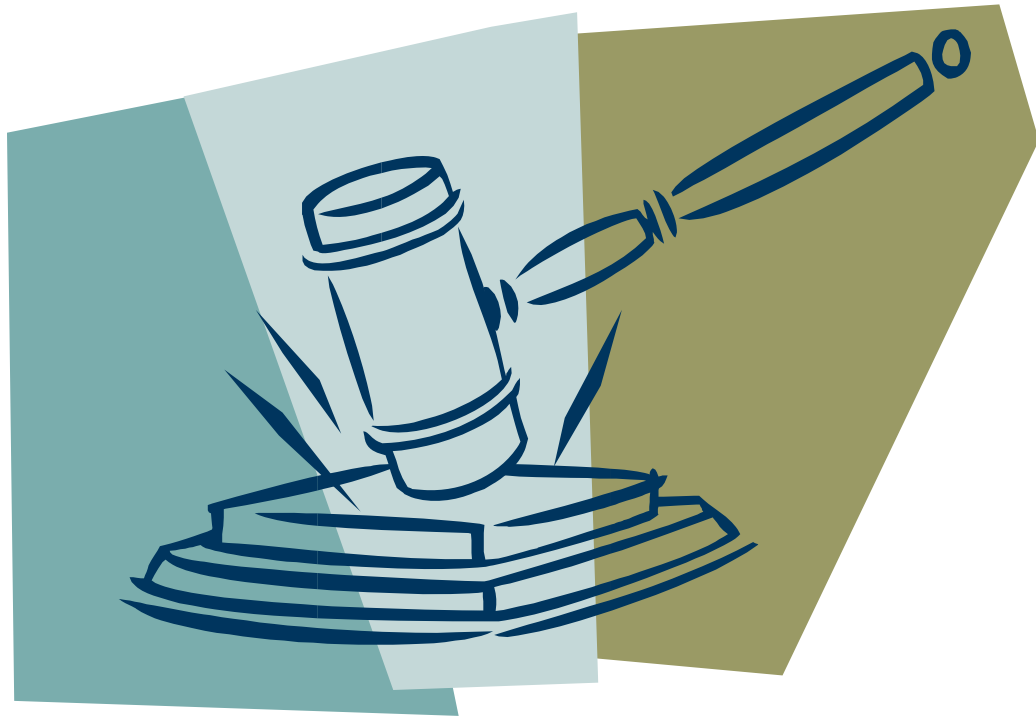


Morrisville State College



SGO Club & Organization HANDBOOK

**For
Officers and Advisors**

SGO HANDBOOK

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**GENERAL
INFORMATION**

I. PHILOSOPHY OF STUDENT ACTIVITIES/INTRAMURALS

The Student Activities Office offers a variety of academic, cultural, recreational and social programs, events and opportunities for students to participate in at Morrisville State College. Our office encourages all students, new and returning, to get involved in clubs and organizations, whether it is the Dairy Club, Commuter Student Organization, LASO or the Friars' Drama Club - there is something for everyone!

We also offer students their choice of many intramural athletic activities ranging from indoor soccer to basketball and volleyball. These programs are designed to increase community among students in their residence halls, student center, and across the entire campus. What a great way to meet new friends!

II. STUDENT GOVERNMENT ORGANIZATION (SGO)

The Student Government Organization (SGO) is an integral part of student activities at Morrisville State College. SGO supports dozens of programs and events on campus including the Music and Theater Departments, student yearbook (The Arcadian), Campus Activities Board (CAB), Open Recreation, Intramurals and WCVM (campus radio station).

SGO also funds many educational and social activities during the year such as dances, intramurals and carnivals. They achieve this with funds gathered through the student activity fee.

Get involved with SGO and help make your experience here at Morrisville State College successful and memorable.

STUDENT GOVERNMENT OFFICERS AND ADVISOR 2006-2007

President	Rashida Conteh
VP/Club & Org. Contact.....	Celina Nixon
Director of Budgets.....	Adail Carty
Secretary.....	Gloria Lassiter
Public Relations Director.....	Ryle Watson
CAB Chairperson.....	
Advisor.....	Rita Goyette

A. How to Become a Member of SGO

Students may seek membership in the following ways:

1. A student may seek membership-at-large status by completing a membership application/petition with the signatures of 20 current students. The SGO Assembly must approve this type of membership status. Once approved the application is signed by the SGO President and Secretary.

2. All recognized clubs and organizations must send one representative to the SGO meetings to serve as a voting member of the Assembly. To become a club representative the student must complete a membership application/petition with the signatures of 20 current students. The club that the student will represent should be clearly designated on the membership form.

Any member of the SGO Assembly who misses two consecutive or three non-consecutive meetings in one semester is dismissed from the Assembly that semester. If there are any problems, the member must report to the SGO Vice President before the SGO meeting takes place.

B. Recognition Process for New Clubs

Morrisville State College students are encouraged to form clubs and to sponsor activities which provide social, cultural, educational and recreational opportunities for members of the college community. These clubs must be recognized by the Student Activities Office and operate in a manner consistent with college policy and procedure. Membership shall be limited to the Morrisville State College academic community. Race, religion, national origin, sex or sexual orientation, etc., shall not be a basis for denial of membership. Anyone participating on a regular basis shall be considered a member. Individual club constitutions will further define conditions for active membership. There are two separate processes that take place for most clubs. The first is to be recognized by the College Council and the second is to be chartered by SGO. The following information must be submitted to form a new club:

1. Complete a New Club Recognition Form.
2. Club officer roster (see "Advising" section).
3. An accepted constitution.

Submit the New Club Recognition Form and a proposed constitution to the SGO Office or the Student Activities Office in the STUAC Building.

4. After SGO receives these materials, the following process begins:
 - a. SGO reviews the constitution.
 - b. If changes are necessary, the constitution will be sent back to the club for resubmission.
 - c. The constitution is passed to the Dean of Students for review.
 - d. If changes are necessary, the constitution will be sent back to SGO and then to the club for resubmission.
 - e. The Dean of Students' Office will pass the constitution to the President's Office for review.
 - f. If changes are necessary, the constitution will be sent back to SGO and then to the club for resubmission.
 - g. The constitution will then go before the College Council for a vote.
 - h. If changes are necessary, the constitution will be sent back to SGO and then to the club for resubmission.
 - i. Once passed by the College Council, the club will be asked to give a brief presentation at an SGO Assembly meeting. After the presentation and a question and answer period, the SGO Assembly will vote to recognize the club into SGO. If the vote is passed, the club will be recognized by SGO.
 - j. Once a club has been recognized and chartered it must submit copies of its monthly meeting minutes, keep current Club Officer Roster on file in SGO, and attend the weekly SGO meetings to maintain its active status in the Student Government Organization.

MORRISVILLE STATE COLLEGE

Student Government Organization

(315) 684-6246

Membership Application

NAME: (Print) _____
Last First M.I.

ADDRESS: _____
Residence Hall Room if on campus/ mailing address if off campus

TELEPHONE: _____

CHECK ONE:

_____ Commuter representative

_____ Member at Large

_____ Club Representative; Name of Club _____

_____ Club Alternate; Name of Club _____

NOTE: The signatures of 20 registered Morrisville State College students shall be needed on the reverse of the application before acceptance to Student Government Organization (S.G.O.).

