining familiarity. Establishing rapport is easier for the veteran adviser and the organization. Confidence in an adviser is stronger when the organization has observed the adviser's performance over a period of time. Also, it is not always easy to find a replacement for an adviser.

Of course, there are advantages in a system that provides for rotation. This allows for more faculty members to have the opportunity to serve as advisers and allows for sharing of the advisement load. A new viewpoint, a fresh and perhaps more creative approach is possible with new advisers. There is also the possibility that some members of an organization know members of the faculty whom they would like to have involved with their organization.

The adviser's term of service should be understood by both the adviser and the organization. Each year when new officers are elected, the adviser should be selected. This will be the recommended procedure. If a new adviser is selected, a completed copy of the Faculty/ Staff Adviser Form must be submitted to the Office of Student Life and Leadership.

Responsibilities of Organizations and Advisers

Unless otherwise specified by the organization's constitution, selection of an adviser is the responsibility and decision of the organization. Although some organizations may have difficulty obtaining an adviser and vacancies may occur due to resignations, it is imperative that such vacancies be of short duration.* The adviser is a representative of the University and serves as a liaison with the faculty and administration. The adviser provides additional perspectives for the group members and has the ability to serve both as a consultant and evaluator. Since the value of student organizations is centered on the learning experience, the adviser also serves as an educator.

Occasionally an organization leader may select an adviser, thus believing they have met the requirement. On rare occasions, an adviser will accept the position thinking his/her commitments will extend to attending an occasional meeting or signing a requisition. Organizations should keep advisers informed of the activities, decisions, meetings or election of officers. When one or both sides offer few services to the other, it is difficult to develop a strong student/staff partnership.

The relationship between the adviser and the organization must be one of communication, mutual understanding, trust and respect. The adviser must be able to depend on the organization to behave professionally and responsibly. When issues arise, the opinions of the adviser should be sought and given proper consideration. Although the adviser is not responsible for policy-making, the adviser may make recommendations and expect them to be followed but the adviser's role in the organization is just that. It is not the responsibility of the adviser to run or lead the organization. However, advisers can be held responsible and liable for the actions of student organizations during officially sponsored events/activities of the student organization.

The literature on faculty advising suggests three major areas of responsibility for sponsors:

1. Maintenance functions are activities that help maintain the group and minimize the difficulties it encounters. The adviser serves as a link with the past, interprets University policies, helps the group avoid bad relations, arbitrates intragroup disputes and provides a validation signature when necessary. Any of these activities may call for careful consideration and significant work on the part of the adviser with officers or members of the organization.
2. Group development functions are designed to aid the group in improving its effectiveness in operating and to help it progress toward its goal. Activities that may fall within this category are teaching techniques of leadership, helping the officers understand the principles of organization and administration, and helping the group learn self-discipline and a sense of responsibility, stimulating activities and helping the group concentrate on its goals. The adviser may introduce new objectives and help the group attain its established goals.
3. Program functions may be seen as an expansion of the group's development. The adviser should assume an active role by introducing new program ideas and insisting that the group do more than just maintain itself. The adviser may urge the group to develop educational programs and help the members practice the skills they learn in the classroom. A key role of an adviser is to point out new perspectives, provide ideas for new projects and supply expert knowledge.

* SLL needs to be notified as soon as possible when vacancies occur.

The Role of an Adviser

An adviser is a consultant to an organization who assists the group in its growth and development. He/she provides direction through advice, understanding and clarification. An adviser should:

1. Clarify his/her role as adviser to the group as he/she sees it. Once understood, there should be fewer problems due to misunderstandings.
2. Be aware of the rules and regulations that pertain to a student organization and its members.
3. Add continuity to the group by exploring rules, regulations, roles and responsibilities with members.
4. Be available to the officers of the organization for regular consultation.
5. Be available, as needed, to advise or assist members in organization-related problems or issues.
6. Stay up-to-date on what is occurring within the organization.
7. Attend meetings.
8. Promote involvement.
9. Provide constructive feedback. Generally, it is preferable to provide such feedback after club meetings rather than during.
10. Advise through a process of challenge and support (challenge the students to strive for more, then support them in their efforts.)
11. Guide, rather than dictate or order. Sometimes a little "push" is needed but a "shove" is rarely appropriate or effective.
12. Recognize that failure is as much a part of the learning process as success.
13. Incorporate classroom learning into group activities when possible.
14. Do not let personal goals interfere with or influence group decisions, activities or goals.

Adviser Responsibilities

There are a number of general duties each adviser is expected to perform including to:

1. Carry out the duties assigned by the organization's approved constitution.
2. Serve as a liaison between the University and the student group, interpret University policies and procedures and be an official "guest" at the organization's functions.
3. Be aware of and assist the organization in management of its financial operations.
4. Assist the organization in planning programs and events and to refer organizational leaders to appropriate University resources that may aid in the planning process.
5. Approve the organization's requests for financial support through Student Organization Council Budget Committee requests.
6. Consult periodically with the office of Student Life and Leadership or designated administration concerning the student organization's direction, programs and function; notify designated staff in the event the organization has decided to disband or has ceased to function as a student organization.
7. Serve as an adviser until a successor is appointed, if for any reason it is impossible to continue.
8. Assist the organization in the periodic examination of its progress toward the goals specified in its constitution and suggest alternatives that may aid in goal attainment.

Prevention Plan

Review and use the checklists at the link below to gain a better understanding of how to build a relationship between student organizations and their advisers. Then, sit down together and use these lists to form the basis for an "Adviser Job Description" and a "Student Organization Job Description." Though this does require some additional work for all parties, the efforts necessitated later in trying to repair the damage are guaranteed to be much more stressful and time-consuming.

