



chatham UNIVERSITY

Student Organization Manual

Student Organization Manual 2023-24

Greetings from the Office of Student Engagement!

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Greetings from the Office of Student Engagement!

Student Organization Leaders,

The objectives of this manual are:

- Provide a comprehensive guide for student organization operations
- Share pertinent policies and procedures
- Encourage a platform for student organization leaders to discuss and suggest ideas for the betterment of student organizations
- Assist all student organizations in reaching their highest potential

The mission of Student Affairs is grounded in collaboration, community, and student-centered values. In fulfilling our mission, we offer opportunities for students to develop social, leadership, organizational, and interpersonal skills. Student organizations, student leaders, and faculty and staff advisors help enhance these opportunities and contribute to an invigorating campus environment through the activities and initiatives that you plan each term. We encourage you to collaborate with the Office of Student Engagement as well as other campus departments and student organizations.



- Start planning early
- Respect the policies and procedures established; don't expect to be exempt from them
- Be innovative — try new ideas!
- Give back to the community and participate in service whenever you are able
- Work in partnership with other groups to present campus activities
- Don't be afraid to ask for help



Please know that the Student Engagement staff is here to assist you and your organization.

Enjoy your year, and here's to many successes!

Contact List

The Office of Student Affairs

<p>Christopher Purcell <i>Dean of Students</i> Woodland Hall (412) 365-1482 c.purcell@chatham.edu</p>	<p>Madison Krob <i>Executive Assistant to the Dean of Students</i> Woodland Hall (412) 365-1286 m.krob@chatham.edu</p>
<p>Simmonne Bell <i>Director of Student Success and Retention Initiatives</i> Woodland Hall (412) 365-1225 s.bell@chatham.edu</p>	<p>TBD <i>Director of Student Engagement</i></p>
<p>Leonard Trevino <i>Director of Athletics</i> AFC - 204 (412) 365-1650 ltrevino@chatham.edu</p>	<p>Office of Student Engagement Carriage House Front Desk (412) 365-2990 Studentengagement@chatham.edu</p>
<p>Elsa Arce, Ph.D. <i>Director of Counseling Services</i> Woodland Hall (412) 365-1282 arce@chatham.edu</p>	<p>Angela Delfine-Mechler <i>Associate Director of Residence Life</i> Carriage House (412) 365-1224 a.delfinemechler@chatham.edu</p>
<p>Jennifer Morse, Ph.D. <i>Executive Director of Counseling and Wellness</i> Eastside (412) 365-2711 jmorse@chatham.edu</p>	

Chatham Student Government (CSG)

<p>Jackson Adkins <i>Executive President</i> Jackson.Adkins@chatham.edu</p>	<p>Aidan Bobik <i>Executive Vice President & Student Organization Forum Chair</i> Aidan.Bobik@chatham.edu</p>
<p>Gabrielle Slovikosky <i>Vice President of Finance & UBC Chair</i> Gabrielle.Slovikos@chatham.edu</p>	<p>Jada Jenkins <i>Vice President of Communications</i> Jada.Jenkins@chatham.edu</p>
<p>Madison Stokes <i>Vice President of Diversity & Inclusion</i> Madison.Stokes@chatham.edu</p>	<p>Christopher Purcell <i>CSG Advisor</i> Woodland Hall (412) 365-1482 c.purcell@chatham.edu</p>

Event Request Contacts

* Please note that the Office of Student Engagement will serve as your first point of contact with the following individuals.

Director of Catering

Ellen Popovich
Anderson Dining Hall
(412) 365-1277
catering@chatham.edu

Facilities Event Services

Alan Freiss
Rea Garage
(412) 365-1275
afreiss@chatham.edu

ITS Specialist

Craig Olear
Woodland Hall
(412) 365-1823
c.olear@chatham.edu



Student Organizations at Chatham University

Chatham University recognizes that much learning is accomplished beyond the formality of the classroom and that much of this learning takes place through the activities of student organizations. Hence, the University provides opportunities for students to organize and participate in group activities intended to broaden the scope of general learning; extend knowledge of specialized areas; or serve their professional, cultural, social, or recreational interests.

Chatham University Mission Statement

Chatham University prepares students to lead lives of purpose, meaning and fulfilling work. Through a combination of liberal arts and professional skills building, and close engagement between students, faculty and staff, Chatham teaches its graduates to be informed and engaged citizens in their communities; to welcome and respect diversity of all kinds; and to help improve the fields and communities where they work and live.

To this end, our work in and out of the classroom prizes our core values of sustainability; women's leadership and gender equity; community engagement; and diversity and inclusion.

Student Affairs Mission Statement

Student Affairs' mission is to work in a collaborative spirit with the campus community to encourage the learning and success of all Chatham University students through student-centered values, actions, and outcomes.

Student Affairs Vision Statement

Student Affairs will be a model division characterized by student centered and innovative programs that exceed students' expectations while increasing student retention.

The Office of Student Affairs offers opportunities for students to develop social, leadership, organizational and interpersonal skills; a platform where students can initiate personal ideas and programs; an engaged staff who listens, cares, and can empathize with students and their personal situations; a supportive and challenging environment that enhances students' intellectual growth and development of practical skills; and a venue for students to gain transferrable skills to assist them in future career endeavors.

We strive to serve the campus as a central point of student interaction both inside and outside the classroom; to remain committed to Chatham and its mission initiatives; to offer a collaborative work environment among departments with a focus on teamwork, open communication, and shared goals; to gain knowledge and a greater understanding of the human culture and our personal and social responsibilities in a democratic society; and to remain humble, reflective, and focused on achieving our goals and living the Student Affairs mission and vision in all of our actions

Recognition of Student Organizations

Student organizations at Chatham University are subject to the policies and procedures of the University community. The following guidelines for initial and continued recognition have been established by the Office of Student Affairs. The Office of Student Engagement will review all student organization applications to ensure their adherence to these guidelines.

Criteria for Recognized Student Organizations

- Officers and members of recognized student organizations must be currently enrolled students at Chatham University.
- Equal opportunity and affirmative action are integral to employment and education at Chatham University because we recognize that the University's present and future strength is based primarily on people and their skills, experience, and potential to develop, no matter what their race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or any other legally protected status. The University will not tolerate any form of discrimination on these bases (i.e., race, national origin, disability) including different treatment, and prohibits retaliation against those who file complaints about discrimination or who participate in the investigation of such complaints.
- All student organizations and their members must abide by all federal, state, and local laws and ordinances, by all University policies and procedures, and by their own organization's constitution and bylaws.
- The Office of Student Engagement must be provided with a new or updated officer listing and the name of the organization's advisor within three weeks of the organization's election date, or by the fourth Friday of the term.
- An electronic or hard copy of the student organization's most current constitution, including a statement of purpose, must be on file with the Office of Student Engagement. Updated versions should be submitted as often as needed.



Responsibilities of Recognized Student Organizations

It is the responsibility of a recognized student organization to conduct itself in such a way that the University can support the organization, including but not limited to:

- Maintaining an active, student-centered organization;
- Reviewing and updating their constitution with any changes made throughout the previous term (the organization's name, statement of purpose, bylaws, etc.) while understanding that all amendments must receive final approval from the Office of Student Engagement before being considered official;
- Adhering to all rules, policies, standards, and codes of Chatham University;
- Checking with the appropriate staff in the Office of Student Engagement to ensure the eligibility of candidates for general membership, candidates holding office, and candidates representing the group or the University in presentations and performances of any kind;
- Selecting its officers according to current University standards;
- Keeping accurate financial records and anticipating, providing for, and promptly meeting any financial obligations in a manner that is fair and equitable to its past, present, and future members;
- Attending all mandatory workshops and training offered by the Office of Student Engagement, including the annual Student Organization Kick-Off and CSG Student Organization Forums (SOF).

Privileges of Recognized Student Organizations

Here are the basic privileges extended to recognized student organizations:

- Use of University facilities, subject to the duly established written policies and rules governing such use
- The ability to hold meetings and social, educational, or service events in available University facilities and the use of all other University services where applicable
- The ability to petition for the use of Chatham Student Government (CSG) funding through the **Undergraduate Budget Committee (UBC)** or **Graduate Student Assembly (GSA)**, or collaborations with other areas and departments by submitting requests to the appropriate university officials
- Use of the name of the University in connection with publicity, *except where specifically prohibited; organizations also may not utilize the University logo for any publications without express permission of the University*
- Publication of material in Chatham University calendars and access to Marketing and Communications publicity procedures
- The ability to house an organizational budget with the University accounting systems, accessed through the Office of Student Engagement
- Inclusion in publication materials created or disseminated by the Office of Student Engagement that promote University-recognized clubs and organizations

Forming a New Student Organization

Students who wish to form a new student organization at Chatham University are asked to first consult with staff in the Office of Student Engagement to determine whether a similar organization already exists on campus and to become aware of the necessary requirements a new student organization must meet to receive official recognition. After successfully meeting with professional staff, students are directed to complete the following process:

- In the Documents & Forms section of myChatham, select Student Organizations **or** on the Chatham Student Government website, select Student Organizations and Overview of Resources
- Select the New Student Organization Application and review its contents. You will need to complete the following sections:
 - Information Form
 - List of at least 10 currently enrolled potential student members
 - Chatham University Policy on Discrimination
 - Chatham University Policy on Hazing
 - Student Organization Constitution
 - Advisor Agreement Form
- Utilizing the sample constitution and consulting the contents of this handbook, compose a constitution for your student organization. *Note that you must follow the guidelines laid out in the sample constitution and state the underline sections verbatim for your constitution to be approved.*
- Submit a hard copy of your completed New Student Organization Packet to the Office of Student Engagement **or** e-mail StudentEngagement@chatham.edu a digital version of your completed New Student Organization Packet
- All new student organization forms and constitutions will be reviewed by the Office of Student Engagement within 14 days of being submitted (if submitted during the academic year). Staff will communicate the successful review or any required revisions to the primary contact person listed for your organization. You will have two weeks to re-submit revised documents.
- Upon receipt of all necessary documents, the Office of Student Engagement will petition the Associate Director of Student Engagement to grant recognition to the student organization. The goal is to grant formal recognition within two to four weeks of receiving the original or revised constitution.

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Other Important Things to Note:

- All official communications will be sent via organization or organization's members' Chatham e-mail addresses
 - Approved constitutions will be kept on file in the Office of Student Engagement as well as saved electronically
 - Student organizations' year-to-year recognition upon submitting update versions of all necessary information at the beginning of each semester as outlined by the Office of Student Engagement
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Reviving a Student Organization

If you are interested in reviving an inactive student organization, please visit the Office of Student Engagement to review the student organization's most recent constitution and complete a new Officer Listing Form. If changes need to be made to the constitution, staff will be able to assist you.

A list of inactive student organizations can be found on the Chatham Student Government website.

Objections to Formal Recognition Status

If any student, student organization, or faculty or staff member for any reason objects to the formation or revival of a student organization on campus, they may file their grievance with the Dean of Students or designee.

Any appeals to a decision made against recognition of a student organization may be made by that organization to the Office of Student Engagement or to the Dean of Students or designee.

Faculty and Staff Advisors

In order to receive or retain formal recognition as a student organization at Chatham University, all newly formed, existing, or revived student organizations must have and remain in communication with a full-time, on-campus faculty or staff advisor.

- The advisor's role, responsibilities, and powers must be outlined in the student organization's advisor agreement, which should be updated annually.
- The Office of Student Engagement must receive, in some form, written consent proving that the faculty or staff member has agreed to serve as the organization's on-campus advisor.
- Advisors must be full-time faculty, staff, or administrators at Chatham University, though organizations may choose to elect co-advisors who are alumni or community leaders.

Special exceptions may exist wherein an off-campus community member may serve as a student organization's sole advisor due to a specific need; for instance, local religious leaders may advise religious organizations on campus or national members of certain academic and professional organizations may step in as advisor.

Approval for such a special case must be received from the Office of Student Engagement, and the organization may need to elect an on-campus contact to ensure ease of communication with university staff.

While advisors may serve any number of purposes for their organization, here are some of the roles and responsibilities they are required to fulfill for student organizations at Chatham University:

- Assist the organization as the students see fit
- Ensure the organization follows the University's protocols
- Be aware of any key information regarding the history of the organization
- Be aware of the organization's plans, events, activities, programs, etc.
- Support and encourage personal and professional development
- Amplify the voices of underrepresented students
- Provide appropriate feedback on programming
- Provide resources and advice when asked
- Help connect students with opportunities
- Foster a positive and welcoming environment
- Ensure the success of the organization
- Ensure that they will not overstep their responsibilities

In return, student organizations have four major responsibilities to their faculty or staff advisors:

- Recognizing the advisor as an integral member of the organization, and thereby keeping them fully informed of the organization's ideas, plans, practices, and concerns
- Notifying the advisor of the time and place of organization meetings and events
- Consulting the advisor in a timely matter to address any areas of concern within the organization
- Soliciting counsel from the advisor in the areas of program planning, financial requests, University policy, organizational conflict or development, leadership development opportunities, and other areas of interest

Student Organization Policies

In addition to the above-mentioned policies and procedures, as well as those affecting the entire University community listed in Appendix B, student organizations must observe the following requirements to retain formal recognition:

- All student organizations must remain in compliance with all local, state, and federal regulations in addition to all University regulations, including the University's nondiscrimination policy.