NOTE: Any member of the Assembly who misses 2 consecutive or 3 non-consecutive meetings in one (1) semester is dismissed from S.G.O. for that semester unless written consent is received from the S.G.O. President. Dismissed members may reapply in the next semester.

Applicant's Signature Date

S.G.O. President Date

S.G.O. Secretary Date

Assembly Action Date

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

MORRISVILLE STATE COLLEGE
Student Government Organization
(315) 684-6246

Candidate for Office Petition

NAME (Print): _____
Last First M.I.

ADDRESS: _____
Residence Hall Room if on campus/Mailing Address if off campus

Telephone : _____

CHECK ONE:

- _____ President
- _____ Vice President
- _____ Campus Activities Board Chairperson
- _____ Public Relations Director
- _____ Director of Budgets
- _____ Secretary

NOTE: The signatures of registered Morrisville State College students shall be needed on the reverse of this application before acceptance as a candidate for the office of one of the above for the Student Government Organization (S.G.O.).

REQUIREMENTS: See attached.

Applicant's Signature Date

EAP Committee Chairperson Date

EAP Approval _____

1.	51.
2.	52.
3.	53.
4.	54.
5.	55.
6.	56.
7.	57.
8.	58.
9.	59.
10.	60.
11.	61.
12.	62.
13.	63.
14.	64.
15.	65.
16.	66.
17.	67.
18.	68.
19.	69.
20.	70.
21.	71.
22.	72.
23.	73.
24.	74.
25.	75.
26.	76.
27.	77.
28.	78.
29.	79.
30.	80.
31.	81.
32.	82.
33.	83.
34.	84.
35.	85.
36.	86.
37.	87.
38.	88.
39.	89.
40.	90.
41.	91.
42.	92.
43.	93.
44.	94.
45.	95.
46.	96.
47.	97.
48.	98.
49.	99.
50.	100.

C. Hazing Policy

No person, either alone or in concert with others, shall take any action, create or participate in the creation of any situation that recklessly or intentionally endangers mental or physical health, regardless of the person's willingness to participate in order to be initiated or affiliated with a group. Hazing activities include kidnapping or confining a person, subjecting a person to cruel and unusual psychological conditions, requiring or encouraging a person to consume alcohol, drugs, foreign or unusual substances, disrupting or impairing a person's ability to perform academically or to fulfill obligations under the code of conduct depriving a person of sufficient sleep, and/or taking other actions which could reasonably be expected to humiliate, degrade, abuse or endanger. Recognized organizations that are found in violation of this policy may be subject to loss of recognition, distinct and apart from any sanctions to which its members are subject. Any violation or suspected violation of the Hazing Policy should be reported immediately to College officials including, but not limited to, the Student Activities Office, Dean of Students and University Police Offices.

D. Registration of Student Organization

SGO and the Office of Student Activities attempts to serve the needs of all through the registration of all student organizations on campus. The Student Activities Office acts as a clearing house for many inquiries about student clubs and organizations. Frequent questions are:

Where can I join?
Who do I talk to?
How do I get in touch?

Registration as a club does three things:

1. Gives us information we can dispense to other students (Club & Organization booklet).
2. Allows the group to use college facilities.
3. It is the prerequisite for funding from Student Activity Fee monies. (Any organizations receiving funds from the Student Activity Fee monies shall follow the Financial Guidelines or shall be subject to withdrawal of these funds.)

It is to the clubs' benefit that information on club description, philosophy, goals, members and officers be made available and updated regularly.

Advisors should pick up a copy of the Student Club & Organization booklet each year from the Student Activities Office, review their Club information and notify the Office of any changes which need to be made. Only active/recognized Clubs and Organizations will appear in the booklet.

MORRISVILLE STATE COLLEGE
Student Government Organization
New Club Recognition Form

Name of Proposed Club:

Description of Club:

Number of Interested Students:

Advisor:

Name _____

Work Address _____

Work Phone _____

E-mail _____

Please submit this form with attached constitution to the SGO Office or the Student Activities Office in the STUAC Building.

All clubs need to be approved by both SGO and the College Council before they are recognized.

If there are any questions regarding this procedure please contact the SGO Office, x6246 or SGO@morrisville.edu or the Student Activities Office, x6238 or goyettr@morrisville.edu, or stop by the offices in the STUAC Building.

CO-CURRICULAR TRANSCRIPT

The Co-Curricular Transcript is a student self-reported document, with verification by an advisor or supervisor, listing various kinds of developmental activities outside of the traditional classroom. The Co-Curricular Transcript is intended to provide each student with an official record of:

- Honors, awards and recognitions
- Professional and educational development training
- Leadership development
- Student organizations and activities participation
- Service learning
- Intercollegiate athletics.

The Co-Curricular Transcript is a great reference resource for jobs and transferring.

CLUBS & ORGANIZATIONS

African Student Union Black Alliance (ASUBA)
Agricultural Engineering
Agriculture Club
Agronomy Club
Alpha Delta Mu (ADM)
Arcadian
Architecture Club
Asian Student International Assoc. (ASIA)
Automotive Club
Brothers & Sisters In Christ (B.A.S.I.C.)

Campus Activities Board (CAB)
Caribbean American Student Union (CASU)
Casino Management Organization
Commuter Student Organization
Dairy Club
Delta Lambda Mu (DLM)
Engineering Science Society
Friars' Drama Club
Future Teachers Club
Gaming Guild
Horticulture Club
Int'l. Food Service Executive Assn. (IFSEA)
Latino American Student Org. (LASO)
Mo'Pride
Morrisville Fisheries Society
Norwich SGO
Outdoor Recreation
Peer Educators
Phi Theta Kappa
Residence Hall Assoc.

Resident Assistant Assoc.
Society of Manufacturing Engineers (SME)
Sports, Nutrition, Fitness Management
Student Nurses Assoc.

WCVM-CaFM (Radio Station)
Writers Club

Advisors

Sharry Woodcock
Fred Bach
Bob Haight
Adam Khan
Stephanie Lawhorne
Tony Patane
Anne Englot
Raul Huerta, Chaplain Steve Young
Joseph Kidd
Patricia Davis, Chaplain Steve Young &
Christine Krause
Rita Goyette
John Schuster
Kathy Moonen
Christopher Scalzo
Beth Keene

Robert Milano
Stephen Hinkle

Robert Dushay

Kerry Beadle, Joan Johnson
Raul Huerta
Jeff Phillips, Tom Dickinson
William Snyder

Laurie A. Trotta

Dean O'Grady
Chad Miller, Allison Colvin & Chad
Rowe
Allison Colvin, Mark Procopio
David Denmat, John H. Giess
Lisa Rusch
Danielle O'Connor, Kathy Miller &
Cynthia Love-Williams
Gladys Cleland
Jeffrey Phillips

**ADVISING
STUDENT
CLUBS**

I. CLUB ADVISOR RESPONSIBILITIES (in a nutshell)

1. Oversee financial transactions of the student club/organization.
2. Be familiar with the club/organization history.
3. Provide continuity from year to year.
4. Assist with new officer orientation.
5. Insure that all necessary paperwork is submitted to SGO.
6. Attend club meetings and events or send a designee.
7. Support club growth and activities.