How do you do this? Read through the checklists on the preceding pages. Write down any additional comments or ideas as you think about the obligations each party has to the other. Begin thinking about related issues, such as terms of office for advisers and extent of power that may not be explained in your constitution. Good job descriptions will be specific, thus enabling all parties to understand expectations.

Next, make an appointment to sit down with your adviser/student organization and share ideas. You may be surprised at how differently each of you views these roles; therefore, it is important to discuss your concerns and feelings from the beginning. If you disagree, don't give up or get angry. Differences are natural and expected. Instead, negotiate and remain open to new ideas. Continue to discuss these points until both parties come to a workable agreement.

Several months from now, you may not remember the specifics of what was discussed at this time and what agreements were reached. Therefore, it is important to type these contracts. Everyone should review them to make sure they are correct before signing. Then, contracts should be given to all parties to keep for reference.

A FINAL NOTE

You may be one of those people who have read the above and are saying to yourself, "I can work well with people, therefore, I don't need a contract to tell me what to do. I don't want to be tied down by a piece of paper we wrote at the beginning of the year."

True, a job description may not be the answer for everyone in every organization. But it can serve many purposes. First, it allows you to sit down with whomever you are working and gain an understanding of their expectations, personality, etc. Next, it creates a framework for your role in the organization and an understanding of your position's responsibility. Additionally, it is a relatively non-threatening way to see how other parties in your group communicate and help you determine the best ways to communicate with them. No, not all contracts must be followed to the letter, though this certainly can be done. To be successful, you will need to create job descriptions that balance structure and flexibility as determined by the people for whom they are designed.

[CHECKLIST OF ADVISER OBLIGATIONS TO ORGANIZATIONS & CHECKLIST OF ORGANIZATION OBLIGATIONS TO ADVISORS](#)

Facility Requests

EVENTS

All on-campus events sponsored by recognized student organizations must be registered with the Office of University Facilities, located in room 207 of the Morgan University Center. **Please note that your organization does not have a facility officially reserved until you receive a confirmation from the University Facilities Office.**

1. FEES

Registered student organizations are not charged for the use of space on campus. However, fees may be assessed for large events or events that may require equipment, set-up, security, custodial services, etc. For example, organizations holding events in the Morgan University Center ballroom will be charged a re-set fee. Please speak with the staff in University Facilities about possible fees prior to reserving your space.

2. EQUIPMENT / SET-UP

All student organizations wishing to hold events in the University Center or Clement Auditorium must submit a list of equipment needed and a description of any set-up required. This information must be noted on the online form when it is submitted to the Office of University Facilities. Equipment and set-up information for other buildings may require work orders, etc. Check with University Facilities for additional information on your facility when submitting your request.

MEETINGS

Student organizations requiring on-campus meeting space may register all meetings for the semester by filling out an online request prior to the start of each semester. Meetings will be scheduled for only one semester at a time, and a student organization is not guaranteed the same meeting place/time for an entire academic year.

ADDITIONAL POINTS

- Student organizations are encouraged to hold their meetings and other organization events on campus.
- Requests for the use of any University facility must be made through the Office of University Facilities to avoid conflicts of use and interference with regular University business.
- Campus announcements will be approved only for those events that are scheduled properly.

http://www.apsu.edu/sites/apsu.edu/files/policy/3001_0.pdf(Use of Campus Property and Facilities 3:001)

<http://apbrems.apsu.edu/> (Facility Reservation program)

Advertising and Publicizing on Campus

There are numerous ways to advertise or publicize your organization and/or event on campus.

<i>The All-State</i>	student newspaper	The All State
University Web announcements	Sent via email to students, faculty, and/or community members. Must be submitted by adviser.	http://www.apsu.edu/announcements/
WPAX FM Radio: The Voice of Austin Peay	Public service announcements are only for on campus events and must be from a non-profit organization.	Send a facts sheet with who, what, where and when at least two weeks in advance to PSA, P.O. Box 4627 or fax to 221-7265.
Flyers and Banners	Due to limited space on campus, posting is not permitted for any organization outside of the University unless sponsored by an APSU organization, academic/staff office or department. Individuals or organizations without posting privileges may advertise in <i>The All-State</i> , the University newspaper.	Office of University Facilities Room 209, Morgan University Center
The University Center outdoor message board	Available for posting APSU student activities and events. Events that are open to the entire campus will have priority, but other applicable events may be posted if space allows. Approved messages will be sent to the Office of Public Relations and Marketing on Tuesdays and Fridays for posting on the message board.	http://www.apsu.edu/student-pubs/msg_board Submit requests for posting at least two weeks prior to the date of the event. Events will be posted no more than two weeks prior to the date of the event.
Dunn Center and stadium Video Boards	Must submit the organization name or department name, contact person's name and email, information for display, date(s) of event(s) in which information is to be shown, and all pictures.	Email requested information to videoboards@apsu.edu . Submit information two weeks prior to event in order to be considered for display. The department of Communications has final approval on whether the information will appear on the video board during the event. Pictures must be submitted in JPEG format.
University Housing areas	See "Guide to Posting in the Residence Hall/Apartments" in this handbook	Office of Residence Life, Housing and Dining Services Miller Hall
University Housing TV channel	No more than 2 PowerPoint slides or Windows movie maker files. Movie files should be no more than 5 minutes.	Send to morrowk@apsu.edu , Office of Residence Life, Housing and Dining Services
Channel 99 (University television)	Operates 24 hours a day with fine arts, NASA, and local programming, including the broadcast of APSU sporting and other special events, on channel 99 for Montgomery County, Charter Communication cable TV subscribers.	Department of Communication Room 117, Music and Mass Communications building
Post office boxes	Handbills can be placed in student post office boxes	University Post Office Lower level of the Morgan University Center

Guide to Posting in the Residence Hall / Apartments

A specific bulletin board marked "General Campus Posting Only" is provided in each residence hall and apartment complex for the posting of campus events and other types of information. Additionally, bulletin boards are available in each building in the Emerald Hills complex. Individuals and/or groups wishing to post information must obtain the permission of the office of Housing/Residence Life. All information posted must be in compliance with the rules and regulations as outlined by the office of University Facilities as stated in the section "Advising and Publicizing on Campus."