- The purpose(s) of a student organization must not conflict with the mission or established policies of the University.
- Recognition of a student organization does not constitute endorsement, approval, or ratification by the University of any doctrine, act, or omission of said student organization.
- Only currently registered students may hold office and solicit funds on campus on behalf of a recognized student organization. All fundraising activities must abide by the University's fundraising policy. Other individuals, including non-Chatham students, may be admitted to non-voting membership if the organization's constitution permits. *Certain scholastic honor societies which have a national affiliation and admit faculty and staff to office positions may be exempt from this item, as well as the following two items.*
- A minimum of 10 currently registered students' support shall be required upon initial recognition of the student organization, and a minimum of five (5) registered student members shall be required for an organization's continued recognition or revival. Certain organizations may seek exemption from this requirement through a formal petition to Associate Director of Student Engagement.
- In order for a student organization to achieve or maintain recognized status, the officers of that organization must not be on academic or disciplinary probation.



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Student Organizations and the myChatham Intranet

- Recognized student organizations are eligible for an organization e-mail account. Any organizations interested in creating an official e-mail account must contact the Assistant Director of Student Leadership & Civic Engagement who will assist with the process.
 - A delegate from each student organization is expected to participate in the Student Organization Forum (SOF) meetings. The format and timing of these meetings is determined and communicated by the Chatham Student Government Executive Vice President. These meetings provide officers with opportunities to plan collaborations, receive updates from CSG, UBC, and the Office of Student Engagement, and voice any concerns they may have.
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Student Leadership & Development Opportunities

Student organizations at Chatham University serve as co-curricular and extracurricular opportunities for all students to pursue their academic and social interests, to further develop professional competencies, and to devote time and energy to communities causes about which they are passionate. In the course of becoming involved with a student organization, members may find themselves provided with a number of leadership and development opportunities not as easily afforded to other students on campus. Below are listed a key few of these opportunities.

Chatham Student Government (CSG) and Student Organization Forum (SOF)

Chatham Student Government (CSG) is the official governing board for undergraduate student related issues. As a student leader or advisor, it is important for you to be familiar with CSG and the scope of its responsibilities. CSG represents all undergraduates and works with the administration to address the student body's needs and concerns and, as such, sponsors programs and activities in alignment with these responsibilities.

The purpose of CSG is to provide an orderly method of government that is representative of all undergraduate students and to advocate for the concerns, interests, needs, and welfare of the undergraduate student body at Chatham University.

Although every Chatham University undergraduate student is considered a member of CSG, leadership is elected annually and comprised of the following officers:

- Executive President (non-voting, can approve or veto)
- Executive Vice President (votes only in the case of a tie)
- Vice President of Finance (non-voting)
- Vice President of Communications (non-voting)
- Class Presidents (four total, voting)
- Class Senators (five for each class, voting)
- Student Affairs Advisor (advisor, non-voting)

Students interested in applying for CSG leadership positions should contact the CSG Advisor for more information.

CSG Senate Meetings take place on Thursdays from 11:30 am – 12:30 pm in the Conover Room. Student leaders can also communicate with CSG members during their office hours in the Carriage House.

A key resource provided to undergraduate student organizations at Chatham University is the thriving support system found in CSG and their monthly Student Organization Forum (SOF) meetings. Student organization leaders and members are encouraged to maximize their use of CSG resources by doing things such as:

- Staying in regular communication with other student organizations via SOF and seeking opportunities to collaborate on programs and other initiatives
- Networking with CSG members to find additional ways students can have a positive impact on the campus community
- Discussing with the CSG executive board and professional staff associated with CSG about opportunities to serve on campus committees

The Student Organization Forum (SOF) is chaired by the Executive Vice President of CSG and governed by the Student Organization Forum Methods of Order (see Appendix A). Through SOF, CSG plans to provide advocacy, and support to student organizations. *Each student organization that is active and receives UBC funding must have a designated SOF representative who attends all scheduled meetings.*

Graduate Student Assembly

The Graduate Student Assembly (GSA) is the governing board for the graduate student body at Chatham University. GSA strives to work with student representatives from each graduate program, represent graduate students to the University administration, and initiate program and oversee the GSA budget.

GSA functions as an advisory committee to the Academic Deans and the Dean of Students. Two or more representatives from each graduate program serve on the assembly. Graduate students are able to self-nominate or be nominated by Graduate Program Directors to these positions. Appointments of GSA Representatives shall be confirmed by the Academic Deans and the Dean of Students, or their designees.

For more information on GSA, you can contact:

GSA Advisor

TBD

Community Service Events

Chatham University values the opportunity for our students to become informed, engaged members in their communities. As such, all student organizations at Chatham University are highly encouraged to take part in community service through their organization's programming or at the University and community levels.

Before planning a community service event, the Office of Student Affairs requests that student organizations reach out to Emily Fidago, Associate Director of Student Engagement, at (412) 365-1527 or efidago@chatham.edu for pre-approval.

This process is necessary to prevent duplication of efforts and projects between the Office of Student Affairs, student organizations, and to prevent double-booking of projects, facilities, and community partners.

Student Organization Recognition

The Office of Student Engagement has established a recognition program to honor outstanding undergraduate and graduate students and registered student organizations that have excelled in leadership and/or academics or have made positive contributions to the University and greater community.

Each year, awards are presented at the Campus Award Ceremony. The following is a list of the awards available for conferral. Full award summaries can be obtained from the Office of Student Affairs.

- Outstanding Student Organization
- Outstanding Diversity Program
- Outstanding Community Service Program
- Outstanding New Organization
- Most Spirited Organization
- Big Thinking Award
- Cougar Fanatic
- Community Advocate Award
- International Advocate Award
- Rachel Carson Sustainability Award
- Emerging Leader
- Outstanding Undergraduate Student Leader
- Outstanding Graduate Student Leader
- Spiritual Leadership Award*
- Advisor of the Year*



**these awards are presented to faculty, staff, or community members*

Event Planning Guidelines

Student organizations and classes sponsor many different types of events throughout the year. Each requires coordinating with different offices on campus. It is only through goal setting and advance planning that you will be able to coordinate and host a successful student organization program!

To streamline efforts, the following guidelines will take you through the major steps of planning and coordinating an event with your student organization. * Some logistics will need to be planned by the student leaders but coordinated through the organization's advisor or the Office of Student Engagement.

Please note that, in order for the Office of Student Engagement to be able to successfully assist with program coordination, all event requests must be submitted **no later than four weeks in advance** for programs that require UBC funding and **no later than three weeks in advance** for programs that do not require UBC funding.

Event Planning Checklist

The following questions and instructions will assist in the development of an effective, noteworthy student organization program.

Step One: Brainstorming

- What is the goal or expected outcome for the program—knowledge or wellness development, increased organizational bonding, member recruitment, or accomplishment of a specific task?
- What type of activity will best meet the desired outcome?
- What time and location will best suit this type of event? Is it seasonal?
- Have you consulted the myChatham calendar to see if there are any events already planned that conflict with yours or that you could co-sponsor?
- Who are the targeted audiences or intended participants?
- Is there an opportunity to co-sponsor this event with another student organization or department?

Step Two: Arrangements and Funding

- What supplies should be obtained? What locations need to be secured?
- What publicity methods will you employ?
- Do you need to order food or rent equipment?
- Have you considered the estimated cost of the above arrangements?
- Will participants be charged admission?
- Is there enough time to submit a UBC Funding Request?

Step Three: Necessary Procedures

- Is there anything about the activity that violates University policy?
- If not, complete an Event Request Form and UBC Funding Request.

- Work with the Office of Student Engagement to complete any necessary contracts with outside vendors. *All contracts must be approved by the Office of Student Engagement at least five weeks in advance of the event.*
- Submit all publicity requests to the Office of Student Affairs according to the guidelines set forth in their **On-Campus Publicity Policy** (see Appendix B). This includes requests for: flyer, banner, and table tent design; flyer distribution; and inclusion in Chatham Happenings.

Step Four: Campus Logistics

- Secure and confirm your event date, time, and location.
- Confirm that the Office of Student Engagement has posted all necessary information on myChatham based on your submitted Event Request Form.
- Work with the Office of Student Engagement to fulfill any catering, room set-up, and technology needs via the necessary campus departments.
- Work with your faculty or staff advisor to inform Public Safety if there will be a high-volume need for campus parking due to your event.
- Work with your faculty or staff advisor to reserve any necessary Chatham vehicles for off-campus events. See Appendix B for a fully detailed Vehicle Policy.
- Delegate all necessary tasks for event preparation, implementation, and clean-up or break-down among your organization's members.

Step Five: Publicity

- Employ creative advertising methods based on your target audience.
- Ensure that all publicity campaigns begin **at least two weeks in advance of the event date**.
- Engage participants via social media, including through available Chatham accounts such as the **Chatham Activities Board (CAB) or Student Engagement** Instagram page.
- Will you be utilizing any personal communication methods such as written invitations or information booths and tabling?

Step Six: Event Implementation

- See the event planning timelines provided in Appendix A for items to consider one month before, two weeks before, the day of, and the day after the event.
- Double check that all facilities are adequate and fully set up.
- Ensure that all necessary supplies and resources are available.
- Confirm duties with all organization members.
- Enjoy the event along with your participants!

Step Seven: Event Evaluation

- Provide evaluation sheets for event participants.
- Discuss with fellow members whether goals were met, planning was adequate, and duties were achieved.
- Consider recommendations for the next time this event will be implemented.

Step Eight: Follow-Up Activities

- Ensure that all financial obligations are met.
- Thank your performers, speakers, organization members, advisor, and participants for their involvement.
- Thank the parties on campus who assisted with coordinating your event.
- Submit any necessary fundraising or solicitation forms to the Office of Student Engagement.
- Complete the UBC Post-Funding Form if you received UBC funding.
- Return any necessary supplies and resources to the appropriate campus departments.

Advertising and Promotion

The Office of Student Affairs is happy to assist student organizations in advertising or promoting their meetings and events so long as deadlines from the On-Campus Publicity policy are observed. For a detailed set of University policies regarding advertising and promotion, refer to Appendix B.

Any student organizations that wish to create their own flyers or publicity materials should be aware of the following University regulations:

- Any flyer for a Chatham University event posted on or off campus must be approved and stamped by the Office of Student Affairs, Woodland Hall.
- Flyers must contain, minimally, the following information: program name and description, date, time, location, organization(s) sponsoring the event, and contact information for asking questions about the event.
- Flyers should be hung, minimally, two weeks prior to the program date.
- Flyers must be hung on bulletin boards only.
- The maximum number of flyers you can hang is 75.
- Events funded by CSG through the UBC must fulfill additional requirements set out in the CSG Funding Publicity Process (see Appendix B).

There are several designated areas on campus at both the Woodland Rd and Chatham Eastside locations where the posting of approved flyers and posters is appropriate and welcome, including bulletin boards (unless labeled specifically to a particular department or group), kiosks, and external boards such as the one between Café Rachel and Braun Hall.

For reasons of safety and to protect University property, flyers may not be posted in the following locations: on interior or exterior signage, on windows of exit/entry doors, on wooden doors or moldings, on painted surfaces, or on furniture.

Further information on advertising and promotion assistance offered by the Office of Student Affairs, including Sidewalk Chalking, Email Announcements, and myChatham, please refer to Appendix B.

Catering Requests

All requests for on-campus catering will be filled by Parkhurst Dining Services (see Activities Involving Food, Appendix B) with assistance from the Office of Student Engagement. All student organizations should acquaint themselves with the Catertrax, Parkhurst's online catering system. Student organizations should use Catertrax to price out information for catering and to submit their orders.

Catertrax can be found under myChatham > My Tools > Dining & Catering.

To submit an order, an officer from the student organization must make an account. In the Department section of their profile, they should list the Associate Director of Student Engagement's name after their student organization name (ex. Ukulele Club – Fidago). After selecting what they would like to order, student organizations should then use the Check Out feature to submit their order. For payment option, please select University Account Code and then enter 1-000-0000. This will notify catering that they must reach out to the Associate Director of Student Engagement for the correct budget code.

Space and Vehicle Reservations

All space and vehicle reservations will be approved by the Offices of Facilities Management and Public Safety with assistance from the Office of Student Engagement. The exceptions to this rule include space reservations at the Mellon Center, Chatham Eastside, and Eden Hall Campus. For more in-depth policies regarding space and vehicle reservations, refer to Appendix B.