II. CLUB ADVISOR RESPONSIBILITIES (from Faculty/Staff Handbook)

ACTIVITIES

1. Student Government Organization

The Student Government Organization (SGO) consists of the Executive Board (including President, Vice President, Director of Budgets, Campus Activities Board Chairperson, Secretary, and Public Relations Director) and the General Assembly (composed of club representatives and members-at-large) and is an integral part of student activities at Morrisville State College. SGO is involved in all facets of campus life by providing campus-wide programming, addressing student's concerns and issues and keeping all students abreast of just what is going on here at Morrisville State College. In addition, SGO funds student clubs and organizations, intramural sports, yearbook, music and theater productions, and the Campus Activities Board. Most importantly, SGO is the voice of the student body, working with students and advocating for students.

The Student Activities program is funded by the student activity fee and sponsored by the Campus Activities Board (CAB). The program coordinates educational, cultural, and social activities and events for all students. CAB also sponsors off-campus trips to sporting events, shopping malls, and exciting fall/spring break locations. Morrisville State College students are strongly encouraged to take advantage of the variety of events and programs offered under Student Activities and CAB since it is their student activity fee hard at work! There is something here to interest everyone! A weekly and semester-long calendar is produced by Student Activities and can be found in the "This Week", Residence Halls and across campus.

2. Music and Theatre

Music and Theatre productions provide students with the opportunity to utilize their talents, or perhaps develop a new one on stage. The Theatre Department coordinates two major shows a year (a fall play and spring musical) in addition to numerous smaller productions throughout the academic year. The Music Department is active all year long.

3. Recreational and Intramural Activities

The college's recreational facilities include two gymnasiums, a swimming pool, a recreational building with indoor tennis courts and a jogging track, outdoor running track, playing fields, and two ice rinks.

A comprehensive Fitness Center has memberships available at a nominal fee. Recreational hours are scheduled throughout the week while the College is in session.

Intramural activities include:

First Semester	Second Semester
Tennis Tournament	Coed Volleyball League
Women's Softball League	Men's 5 x 5 Basketball League
Men's Softball League	Women's 5 x 5 Basketball League
Women's Indoor Soccer Tournament	Men's Indoor Soccer Tournament
Men's Indoor Soccer Tournament	Women's Indoor Soccer Tournament
Women's Volleyball League	Women's Softball League
Men's Volleyball League	Men's Softball League
Men's 3 x 3 Basketball Tournament	

4. Clubs and Organizations

Morrisville State College has over 35 academic, social and spiritual clubs and organizations on campus. They are recognized and funded by the Student Government Organization and many meet on a weekly basis. Faculty and staff members are often asked by the students to serve as advisors to clubs and organizations. Advisor expectations are listed below.

CLUB/ORGANIZATION ADVISOR RESPONSIBILITIES

1. The advisor is Morrisville State College's representative and should serve in the primary supervisory role at the functions/events sponsored by the club/organization he/she is advising. The following information excerpted from the New York State Public Officers Law pertains to the advisor of a student club/organization:

“The state shall save harmless and indemnify all officers and employees of the state from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence, or other act by such officer or employee provided that such officer or employee at the time damages were sustained was acting in the discharge of his duties and within the scope of his employment and that such damages did not result from the willful and wrongful act or gross negligence of such officer or employee and provided further that such officer or employee shall within five days of the time is served with any summons, complaint, process notice, demand or pleading, deliver the original or a copy thereof to the attorney general.”

2. The advisor does not personally bear any legal liability for contracts, etc., signed by the officers of that club/organization. Feel free to encourage said officers to consult the Assistant Director of Campus Life for Student Activities before signing any agreement. Further, the advisor does not personally bear any legal liability for the action(s) of individual members of the club/organization outside the immediate area nor after a sponsored activity has ended.
3. The advisor and the club/organization he/she is to advise should establish a written agreement as to what responsibilities the advisor has to the club/organization and vice versa. A sample “Advisor Agreement” form is available from the Student Activities Office.
4. In the event a written agreement is not established between the advisor and the organization he/she is to advise, the advisor should encourage and suggest proper courses of action. He/she should be present when groups are carrying out projects and/or sponsoring events and should see that members are aware of and carry out stated policies.
5. The student officers of the organization are responsible for providing proper security and/or chaperons for all events of their organization. This can be accomplished by requesting faculty or staff to act in this role. The advisor has an obligation to know that the activities of the organization are being properly conducted.
6. The Student Activities Office must be notified by the appropriate club officers, at least two weeks in advance, of all plans for social events, including information regarding security arrangements, advertising plans, costs, etc.

SPECIFIC RESPONSIBILITIES OF ADVISORS AT FUNCTIONS/EVENTS

1. Whenever you are asked and you know that you can attend, help the students out by accepting the assignment. When asked and reasonably sure you cannot attend, say “no”, then the students will not depend on you.

2. After agreeing to support said club/organization at a sponsored function or event, the advisor has an obligation to show up at the stated time and place or else to provide a substitute after notifying the sponsoring organization.
3. The advisor should be on duty for the duration of the activity. Club officers are responsible for the cleanup and security of the building at the close of the activity.
4. The advisor should enforce all building rules on smoking, drinking, etc. The College Council has formulated very special regulations regarding areas of student conduct.
 - a. Students are subject to all local and state laws concerning the use, possession, sale, and transportation of alcoholic beverages. Students and their guests are not allowed to possess or consume alcoholic beverages on College property or property operated for the benefit of the College. Students are subject to all local and State laws concerning the use, possession, sale and transportation of alcoholic beverages. Students violating laws may face civil, criminal and/or college disciplinary action.
 - b. No student or faculty group representing Morrisville State College shall conduct a lottery or a raffle.
 - c. Refer to the Morrisville State College Rules, Regulations and Expectations Booklet.

SCHEDULING OF COLLEGE FACILITIES FOR EXTRACURRICULAR USAGE

The faculty advisor for any student group is considered the advisor for any activity sponsored by that student group. A faculty/staff member must be present at the student group's activity throughout its duration. If the scheduling group's faculty/staff advisor is unable to be present throughout the activity, the group must arrange for another faculty/staff member to be in attendance. The faculty/staff members responsible for coverage of the activity must be identified to the Student Activities Office during working hours in advance of the activity's scheduled date and time. Permission to use the facility is immediately revoked should a faculty/staff member not be in attendance to supervise the activity. The group must, without delay, arrange with University Police to have the facility secured. The group will then leave the facility.

A student group that plans an activity using a college recreational facility, dance facility, or outdoor college grounds must contact the Intramural Office during working hours at least two weeks prior to the planned date and time of the activity to request permission to use the facility. Requests to use the Student Activities Building theatre or Banks Lounge will be directed in the same manner to the Activities Office. All plans for audio/visual, sound, or lighting equipment, as well as refreshments and the physical setup

of the facility, will be presented to the Intramural Office for approval at the time of the scheduling request.

Any contract for speakers or entertainers, including musicians and DJ's, must be examined and approved by the Director of Student Activities before the contract can be signed by a faculty/staff advisor or a member of a student group.

III. ADVISOR'S ROLE

Teaching and Coaching

As an advisor, teaching and coaching are skills which you will use a great deal. You can serve as a resource to introduce new program ideas, help the members apply principles and skills learned in the classroom, and point out new perspectives and directions to the group. You may also assist members in the development of insight into their problems, point out additional resources within and outside the college community, and coach individuals in their duties as officers.