Information, signs or other decorations may not be displayed in windows or on the interior/exterior of the residence halls/apartments. Banners may be allowed with special permission. No type of door decorations, stickers, signs or other adhesive material may be placed on the exterior/interior of any residence hall/apartment complex.

Information which does not have the approval of the office of Housing/Residence Life and/or which is improperly posted, will be removed by the residence hall staff immediately. Possible disciplinary charges may be filed by the office of Housing/Residence Life against the individual and/or organization.

University Center Lobby Table Policy

1. All users must complete an online request at <http://apbrems.apsu.edu/> and receive confirmation of approval from the office of University Facilities before using a lobby table in the University Center.
2. Tables in the lobby area may only be reserved by recognized student organizations and University departments. (See policy 3:001, VI, 4 regarding rental of tables to outside groups.)
3. The main floor lobby is the only place where tables may be set up. There is a limit of four tables in this lobby per day.
4. Each requesting organization or department may reserve only one table per day.
5. No banners or signs may be attached to the walls around the lobby tables. If signs are displayed, they may be taped to the front of the tables.
6. Groups are prohibited from active solicitation at lobby tables. If someone wishes information, they have the opportunity to approach a table. Table users will not call individuals passing through the lobby to come to a table or stand in the middle of the lobby and solicit.
7. Any organization involved in the sales of items or the solicitation of monetary donations must disclose this information on the online reservation form. Organizations that do not comply may be removed from their table.
8. When an outside group is sponsored at a lobby table, a member of the sponsoring organization must be present at the table at all times.
9. All groups are responsible for providing their own audiovisual equipment. Student organizations should coordinate these requests with their organization adviser. Excess volume from audiovisual equipment is prohibited at lobby tables.
10. All solicitations in the lobby of the University Center will take place between the hours of 9 a.m. – 3 p.m., Monday – Friday.

FAILURE TO COMPLY WITH GUIDELINES LISTED ABOVE MAY SUBJECT A STUDENT ORGANIZATION TO DISCIPLINARY ACTION.

Use of Sidewalk Chalk on Campus

The office of Student Life and Leadership acknowledges that using sidewalk chalk is an inexpensive and easy way for student organizations to advertise and publicize events to the campus community. However, student organizations must be aware of the following policies.

1. Chalking is only allowed on **horizontal concrete and asphalt surfaces** in open areas where the rain will wash away the residue.
2. Under no circumstances may groups or individuals advertise on an organic surface such as grass or soil.
3. Only water-soluble chalk may be used and must be approved by the office of University Facilities.
4. Chalking that is offensive, degrading, or inappropriate will be removed by the organization responsible or a fee of \$25 will be assessed to the organization.

Campus Music Policy

When groups choose to have events that include music, especially during regular business and classroom hours, the music **not to exceed a maximum level of 90 decibels**. A member of the University Facilities staff will be present when the organization(s) set up assist in setting the appropriate sound level.

Step-by-Step Guide to Program and Event Planning

Goal setting and advance planning are keys to the effectiveness of an organization. Long range planning will help make the activities go smoothly and allow everyone to enjoy participating. Plans need to be made by the group, not just the leader. Plans made by committees or individuals should be reviewed by the whole group to increase the commitment of the members and to prevent misunderstandings.

1. Identify what you want to do and what you want for outcomes:
 - a. What is the outcome to be expected? Who are the participants? What type of activity will help you achieve your intended outcomes?
2. Identify the financial arrangements necessary to host your event:
 - a. What will be cost? Have you put together a budget? What can you get donated? When is the deadline to request funding from the Student Organization Council?
 - b. Are you planning on bringing an artist or entertainment that will require a contract for their services? If so, contact the office of Student Life and Leadership immediately to begin negotiating on behalf of the organization.
3. Identify what arrangements may be necessary:
 - a. Identify possible dates, times, and locations for your event.
 - b. Go to the University Facilities Reservation program to complete your Facility Reservation.
 - c. Staff in SLL and University Facilities will advise you on what other details might need to be arranged for your event and will coordinate efforts with other areas on campus on the organization's behalf.
4. Arrange for publicity for the event:
 - a. Once authorization has been received by the SLL, University Facilities, and GOC (if applicable), the event may be publicized. Be sure to following the posting policies provided in this handbook.
 - b. What kind of publicity will be used? Posters, ad in the school paper, flyers, etc.
5. Review all event file details prior to the event to make sure you haven't missed something.
6. Evaluate the activity after it is completed.
7. Follow-up:
 - a. Have all receipts been handed in and all bills paid?
 - b. Were participants and resource people thanked?
 - c. To ensure the future success of similar programs and other groups you may want to do a similar program, provide any additional notes or paperwork to SLL to store in the event file.

[Click here for an in-depth event planning worksheet](#)

Responsibilities Before, During, and After Your Event

BEFORE

- Meet with a Student Life and Leadership staff member to discuss event ideas (arrange event details and reserve room).
- Follow guidelines for the campus space you use. Specific regulations for some facilities exist and you will get a copy of these when you get your event authorized by the office of University Facilities.
- Order media or special room set-up at least 10 working days prior to the event.