Student organizations should note that only drivers approved by the Office of Public Safety and above the age of 21, whether faculty or students, may operate Chatham University vehicles for the purpose of student organization events.

Budget Policies & Procedures

Student organizations have a great deal of independence in the disbursement of University funds once they are allocated to the organization, so long as they remain in accordance with all relevant federal, state, and local regulations. Additionally, funds supplied by UBC or GSA must be spent under observance of CSG regulations, policies, and guidelines.

All funds supplied to student organizations by CSG will be housed in a University budget account via the Office of Student Engagement. The following guidelines will explain allocated funds; students with further questions or concerns may contact the Associate Director of Student Engagement or designee.

UBC Funding

Please note that UBC reserves the right to automatically deduct penalties from any funding request submitted late.

Recognized undergraduate student organizations may petition the Undergraduate Budget Committee (UBC) for assistance in funding their programming. While the following section will explore budgets and funding more deeply, student organizations should note that there is a strict timeline to requesting UBC funds for an upcoming event.

The UBC meets bi-weekly on Tuesdays at 11:30 a.m. in via Zoom. All requests for UBC funding must be reviewed minimally 4 weeks prior to the event date, and must be submitted electronically to the Office of Student Affairs with all required attachments by 5:00 p.m. on the Friday before an upcoming UBC Hearing. UBC will request late requests (subject to a 30% penalty), but requests will be automatically declined if not submitted a minimum of 18 days in advance.

The CSG Undergraduate Budget Committee Event Request, available on the Chatham Student Government website under Student Organizations and Overview of Resources, details the UBC application process, including when student organizations should expect to hear back about their funding request and what is required of a student organization at a UBC Hearing.

The Office of Student Engagement can help you to review your organization's budget line and fundraising account balances as both UBC funding allocations and accrued donations are housed in University accounts, 6075 and 0007 respectively.

Funding for graduate student organization programs is allocated separately from UBC funds. An overview of the GSA funding process can be located in Appendix A.

Using Your Funds

The most important guideline in terms of making purchases or financial agreements on behalf of your student organization is to ask before you spend. Whether you need to purchase snacks for an organization meeting or you are contacting a nationally-known speaker for an upcoming event, it is vital that you work with the Office of Student Engagement well in advance to arrange ways of paying for event and meeting expenses.

Purchases or agreements made without first consulting staff **cannot be guaranteed coverage via University funding and will not be reimbursed**. The Office of Student Affairs staff will help you determine the best way to pay for your organizational activities if you are utilizing University funds.

- Contact the Office of Office of Student Engagement **at least five weeks in advance** for events that will require CSG funding.
- Once funding has been secured, contact the Office of Student Engagement at least 14 days prior to the event date to make arrangements for any necessary payments.

Various Level of costs require different payment methods, as outlined below.

- For purchases less than \$500, you may:
 - Use a University Credit Card (available on a first-come, first-served basis) to go to a store. Please call or e-mail at least two days before you need the credit card to make arrangements.
 - Pay a vendor directly using the University Credit Card. Please work with the office to make arrangements one week in advance of payment date.
 - Pay the vendor/agent (for performances or rental) with a check on the day of the event. Work with the office to request a check at least five weeks in advance of the payment date.
- For purchases of \$500 or more, you may:
 - Pay a vendor with a purchase order for goods or services provided. Please work with the office to make arrangements at least 14 days in advance of the date payment is required.
 - Pay a vendor/agent for performances or rental with a check on the day of the event. Work with the office to request a check at least five weeks in advance of the payment date.
- Student organizations are granted funding for the purpose(s) specified by their funding requests. Any substantial deviation in expenditures from the purpose(s) for which the funds are granted will not be approved.
- Supplies, products, or services available through University channels must be obtained in this manner. Requisition for off-campus vendors will not be honored if the product or service is available through the University or University channels. Purchases from off-campus vendors are only permitted if granted in advance.
- Reimbursement to members of an organization will not be processed unless the appropriate documentation is included (e.g., original itemized receipts, bills) and a written statement as to why the purchases could not be obtained directly from a vendor.
- Organizations that exceed their allocated funds by incurring an overall deficit will owe the University an amount equal to the deficit.
- Sales Tax: The University is sales tax exempt and will not reimburse the sales tax amount for items purchased from an outside vendor. All purchases should be made with a Tax-Exempt form; copies are available in the Office of Student Engagement.
- No student, group of students, or student organization may represent or make purchases on behalf of the University or a student organization formally recognized by the University without proper authorization.

Charitable Contributions

Expenditures from funded student organization budgets may not be made to charitable organizations or any other party external to the University unless the payment is for rendered services or products.



Fundraising and Donation Solicitation Activities

Student organizations are permitted to utilize University facilities for fundraising activities. All proceeds for such activities must be deposited into the organization's University account and follow the Fundraising and Donation Solicitation Policy (see Appendix B).

Political Activities

Funded student organizations may not expend any of their funds for any political purpose or in the support of any political candidates or issues, whether federal, state, local, or University-level.

Contracts, Honoraria, and Payment

No speaker, facilitator, workshop leader, or other program presenter who is a member of Chatham University faculty, staff, or administration may receive payment for participation in an event sponsored by a student organization. Approval for expenditure of student organization funds also will not be granted for speakers who are engaged to participate in college commencement activities.

Contracts for speakers, artists, and other presenters are processed in the Office of Residence Life & Student Engagement – Student Affairs. At least five weeks are needed to process and contract. No student is allowed to sign contracts where University funds are to be used; only Student Affairs staff may sign official contracts.

Student Organization Contract Process

The following steps must be completed within the designated time period in order to receive permission to sponsor an artist/speaker at Chatham University. Failure to complete the process within the designated time may result in the Office of Student Affairs not approving the event and the event not taking place.

- No contract with an artist/speaker may occur without the express permission of the Office of Student Engagement. If a student organization contracts an artist/speaker without the permission of the Office of Student Engagement, the organization or individual may be held personally responsible for costs associated with the event.
- University contracts for student organization events will be processed through the Office of Student Affairs. Chatham University reserves the right to deny performance contracts that do not originate from the University. Therefore, contracts from the artist/speaker will be mailed or faxed to the Office of Student Affairs staff to be transferred into a standard University format, returned to the artists/speaker for signature, and then forwarded to the Vice President for Student Affairs and Dean of Students. Once approved and signed, the Office of Student Engagement will process the contract and arrange for payment.

- No student organization or organization representative is to take contracts to University offices. This process must be performed by the staff of the Office of Student Engagement.
- The Office of Student Engagement will assist the student organization in determining all costs related to an event. These costs may include, but are not limited to:
 - Airline, travel, or transportation (to and from airport)
 - Hotel or lodgings
 - Food/catering
 - Security
 - Facility rental
 - Equipment rental
 - Sound and lights rental
 - Generator rental
 - Miscellaneous: Chatham item for presenter or performer (T-shirt, sweatshirt, etc.)
 - Water for the stage area
 - Props or other performance items
 - Decorations
 - Dressing room requests
- In certain cases, some items required by the artist/speaker may not be purchased with University funds. In such an instance, the items will not be obtained and the artist/speaker will be notified. For more detailed information regarding this process, please contact the Office of Student Engagement.

Travel

Travel funds are available for currently enrolled members of student organizations which seek to represent the University and, thereby, enhance the prestige of the University and the organization through participation in events wherein participants:

- Gain knowledge and experience of benefit to the University and the student organization's development
- Fulfill responsibilities set forth by the goals and purposes of the organization

A **CSG Travel Funding Request Form** and other associated risk management forms must be completed and approved **four weeks prior to departure**.



Securing Registration Fees

The University will prepay for registration to conventions and conferences. When registration fees are to be prepaid, the necessary paperwork must be submitted **no later than two weeks prior** to the registration deadline to the Office of Student Engagement. This ensures adequate time to verify funding sources and prepare payment.

Travel and Reimbursement

University vehicles can be reserved for short trips, assuming the student is an approved driver. Privately owned automobiles may be used in accordance with University procedures. All organizations traveling by automobile should contact the Office of Student Engagement for full guidelines and procedures.

If travel is approved and funded, the University will reimburse up to specified maximum amounts when original detailed receipts are submitted.

When the traveler returns from a trip, the original receipts, a completed individual reimbursement form, and a complete set of copies must be given to the Office of Student Engagement for approval. Upon approval, staff will submit the voucher to the Business Office for reimbursement. Please note that the University does not advance money to students, so one should be prepared to bear the cost of the trip until they return to campus.

Resources for Student Organizations

Important Documents and Forms

The following can be accessed via the Documents and Forms section of myChatham under the Student Organizations category.

- New Student Organization Packet
- Student Organization Officer Listing
- Student Organization Event Request Form
- CSG Undergraduate Budget Committee Event Funding Request (and other funding forms)
- GSA Funding Request Form
- Student Organization Fundraising and Donation Solicitation Forms

Appendix A: Student Organization Processes

Important Documents

- Student Affairs Vision Sheet
- Event Checklist: Three Weeks Prior
- Event Checklist: Two Days Prior
- Post-Event Checklist

CSG Information and Processes

- Meeting Schedule, CSG Senate
- Meeting Schedule, UBC
- Meeting Schedule, GSA
- Funding Request, GSA
- Methods of Order, UBC
- Methods of Order, SOF

Accessing myChatham Forms

- New Student Org Packet (sample Constitution)
- Student Org Officer Listing
- Accessing UBC Funding Request Forms
- Accessing GSA Funding Request Forms

Student Affairs Vision Sheet

Complete this vision sheet a minimum of a month before your event to help with the planning process.

Event Name _____

Event Date _____

What is your ideal participation (students/teams/organizations)?

Who on campus could help you reach your goal (departments/organizations/key faculty/Student Affairs departments)?

Should you form a committee with these groups? YES NO

If yes, what type of meetings (if any) should you have? (ex. planning meeting for feedback, ongoing meeting for planning, e-mail discussions)

How will you promote the event (go beyond the staple promotions – flyers, lawn signs, myChatham, etc)?

How can I make this event stand out for students and the campus community? Keep the Student Affairs' mission & vision in mind?

Event Checklist: Three Weeks Prior

Please review the list below and make sure everything is completed a minimum of three weeks before your event. Please also add items specific to your event.

Event Name _____

Event Date _____

Submit your Event Request Form via the Chatham Student Government website so that the Office of Student Engagement can reach out to reserve your space and send in a facilities set-up request.

- Have the Office of Student Engagement request Chatham transportation if necessary.
- Order food through Catertrax.
- Check that your event has been uploaded to myChatham. Be sure all pertinent info is included (cost, direction, registrations, etc.). Spell check!
- Email Student Engagement (studentengagement@chatham.edu) to add your event to the Screaming Squirrel, the Grad News Update, and my.Happenings.
- Design your flyer and submit to the Office of Student Affairs (osa@chatham.edu). (Plan in advance – due to the established distribution dates you may need to start on your flyer earlier). OR request a flyer to be designed via the Office of Marketing and Communications online form: <https://chathamcommunications.wufoo.com/forms/z1w9oixj06k3wjk/>
- Reserve Carson to attend your event.
- Create a committee (if needed). Collaborate and bring other parties on board to help promote attendance. Don't be afraid to ask for help. Use the vision sheet to guide you.
- Create a supply list and pick up supplies (check the resources available through Student Engagement before purchasing). Think of all supplies (food, gloves, etc.)
- Assign staff to work event.
- Create an event announcement list for the event or ask other groups for event post cards to promote other campus events. This is a great opportunity to promote events from other student organizations.
- Complete the Event Photographer Request Form: <https://chathamcommunications.wufoo.com/forms/event-photographer-request> to request a photographer for your event.
- Print a release of liability form (if applicable). Release of liability forms should be used anytime the student is traveling or engaging in an active event and will be moving around (ex. dances, outdoor recreations, intramurals, etc.). Liability forms are kept on file for two years.

Event Checklist: Two Days Prior

Please review the list below and make sure every item is completed a minimum of 48 hours before your event. Please also add info specific to your event.

Event Name _____

Event Date _____

- Double check your event listing on myChatham to be sure all date/time info is correct. Events should be listed on myChatham a minimum of two weeks prior to the event, but event info sometimes changes so it is critical to keep the posting updated on myChatham.
- Review registrations on myChatham (if applicable) and send a reminder to all attendees with event info/logistics (time, transportation, location). Be mindful to send a reminder the week before if you have tickets or other items that need to be picked up by the attendee.
- Email all members of your committee, parties involved in the planning, or staff assigned to the event a step by step of the program and expectation.
- Check in with Student Engagement staff to review your facilities set-up request and ensure all needs are accounted for.
- Start watching the weather for outdoor events and coordinate a rain plan with facilities. Rain calls should be made the morning of your event.
- Pick up your van paperwork (if applicable). All van reservations should be made a minimum of two weeks in advance. Remember, vans are limited—so reserve as early as possible.
- Review your food order (if applicable). Food orders should be submitted two weeks in advance of the event.
- Email Krista Terpack (KTerpack@chatham.edu) to confirm that the event photographer will be at your event.
- Print your sign in sheet.
- Review your event announcement sheet/make sure you have collected post cards of info that need to be passed out to attendees.
- Print a release of liability form (if applicable). Release of liability forms should be used anytime the student is traveling or engaging in an active event and will be moving around (ex. dances, outdoor recreations, intramurals, etc.). Liability forms are kept on file for two years.
- Day of Event – Make sure staff working are appropriately dressed. At the beginning of the event introduce yourself and let them know to speak with you if they have any questions.