Throughout your relationship with the organization, you should be alert to opportunities to create or capitalize upon experiences and situations that will tend to maximize the learning potential of an activity. To teach effectively in your role as advisor, you must participate actively by making a contribution when you feel circumstances call for it.

Consulting

In your advisor role, you should expect to be consulted regularly by the officers or chairpersons concerning their plans for activities or programs. You should know what projects or events are being planned and offer ideas or suggestions. You must be careful not to dominate the program planning process.

Providing Continuity

Providing continuity is a very important responsibility. The transition of officers and members in an organization is continual, and often, the advisor is the only link with the immediate past. You can orient new officers and members to the history of the group and help them build on it. Continuity implies a link with the future, and you will play an important role in helping to develop long term plans for the future of the organization and in communicating these plans to succeeding generations of members during their training period.

Counseling

As an advisor, counseling students is necessary because you know how the members of the group interact in informal settings. You have a unique opportunity to identify students having problems in their personal lives that appear to affect their work or effectiveness within the group. You are encouraged to find an opportunity to speak

privately with the student to see if a problem really exists and what might be done about it. When the problem is serious, you may want to consider referring the student for professional assistance to the Student Health Center.

Interpreting of Policy

As a representative of the administration to the organization, you will be in a position of interpreting the institution's policies and regulations pertaining to student organizations. You should see that the group and its officers know what the policies are, why they exist, and the channels to follow to suggest revisions.

Supervising

Although your major responsibility is not regulatory or disciplinary, as a member of the staff, you have a responsibility for keeping both the institution and the organization's best interests in mind. In a well-run organization, an advisor's supervisory role may be minimal, but you may need to remind the group of regulations and actually step in to prevent the organization from violating public or institutional policies. Whenever possible, you should work with the officers of the organization to maintain standards within the organization that remain consistent with those of the institution.

Attending Meetings

You must attend all regular and special meetings of the organization in order to keep informed about organizational efforts, you should also meet periodically with the officers to assist in long-range planning and leadership development. This is often the best time to address problems or concerns with your group.

Supervising Finances

Each organization will elect its own treasurer. You will need to spend time supervising the financial records and the treasurer's work. This may include teaching the treasurer the elements of simple bookkeeping or the intricacies of the organization's record system. An advisor should be aware of the nature, extent, and pattern of the group's expenditures, income, and introduce corrective measures. Particular attention should be given to accounts receivable, the current balance and the prompt payment of bills. The Student Activities Office is available to help any organization set up a bookkeeping system.

Keeping Organizational Records

The committee reports and group records are an important part of the organization's history on campus. These records contain valuable information for future officers. An advisor should see that officers maintain adequate records and minutes of the group's activities. A copy of these records should be kept in a permanent file in the advisor's office.

Taken in part from: C.J. Baaken's, Legal Aspects of Student Personnel Services. Dr. Paul C. Bloland, Student Advising in Higher Education and SUNY IT Advisor's Handbook.

Suggested Advising Styles for Perceived Student Level of Development

Perceived Student Level	Suggested Advising Style
Low levels of commitment to organization, programming skills, personal responsibility for actions.	Directive-high concern for product; low concern for process.
Increasing levels of programming skills, interest, commitment and responsibility.	Teacher/Director-high concern for product; high concern for process.
Moderate levels of competency in programming, strong commitment to group, willingness to take personal responsibility.	Advisor/Teacher-low concern for product; high concern for process.
High level of commitment to group, programming skills, and personal responsibility for actions.	Consultant-low concern for product and process

IV. TIPS FOR EFFECTIVE ADVISING

Most Groups Prefer An Active Advisor

Being active does not mean serving as the leader. It does mean getting involved with the group. Such involvement usually entails attending meetings and activities, assessing the group's progress and being available to discuss ideas and problems. An advisor may also set up personal time with individual officers and members to discuss organizational and personal concerns.

Be A Good Resource Person

An effective advisor is able to convey his/her knowledge to the group. You will save the group a lot of valuable time by being aware of the policies and procedures of the College.

Become Acquainted With The Administrative Details

Regardless of how worthwhile the program may be, it may not be successful if such details as room rental agreement, contracts, or University Police requests have not been completed. You should be familiar with the policies and procedures of the organization and the institution before attempting to advise the group.

Help The Group Set Goals And Objectives

Although the group must determine its purpose and agree on organization, it is generally beneficial for you to make recommendations based on stated purposes of the group and what the group tried to accomplish in the past. Most groups find goal setting understandable and helpful. Make sure that goals are broken down into cleanly stated objectives which include a time frame for completion.

Help The Group Prepare Their Organizational Budget

The group's budget should allow the treasurer to record revenue and expenses in an easy and understandable method. The Office of Student Activities is able to help organizations set up their budget.

Never Forget That You Are Human And Will Make Mistakes

When such a situation occurs, it is best for the advisor to admit the error and make a sincere effort to ensure that it does not occur in the future. Usually the group will accept such a response and even welcome it as a sign of your "humanness."

Do Not Be Afraid To Admit A Lack Of Information

It is far better to simply say "I do not know the answer to that, but I will find out and get back to you" than to give misinformation. The student will respect this answer and he/she will see you as human.

An Advisor Shall Not "Bail Out" An Organization

A group which fails and learns from that failure has the potential to evolve into a stronger, more productive group than one which succeeds only to become dependent on the advisor. Once you have gone over the pros and cons of each solution to the problem, the group has a right to decide. Whatever solution the group picks, you should support it.

You Should Never Underestimate The Power Of Positive Reinforcement

High and sincere praise of positive powers and outcomes can increase the likelihood that they will reoccur. Positive reinforcement can be considered a powerful tool for you.

Revised and condensed from SUNY IT Advisor's Handbook by John H. Snow.

MORRISVILLE STATE COLLEGE
Student Government Organization
Advisor Roster

Date:

Club/Organization Name:

Advisor(s):

Name: _____

Office Phone: _____

Signature: _____

Name: _____

Office Phone: _____

Signature: _____

Name: _____

Office Phone: _____

Signature: _____

The advisor(s) who sign this form are naming themselves as advisor(s) of the above listed club or organization. Once this form is completed additional Advisor Rosters will not need to be completed each semester. If a change is made to the roster a new roster must be submitted. To resign as advisor(s) from a club or organization a resignation must be submitted in writing to the Student Activities Office. This form will be kept on file in the Student Activities Office.

**CLUB
OFFICERS**

I. STUDENT CLUB OFFICER RESPONSIBILITIES

Officers in student organizations shall carry out the responsibilities normally associated with their particular office by the Club's specific Constitution and any special duties as designated in the SGO constitution.

SGO Requirements

1. Type monthly meeting minutes; turn in to SGO as requested.
2. Submission of Club Officer Roster (form on next page).
3. Club Constitution on file with SGO.
4. Insure that a Club representative/alternate attends the weekly SGO meetings.
5. Insure that all Club representatives/alternates complete and submit an SGO membership form.
6. Submission of Budget.
7. Maintain a GPA of 2.0.

MORRISVILLE STATE COLLEGE
Student Government Organization
Club Officer Roster

Fall _____ Spring _____

Date: _____

Print or type Full Name, Date of Birth, Campus/Home Address, Telephone Number, and Signature under each position. If your club does not have one or more of the following positions leave the line blank. If you have more Officers please use an additional page.