DURING

- Have members of your organization easily identifiable at your event in case an APSU employee has questions.
- Have a contact person or representative of your organization in attendance at the event.
- Post signs at your event regarding any special regulations (i.e. ID required, no alcohol, etc.)
- Keep an accurate count of event attendance to comply with room capacity.
- Watch for problems; if they occur, intervene and notify campus security.

AFTER

- Clean up all trash, move furniture to the original locations. Note any special maintenance that may need to be done and report it to the University Facilities staff member on duty. The room must be in the same condition as you found it! (Your organization may be charged for any damages or may have its room usage revoked for future events.)
- Return all receipts to the office of Student Life and Leadership if Student Organization Council money was used.

Dealing with Contracts

Students are not authorized by the University to negotiate contracts on behalf of the University or University organizations. If your organization wants to sponsor an artist, you need to contact the Director of Student Life and Leadership to negotiate contracts on behalf of your organization. Below are items you should consider prior to meeting with the Director of Student Life and Leadership:

- Know possible available dates you have with various facilities. Keep an updated list of those dates so you may refer to it when talking to an agent.
- Know your facilities and their appropriateness to the event. Know their limitations, their seating capacities, and production capabilities.
- Know your budget: Ask the agent if the figure includes or excludes production costs, meals, lodging, and other rider requirements.
- All payments to the artist will be in the form of a University check and will be given to the appropriate party **AFTER** the show.

The following are a list of contractual requirements and restrictions applied to all contracts:

- Austin Peay State University does not allow deposits for payment.
 - All payments must be in the form of a University check and presented to the artist or artist representative **after** the performance. Under no circumstance is cash allowed.
- Austin Peay State University is not allowed to purchase alcohol as part of the artist's contract requirements.
- The artist(s) and artist employees must abide by all state laws and University policies concerning fire code regulations and decibel levels.

Events with Food

Austin Peay State University Dining Services is the sole caterer of all food and beverages served in the Ballroom, Cumberland room and Iris room of the University Center. Other individuals or catering firms may not bring food and beverages into these areas. Dining Services includes china, glassware, silverware, and linens in the cost of your event. Paper products are used for deliveries and pick-ups, and whenever services are agreeable to both the client and APSU Dining Services.

To place and order, please visit <http://www.apcatering.catertrax.com/> or call 931-221-7016.

For best service, please place orders by 4 p.m. the prior business day. Orders for more than 50 must give 72 hours notice. Prices are based on pickup by customer. Delivery available for regular 15% service fee.

To ask questions you may email apcatering@apsu.edu or call 931-221-7016.

As part of the event authorization process with the Gov's Organization Council, organizations will be asked to provide the information below to begin the process of requesting food for their event:

- Location, date, and time of your event
- A quote from Dining Services of how much you would spend on food and beverages for your event
- The type of meal desired (buffet, served, reception, or delivery)
- An estimated guest count

Additional considerations:

1. Dining Services and/or University Facilities reserves the right to move groups to a room more suitable if the anticipated attendance increases or decreases.
2. If you plan on decorating within University facilities please observe the following regulations:
 - a. Decorations should not be attached or placed on painted walls or pillars.
 - b. Decorations on other surfaces should be attached with tacks or staples on bulletin boards. Use of tape may be granted under special circumstances.
 - c. All decorations must be removed immediately after the event.

Security at Events

Some events may require a police presence for security purposes. Please refer to the Police Staffing Matrix below. The office of University Facilities, office of Student Life and Leadership and Campus Police reserve the right to require security at events.

Police Staffing Matrix

Note: These staffing criteria listed under High, Medium and Low Risks are the minimum requirements. There are exceptions, which will require you to consult with University Public Safety staff.

Factors that may increase the staffing matrix (Applies to all events)	High Risk (Activity & Attendance)	Medium Risk (Activity & Attendance)	Low Risk (Activity & Attendance)	Factors that may decrease the staffing matrix (applies to all events)
<ul style="list-style-type: none"> • Requests for personal security for speakers, performers, or guests. • Patrons are to be searched at door. • Prior events of similar nature have evoked problems • Anticipation and evidence of protest, demonstrations, disruptions, etc. • Anticipation of large ticket sales at box office. • Anticipated traffic control/direction. • Advance notice of problem. • Outside agency costs to University/regional impact. • Outdoor event • Multiple events same day. • Timeliness of scheduling events. • Other risk factors as determined by Police Department • Alcohol service • Amplified sound. • Non-APSU affiliation • Bomb sweep requested. • Regional advertising. • DJ/Live Band 	<ul style="list-style-type: none"> • Dances (1000+) • Speakers (2000+) • Sporting Events (2000+) • Musical/ Staged performances (2000+) • Ceremonies (4000+) • Fairs/ Festivals (2000+) 	<ul style="list-style-type: none"> • Dances (201 – 999) • Speakers (1500 – 1999) • Sporting Events (500 – 1999) • Ceremonies (1000-3399) • Fairs/ Festivals (up to 1999) • Competition Events ie. Pageants Step shows (600+) • Bon fire 	<ul style="list-style-type: none"> • Dances (Up to 200) • Speakers (up to 500) • Sports Events (up to 499) • Classical/Pops/Staged Performances (up to 600) • Ceremonies (up to 999) • Conferences (up to 2999) • Small Concerts (up to 600) • Receptions (up to 1000) • Awards programs (up to 1000) • Pageants (up to 600) 	<ul style="list-style-type: none"> • Poor ticket sales historically. • Competing event elsewhere will affect ticket sales and attendance. • Early release of staff may occur at the discretion of the police supervisor. • Age consideration of audience (e.g., Seniors and supervised children) • APSU affiliation of audience. • Local campus advertising only. • Bring on own staff/chaperones, school resource officers. • Daytime event • Availability of other officers
Must call Police for Assistance	On- Site Police required	On Site Public Safety staff required. Staff must be in direct contact with police if not on-site. (most time this will be police officer but it gives us a little flexibility to substitute a security guard(s) or capable student patrol member(s) if risk factors are very low)	On-duty and/or augmenting Student Patrol members on-site	Must call Public Safety for exception