Post-Event Checklist

Please complete this list following your event. Some items must be completed the night of the event, but all others should be completed within a couple of days following the event.

Event Name _____

Event Date _____

- After your event be sure to pick up any trash. You do not need to break down tables (unless requested by facilities), but it is helpful to pick up trash and other debris.
- Send out thank you e-mails to committee members or key people who helped with the event.

CSG Senate Meeting Schedule

All CSG Senate meetings will take place in the Conover Room in the Mellon Building on Thursdays at 11:30 am.

UBC Hearing Schedule

All UBC Hearings will take place via zoom every other Tuesday at 11:30 am.

Requests must be submitted by 5:00 pm the Friday before the Hearing you wish to present at.

GSA Meeting Schedule

GSA Meets TBD

Requests must be submitted by the first of each month to be reviewed at the next GSA meeting.

Graduate Student Organization Funding Process

GSA Funding Request Form: <https://chathamureslife.wufoo.com/forms/zi2533g0tkm9i7/>

GSA Post-Funding Form: <https://chathamureslife.wufoo.com/forms/p19w5kxf1k85rgh/>

UBC Methods of Order

Approved: January 19, 2012

Amended: April 12th, 2018; September 13th, 2018; February 24, 2022

ARTICLE I: NAME

The name of this standing committee of the Chatham Student Government (CSG) shall be the Undergraduate Budget Committee, which will herein be referred to as UBC.

ARTICLE II: PURPOSE

Section 1: As established in the Chatham Student Government Constitution, Article III. 1: The Student Government shall instill fiscal responsibility to the UBC. UBC shall be chaired by the Vice President of Finance and be governed by the Undergraduate Budget Committee Methods of Order. Amendments to the Methods of Order shall be presented to the Student Senate and voted on by a simple majority of quorum.

Section 2: All members of the UBC shall operate collectively to perform the following functions:

Distribute CSG unallocated funds to recognized Chatham University student organizations and currently enrolled undergraduate students through the Review of Event Funding, Travel Funding, and Special Funds Request submissions.

ARTICLE III: MEMBERSHIP AND ELIGIBILITY

Section 1: All undergraduate students enrolled at the University, as so defined by the Office of Student Affairs, shall be eligible to participate in UBC.

Membership and activities are open to all undergraduate students and UBC categorically does not deny membership and activities to an individual based on their race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, or marital status.

Section 2: All members of the student body in good academic and disciplinary standing, as so recorded by the Office of Student Affairs, shall be eligible to become a committee member of UBC. All students must maintain good academic and judicial standing while on the committee.

ARTICLE IV: OFFICERS AND COMMITTEE MEMBERS

Section 1: The Vice President of Finance shall be the Chair of UBC in accordance with the CSG Constitution IV.7.D., herein will be referred to as Chair. Power of the UBC shall be vested in the Chair, Vice Chair, Secretary, and At Large Members of UBC.

Section 2:

- The Chair shall be elected by members of the undergraduate student body in accordance with CSG Constitution IV.
- The additional members of UBC shall be chosen by the Vice President for Student Affairs and Dean of Students or their designee with discussion with the Chair. Members of UBC will elect the Vice Chair and Secretary positions in UBC. UBC members interested in attaining either the Vice Chair or Secretary position must have at least one semester of previous experience on the Committee. In the event that all members are new, members who show interest in a position must have a debriefing session with the Chair, and then can submit their name to be elected and appointed. Elections will be held through an anonymous ballot.

Section 3:

- All UBC members must attend all UBC meetings with up to three excused absences and one unexcused absence a semester. Failure to comply will result in reprimands and/or dismissal per the discretion of the Chair and Advisor. A committee member who wishes to resign must submit a formal letter of resignation to the Chair and Advisor. If the member holds a position within UBC, the Chair must find, appoint, and debrief a replacement for the position.
- UBC members who also hold a position within CSG must refer and adhere to the Chatham Student Government Constitution, Article XI in regards to resignation, impeachment, and/or removal.

Section 4: The term of office will be one full year beginning at 12:00 A.M. and concluding at 11:59 P.M. (May 1 to April 30).

Section 5: Duties of UBC Members are:

- To advertise Event Funding Requests, Travel Funding Requests, and Special Funds Requests to recognized Chatham University student organizations and currently enrolled undergraduate students;
- To contribute to discussions, make motions, and vote on motions to approve or deny Event Funding Requests, Travel Funding Requests, and Special Funds Requests;
- To award funding to recognized student organizations and undergraduate students at the university
- To be familiarized and well versed in the UBC Methods of Order

Section 6: Duties of the Chair are:

- To advertise and recruit UBC members;
- To facilitate UBC meetings, contribute to discussions, recognize motions, and call for votes;
- To vote in the event of a tie;
- To track and report expenditure of funds.

Section 7: Duties of the Vice Chair are:

- Lead efforts to advertise Event Funding Requests, Travel Funding Requests, and Special Funds Requests to recognized Chatham University student organizations and currently enrolled undergraduate students;
- To assume the role of the Chair in their absence.
- To follow up with organizations concerning the committee's decision on their funding request

Section 8: Duties of the Secretary are:

- To maintain up-to-date rosters of UBC members;
- To take attendance and minutes at each meeting;
- To type minutes to be presented for approval at each following meeting;
- To contribute to discussions, make motions, and vote;
- To make arrangements with another UBC member if not present to take minutes;

Section 9: In the event that the Vice Chair, Secretary, or At Large Members of UBC are unable to fulfill their duties or a vacancy arises, additional committee members may be assigned/approved to be on the committee at any point during the academic year.

ARTICLE V: MEETINGS

Section 1: UBC shall meet on a biweekly basis during the fall and spring semesters. Emergency meetings can be called at the discretion of the Chair, with the consultation of the Advisor, if quorum can be reached.

Section 2: No formal action can be taken at an Executive Meeting without quorum, which shall be defined as four voting UBC members.

Section 3: UBC meetings will follow an open meeting format. This allows interested persons to sit in on any committee meeting. Persons who observe meetings will be asked to adhere to the following rules of order:

- Any observer who has questions or comments about a meeting is welcome to approach the Chairperson immediately following the meeting. Inquiries may also be referred to the Advisor.
- When discussion and decision-making occur after a request, it becomes a closed meeting.

Section 4: Format of the meetings is:

- Approval of the minutes
- Unfinished Business: review of any tabled Event Funding Requests, Travel Funding Requests, and Special Funds Requests.
- New Business: Presentation and Review of New Event Funding Requests, Travel Funding Requests, and Special Funds Requests.

- For any given meeting:
- A Student representative should be present during the UBC meeting to speak to and discuss the request. The representative will have up to five minutes to present the request and up to five minutes to discuss and answer questions posed by the UBC members. UBC may extend this time frame if they deem it is needed.
- If a student representative is not present, proceedings will continue and an allocation of zero dollars will be made.
- Discussion and decisions are made after the committee reviews the written request, hears a verbal justification from a student representative, and discusses each request as a committee.
- A motion, second to the motion, and a vote of members present is the standard process.
 - A motion passes with a simple majority of voting members present. Chair abstains from voting, except in the event of a tie.
- UBC may table requests due to the need for additional information or research.

Section 5: A student organization may appeal the UBC decision by submitting the appeal to the committee in writing through the Advisor and the Chair

- Appeals must be submitted with the initial amount requested, the amount approved by the committee, why the request is being appealed, and how much the request is being appealed for.
- Appeals must be discussed between the Advisor and Chair before committee deliberation.
- If the appeal has standing, the appeal may be heard and voted on during the next UBC meeting.

Section 6: A committee member who is actively involved with an organization and/or event applying for funding may not be present for the closed discussion of UBC and may not vote.

Section 7: A committee member may serve as the student representative for a funding request, but may not be present for the closed discussion of UBC and may not vote.

ARTICLE VI: FUNDING REQUESTS

Section 1: Event Funding Requests: An Event Funding Request is a request to fund events or programs sponsored by recognized Chatham University student organizations and currently enrolled undergraduate students.

Section 2: Travel Funding Request: A Travel Funding Request is a request to fund travel expenses associated with the attendance of recognized Chatham University student organization members and currently enrolled undergraduate students.

- For any given travel funding request note that:
 - The maximum travel award fund that may be allocated in any given fiscal and academic year for a currently enrolled undergraduate student is \$400.
 - Awards for recognized Chatham University student organization members are reflective of the number of student organization members traveling.
 - Only one travel funding award per academic and fiscal year to currently enrolled undergraduate students and/or recognized Chatham University student organizations may be allocated.
 - Travel fund requests serve as reimbursement for travel costs and thus students or student organizations shall be repaid respective to the relative allocation of their original travel request so long as the allocation was granted prior to any expenditure would occur.
 - Special circumstances for repayment on a certain timeline or immediate dispersal of funds may be negotiated.

Section 3: Special Funds Request: A Special Funds Request is a request to fund circumstances that do not fit in the category of Event Funding Requests or Travel Funding Requests submitted by a recognized Chatham University student organization.

- This includes but is not limited to loans to begin fundraisers, special gifts, and recruitment promotional items.
 - A special funds request must be in compliance with one or more of the UBC's funding priorities as defined in Section 6 of the Methods of Order as would be situationally appropriate.

For funds loaned for a fundraiser, all funds must be paid back thirty days after the fundraiser date specified in the request or an agreed upon date by UBC and the student organization. This date must be thirty days before the end of the spring semester.

Section 4: Compliance

- Organizations are eligible for funding if they comply with all instructions on funding request forms and the UBC Methods of Order.
- Any request that is not submitted AND presented at least 4 weeks in advance of the earliest date of which the request applies (if there is more than one date pertinent to the request) shall be automatically rejected

- The UBC Advisor and/or V.P. of Finance may reject the review of any funding request that is not complete.
- Any Event, Travel, or Special Funds Request violating a submission requirement may face up to a 30% deduction.
- A submission requirement is any requirement due from the Methods of Order and respective funding request form (event, travel, or special funds)
- Funding requests violating a submission requirement cannot be appealed.
- Organizations that are not recognized by the Office of Student Activities are automatically disqualified for any funding requests

Section 5: UBC will not fund the following:

- Direct charitable contributions;
- Stipends;
- Alcohol;
- Office and operational costs (such as consumable office supplies – post-it notes, pencils, pens, office equipment, or furniture items);
- Food as a part of travel expenses;
- Speakers, facilitators, leaders, or program presenters who are Chatham University faculty, staff, or administration;
- Support of any political candidate or political issue whether federal, state, local, or University in level;
- Any event or program that violates any Chatham University policy;
- Spending that would or did occur in any fiscal year other than the currently active one.

Section 6: UBC's priority is to fund requests that meet one or more the following (depending on the nature and type of the request):

- That benefits most of Chatham University student body;
- That is open and accessible to the Chatham University student body
- Are on-campus events;
- Demonstrate initiative for purposeful and effective collaboration between other student organizations, institutional organizations, and/or community organizations
- That positively contributes to student life, leadership development, diversity advancement, and/or educational engagement.

Section 7: Funding Sources and Budget Breakdown

- The funds allocated to the UBC are determined annually by the Office of Student Affairs.
 - The Event Funding & Special Funding Requests Budget shall constitute 80% of the UBC Annual Budget

- 8% of the UBC budget shall be allocated to the Office of Student Affairs to match and distribute equally among student organizations officially recognized by the Office of Student Affairs (as defined by the Office of Student Affairs) for event requests and/or special requests
- Allocated funds must be spent or planned to be spent within the first 7 weeks of the fall semester
 - Funds shall only be allocated If the Office of Student Affairs matches the set amount to be allocated by the UBC
- Qualified student organizations must submit their group requests a minimum of one week in advance to the Office of Student Affairs to access funds. Note, this is only the initial funding for the first 7 weeks. Other requests must proceed through UBC as stipulated.
- Unused funds shall be split evenly between the Office of Student Affairs and the UBC then returned to the UBC and redistributed with 88% allocated to the Event & Special Fund Request Budget and the remaining 12% to the Travel Fund Request Budget
- The Travel Fund Request Budget shall constitute 12% of the UBC Annual Budget
 - Refunding Allocation: Once an academic and fiscal year, in the event that the Travel Budget is below \$400, the Committee may convene for a one-time vote effective immediately to pull 12% of the remaining Event Funding & Special Funds Requests Budget to be reallocated to the Travel Budget.
 - Once all of the current and otherwise potential travel funding has been used, travel request/s will no longer be reviewed.
 - Funding requests for the next academic and fiscal year will be considered at the last UBC meeting of the academic year

Section 8: Spending Allocated Funds:

1. Organizations must process all purchases and payments through the Office of Student Engagement using established University policies for making purchases and payments.
2. Organizations must consult the Student Engagement Staff Advisor or their designee prior to spending allocated funds.
3. Funds may only be spent on specific items UBC allocated funds for.
4. Extra funds will be returned to UBC.
5. All receipts and reimbursements must be reconciled fourteen days after the event.
6. Approved UBC funded events must be advertised minimally two weeks in advance of the event date and must include the statements “Open to all Chatham students” and “Partially funded by Chatham Student Government.” The flyers must be submitted to the UBC advisor prior to posting.