Club/Organization Name _____

Officers:

President/ Chairman: _____

Vice President/ Vice Chairman: _____

Secretary: _____

Treasurer:

Public Relations/ Reporter/ Publicity Director: _____

Sergeant at Arms: _____

SGO Representative: _____

Alternate SGO

Representative: _____

Submitted By: _____ Signature: _____

Advisor: _____ Signature: _____

Approved By: _____ Signature: _____

MORRISVILLE STATE COLLEGE
SGO Minute Guidelines

1. Heading
 - a. Name of the Club
 - b. Date meeting held and month should also be on the top of the page
2. Attendance
 - a. Members
 - b. Non-members
 - c. Executive Board
 - d. Advisor(s)
3. Meeting Agenda
4. Format
 - a. Documentation of the discussed matters
 - b. Quotes and Names should be included
 - c. Duration of the meeting(s) should be included
5. Names
 - a. President or Vice President
 - b. Secretary
 - c. Advisor(s)

NOTE:

All minutes of the preceding month must be typed and are due to the first Monday of each month.

**BUDGET
&
FINANCE**

I. BUDGET and FINANCE

Steps to get money from SGO:

- a. Confirm with the SGO Bookkeeper to see if there is money in your account.
- b. Fill out a Purchase Requisition (PR) and have both Advisor and Club Officer sign it.
- c. Submit PR to SGO. SGO completes a purchase order which will be signed by the Director of Budgets, SGO President or Vice President and SGO Advisor.
- d. Checks are cut on Thursdays and can be picked up starting Friday afternoon.
- e. Pick up checks and submit receipts (if necessary).

TIPS

- a. If you have any questions about getting money from SGO call the Student Activities Office at x6238.
- b. Advisors are requested to receive money from SGO **before** purchases are made and to have vendors send the bill to SGO. Reimbursements are **strongly** discouraged.
- c. SGO is a tax exempt organization. Pick up tax exempt form from the Student Activities Office.
- d. SGO prefers to be **billed** by vendors. Most local businesses will allow you to buy supplies or use their services without any payment as long as they know to bill SGO. In order to be billed, a PR must be submitted before the purchase. A quote must be submitted with the PR.
- e. If you must pay in advance, you can request a check in the Club Advisor's name. It is better to request slightly more than you need and turn in the extra money and receipts than to seek reimbursement.
- f. All receipts must be submitted by June 15th following Commencement in order to be paid out of the current academic year budget. No expenses will be allowed to carry over to the following year.
- g. The fiscal year is July 1 - June 30.

USE OF FUNDS

Activity Fee monies shall be used only for support of the following programs as stated in the State University Board of Trustees Guidelines.

- a. Programs of cultural and educational enrichment.
- b. Recreational and social activities.
- c. Tutorial programs.
- d. Intramural athletic programs.
- e. Student publications and other media.
- f. Funding of recognized clubs and organizations.
- g. Insurance needed to conduct programs.
- h. Administration of programs.
- i. Transportation in support of these programs.
- j. Student services to supplement or add to those provided by the University.
- k. Remuneration to the student officers listed under "Fiscal and Accounting Procedures".

II. PURCHASE REQUEST FORM & INFORMATION

copy purchase request form (1/2 page)

BUDGET HEARING PROCEDURE

Each spring, student clubs are asked to develop their budgets for the following year. The following pages show a sample budget proposal and the necessary forms and instructions needed to submit a proposal. The process will be announced during an SGO meeting in the early spring.

Process for Club/Organization Budget (from SGO Constitution)

- a. A club/organization must be recognized and in good standing with the SGO and the SGO Vice President by the due date.
- b. A club/organization must submit a detailed, itemized budget request to the SGO Vice-President, promptly upon notification by the Director of Budgets.
- c. Budget requests shall be reviewed by the Vice-President who will make recommendations to the budget hearing committee.
- d. The maximum amount budgeted to any club shall be \$1,200.00.
- e. New clubs will be budgeted a maximum of \$100.00 during its first year.
- f. To be eligible for SGO funds and considered active, a club/organization must submit a typed copy of their monthly club meeting minutes by the deadlines specified by the SGO Vice-President. A club/organization must also have a club representative in attendance at each Assembly meeting, and have a current club officer roster on file with the SGO.

BUDGET REQUEST FORM GUIDE

FORM Headings are listed below in **bold**, followed by an explanation.

LINE #:	Your account number remains the same. Enter your current account number.
TOTAL BUDGET:	This is your current budget. Enter the total amount of your current budget.
BUDGET REQUEST:	This is the total amount of the request for the upcoming year.
ACTUAL BUDGET:	Leave this blank. Your actual budget will be determined during budget hearings, and finalized later.
ORGANIZATION:	The name of your organization as it appears on your current budget sheet.
PRESIDENT:	Next year's president or current officer if elections have not occurred.
TREASURER:	Next year's treasurer or current officer if elections have not occurred.
ADVISOR:	Your Advisor's full name.
DESCRIPTION OF REQUEST:	Explain in detail exactly what expense you are requesting funding to cover. Include cost estimates along with descriptions here.
AMOUNT REQUESTED:	Total of requests for each Line.
AMOUNT GRANTED:	Leave this blank. The amount granted for each line will be determined during budget hearings, and finalized later.

Example Line descriptions:

- Line A can be supplies: paper, poster board, glue, paint, printer ink, markers, ledgers, duplicating costs, etc.
 - Line B can be programming: speakers, royalties, dinners, dances, dues to "National" organizations (i.e., Phi Theta Kappa), etc.
 - Line C can be stipends and salaries.
 - Line D can be miscellaneous items like refreshments, etc.
 - Line E can be anticipated income.
 - Line Z can be fundraising: EVERY organization should do fundraising.
- Other lines can be added as necessary.

General Guidelines:

- ASK if you are uncertain. You can call the SGO office at 684-6246.
- Be thorough. Do not submit incomplete forms, they will only slow the process down.
- Be careful. You are asking for mandatory fee money, it should be spent wisely.
- Look for ways to reduce expenses, while still offering the programming you

have planned. Increased fund raising activity may become necessary to maintain current levels of programming.

-Exercise good judgment, and work with the people who will be running your organization next year. This will work to minimize the need to make changes to your budget next year, when you should be enjoying your programming.

-COMMUNICATE.

-Tell us if you have any problems.

-Ask questions.

-**Make sure you schedule your organization for a budget hearing.**

-Call ahead of time if you cannot make your scheduled time.

-DO NOT LET THIS "SLIP BY".

**MORRISVILLE STATE COLLEGE
STUDENT GOVERNMENT ORGANIZATION**

**BUDGET REQUEST
2007-2008**

Line Item # _____ Total Budget 06/07 _____
Budget Request 07/08 _____
Actual Budget 07/08 _____

Organization: _____
President: _____
Treasurer: _____
Advisor(s): _____

Description of Request	Amount Requested	Amount Granted
Line A. _____		
Line B. _____		
Line C. _____		
Line D. _____		
Line E. _____		
Line Z. _____		

III. FUNDRAISING

Activities involving recognized student organizations which are consistent with or in furtherance of College purposes will be reviewed and decisions made individually. All approved activities will be conducted under Morrisville State College guidelines and supervision.