Alcohol Policy

The use and/or possession of alcoholic beverages and/or public intoxication on University owned or controlled property or the violation of any local ordinance or state, or federal law concerning alcoholic beverages, on or off campus, or a violation of the terms of the Austin Peay State University Drug-Free Policy Statement will be considered a violation of the [Student Code of Conduct](#). In addition, officially registered student organizations that sponsor events off campus, where alcoholic beverages are present and available for consumption, must adhere to all local, state and national laws concerning alcoholic beverages and must follow the University's BYOB and 3rd Party Registration.

Risk Management Guidelines:

<http://www.apsu.edu/files/sll/Risk-Management-Guidelines-for-Events-with-Alcohol.pdf>

BYOB Registration

http://www.apsu.edu/sites/apsu.edu/files/sll/BYOB_Registration_Form_2011-12_0.pdf

BYOB Event Checklist

http://www.apsu.edu/sites/apsu.edu/files/sll/BYOB_Checklist_December_22_2010.pdf

3rd Party Registration

http://www.apsu.edu/sites/apsu.edu/files/sll/3rd_Party_Vendor_Registration_Form_2011-2012.pdf

3rd Party Checklist

http://www.apsu.edu/sites/apsu.edu/files/sll/third-party_Vendor_checklist_Dec._22-2010.pdf

Drug Use Policy

The unlawful possession or use of any drug controlled substance or drug paraphernalia (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance, or a violation of any terms of the Austin Peay State University Drug-Free Policy Statement will be considered a violation of the [Student Code of Conduct](#).

“Date” & “Slave” Auctions

At Austin Peay State University, equality, openness, and sensitivity are strongly held values. The office of Student Life and Leadership (SLL) encourages student organizations to consider these values when planning events and activities.

Sometimes organizations want to hold “date” or “slave” auction events as a way to raise money. The SLL understands that groups who hold these events, or have held them in the past, usually do so with good intentions. We would like to challenge student organizations to think more deeply about these events, the potential unintended effects of these events, and to consider holding alternative events that could accomplish the same objectives.

“Date” or “Slave” auctions involve the process of “bidding” on a human being for their services or the ability to spend time with them. This process devalues a human being to the level of merchandise and involves a comparison of the relative “value” of each person. This process has the appearance of actual slave auctions, which are a real and tragic part of this country’s history. Furthermore, we would like organizations to consider the safety concerns that arise as a result of “Date” auctions. When a person “wins” the ability to spend time with another person, there is no way of telling what their true motives are. Given the prevalence of sexual assault in our culture, safety concerns exist if you allow a member of your organization to be compelled to spend time alone with someone that she/he may not know.

For all of these reasons, and because of the many imaginative and feasible alternatives to these activities, the office of Student Life and Leadership strongly **recommends** that “date” and “slave” auctions should be avoided by student organizations at Austin Peay State University. Remember, the office of Student Life and Leadership is always available to help brainstorm alternative fundraising events.

Fundraising Policy

Organizations wishing to sell items for profit on campus, must receive permission from the following offices depending on the venue used:

Department of Athletics and/or Individual Sport Coaches
Office of University Facilities
Office of Housing, Residence Life, and Dining Services

Organization advisers should be made aware of what items are sold and for what purpose. In order to maintain the integrity of campus organizations and their efforts to raise funds for philanthropies, organizations should promptly deposit all monies to charities and/or organization accounts. In cases where money is raised for an organization project, money should be used in strict accordance with the stated purpose and goal originally used to raise the funds.

Gambling & Games of Chance

The use of poker tournaments and raffles are often desired as a form of fundraising activity for organizations. In support of the laws of the State of Tennessee, Austin Peay State University and the office of Student Life and Leadership adheres to the following standards related to student organizations wishing to hold such events:

Gambling, in any form, is to be considered a violation of the Student Code of Conduct. The State of Tennessee gambling law states:

“Gambling is contrary to the public policy of this state and means risking anything of value for a profit whose return is to any degree contingent on chance, or any games of chance associated with casinos, including, but not limited to, slot machines, roulette wheels and the like. For the purposes of this chapter gambling does not include a lawful business transactions; annual events operated for the benefit of charitable § 501(c)(3) organizations that are authorized pursuant to a two-thirds (2/3) approval of the general assembly, so long as such events are not prohibited by the state constitution; or a state lottery of the type such as is in operation in Georgia, Kentucky, and Virginia in 2000 and authorized by amendment to the Constitution of Tennessee, if such lottery is approved by the general assembly.” Tennessee Code 39-17-501

Therefore, raffles are illegal in the state of Tennessee unless an organization is registered as a non-profit organization with 501(c)(3) status.

Anti-Hazing Statement

The below statement must be signed by the Organization Executive Board and Adviser at the beginning of each academic year as part of the organization re-registration process and when the organization first applies for recognition from the office of Student Life and Leadership. This form will be included in your online registration packet for re-registration. It will be in the paper packet for new organization registration.