7. If a requester fails to advertise a UBC funded event within the advertisement deadline and/or fails to indicate that it has been partially funded by Chatham Student Government, they shall be penalized monetarily as decided by the UBC on a case by case basis.
8. Organizations must complete the Post UBC Funding Form no later than five days after their event or travel is complete.

ARTICLE VII: ADVISOR

Section 1: The advisor of UBC shall be appointed by the Vice President for Student Affairs and Dean of Students.

Section 2: The advisor will serve in a non-voting position and will serve the committee as a liaison between the Office of Student Engagement and UBC.

Section 3: The advisor will provide necessary information during funding discussion and constitution review to aid the committee in making informed decisions and ensure that Chatham University policy and procedures are adhered to.

Section 4: The advisor will screen all requests turned in by student organizations and students to ensure all guidelines are adhered to.

Student Organization Forum (SOF) Methods of Order

ARTICLE I: NAME

The name of the standing committee of Chatham University Undergraduate Student Government shall be Student Organization Forum, which will herein be referred to as SOF.

ARTICLE II: PURPOSE

Section 1: As established in the Chatham University Undergraduate Student Government Constitution herein referred to as CSG, Article VI.3: The CSG instills the responsibility to voice student organization ideas, concerns and facilitate programming needs to the SOF. The SOF shall be chaired by the Executive Vice President and shall be governed by the Student Organization Forum Methods of Order. Amendments to the Student Organization Forum Methods of Order shall be presented to the Student Senate and voted on by a vote of quorum.

Section 2: All members of the SOF shall operate collectively to perform the following functions:

- Facilitate collaboration and synergy among campus leaders of all student organizations.
- Discuss relevant issues that inhibit student organizations from functioning at their optimal level of effectiveness.
- Improve the skills of campus leaders to lead their organizations effectively.
- Provide necessary resources to student organizations for event planning and implementation.

ARTICLE III: MEMBERSHIP & ELIGIBILITY

Section 1: At least one representative from each student organization on campus shall be eligible to participate in SOF. Membership and activities are open to all Chatham University undergraduate students.

Section 2: All SOF members must attend all SOF meetings with the allowance of one excused absence per semester. Failure to comply will result in a loss of funding eligibility through the Undergraduate Budget Committee for the following semester, as stated in Article VI.4 of the Constitution: Organizations that do not comply with attendance requirements of the Student Organization Forum will not qualify for funding requests for the following semester.

ARTICLE IV: OFFICERS AND COMMITTEE MEMBERS

Section 1: The Executive Vice President shall be the Chair of SOF in accordance with the CSG Constitution IV.7.D., herein will be referred to as the Chair. Power of the SOF shall be vested in the Chair and the student organization representatives.

Section 2: The Chair shall be elected by members of the undergraduate student body in accordance with CSG Constitution IV.2. The additional members of SOF (student organization representatives) shall be chosen by the individual student organization's executive board.

Section 3: Duties of the Chair are:

- To advertise SOF meetings to members.
- To facilitate SOF meetings and contribute to discussions.
- To serve as a liaison between student organization representatives and the CSG during Senate meetings.

Section 4: Duties of the Student Organization Representative are:

- Bring forth issues, concerns, and successes of their respective organization to SOF meetings.
- Communicate matters discussed at meetings to their respective student organizations. Submit a pre-meeting organization update (prompts and submission method determined by the Chair).
- Represent only one student organization at the SOF meeting.

Section 5: Duties of the Student Organizations (as outlined by Policies and Procedures for Student Organizations):

- Plan and implement a minimum of one event per semester to remain eligible for UBC funding.
- Plan and implement at least one event per year in collaboration with another Student Organization on campus to remain eligible for UBC funding.
- Submit an officer listing form to the Office of Student Affairs at the beginning of each semester and in any case of a change of officers.
- Elect or designate a representative member to attend Student Organization Forum meetings.

If any of the above requirements are not met by the final day of the respective semester, the status of the organization will be up for discussion with the Chair and the Office of Student Affairs.

ARTICLE V: MEETINGS

Section 1: SOF shall meet on a monthly basis during the fall and spring semesters. Agenda shall be determined by the Chair, based on relevant issues addressed in the pre-meeting reports, and shall include a section of informing student organization representatives of CSG updates, as well as garnering feedback from student organization in order to adequately advocate for them within the CSG Senate meetings.

Section 2: SOF Retreat

The first meeting of the semester will be dedicated to a SOF Retreat organized by the Office of Student Affairs in conjunction with the Chair. The purpose shall be to inform new student leaders of the responsibilities their positions hold, the rules and regulations relevant to student organizations on campus, and leadership skills.

Accessing myChatham Forms

Log into myChatham

Choose **Documents & Forms**

Select **Student Organizations** from the list

Here you will find:

- Chatham Fundraising Policy
- UBC Methods of Order
- GSA Funding Process
- Student Organization Advisor Manual (2023-2024)
- Student Organization Officer Listing Form
- Student Organizations Fundraising and Donation Solicitation Forms
- Student Travel and Student Organization Special Funding - UBC Funding Request Form

Log into myChatham

Choose **Service & Departments**

Select **Student Engagement** from the list

Here you will find:

- GSA Funding Request
- New Student Organization Application
- Student Org Event Request Form 2022-23
- Student Organization Advisor Agreement
- Student Organization Officer Transition Checklist
- Student Organization Officer Transition Worksheet

Accessing Chatham Student Government Forms

Open <https://www.chathamstudentgovernment.com/csg>

Select **Student Organizations**

Select **Overview of Resources**

Here you will find:

- Student Organization Event Request Form
- Officer Listing Form
- Student Organization Advisor Agreement Form
- New Student Organization Application
- Undergraduate Budget Committee Special and Travel Funding Request Form
- Post Undergraduate Budget Committee Funding Form
- Student Organization Information Form

Appendix B

Policies Related to Enrollment and Student Organization Membership

- Absenteeism from Classes
- Student Honor Code (abbreviated)
- Statement of Non-Discrimination
- Anti-Discrimination Policy
- Alcohol and Drug Policy
- Anti-Hazing Policy

Policies Related to Event Planning

- On-Campus Publicity Policy
- CSG Funding Publicity Process
- Sidewalk Chalk
- Email Announcements
- My.Chatham
- Printing/ Photocopying
- Student Organization Night Accountability
- Outside Speakers Sponsored by Students
- Political Candidate and Activity Policy
- Public Demonstration Guidelines
- Movies and Films
- Room Reservation and Space Rental
- Chatham University Vehicle Policy
- Activities Involving Release of Liability
- Activities Involving Food

Policies Related to Student Organization Budgets

- Fundraising Policy
- Fundraising Registration Agreement
- Fundraising and Donation Solicitation Packet

Absenteeism from Class

Chatham University understands that as you get involved in student organizations, the responsibilities are vast and may sometimes require you to miss classes to accomplish them, particularly when you are asked to attend meetings, seminars, conferences and others that are held away from the campus. The University understands the importance of these commitments and value the impact it has on students' personal and leadership development. At best, student organizations are discouraged from missing class in order to attend to student organization business or events. Students' academic pursuits should always take first priority when participating in a student organization. However, the University recognizes that certain events, meetings, or attendance at conferences may justify the need for members of your organization to be absent from class.

Listed below are guidelines for absenteeism from class in order to attend to a student organization function that students should adhere to:

- When making the decision to miss class, the experience gained from the pursued activity should have a high impact on the student, the student organization, and the University as a whole.
- The ultimate decision to allow any individual student to be absent from class lies with the professor or residing faculty member. The Office of Residence Life & Student Engagement–Student Affairs will support the decision of the faculty member.
- Absenteeism from class should be confirmed at least one month in advance with the faculty member in order to allow adequate time for alternative arrangements for missed work or exams. Last-minute request should be avoided as much as possible.
- Once permission is received from the faculty member, the student’s academic advisor and the Office of Residence Life & Student Engagement–Student Affairs should be informed.
- If requested, the Assistant Director of Student Engagement will write a letter in support of the student organization sponsored activity, requesting the faculty member’s support and cooperation.

Specific questions regarding absenteeism from class due to student organization matters should be directed to the Office of Student Engagement at 412.365.1281 or studentengagement@chatham.edu

Student Honor Code

Student Organizations and members are subject to the Chatham University Honor Code. For a complete listing of the Honor Code and policies please visit myChatham, Documents & Forms, Student Affairs.

Chatham University Honor Code and Policies

Honor is that principle by which we at Chatham form our code of living, working, and studying together. The standards of honor at Chatham require that all Chatham students residing on Chatham’s campus act with intellectual independence, personal integrity, honesty in all relationships, and consideration for the rights and well-being of others. As citizens of the campus community focused on education, students must accept certain obligations that accrue by virtue of such citizenship. Individual rights are ensured to the degree that these rights require a respect for the rights of all within the community to the same extent. In accepting admission to Chatham University, undergraduate and graduate students automatically agree to be personally responsible in all matters pertaining to honor and pledge to abide by those rules, which are considered by the community, as part of its Honor Code. While the University articulates specific community standards, both academic and social, the

Honor Code is maintained through the acceptance of personal responsibility by each community member in their on and off campus behavior. Upholding the tenets of the Honor Code is essential in promoting a safe and secure living and learning community for which students, faculty and staff share responsibility. The Chatham University Honor Code is reviewed every four academic years with student input.

The Honor Pledge

During orientation, each new member of the Chatham student community will be required to sign the Honor Pledge. The pledge states: “Realizing the trust placed in me, I affirm my faith in the individual and in personal integrity and I assume the responsibility of maintaining the tenets of the Honor Code in all attendant matters.” A copy of the pledge is provided to each student.

Zero Tolerance for Violence

Chatham University supports all efforts to prevent violence on campus. Any violation of another person’s rights, including but not limited to physical or verbal threats, mental abuse, intentional libel, slander, physical harm or the harassment of another person will result in the campus taking the necessary and appropriate action to protect the safety and wellbeing of the campus community.

Further, any action that is harmful to oneself including significant/severe self-injurious behavior, suicide attempts and/or threats will result in the immediate removal of the student from the college setting and potential expulsion. Mental health conditions, the influence of drugs or the use of alcohol will not diminish or excuse a violation of the student code of conduct.

Chatham University Community Standards

In a community such as Chatham University it is important to have standards, which all members of the community are responsible for upholding. The Honor Code guides students’ academic and social conduct on campus. Any action that violates the academic, social or residential standards shall be considered a violation of the Honor Code and shall be grounds for an inquiry and appropriate follow up. Students are expected to conduct themselves as responsible members of the University community by adhering to the academic, social, and residential standards in accordance with the Honor Code at Chatham University. A student or student organization found to have violated any of the following types of offenses will be subject to the full range of sanctions possible through University officials and the Student Conduct Board. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Honor Code. In its entirety, all campus publications outlining rules and regulations are part of the Honor Code. The following actions shall be considered in violation of the Honor Code.

Student Organizations and Violations

Student groups or organizations may be charged with violations of the Honor Code. A student organization and its officers may be held collectively and individually responsible when violations of the Honor Code occur. The president of a student organization or a designee appointed by the president will be responsible for representing the organization in any campus student conduct proceedings. A student being charged with violations of the Honor Code in connection with an organization will be responsible for representing her/himself.

Statement of Non-Discrimination

Equal opportunity and affirmative action are integral to employment and education at Chatham University because we recognize that the University's present and future strength is based primarily on people and their skills, experience, and potential to develop, no matter what their race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or any other legally protected status. The University will not tolerate any form of discrimination on these bases (i.e., race, national origin, disability) including different treatment, and prohibits retaliation against those who file complaints about discrimination or who participate in the investigation of such complaints. Inquiries may be directed to the Director of Human Resources, Chatham University, Woodland Road, Pittsburgh, PA 15232, 412-365-1847.

Anti-Discrimination Policy

Chatham University is committed to providing a learning environment that is free from discrimination based upon an individual's race, ethnicity, national origin, age, religion, gender, gender identity or expression, sexual orientation, physical or mental disability or veteran status. Discrimination in any form will not be tolerated by the University. Chatham University abides by the Commonwealth of Pennsylvania Anti-Discriminatory Law in Higher Education (<http://www.phrc.state.pa.us>).