The following conditions apply:

1. Fundraising by recognized clubs and organizations is permitted on campus for direct program costs, the internal operations of a college organization, or contributions to non-profit, external, charitable organizations. Each fundraising activity must be approved by the Morrisville State College President or designee (at least seven days in advance) and must be conducted in the location assigned. Permission will be granted in writing or denied in writing, and the approval must be shown on request to anyone who asks. A financial report must be submitted to the Morrisville State College President or designee showing amounts received and intended disbursements, within ten days of the event. The designee is the Director of Student Activities.
2. Solicitation in College residence halls will not be permitted.
3. Approved fundraising activities must not infringe upon, delay or conflict with the normal operation of the campus.
4. Each club or organization must compensate the college for any direct expenses (if any) incurred in providing facilities.

NOTE: Monies raised by Clubs through fundraising will be kept in an agency (income) account through SGO. These monies remain in that account for that Club's use from year to year.

Date Passed _____

**FUND RAISING EVENT
Approval Form**

Name of Sponsoring Group: _____

Requested Dates for Activity: _____

Type of Activity (be specific): _____

Requested Location: _____

Price you will charge: _____

Special set-up required: _____

Signature of Club/Organization President: _____

Signature of Faculty/Staff Advisor (who will be present): _____

(To be completed by College Designee or Sponsoring Group President)

Name of Sponsoring Group: _____

Approved Activity: _____

Approved Date(s) for requested activity: _____

Approved Location: _____

Charge for facility (if any): _____

Approved by: _____

(Submit for to Student Activities Office)

**MORRISVILLE STATE COLLEGE
Student Government Organization**

SUMMARY REPORT OF FUND RAISING EVENT

Organization or Group _____
Event or Activity _____
Date: _____

Income

1. Admission _____
2. Donation _____
3. Proceeds _____
4. Other _____
5. Total Funds Collected _____
6. Total Expense Incurred _____
7. Profit _____

In cases where the event was held for the benefit of a non-college organization, a copy of the letter acknowledging the contribution by the organization must be included with this report.

Expense

Individual expense items' listing is optional. Club records should document facts if any questions arise.

1. Supplies _____
2. Marketing _____
3. Other _____
4. Total Expense Incurred _____

Number of Club/Organization Workers _____

Number of People Served _____ Morrisville Attend. _____ Public Attend. _____

Number of Sales _____

Submitted by: _____

Date: _____

This information will be filed in the Student Activities Office. It will be made available to any student group who has legitimate need for the information.

Morrisville State College *Student Government Organization*

Request Transfer of Funds

Intradepartmental _____ Date Requested _____

Interdepartmental _____

Amount of Request \$ _____

Transfer from account # _____

Transfer from account name _____

Transfer to account # _____

Transfer to account name _____

Reason for Request:

Department Making Request:

	Print	Signature	
Allocated	_____	_____	Signatures to the left, if a club, need to be signed by an Executive Board member of that club.
Yearbook	_____	_____	
Intramural	_____	_____	Yearbook, Intramural, Music, and Theatre need to be signed by the heads of those departments.
CAB	_____	_____	
WCVM	_____	_____	
Music	_____	_____	
Theatre	_____	_____	WCVM & CAB: Executive Board Member of your Organization needs to sign.
SGO	_____	_____	

Club Advisor Signature (If Interdepartmental) _____

Chief Administrative Officer Signature _____

Assembly Action

Votes For _____ Votes Against _____ Abstained _____

Officer's Signature _____ Date _____

IV. ACCOUNTS

Each Club has two SGO accounts: a budget account and an agency account. The fiscal year is July 1 - June 30. The approved budgeted amount designated by SGO will be placed in the budget account. The agency account contains money raised from fundraisers.

Accounts outside of SGO are not allowed per State Regulations. "All funds must be deposited and expended through the dispensing agent recommended by the student government and approved by the campus president, in most cases the dispensing agent is the Faculty Student Association. As discussed, funds received from the fundraiser should be allocated using local campus student government procedures, and subject to the same certification and oversight as the original fee revenue collected by the campus."

V. INVENTORY

Every club/organization is required to complete an inventory in the Spring Semester. The Director of Budgets will contact you with the information.

VI. REQUESTS FOR NON-BUDGET FUNDING (excluding Club Agency Account)

- a. Any group requesting non-budget funding from SGO must submit the request in writing to the SGO Vice President at least two weeks before the event. Such requests must include the following:
 1. Date, time and purpose of event.
 2. Amount requested and justification for the request.
 3. Signatures of the Chair of the Group and its Advisor.
 4. A formal presentation before the assembly at least 2 weeks prior to the event.
- b. The Vice President may terminate the request by refusing to sign the application.
- c. Any group already in debt to the SGO will not be eligible for funding until the debt is repaid.
- d. The Vice President shall forward the approved application to the Director of Budgets, who will then make a recommendation to the Assembly, which will make the final decision.
- e. If SGO funds are borrowed for an event, such monies shall be repaid within one week of the event, or that group shall be considered in debt to SGO as in subsection C.

- f. Any club requesting additional funds from line item 6409 (Club Organization/Conference/Competition) must show proof of prior fundraising for the proposed event to an amount no less than 50% of the request. Fundraising events must be on file through the Student Activities Office and money raised must show as deposits into the Clubs' SGO account. In addition, funds used for conferences and competitions from line item 6409 must financially benefit only staff and/or registered students of Morrisville State College.

COLLEGE RESOURCES

I. SCHEDULING & MASTER CALENDAR OF ACTIVITIES

The Student Activities Office (x6238) maintains a master calendar listing all of the non-instructional events scheduled by both students and faculty. Persons responsible for planning events should consult with the Student Activities Office before any definite plans are made to avoid conflicts.

Procedures for scheduling events and placing a "hold" for events are as follows:

1. Student organizations wishing to contract the services of entertainers, speakers, etc., must first contact the Student Activities Office and they will place a "hold" on the room for a specific date. This reserves the room and allows the club to proceed with the proper paperwork with the Student Activities Office to book the event.
2. For events to be held during after normal working hours, the room(s) must be scheduled at least 3 weeks prior to the event.
Normal working hours are 8:30 a.m. - 5:00 p.m.
3. After a "hold" is placed on the calendar, the club should file an event registration form within one week or the "hold" will be removed 7 days after the initial request.
4. In all instances, except small groups not open to entire student body, an activity sheet must be filed seven (7) days prior to the event.
 - a. Meeting rooms are available for recognized student organizations to use by scheduling them with the Registrar's Office.
 - b. Please Note: The College is not responsible for the safety and security of items left in any room or area of the college.

If an organization has a regular weekly meeting, the meeting room may be scheduled on a semester basis. Other meetings should be scheduled a few days in advance so that the room will be available. All meetings requiring special set-up or the use of specialized available equipment such as chalkboards, projectors, screens, etc., should be scheduled in advance.

Campus Recreational Facilities may be requested for use by student Clubs and Organizations that have been recognized by the College. Some, but not all, of the equipment stored within these facilities may also be requested. Requests will be made to the Intramural Office. A minimum of ten (10) working days is suggested for most activities with fifteen (15) days for activities with extensive set-ups.

Dance parties in HAMILTON HALL are scheduled at least two weeks in advance. Only one (1) dance party per week, scheduled on a Friday or Saturday night in Hamilton Hall will be approved. Dances and large events will not be allowed on the same weekend.