All student organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity and for providing a positive influence and constructive development for members and aspiring members. All organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in our college life, either on or off campus.

The State of Tennessee law on hazing, as well as the APSU Student Code of Conduct, states “ ‘**Hazing**’ means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student’s mental or physical health or safety.” (Tenn. Code Ann. § 49-7-123 (2005))

The office of Student Life and Leadership further defines hazing as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities, wearing apparel in public which is conspicuous and not normally in good taste; engaging in public stunts of buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of Austin Peay State University. Hazing shall be identified in two categories:

Physical:

1. Paddling;
2. Kidnapping;
3. All forms of physical activity which are used to harass or which are not part of an organized athletic context and not specifically directed toward constructive work;
4. Road trips (involuntary excursions);
5. Spraying, painting, or pelting with any substances;
6. Burying in any substances;
7. Requiring or compelling activities creating unnecessary work, duties, detention or any duties which impair or do not allow adequate time for study;
8. Requiring or compelling the forced consumption of any liquid (including alcohol) or solid substance;
9. Burning, branding, or tattooing any part of the body, or any other activity, whether voluntary or involuntary, which may cause physical injury or endanger the life of the individual being hazed;
10. Binding or restricting any person’s arms or legs in any fashion that would prohibit them from moving on their own;
11. Requiring or suggesting prospective members or members to obtain articles which would be either illegal to obtain or possess (items for a scavenger hunt);

Psychological:

1. Psychological hazing, which is defined as any act which is likely to: (a) compromise the dignity of a member or prospective member, (b) cause embarrassment or shame to a member or prospective member, (c) cause a member or prospective member to be the object of malicious amusement or ridicule, or (d) cause psychological harm or substantial emotional strain;
2. Confinement in any room or compartment;
3. Nudity at any time;
4. Requiring or compelling exposure to uncomfortable elements;
5. Verbal harassment;
6. Requiring or compelling the wearing, in public, of apparel which is not in good taste;
7. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
8. Misleading prospective members in an effort to convince them that they will not become members, that they will be hurt during induction/initiation, or any other activity that would cause extreme mental stress;
9. Carrying any item (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
10. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose.

Hazing as defined in this statement is prohibited under Austin Peay State University policy. Organizations found to be in violation of this policy may face sanctions ranging from a warning to loss of status as a recognized student organization. Campus privileges may be revoked, recognition rescinded or disciplinary sanctions imposed on groups or their individual officers or members. Individuals found to be in violation of this policy may face sanctions from a warning to suspension.

Showing Films on Campus

Event sponsors wishing to show any portion of a film or video will be required to meet with the office of University Facilities. The organization representative must show a public performance license or proof of permission from the copyright owner to show the work publicly. Failure to show a public performance license or proof of permission will result in denial of the reservation request.

Please be reminded that ownership, rental, or borrowing a film/video from a library does not necessarily constitute public performance rights.

Any attempt to deceive the University Facilities office or members of the MUC staff to avoid obtaining a public performance license will result in event cancellation and may jeopardize the sponsoring organization's ability to reserve space.

License Information

Pre-recorded videocassettes, DVDs and videodiscs that are rented or sold by stores and suppliers throughout the United States are licensed by the copyright owner for home use only.

The U.S. Copyright Act states that the copyright owner has the right "to perform the copyrighted work publicly." U.S. Code, Title 17, Section 106. This right remains with the copyright owner and is not transferred to the purchaser or lessee of a cassette.

Since many film/video titles are protected by the U.S. Copyright Act, permission from the copyright owner or a public performance license is required before the work can be performed (shown) publicly. To perform or display a work "publicly" means:

To perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered...U.S. Code, Title 17, Section 101.

"Performances in places such as clubs, lodges, factories, summer camps and schools are public performances subject to copyright control." H.R. Rep. No. 94-1476, 94th Congress, 2nd Session (1976) pg. 64.

Anyone that violates the U.S. Copyright Act subjects him/herself to statutory damages, forfeiture of equipment and tapes, attorney's fees and costs of litigation. The penalties for copyright infringement also may include substantial fines and imprisonment. *

Commonly Asked Questions About Film/Video Showings

"Do we need a license if we are not charging admission?"

Yes, the copyright laws apply whether or not admission is charged.

"What about tapes I own?"

The purchase or rental of a video tape from a local video store or rental outlet is for home use only and does not carry with it the right to show the work in a public or semi-public place. Also, ownership of a videocassette that contains an unlawfully copied movie is a violation of copyright laws.

"Isn't my residence hall my home?"

An individual's room where he/she sleeps and studies can be considered "home." However, public and semi-public areas within a residence hall, such as a lounge or recreation room, are subject to copyright restrictions.

"Can I tape a television program at home and show it at my organization's meeting or event?"

Each station network has different procedures and policies. Check with the Reservations and Events Office.

*Borrowed from *Public Performance Videocassette Programming with Swank Motion Pictures, Inc.*

For More Information: <http://www.swank.com/college/copyright.html>

STUDENT GROUP TRAVEL POLICY

Be sure to review the full TBR policy at
http://www.tbr.edu/policies/default.aspx?id=1052&ekmense1=e2f22c9a_14_156_1052_1

APSU Policy Number: 4:018 Date: June 16, 2008
TBR Policy/Guideline Reference: 4:03:03:50

Austin Peay State University follows the policies and procedures documented in Tennessee Board of Regents Policy 4:03:03:50 for athletic and other group travel. Please refer to that policy for details on athletic and other group travel procedures and guidelines.

Travel Policies and Procedures for Traveling with Students

Austin Peay State University follows the policies and procedures documented in **Tennessee Board of Regents Policy 4:03:03:50** for athletic and other student group travel. Please refer to that policy for details on athletic and other group travel procedures and guidelines.