Students who believe that they have been discriminated against may obtain redress through the complaint procedures adopted as part of the University's Harassment Policy which are located in the Employee Handbook and available on my.chatham.edu.

The University will respond promptly and suitably to complaints, and will respect insofar as possible, the right to confidentiality of all members of the University community. Retaliation against persons who bring complaints of discrimination in good faith is prohibited and is, in itself, a form of discrimination that is actionable under this policy.

The University Human Resources administers the Anti-Discrimination Policies and Procedures.

Students who are inquiring about matters pertaining to Anti-Discrimination Policies and Procedures may connect with the Dean of Students or designee. The Dean of Students or designee, acts as a temporary receiver and recorder of community concerns, and refers these concerns to the proper institutional authorities as deemed appropriate. Students who believe they have been discriminated against may approach the Dean of Students or designee for assistance and guidance.

Alcohol and Drug Policy

Alcohol Policy

Chatham University supports the laws of the Commonwealth of Pennsylvania concerning alcohol and acknowledges the responsibility to inform each student of her obligation to abide by these laws; any infraction makes her liable to punitive action from the state. The University is not responsible for and will offer no protection for violators of these laws.

In brief, the law prohibits the purchase, consumption, possession or transportation of intoxicating liquors or malt or brewed beverages by minors (under age 21), and prohibits any other person to sell, furnish or give any such beverages, or to permit any of these beverages to be sold, furnished or given to any minor. The law also prohibits any person or group from selling alcoholic beverages without an appropriate license from the Liquor Control Enforcement agency.

Alcoholic beverages are not permitted at any student function at the University sponsored by any student group or organization unless authorized by the Office of Student Affairs. No University funds, including student activities fees, are to be spent for alcohol by student groups or organizations or their representatives, unless authorized by the Office of Student Affairs.

Alcohol may only be consumed in University residences when at least one resident of the room or apartment is of legal drinking age. If the amount of alcohol found in such a residence area is an unreasonable amount (based on the number of legal drinking students who are present), underage residents and guests may be charged with a violation of the alcohol policy. Likewise, underage students who are in the presence of alcohol being consumed by other underage community members and/or who are in the presence of a disproportionately large quantity of alcohol found in the living area of a student of legal drinking age, are subject to being charged with a violation of the alcohol policy. It is suggested and expected that underage students exercise appropriate and sensible judgment at all times, especially when they find themselves in the presence of alcohol.

Drug Policy

Chatham University supports the Federal, State and municipal laws governing the illegal use, possession, or transferring of any narcotic drug, including, but not limited to, marijuana, heroin, LSD, barbiturates, or amphetamines. The University will not be responsible for, nor offer protection to, a student violating these laws. In addition, the University strongly advises students to refrain from involving themselves and other students in any violation of these laws. Students who are in the presence of illegal drugs may be charged with a violation of the drug policy. It is suggested and expected that all students exercise appropriate and sensible judgment whenever they may find themselves in such situations.

Anti-Hazing Policy

Chatham University

Date: January 2014

Office of Student Affairs

Chatham University abides under The Commonwealth of Pennsylvania State Hazing Law. (http://www.stophazing.org/laws/pa_law.htm). The Commonwealth of Pennsylvania State Hazing Law defines it in [P.S.] 5352 as:

“Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.”

Chatham University considers hazing as any subtle, covert or overt action, occurring on or off campus, by an individual or group of students in connection to recruitment, initiation, rite of passage, or membership in a Chatham sport club, group, organization or athletic team that subjects any other member of the university community, voluntarily or involuntarily to activity which creates an atmosphere for potential or actual embarrassment, humiliation, degradation, verbal, emotional or physical distress, abuse or injury; or compromises the academic mission and/or reputation of Chatham University.

Procedures:

1. If an act of hazing occurs on campus and is deliberately intended against a Chatham University student/group of students, a report should be made by phone, electronic mail or in writing to the Vice President for Student Affairs and Dean of Students or designee. All reports of hazing are maintained as confidential.
2. The Vice President for Student Affairs and Dean of Students or designee will call for a meeting on as needed basis to members of a committee whose experience and professional background is relevant to investigate and resolve each hazing situation presented.
3. Penalties for engaging in hazing activities include University sanctions against individuals and organizations, and criminal sanctions under state law.

On-Campus Publicity Policy

Important Guidelines & Policies

When planning an event, distributing information and organizing programs or functions for your student organization, the following policies and procedures need to be taken into consideration during the initial planning stages. The Office of Residence Life & Student Engagement–Student Affairs staff can help with all phases of program development, including compliance with University guidelines.

Advertising & Promotion

On-Campus Publicity Promotion

- Any flyer posted on campus must be approved & stamped by the Office of Residence Life & Engagement–Student Affairs located in Woodland Hall, 1st Floor.
- The maximum number of flyers you can hang is 75.
- Program flyers should be hung minimally 2 weeks prior to the date of the program.
- Flyers must contain the program name & description, date, time, location, organization(s) sponsoring the event and contact information for asking questions.
- Programs funded by CSG must fulfill the requirements stipulated by CSG. *See process below
- Flyers must be hung on bulletin boards only.

Poster and Flyer Posting Policy

There are several designated areas on campus (Woodland & Eastside) where the posting of approved flyers and posters are appropriate and welcome including bulletin boards (unless labeled specific to a department or group), kiosks, and external boards such as the one outside of Café Rachel.

For reasons of safety and to protect University property, flyers may NOT be posted in the following locations (and are subject to immediate removal):

- on interior or exterior signage
- on windows of exit/entry doors
- on wooden doors
- on painted surfaces
- on furniture

*Special Note: Flyers cannot be posted on old wooden doors or moldings! They will be removed immediately, as they damage the surface of the door. Only post on bulletin boards to avoid them being removed.

If you are displaying flyers off campus, you must also have the flyers approved and date stamped by the Office of Student Affairs.

VERY IMPORTANT & EFFICIENT: Please bring in the original flyer to be approved and date stamped before you make copies of them, regardless of whether you are selecting option 1 or 2 listed below to have your flyers displayed.

Please note that there are a couple of ways to display flyers on campus bulletin boards.

- Bring in the flyer to the Office of Student Affairs, located on the 1st floor of the Carriage House, Monday – Friday from 9 a.m. – 5:00 p.m. to be approved and date stamped. Once the flyer is approved and date stamped, you may make copies and display the flyers on the bulletin boards on your own. The office can provide you with a listing of the bulletin boards.

You can also request for flyers to be put on display by Student Affairs staff. To do so, flyers must be for events dated no more than two weeks past the distribution dates listed below. Also, if flyers are to be displayed by Student Affairs staff, the flyers must be turned in by 5:00 p.m. by the due date indicated below. Flyers to be displayed or received after the deadline must be hung by the individual or organization themselves. There will be no exceptions to this policy. Please only turn in the flyers on or immediately prior to the due dates you select.

Chatham University Student Government (CSG) Funding Publicity Process

Please follow this process when events are funded by CSG.

1. Submit a draft of the flyer a minimum of 2 weeks prior to the event to the Office of Student Affairs for review. *Please ensure that your flyer clearly states: This event is open to all Chatham students and partially funded by Chatham Student Government, Undergraduate Budget Committee.
2. Upon review, the Student Affairs staff will approve and stamp the flyer.
3. Make 25 copies and turn these copies in to Office of Student Affairs, Woodland Hall, 1st Floor by Tuesday of the week you need the flyer to be hung.
4. The Office of Student Affairs will have the flyers hung by Friday of that week.
5. If you did not obtain the stamp of approval prior to making copies, you may have to redo the flyer as pertinent information may not have been included. If the flyer is approved, you may have to stamp the 75 copies on your own in the Office of Student Affairs.
6. If the 75 copies of flyers are not turned in by Tuesday of the week, you will need to hang the flyers on your own.

Examples of where flyers will be hung:

- AFC Gym
- Carriage House
- Mellon Hall
- Outside of Café Rachel close to the Quad
- Braun, Falk & Coolidge
- Buhl, Science Complex
- Welker Room
- The Chapel
- Library
- Art Gallery
- Eddy Theater: can post on tables/near the doors

Sidewalk Chalking

Chalking is limited to recognized student organizations, Chatham departments, faculty and staff members, and registered students only. Only water-soluble chalk may be used. Chalking is permitted on the sidewalks of the Woodland Street Campus. The chalking of buildings, newsstands, signs, windows, doors and bus stops are prohibited. The chalking of vertical surfaces that are covered by an overhang is also prohibited.

Chalking areas may not be reserved but must be documented on an Event Form. On the form, the event(s) to be advertised must be described. Persons and/or organizations violating this policy may be held responsible for labor to remove materials and for damages to surfaces. Violations may result in criminal penalties, loss of official University recognition, or other sanctions.

Content of chalking and postings is unrestricted unless the materials contain obscene, vulgar, or libelous materials. During the process of routine cleaning materials may be removed. Nothing should be posted which violates federal, state, or local laws or seeks unauthorized solicitation.

Email Announcements – The Screaming Squirrel or Grad News Updates

The Screaming Squirrel and Grad News Update are ways to announce your events via e-mail to all students. The Screaming Squirrel is distributed every Thursday to all undergraduate students, faculty and staff. Grad News Update is distributed every week on Wednesdays to all Graduate students and Graduate Academic Program Directors. All activities will be announced via The Screaming Squirrel. This e-mail will be sent to all under-graduate students on a weekly basis. To advertise an event or activity, please do the following:

Prepare an announcement of your event to include date, time, location, name of event, event description, and sponsor. Incomplete submissions will not be included. Please send one announcement per event.

Send the announcement to StudentEngagement@chatham.edu no later than 5:00 p.m. on the Monday of the week you'd like the announcement to go out. If Monday is a holiday, you must send it the Friday before.

To submit to Grad News Update:

- Prepare an announcement of your event to include date, time, location, event name, event description, and sponsor. Incomplete submissions will not be included. Please send one announcement per event.
- Send the announcement to studentengagement@chatham.edu no later than 5:00 p.m. on the Monday before you'd like the announcement to go out.
- Grad News Update will be distributed to graduate students and graduate program directors every week on Wednesdays.

myChatham

Your organization can feature an event or meeting on the Happenings section in myChatham. This is a great way to promote your event. To feature your event, complete the Event Request Form. Please include all details – date, time, location, sponsor, phone, e-mail, and sponsor or the event will not be posted.

Printing / Photocopying

Recognized student organizations MUST use the printing option below and must consult with the Office of Student Engagement before placing orders. Printing from outside vendors is not permitted.

Organizations who receive University funds must work closely with the Office of Student Engagement to obtain approval before printing materials. This will ensure that the proper budget account is charged and will prevent organization members from having to cover unexpected costs out-of-pocket.

If your organization does not receive University funds, printing can be paid for with cash or check.

Copy & Printing Services

Falk, Basement

412-365-1108

copy@chatham.edu

Outside Speakers Sponsored by Students

It is the policy of Chatham University to foster a spirit of free inquiry and to encourage the timely discussion of a wide variety of issues, provided that the views expressed are stated openly and therefore are subject to critical evaluation. Restraints on free inquiry should be held to that minimum which is consistent with preserving an organized society in which peaceful, democratic means for change are available.

Therefore, recognized student organizations are encouraged to invite speakers to the campus to address meetings based on the following provisions:

1. The speaker must not urge the audience to take action which is prohibited by the rules of the University or which is illegal under federal, state or local law. Advocating or urging the modification of the government of the United States or of the state of Pennsylvania by violence or sabotage is specifically prohibited. It is the responsibility of the officers and advisors of the sponsoring student organization to inform speakers of these prohibitions.
2. Sponsorship must be by a student organization which has been recognized under the general regulations administered by the Office of Student Engagement. Any student organization violating the provisions of this regulation is subject to the procedures and sanctions applicable to students and student organizations that violate other University rules.

Political Candidate and Activity Policy

September 15, 2016

Introduction

Chatham University's status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office.

Notwithstanding these limitations, Chatham University recognizes that students, faculty, and staff may wish to participate in the political process and that such participation may, in fact, contain an educational component. Chatham University adheres to the principle enunciated by the American Council on Education (ACE) in 1970 that "every member of the academic community has a right to participate or not, as he [or she] sees fit, in the election process. On the other hand, no member of that community should speak or act in the name of the institution in a political campaign."

The following statement of policy and the accompanying guidelines regarding the use of University facilities for political activities are being issued to provide guidance in adhering to these fundamental principles.