II. PROGRAM PLANNING

Part of the role of any organization is to plan and implement programs that serve to carry out the purpose of the organization. When initiating planning for a program, keep the following questions in mind from the beginning:

Is the idea for your program in line with the purpose of your organization?

Who will do the program?

Will it be your group alone? Will you co-sponsor the program with another organization or an outside agency?

How many people will it take to actually run the event?

How will the program be financed?

Will it be paid for from the organization's budget? Will the revenue from the programs cover all the costs? Is the program being co-funded or under-written by a third party?

Where will the program be held?

How many people do you expect? What size room will you need? Does the program fit the facility you'd like to use?

Who is the intended audience for the program? Strictly student? The entire college community? Members of your organization? Off campus guests?

What college services will be needed to produce this program?

Will you need MAC, ICS? A sound system, printing services...?

What type of publicity will be needed for this program?

Have you developed a plan for how you will publicize your program? Flyers, posters, something new and creative? (i.e., out-door banners, sidewalk chalk, etc.).

Will the program be classified as an "OPEN" or "CLOSED" event?

PROGRAM PLANNING

Pre-Event

1. Preliminary discussion of event, dates and places.

2. Consult with the Student Activities Office to coordinate an event on the **Campus Calendar** and file a proposed **Events Registration** form.
3. Reserve space and request room arrangement (tables, chairs, piano, etc.).
4. Request audio-visuals through ICS.
5. Description and delegation of tasks to group members.
6. Other arrangements - housing, transportation security, etc., for speakers and audience.

4-6 Weeks Before Event

7. Develop publicity campaign, order posters, flyers, buttons, brochures, tickets, etc.
8. Send out press releases to THE CHIMES and other publications.
9. Arrange for food services, piano tuning, and other special services for speakers and audience.
10. Request for check processing.

2 Weeks Before

11. Hang posters
12. Double check previous arrangements, trouble shooting

1 Week Before

13. Hang banners, distribute flyers and table tents, ticket sales, etc.
14. Second hanging of posters

Day of Performance

15. Pick up checks, cash box, programs, hand stamps, etc.
16. Day of show publicity
17. Artist/speaker hosting (transportation, meals, lodging, tours, backstage refreshments, etc.).
18. Brief staff at event
19. Event activities
20. Clean up of space

Post-Event

21. Deposit any money into your income account through SGO
22. Return cash box, hand stamps, etc.
23. Remove advertising on campus
24. Thank you notes
25. Event evaluations turned into the Student Activities Office.
26. Deposit any money into your SGO income account.
27. Return cash box, hand stamps, etc.

**MORRISVILLE STATE COLLEGE
EVENT PLANNING CHECKLIST
Student Activities Office**

<u>Task or Activity</u>	<u>Person Responsible</u>	<u>Date Completed</u>
1. Advisor's Approval	_____	_____
2. Check campus calendar to Avoid conflicts:	_____	_____
3. Budget Planned:	_____	_____
4. Room/space reserved. See attached room/site Reservation guide for Appropriate contact person:	_____	_____
A. If outdoors, rain location Reserved:	_____	_____
5. Room set up	_____	_____
6. If off campus, location:	_____	_____
A. Transportation reserved College vehicles ext. 6084	_____	_____
B. Accommodations reserved:	_____	_____
7. Catering MAC 6076	_____	_____
8. Audio visual equipment set up.	_____	_____
9. Set up crew assigned:	_____	_____
10. Run time crew assigned:	_____	_____
11. Clean up crew assigned:	_____	_____
12. Publicity and Posters:	_____	_____

13. Publicity and Promotion

Campaign planned:

-Posters

-Flyers

-WCVM Media

-Press Releases/PSA

-The Chimes

-Other

14. If outside (off campus) agents

Are being used:

A. Original Contract must be
Turned in to Student
Activities Office

B. Confirmation received
From Agent/Artist

15. Other

Attach copies of all requests sent to specific offices as well as confirmations received, contracts, budgets, publicity, lists, etc.

MORRISVILLE STATE COLLEGE
EVENT REGISTRATION FORM
Student Activities Office

(All offices, individuals, organizations, fill out top section)

SPONSOR: (Name of organization/office)_____

CONTACT PERSON: Name: _____
Address: _____
Phone Number: _____

DATE OF EVENT: _____, _____, _____ / _____
Day of Week Month Date Year

TIME OF EVENT: _____ am/pm TO: _____ am/pm Set up: _____ Clean up _____
start end am/pm am/pm

LOCATION: _____

TYPE OF EVENT: _____ OPEN EVENT OR _____ CLOSED EVENT
Check one: Social Cultural Fundraiser Community Service
 Recreational Educational

PROGRAM TITLE: _____

PROGRAM DESCRIPTION: (Briefly summarize activities planned/topics to be
addressed, names and titles of speakers, etc.)

Student Organizations must also complete all sections below:

SIGNATURE OF ADVISOR: _____

DATE: _____

*Please refer to the advisor's role and responsibilities section of the Advisors and Officers Handbook.

_____ TITLE: _____
Name of advisor on location at event to be held.

_____ DATE: _____
Signature of advisor of event.

Received by Student Activities Office: DATE _____

Received by _____

Event Approved _____ Not Approved _____

Submit a copy of this form to the Student Activities Office addressed at least two weeks prior to event.

**MORRISVILLE STATE COLLEGE
EVENT EVALUATION FORM
Student Activities Office**

Sponsored by Club/Organization _____

Event Title _____

Type of Event _____

Day of Week _____ Month _____ Date _____

Location _____

Time: Actual Start Time _____ am/pm End Time _____ am/pm

Club/Organization Workers _____

Number in Attendance _____ Morrisville attend. _____ Public attend. _____

What went well?

Were program goals met? ___ Yes ___ No

Problems/Concerns ___ Yes ___ No

What should be done differently next time?

How was the program received? ___Poor ___Fair ___Good ___Very Good ___Excellent

Should an event of this type be offered again? ___Yes ___No

Please use back of sheet for additional comments/recommendations.

Please return this form to the Student Activities Office 24 hours after program completion.

III. EVENT STAFF GUIDELINES

1. The main entrance to the event is the first set of doors to Hamilton Hall.
2. Event staff covers all doors. Event staff is responsible for tables and chairs they set up for event and cleaning of area near door. If a problem occurs Event Staff has the right to end any event.
3. The sponsoring club for the event will set up on opposite side from Event Staff.
4. The sponsoring club's personnel entering after the start of event will enter assigned door and be checked.
5. The sponsoring club will submit a list of all personnel working that night's event to the Student Activities Office on the Monday before the event.
6. If the sponsoring club wants extra staff at the doors, they shall request them from event staff before the event. If the sponsoring club provides these extra staff, those staff members will fall under control of event staff in charge of the event.