TBR Policy 4:03:03:50 states "A waiver/release is not appropriate for travel that is required as part of an academic program."

A waiver/release would be appropriate for student travel not part of an academic program. Waivers should be completed by the students participating and maintained in the department.

General Liability Waiver
Minor Age Liability Waiver

Following are APSU policies that are referenced for travel with students.

[Athletic and Other Group Travel - 4:018](#)
[Use and Care of University Owned Automobiles - 4:025](#)
[Travel - 4:016](#)

What is the procedure if there is an emergency?

You should contact Campus Police as soon as possible following the incident. Campus Police will notify the appropriate University personnel for assistance and response regarding the students. You should also contact the local police in the area of the accident to file a report, exchange information with the other party involved if possible, and NEVER admit any fault.






University Logo Usage

Any registered student organization using University funds (i.e. GOC) or the name of the University must place the University logo on any promotional materials and giveaways.

For assistance, please contact the office of Public Relations and Marketing at 221-7459.

Details on the use of the logos and trademarks, as well as student organization resources can be found at <http://www.apsu.edu/sites/apsu.edu/files/pr-marketing/guidelines2007.pdf>

Below is a sample of the policies.

<p><u>The Governor mascot</u> The Governor mascot is used predominantly for athletic venues and promotions. Additionally, it can be used for student activities and promotions in a limited capacity with permission from the director of Student Life and Leadership.</p>	
<p><u>University seal</u> The University seal is used predominantly on official documents such as certificates, awards and diplomas.</p>	
<p><u>The AP logo</u> The AP logo has been in use since the early 1970s and remains in use today. This is the icon that represents the University as a whole but, in most situations, should be used in conjunction with the wordmark. Use of this logo by itself or in conjunction with other icons must be reviewed by the PR and Marketing Office.</p>	
<p><u>Peay Pride</u> The Peay Pride campaign logo was designed specifically for building pride in the University. Use of the Peay Pride logo must be approved by the office of Public Relations and Marketing.</p>	
<p><u>The APSU wordmark</u> This logo is the easiest logo to use on t-shirts. Also, it should appear at the bottom of all flyers printed with APSU funds or carrying the APSU name in any capacity.</p>	

Responsible Budgeting

Preparing a budget each year is viewed by many student organizations as a necessary evil. This is because the art of budgeting frequently is viewed as a foreign topic. The budget is a plan of action, expressed in monetary terms. The budget should be a reflection of the organization's goals and objectives rather than being the device by which goals are determined. A properly conceived budget also should provide a tool to monitor financial activities throughout the year.

As with any plan or guideline, the budget model you adopt should serve your particular needs and operating style. It should be an easy tool to implement and information regarding activities financial status should be easily retrieved. In fact, you should decide exactly what type of information you would want before deciding on a model.

For the budget to serve as an evaluative tool, anyone with the responsibility to spend money for an activity should know how and why their particular activity affects the total budget.

How to Prepare Your Budget

1. Look at last year's budget and, if possible, any record of the events and programs budgeted. This is the most accurate information that can be found and from this you can determine the programming priorities and the actual results of the programming. Information such as attendance, actual expenses and how close last year's estimates were can be very helpful in planning your budget.
2. Use last year's budgeted total figure as a rough guideline to help your group determine the goals of the organization for the coming year. The group needs to decide on what kinds of events and activities the budget is to cover. Do not forget the operating costs.
3. Now that you have specific ideas of what the group has decided to do, you must get accurate estimates of all costs. (Here are some hints!)
 - a. Start with major cost items, such as the artist, musician or speaker you are bringing.
 - b. Consider the artist fee, advertising (newspaper, flyer, poster, radio, etc.), ticket printing, labor costs, security, hall rental, sound rental, food or other hospitality, hotel, airfare, costs, etc.
 - c. If the expenses are to be offset by income, a realistic income projection must be made.
 - i. To do this, estimate size and make up of audience (student, faculty/staff and general public). Establish a ticket price for each category and arrive at projected income. (A general rule of thumb has been that student prices must be at least \$1 less than faculty/ staff). When estimating income, be realistic. Ask as many people as possible to get a feeling about how much desire there is for an event. Subtract project income from project expense to arrive at allocation for an event.
4. Once you have arrived at a per-event expense, income and allocation figure, you can figure the totals for your group.
5. The figures are only part of a budget. In order to apply for funding from Student Allocations Committee, you must present a written justification. You will be asked to defend the budget, so be prepared with supporting evidence. In order to be accountable, you must show that there have been inputs into the process. Be prepared to defend the budget orally, in addition to the written justification.
6. Give a copy of the budget to the adviser of your group.

Involve your organizational members in the maintenance and monitoring of the budget throughout the year. If members are involved in monitoring expenditures throughout the year, they will be more likely to understand and support budget decisions.

Austin Peay State University
Student Organization Council
Budget Committee

Mission Statement

Austin Peay State University encourages students to broaden their college experience by participation in a variety of campus activities. As a part of this commitment to education outside of the classroom, the SOC Budget Committee has been given the responsibility of allocating dollars to help fund student programs and events that will benefit the student body and enhance the co-curricular experience. It is the goal of SOC to allocate these fees in an equitable manner, thereby promoting both diversity in programming by student organizations and groups of students and programs should attempt to impact student life and learning. These programs or activities should also seek to enhance the personal development of students and/or enlarge the potential for interaction among students.