Request for Rental of Campus Facilities by Outside Political Groups or Campaigns

Rentals of University space for speeches, rallies, or fund-raisers are subject to the same rules, regulations, policies, procedures, and fees associated with any other contractual rental. No non-standard discounts or privileges may be granted to political campaigns or candidates who rent Chatham University space. Approval of rentals will be determined by the Vice President of Finance & Administration in accordance with the following conditions: (1) No political test or affiliation may be required, and all parties and views will be given equal access to rent space, and (2) Appropriate preparation time must be provided, given requirements of the University's on-going academic mission.

If approved, these basic guidelines must be followed:

1. If facilities are made available to one candidate or political party, the same must be made available to all others on equal terms and conditions, which include any limitations on availability of particular facilities, due to the scheduling of other events, at the time a candidate or party makes a request.
2. Announcements and advertisements of the appearance must bear the name of the sponsoring organization and must clearly indicate that Chatham University does not support or oppose candidates for public office and the opinions expressed at the appearance are not those of the University.

3. Admission must be open to all members of the Chatham University community. Admission may not be restricted in any way on the basis of the political affiliation or views of attendees.
4. Candidate appearances on campus will be limited to the designated speaking/meeting site. Door-to-door campaigning is not permitted, except as explicitly approved by the Vice President for Student Affairs & Dean of Students for access to registered voters living in campus housing.
5. The University may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. Media coverage and management must be coordinated with the University's Vice President of Marketing & Communications. An appropriate fee for this staff time will be charged to the renting organization.
6. No University faculty or staff member may participate on behalf of the University in support of the candidate. Nor should that individual use University communications to support that candidate.
7. If additional assistance is needed or required from University staff in Public Safety, Facilities, or Information Technology, or other offices beyond what is normally encompassed in the base rental fee, an appropriate fee for this staffing will be charged.

General Political Policy

It is the policy of Chatham University not to participate in, directly or indirectly, or to intervene in any political campaign on behalf of or in opposition to any candidate for public office.

Recognized student organizations may reserve University facilities, including classrooms, outdoor/indoor meeting space, and any other space available to all recognized student groups, to conduct organizational meetings or to host, sponsor and/or publicize an event on behalf of a candidate. However, no organization or individual may:

1. Use the name or seal of the University or any of its schools or other units on letters or other written materials intended for support of a political campaign on behalf of or in opposition to any candidate for public office, including the solicitation of funds for such purpose or activities. This includes a prohibition on use of University letterhead, envelopes, e-mail accounts, telephone lines, voice-mail systems for communication, and social media. This also includes prohibition of soliciting funds in the name of the University (or in the name of a University student organization) to be used in off-campus political intervention or participation.
2. Use University facilities (for purposes of this policy, individual student rooms in University housing facilities are not considered to be "University facilities") to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign, or candidate.

3. Use University funds (including student fees) to purchase promotional material, pay for campaign ads or contribute in any way to a political campaign.
4. Use University funds (including student fees) to pay honoraria or cover transportation, A/V services, accommodation or meal expenses, or any other costs for candidates for public office or for speakers and presenters at an event on behalf of a candidate.
5. Use University resources, including but not limited to, mail distribution services, the University seal or other identifying marks, stationery and letterhead, facsimile and duplicating machines, e-mail accounts, telephone lines, and voice-mail systems for political campaigns or solicitation of endorsement of, or opposition to, candidates for public office.
6. Use University property for the placement of signs (including flyers, banners, posters, stickers, and chalking) of endorsement of, or opposition to, candidates for public office.
7. Host a campaign rally at University facilities.
8. Additional guidelines for student organization events on behalf of a candidate

The following additional requirements apply for recognized student organizations that reserve University facilities to host, sponsor and/or publicize an event on behalf of a candidate:

1. At the beginning of the event the sponsoring student organization should deliver the following disclaimer: “This event is sponsored by _____. The use of Chatham University facilities for this event does not constitute an endorsement by the University. The views of those invited to speak on campus are the views of the speaker and not of Chatham University. Chatham University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.”
2. Any communications advertising the event must contain the following disclaimer language: “This event is sponsored by _____. The use of Chatham University facilities for this event does not constitute an endorsement by the University. Chatham University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.” Event announcements must not contain explicit or implicit endorsements or opposition of a candidate for public office. The use of University e-mail accounts to send mass e-mails in support or opposition of a candidate is not permitted. The name of the sponsoring student organization must be clearly stated on all material advertising the event.
3. The sponsoring student organization is responsible for communicating these guidelines to the speakers at the event (including the political candidate if applicable) to ensure awareness of and compliance with the University’s Political Policy.
4. Use of University facilities for candidate debates are subject to the “Guidelines for Use of Facilities for Political Forums or Debates” below.

Guidelines for use of facilities for political forums or debates

The Internal Revenue Code permits tax-exempt organizations to sponsor political forums, candidate speeches, and/or debates provided no candidate either directly or indirectly receives an endorsement, preference, or support from the University. Only recognized student organizations may use University facilities to host, sponsor and/or publicize an event on behalf of a single candidate, subject to the guidelines set forth above. Any other University organization (such as University Departments) may only sponsor political forums or debates. Where recognized University organizations (including student organizations) sponsor political forums or debates, the following guidelines apply:

1. The agenda for the forum or debate should address a wide range of issues and be of significant interest to members of the University community.
2. A non-partisan individual should serve as moderator and ensure that all ground rules are followed.
3. The moderator should state, at the beginning and conclusion of the program, that the views expressed by the participants are their own and not those of the university, and that sponsorship of the forum is not intended as an endorsement of any particular candidate.
4. Participants should be allotted equal time in which to present their views and ideas. Selection criteria for participation must be non-partisan.
5. While all forums should be of a non-biased educational nature, when a primary election serves as the basis for the forum or debate, intra-party debates are permissible. However, where a general election serves as the basis for the forum or debate, sponsorship of an intra-party debate may give the appearance of party favoritism, thereby making such an activity inappropriate.
6. Regarding intra-party debates for a primary election, all candidates for nomination by the party being represented at the forum should be allowed to participate. In such debates, however, sponsors are not required to involve candidates not belonging to the represented party.
7. Where a general election is the underlying contest for a forum or debate, a non-partisan candidate debate is permissible provided that at least two candidates participate, and the forum or debate does not promote or advance one candidate over another. Criteria for determining participation must, likewise, be non-partisan.
8. Political forums or debates need not include every group or party, or individual seeking election. For example, forums or debates limited to mainstream parties are permissible.

9. On occasion, only one candidate in a contested election accepts a debate invitation or a candidate cancels a debate appearance after agreeing to participate. This can leave the debate with only one participant (often referred to as an “empty chair” debate). If only one candidate accepts an initial invitation or when a candidate fails to appear at the event or backs out shortly before the debate, the debate should be canceled. Any debate on campus should include at least two candidates and must not promote or advance one candidate over another. Any request to proceed with an “empty chair” debate must be approved by the Vice President of Academic Affairs.
10. At the beginning of each political forum, candidate speech or debate, a representative of the sponsoring group or organization should deliver the following disclaimer: “This event is sponsored by _____. The use of Chatham University facilities for this event does not constitute an endorsement by the University. Chatham University does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election.”

Other Campus Participation by Political Candidates

Candidates for political office may appear or speak at Chatham University events in a clear non-candidate capacity. A candidate may choose to attend an event that is open to the public. Chatham University will maintain a nonpartisan atmosphere on the premises and at the event where the candidate is present. The University will clearly indicate the capacity in which the candidate is appearing and will not mention the individual’s political candidacy or the upcoming election in the communications (if any) announcing the candidate’s attendance at the event. The University will also let the candidate know about these restrictions.

Individual Faculty, Staff, and Student Involvement in Political Activities

Chatham University encourages active participation of individual faculty, staff, and students in their responsibilities as citizens and voters. Individuals taking political positions for themselves or groups with which they are associated, but not as representatives of the University or any of its schools, should clearly indicate, by words and actions, that their positions are not those of the institution and are not being taken in an official capacity on behalf of the institution. Employees may not participate in campaign activities during their scheduled working hours. Further, they may not use any University letterhead, support services, or other supplies in connection with campaign activities. Any employee who participates in a political campaign is responsible for notifying the campaign that such participation is in his or her individual capacity. The employee should seek, to the extent possible within the law, to minimize any references to his or her position with Chatham University. Occasional use of private meeting space by faculty whose academic interests include

involvement with political groups is permitted so long as the regular University procedures for the rental and use of facilities are followed and so long as such activities are not related in any way, directly or indirectly, to support of or opposition to any and all candidates for elective federal, state, or local public office. No other University resources may be used to conduct the meetings, and any meeting announcements or invitations must make clear that the University does not support or oppose the group's efforts. University students, faculty, and staff are free to express their individual and collective political views provided they understand and make clear that they are not speaking for or in the name of the Chatham University or any of its schools, departments, or offices. Material containing the name, insignia or proprietary logos or marks of Chatham University may not be used to support a particular candidate.

University Publications, Web Sites, and Communications

Endorsement or views on a political candidate are not allowed in any Chatham University official publications or any web site.

Voter Education and Issue Advocacy

IRS guidance for 501(c)(3) entities allows voter education programs, voter registration initiatives, and get-out-the-vote drives as long as they are conducted in a non-partisan manner so as not to favor or oppose one or more candidates. While 501(c)(3) organizations may take positions on public policy issues, including issues that divide candidates in elections for public office, they must avoid any issue advocacy that "functions as a political campaign intervention" (IRS guidelines). Only the University President can approve an organizational position on a public policy behalf of the University.

Public Demonstration Guidelines

May 2014

In that the rights of free speech and lawful assembly are fundamental to the democratic process, the University supports the rights of Chatham faculty, staff, students and alumni members to protest against actions and opinion with which they disagree on. The University also recognizes a concurrent obligation to maintain upon the University campus an atmosphere conducive to academic work and freedom, to preservation of the dignity of University ceremonies and public exercises, and to respect the rights of all individuals.

Upon approval, an orderly demonstration may be planned and executed on private Chatham University premises. A demonstration is approved by the administration under the auspices that the activity does not interfere materially with the educational processes or endangers the safety of the academic community. Said demonstration

must not limit, interfere with or infringe upon the equal rights of others to express their conviction, to safe counter-demonstrations or to participate in the activities or programs being demonstrated against.

The University expects all members of the community to comply with the following guidelines.

Participants in the demonstration shall:

- Maintain the group protest within the area established for the demonstration on Chatham's quad in the grassy area between Café Rachel and the Jennie King Mellon Library.
- Assure and maintain reasonable and free access to and exit from any University office, building, or other premise.
- Avoid disruption of or interference with classes, educational activities, or any events sponsored by any University office or official, faculty group or student group.
- Not utilize or threaten physical force, physical harassment or physical obstruction.
- Not utilize or throw materials, particularly rocks, sharp stakes, projectiles, etc. which could be used to intimidate or harm.
- Avoid language or actions likely to provoke or encourage physical violence by demonstrators, those demonstrating against or spectators.
- Avoid the public use of language, which is unreasonable and persistently abusive or obscene.

At any demonstration, the appropriate administrator shall make judgment as to whether the guidelines are being observed at the scene. If the administrator at the scene of any demonstration judges that one or more of the guidelines are being breached, they will request the participants to modify their conduct so as to comply with the guidelines, indicating the nature of the adjusted breach of the guidelines and the requested corrective action. All demonstrators, those demonstrated against, and spectators shall comply immediately.

All Chatham University activities occur under a covenant of Good Faith. Administrators may find it necessary to terminate an activity due to forces of nature, medical necessities, or problems in the group; and /or refuse or terminate the participation of any person you judge to be incapable of meeting the rigors or requirements of participating in the activity. Participants accept administrators' right to take such actions for the safety of participants. Participants acknowledge that no guarantees have been made with respect to activity objectives.

Parts of this policy were adapted with permission from Alfred University Public Demonstration Policy.

Movies and Films

Movies and films can be shown by student organizations. Each film shown in a public area that is not for educational purposes requires a license to be purchased by the group to show a particular film. It is the responsibility of the sponsoring organization to obtain proper viewing licenses. Contact the Office of Student Engagement for a list of suggested vendors where you can purchase viewing licenses.

Room Reservation & Space Rental

Chatham University offers many options for student organizations to hold meetings and events in the facilities. Student Organization reservation for space should follow the guidelines listed below.

Room/Space Reservation Process

Select three possible venues and complete the Event Request Form and submit to the Office of Student Engagement a minimum of three to five weeks prior to your event. The Office of Student Engagement will do our best to reserve your requested rooms and submit your facilities request. Please remember that spaces are not guaranteed when you complete this form. This is a request and the earlier you submit it the more likely you will get a space.

Chatham University Vehicle Policy

There are vehicles student organizations can reserve for events off campus. Please read through the policy carefully. Vehicle Request Forms are available on myChatham and can be submitted to the Office of Student Affairs for review. For questions or concerns about this process please contact the Office of Student Affairs at osa@chatham.edu or 412.365.1286.

POLICY

Chatham University provides vehicles for designated community members to use for University sponsored activities. Community members are responsible for the safe operation of the vehicles. Community members include full and part time employees, and full and part time students (exclusive of School of Continuing Education and UPMC Nursing).