IV. VEHICLE USE INSTRUCTIONS

(12 and 15 passenger vans were purchased by the 2000-2001 SGO Assembly)

1. Any club or organization may have access to the vans by contacting Maintenance (x6085) to check on vehicle availability.
2. To request any of the vans, the standard procedure for requesting them must be followed by completing the Vehicle Request Form.
 - a. Arrange date/time to pick up keys from MOC. If the return is after hours, the keys are returned to the drop box at MOC.
 - b. A gas credit card is included with the vehicle.
3. **SGO** clubs are given priority for usage of the 12-passenger van, if their request is received at least 72 hrs prior to needing it, and **if and only if** another **SGO** club or organization does not have it reserved.
4. Students may be permitted to drive the 12 or 15 passenger vans provided they abide by the following:
 - a. have a clean driving record (subject to background check by University Police)

- b. have a valid NYS driver's license for at least 1yr.
- c. have taken the required driving safety course set forth by the Dean of Students or his designee.
- d. follow all NYS traffic laws while operating any of the two vehicles.
- e. have an advisor present in the vehicle at all times.

5. If a student is going to be operating the vehicles at any time, advance notice must be given so background checks can be made into that person's driving history. It is the club or organization's responsibility to find out how much time is needed for the necessary checks to be done. If the necessary checks have not been completed before the date needed then that student may not be permitted to drive a vehicle.

6. Any Club or Organization, not following the above stated rules may be banned from usage of the vehicles for a one year period from the date of the infraction, or date of acknowledgement of an infraction, whichever is later.

7. Any person(s) wishing to request a change to this agreement may do so by submitting, in writing to the SGO Executive Board. The Executive Board will review the request and present it the assembly. The assembly will vote to pass or reject the requested amendment according to SGO.

APPLICATION FOR ABSENCE/STATE VEHICLE REQUEST FORM (copy)

**STUDENT RESPONSIBILITIES FOR CONDUCT
DURING STUDENT GOVERNMENT ORGANIZATION SPONSORED
TRIPS**

Students participating in SGO-sponsored activities are subject the Student Code of Conduct as outlined in the Morrisville State College Student Handbook under Rules of the Morrisville State College Council Regulating Student Conduct and Behavior, for the duration of the trip. During any SGO event, students should also be advised that they are responsible for their own actions at all times and are subject to all federal, state, and local laws and ordinances. Students are further advised that they are responsible for all policies, rules and regulations that may be enforced by tour operators, hotels, restaurants, bus companies, and other agencies contracted by SGO in connection with the event. Students will be held individually responsible for all expenses incurred as a result of any misconduct or for any services requested in hotel guestrooms or any other area.

Students are further advised that any misconduct during an SGO sponsored trip will be documented by SGO Trip Coordinators, and handled through the college judicial system upon the student’s return to Morrisville State College.

Students are responsible to be at required locations at the scheduled departure time(s) or be subject to making their own return travel arrangements at their own expense.

Students are required to sign a document waiving Morrisville State College and the Morrisville State College Student Government Organization from liability prior to departing on any trip under the sponsorship of SGO.

WAIVER OF LIABILITY

“I have read and received a copy of the “Student Responsibilities for Conduct” and hereby waive Morrisville State College and the Morrisville State College Student Government Organization from any liability for any injuries or damage sustained during this event. I understand I am responsible for my own behavior and subject to all rules and regulations, as well as all state and local laws that are in effect during this trip.”

Signature

Date

Printed Name

COMMUNICATION

I. COMMUNICATION SYSTEMS ON CAMPUS

1. Stamp of Approval

All publicity done by means of posters and flyers must be stamped and dated by the Director of Public Relations or the Student Activities Office.

2. Publicity and Use of Bulletin Boards

The Student Activities Office maintains a bulletin board in STUAC and two kiosks on campus. If you wish to have information placed on either posting location, please contact the Student Activities Office at 684-6238. Posters, flyers, etc., should not be placed on windows, columns or doors. Flyers are also not permitted to be placed on cars. The group or individual who posted information is responsible for taking down any outdated publicity. The SGO Public Relations Officer can **assist** clubs and organizations in making posters and flyers for an event.

3. Student Activities Display Case

Display cases are located outside of Banks Lounge in STUAC. The display cases are primarily used for advertisement of SGO functions.

4. Print Shop

The Campus Print Shop is located in Bailey Hall. The print shop can produce flyers, posters, table tents, etc., so that clubs and organizations can advertise their meetings and events. The cost for print shop services will be the responsibility of the club or organization.

5. Club Mail Boxes

Mailboxes for each individual club are located next to the Student Government Office in the basement of STUAC.

6. E-Mail

The Student Activities Director has access to campus-wide E-Mail distribution lists. If you would like to inform students of an upcoming event, contact the Student Activities Office and they will approve and send campus-wide E-Mails for you.

7. Channel 2 (campus information channel)

The ICS office in Charlton Hall has a form to be used to get information on Channel 2 or you can call them and ask to email the information.

8. Channel 4 (WCVM-TV cable channel)

To put something on Channel 4, simply email WCVM Media at WCVM@morrisville.edu.

9. Message Board

10. Morrisville *This Week*

Morrisville *This Week* is a weekly paper issued every Monday on campus. Faculty, staff, clubs and organizations can place their announcements in this publication. For information please contact the Public Relations office in Bailey Hall, phone #684-6041. To have an item placed in the calendar portion of *This Week* contact the Student Activities Office (684-6238).

11. WCVM Media

WCVM is Morrisville State College's radio station located in the basement of Charlton Hall. Contact them for announcement information, phone #684-6358..

12. Poster Machine

Clubs can have 17", 23" and 29" posters made from 8 ½ x 11 and 8 ½ x 14 originals. Originals must be checked for typos and submitted to Student Activities. Posters require a 24-hour turn-around time. Cost per poster is \$5.00.

13. SGO copier

The SGO copier is available for club use.

14. SGO scanner.

The scanner is available for club use.

15. SGO fax machine.

The SGO fax number is (315) 684-6707.

16. CAB (Campus Activities Board) hot line.

The CAB Hot Line number is (315) 684-6555. To have your event placed on the Hot Line, contact the Director of Public Relations two weeks prior to the event at (315) 684-6246.

17. Bulletin Board Policy

Bulletin boards are available throughout Campus for use by students, faculty, and staff to provide information relevant to the Morrisville State College community.

- a. Clubs, organizations, and individuals wishing to publicize programs, events, or items of interest throughout Campus should receive prior permission from the Student Activities Office.
- b. In order to post information targeted to specific audiences in certain locations, please obtain permission from the appropriate offices listed below:
 - Student Activities, Athletic Facilities (Student Activities or Intramural/Open Recreation Offices)
 - Residence Halls (assigned Residence Hall Director)
 - Academic Buildings (appropriate School Dean’s Office)
 - Administration Building (Human Resources Office)
 - Library (Librarian)
 - Dining Halls, Campus Store, Arena (Managers)
- c. All approved notices will be stamped and dated.
- d. Approved materials may be posted for up to one month.
- e. Posted materials should bear the name of the sponsoring party.
- f. In academic and administrative buildings, materials may be posted on general use bulletin boards only. Items may not be posted on departmental bulletin boards, walls, windows, displays, etc. In residence halls, materials may be displayed by residence life staff in public areas with the approval of the appropriate Residence Hall Director. Examples of appropriate displays include holiday decorations, emergency notices, etc. Items not posted on bulletin boards must be secured with masking tape only. Residence life staff is responsible for enforcing compliance with the Campus Bulletin Board Policy in the residence halls.
- g. On-Campus solicitation and leafleting by commercial enterprises off Campus is prohibited.
- h. Unapproved or outdated materials will be removed by appropriate Campus personnel responsible for facilities as listed above.