Eligibility

All student organizations seeking funding from the SOC must be registered with the office of Student Life and Leadership and must have been registered for at least two months prior to requesting funds if a new organization or if they have not been registered the prior calendar year. Also, student organization presidents and/or representatives must attend the mandatory student organization workshop sponsored by Student Life and Leadership held early in the fall semester, attend the financial meeting at the beginning of each semester, and attend monthly president's meetings. SOC funded events must be for APSU main campus students only.

To be considered for funding, the organizations, or students, and their programs must be primarily student determined and student directed. Membership and participation should reasonably enable any interested Austin Peay student to compete or join and must be seen to provide valuable service to APSU. Please refer to the SOC Guidelines for additional funding requirements at <http://www.apsu.edu/sll/SOC/budget>. **Groups and organizations are expected to read these funding guidelines prior to requesting any funds from SOC.** The SOC funds programs and events that benefit the student body as a whole. Requests must be for events whose primary focus and audience is APSU main campus students. In order to help ensure equitable allocation of funds, the SOC uses guidelines in making their decisions. Student organizations are responsible for reading and compliance with these guidelines.

Please review the guidelines carefully prior to applying for funds. (The guidelines are a separate document; available online at <http://www.apsu.edu/sll>.)

Allocation Decisions

The SOC looks at the following factors when determining allocation amounts:

- Event must be open to all currently enrolled APSU students on main campus
- Nature of the program
- Number of students affected by the program
- Size of the student organization
- Adherence to guidelines
- Outside funding sources (encouraged by SOC)
- Co-Sponsorship*

* Two or more student organizations joining forces for a program

PLEASE REVIEW THE FULL SOC BUDGET ALLOCATIONS MATERIALS AT
<http://www.apsu.edu/sll/SOC/budget>

Registered Student Organizations

A listing of all registered student organizations can be found at <http://apsu.peaylink.net/>

Peaylink

Collegiatelink is the online student organization management system used by the office of Student Life and Leadership. Organizations are required to submit their annual registrations through this system. Each organization is assigned a username and password. For more information or for training, please contact the Student Organization Council secretary SOCsecretary@apsu.edu.

Who to See at Austin Peay

<u>INFORMATION</u>	<u>PERSON/OFFICE</u>	<u>LOCATION</u>	<u>PHONE NUMBER</u>
AP Day	Admissions Office	Ellington 118	7015
Admissions	Admissions Office	Ellington 118	7015
Affirmative Action	Office of Human Resources	Browning 7B	7178
<i>African-American History Month</i>	African-American Cultural Center	Clement 120	6274
All-State, The	Editor-in-Chief	University Center 111	7376
Alumni Relations	Alumni Relations	Pace Alumni Center	1279
Athletics	Athletic Director	Dunn Center 137	7997
Books and Supplies	APSU Bookstore	Catherine Evans Harvill Building	7655
Bulletin	Office of the Registrar	Ellington 301	7121
Certifications/Teaching	Dir. Of Teaching Education	Claxton 210	7696
Class Rings	APSU Bookstore	Catherine Evans Harvill Building	7655
Counseling Services	Counseling Center	Ellington 202	6162
Counseling (Academic)	Your Academic Adviser		
Disability Services	Office of Disability Services	University Center 114	6230
Elections	Office of Student Affairs	University Center 206	7341
Emergency Loans	Student Financial Aid	Ellington 216	7907
Employment (off campus)	Career Services	University Center 112	6544
Employment (on campus)	Human Resources	Browning 2	7177
Facilities (meetings, etc.)	Office of University Facilities	University Center 207	6617
Financial Aid	Student Financial Aid	Ellington 216	7907
Food Services	Director, Dining Services	University Center 216	7474
Fraternities	Student Affairs	University Center 208	6840
Funding (student organizations)	Student Organization Council	University Center-room 211	7431
Fundraising (organizations)	University Facilities	University Center 207	6617
Graduate Courses/Requirements	Dean of the College of Graduate and Professional Studies	Kimbrough 203	7662
Greeks	Student Affairs	University Center 208	6840
Homecoming (Alumni)	Alumni Relations	Pace	7979
Homecoming (Students)	Student Life & Leadership	University Center 211	7431
Housing	Office of Housing/Residence Life	Miller Hall 121	7444
ID Cards	University Facilities	University Center 207	6617

Intramural Recreation	University Recreation	Foy Fitness Center	7564
Insurance (Health)	Health Services	Ellington 104	7107
Lost and Found	Public Safety	Shasteen 133	7786
Mail	Post Office	University Center 119	6161
Medical Care	Health Services	Ellington 104	7107
Military, ROTC	Commander, ROTC	Memorial Health Building	6156
Parking and Traffic	Public Safety	Shasteen 133	7786
Post Office Boxes	Post Office	University Center 119	6161
Programming	Student Life & Leadership	University Center 211	7431
Publicity/News Information	Public Relations & Marketing	Browning 206	7459
Religious Organizations	Student Life & Leadership	University Center 211	7431
Reserving Facilities	Office of University Facilities	University Center 207	6617
Solicitation	University Facilities	University Center 207	6617
Sororities	Student Affairs	University Center 208	6840
Student Government Association	Student Government office	University Center 115	7262
Student Organizations	Student Life & Leadership	University Center 211	7431
Telephones, Campus	Operator	Browning 133	6191
Testing	Testing Center	Ellington 202	6269
Traffic Appeals (Students)	Office of Student Affairs	University Center 206	7341
Transcripts	Office of the Registrar	Ellington 316	7150
Tutors	Academic Support Center	Marks 122	6553
Vehicle Registration	Public Safety	Shasteen 133	7786
Veterans Affairs	Veterans Affairs	Ellington 135	7760
Withdrawal (University)	Office of the Registrar	Ellington 316	7121