PROCEDURE

1. Community members wishing to reserve a vehicle must first obtain a Vehicle Trip Sheet from the department that they are planning to reserve the vehicle from (Student Affairs, Athletics, Admissions or Facilities). Section 1 of the Vehicle Trip Sheet must be completed and the top (white) copy submitted to the department through which the vehicle is being reserved. Vehicles can be reserved between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday through the department to which the vehicle is assigned. Authorization is required before the vehicle can be used. Emergency vehicle requests can be approved through a President's Council Member. Vehicles cannot be taken more than 250 miles one way from the University. NOTE: exceptions to the distance limitations must be pre-approved by a President's Council Member. Overnight trips require prior approval of a department head and a faculty or staff member must accompany students on said trip.
2. The vehicle operator must be at least 21 years of age or at least 18 years of age if on a discrete trip with a faculty or staff member and approved by that specific faculty or staff member, have a current vehicle operator's license from the United States or Canada only. Fifteen passenger vans (i.e. Cougar Box Van) require the operator to pass an additional driver's test, which is conducted by the Public Safety Department. The Cougar Box Van can only be used within 30 miles of the University and with a maximum of ten passengers.
3. Eligible community members, before operating a University vehicle, must complete a "Chatham University Driver's License Background Information" questionnaire, have read the Vehicles-Use of Policy, and present their driver's license and Chatham ID for verification. Once the questionnaire is reviewed and approved at the Public Safety Office, a "Vehicle Operator" sticker will be placed on their Chatham University ID card.
4. If an additional driver's test is required (i.e. to operate the Cougar Box Van), after successful completion of the test, the Public Safety Department will issue the operator a "Van Tested" sticker that is placed on their Chatham University ID card.
5. To pick up a vehicle, the operator will stop at the Public Safety Office or at the department to which the vehicle is assigned. The operator will need to bring the Vehicle Trip Sheet (yellow and pink copies), the reservation confirmation, their driver's license, and their Chatham ID card. Public Safety Department personnel or department personnel will check to ensure all paperwork is in order and that the vehicle is assigned to the operator/department. The person whose name the vehicle is reserved under must be the person who signs out the vehicle. If all conditions are met, the office personnel will issue the operator the vehicle keys.

6. The office personnel will refuse to issue a vehicle for the following reasons:
 - The operator is impaired
 - The operator does not have her/his driver’s license
 - The operator’s license is expired, suspended or revoked
 - The operator does not have their Chatham University Id Card with a “Vehicle Operator” or “Van Tested” (if required) sticker on it
 - The vehicle is not scheduled to that operator/department
 - History of accidents or traffic violations (moving and parking violations) involving Chatham University vehicles
 - Weather conditions are such that operating a vehicle could be extremely dangerous
 - The student organization requesting the vehicle has failed to maintain proper communication with the department and/or has misused vehicle reservations in the same academic year as the request
 - The vehicle is out of service or in need of repair
1. Before moving the vehicle, the operator will complete Section II of the Vehicle Trip Sheet and turn in the yellow copy to the department that issued the keys. The pre-trip inspection includes; checking the vehicle for any damage, that the vehicle is relatively clean inside, and that the vehicle has a full tank of gas. If the vehicle is damaged, is dirty inside or has less than a full tank of gas, the community member will immediately notify the Public Safety Department or department personnel who issued the keys so that the condition can be verified. The condition will also be noted on the trip sheet. Failure to not these conditions may result in the last operator/department to use the vehicle being held responsible for the condition.
2. If the vehicle is involved in a crash or damaged, the operator will notify the Public Safety Department immediately. If the vehicle is involved in a crash which results in one or more of the following: injuries, one of the operators does not have their license, registration card or insurance card, any of the vehicles requires towing and/or one of the vehicles left the scene of the accident, the vehicle operator must notify the police department having jurisdiction and file a crash report. For any accident involving a University vehicle, the following information must be obtained from all operators and recorded on the back of the vehicle trip sheet: operator’s information, vehicle information, insurance information and witness information including their names, addresses and phone numbers.
3. Before returning the vehicle, all trash/litter must be removed from the vehicle. If the vehicle has less than a full tank of gas, the operator must refuel the vehicle. Fuelman gas receipts should be attached to the trip sheet, receipts for cash purchases or other types of credit cards should be taken to their respective department for processing.

4. Upon returning the vehicle, the operator will complete Section III of the Vehicle Trip Sheet and turn the vehicle's keys and the Vehicle Trip Sheet (pink copy) over to the Public Safety Department or to the department that issued the keys to the vehicle. If the vehicle is not returned to its designated parking space, is returned with less than a full tank of fuel, or is returned with the interior littered/dirty, the operator/department will be charged a \$25.00 fee for each offense. Repeat violations will result in revocation of the operator's privileges to operate a University vehicle.

NOTE: Seat belts must be worn, traffic laws obeyed (violations are the operator's responsibility), and when leaving the vehicle unoccupied, all doors should be locked, windows rolled up, key removed, and valuables locked in the trunk/storage bin, or placed out of sight.

Activities Involving Release of Liability

If a student organization's event possess any kind of liability or risk (i.e. Field trips, inflatables, athletic events, etc.) on campus or off-campus, a Release of Liability form must be completed by all members participating. The Office of Student Engagement will remind you if they are required for your approved event. A copy must be submitted to the Office of Student Engagement within ONE week after your event. The form is available on myChatham.edu, Documents & Forms/Student Affairs section.

Dances

If a student organization intends to hold a dance on campus, the organization must work with the Office of Student Engagement to ensure that a professional staff member will be able to present for the entirety of the dance. For all on and off campus dances sponsored by Chatham University and affiliated student organizations and departments, students are not permitted to enter with bags, purses, backpacks, clutches, etc. Students who arrive at the dance with any type of bag will not be allowed enter the event. Students are also not permitted to enter the dance with water bottles whether reusable or disposable. Water will be available at all dances.

Activities Involving Food

If a student organization's event is to be held on the Chatham campus, all food and beverages must be catered with Parkhurst Dining Services. Parkhurst offers a special student catering menu that can be obtained by visiting Parkhurst, myChatham under Dining Services.

The student organization should also work closely with the Office of Student Engagement to ensure that the food order is made and proper payment is secured. Note, if your organization has a University account, or has received CSG funding for your events, you are not to use your personal funds to pay for the food ordered.

Fundraising Policy

Chatham Faculty, Staff, Students, and Recognized Organizations are permitted to sponsor fundraising activities. All current employees, students, and University entities are subject to the following guidelines.

Purpose: This policy pertains to fundraising ventures entered into by Chatham faculty, staff and students, groups and recognized student organizations, either on or off-campus. Chatham University reserves the right to amend this policy at any time.

Definition: Fundraising is defined as the collection of money through donations, sales, and/or event programming for the purposes of charitable donation or organizational budget enhancement.

Policy: The purpose for which the funds will be raised must be consistent with the purpose of the recognized student organization, the Student Honor Code, Chatham University Mission, and other applicable policies of Chatham University. Further, the fundraising activity must not violate legal, tax, or corporate restraints upon the University.

All funding provided by University entities to support organizational or individual fundraising efforts must be repaid in full to that entity. Following reimbursement, the remainder of the funds raised will be counted as profit for the organization, office, or individual. Student profits should be deposited into the appropriate fundraising account via the Faculty or Staff Advisor and Business Office. Faculty, staff, and office profits should be deposited into the correct University budget.

All university entities are protected from responsibility for deficits in earnings. For the purpose of this policy, a deficit occurs when the final fundraising amount is less than the total amount of University funding provided for the fundraising. Repayment of all University funding is required, up to the total amount provided or the total amount earned by the fundraising activity if the fundraising total is less than the amount owed for repayment.

Chatham University reserves the right to restrict all fundraising activities to reasonable times, places, and manners. Sanctions for violation of this policy by individuals and/or recognized organizations/entities include, but are not limited to, fines and/or restitution, loss of the right to use University property or facilities for activities, loss of recognition for recognized student organizations, other disciplinary sanctions, and other educational sanctions as appropriate.

Guidelines:

1. 1. Fundraising activities may not disrupt or impair University operations or services.
2. 2. Overbearing, coercive or intimidating fundraising practices will not be tolerated, and taking part in such actions may result in University disciplinary actions.
3. 3. Fundraising should be done with guidance from a Faculty/Staff Advisor, Faculty Member, Budget Administrator, Department Head, or Division Vice President as applicable.
4. 4. Event sponsors are responsible for ensuring that proposed activities comply with all applicable federal, state and local laws, rules and regulations.
5. 5. A currently enrolled student member(s) of the sponsoring recognized student organization or currently employed member of the university must be present during the entire time of the event.
6. 6. Fundraising activities must be registered minimally four (4) weeks in advance with the appropriate Division Vice President's signature.
7. 7. All forms requiring a Facilities Setup, Catering Orders, or Technology Setup must be filed at least two (2) weeks prior to an event taking place on Chatham University property.

Chatham University Fundraising Registration Agreement
(must be registered minimally four (4) weeks in advance with the appropriate Division Vice President's signature)

Name _____

Chatham Organization or Department _____

Fundraising Activity _____

Date(s) _____

I agree to repay University Funding in the amount of \$ _____ (Total Amount) upon the completion of the aforementioned activity. _____ Initial Here

Please provide an itemized list of all University Funding provided for this activity by any University Entity (including any Office, Department, Division, or any Recognized Organization). Please include the Name of Entity, Amount Provided, and the Date (please print clearly).

1. _____

2. _____

3. _____

4. _____

5. _____

Upon Completion of the Form, please return to the appropriate Division Vice President for review. If approved, this agreement is binding and cannot be cancelled without the approval of the signatory Division Vice President.

Requestor Signature _____

Division Vice President _____

Title _____

Division Vice President Signature _____

Organization or Department _____

Division _____

Phone Extension _____

Request Date _____

Approval Date _____

* Completed forms should be sent to the Office of Student Affairs, Woodland Hall
1st Floor *

For Office of Student Affairs use only:

Received By _____

Date Received _____

Fundraising and Donation Solicitation Packet

If your group or organization would like to solicit donations of any sort - products or cash - for an event (even if the proceeds will ultimately benefit another organization), this form must be completed & submitted with a completed Solicitation Packet. The packet you need to present with this form for approval includes the Businesses to be Solicited Form and a draft solicitation letter. If your proposal is wholly internal – soliciting only the Chatham Community – you only need to complete this form.

Student Organization _____

Student Organization Advisor _____

Event Student Contact (please include phone # & e-mail) _____

Event Information _____

.....

Event Name & Purpose / Description _____

Co - Sponsors (if applicable) _____

Event Date / Time _____

Event Location (please indicate if the space has already been reserved) _____

Who will you solicit? (*The Chatham Community, Off-Campus Individuals/Business, or Both?*) _____

What is your organization soliciting (product, donations, or money?) _____

Name of Organization who will receive donation (*if other than group/organization listed above*) _____

Number of people who attended event _____

Total amount of money raised _____

Chatham University

Student Organization Fundraising & Donation Solicitation Packet

SAMPLE SOLICITATION LETTER

*Complete a draft and present to staff/faculty advisor, Student Engagement and University Advancement when collecting approval signatures as part of your solicitation packet.

SAMPLE LETTER

CHATHAM UNIVERSITY LETTERHEAD

DATE

NAME OF BUSINESS

ADDRESS

CITY, STATE, ZIP

Dear Community Business Owner/Manager,

The NAME OF STUDENT ORGANIZATION is a student organization at Chatham University that STATE MISSION OF YOUR ORGANIZATION.

We are requesting donations for NAME OF EVENT on DATE OF EVENT from TIME to TIME at LOCATION to support DESCRIPTION OF WHO/WHAT WILL BENEFIT AS A RESULT OF THE EVENT. If your business would be willing to donate any coupons, gift certificates or merchandise, we would greatly appreciate your support.

For more information about this event and how to donate, please contact NAME OF CONTACT PERSON IN STUDENT ORGANIZATION WITH PHONE AND EMAIL. Thank you for your consideration and support of Chatham University and NAME OF ORGANIZATION WHO WILL BENEFIT FROM EVENT.

Sincerely,

NAME

NAME

POSITION, STUDENT ORGANIZATION NAME
STUDENT ORGANIZATION NAME

Faculty Advisor for
STUDENT ORGANIZATION NAME

Chatham University

Student Organization Fundraising & Donation Solicitation Packet

BUSINESSES TO SOLICIT FORM

Complete as much as possible and present to staff/faculty advisor, Student Engagement and University Advancement when collecting approval signatures as part of your solicitation packet.

Shaded portion will be filled out after the event.

Approximate Value of Item				
Actual Item Received				
Anticipated Request (product, gift certificate, etc.)				
Contact Information (name, address, phone number)				
Name of Business				



Notes

