



Advisors' Manual

A guide to being an effective student organization advisor

2008-2009

The guide is provided by the Office of Student Leadership & Service and the Student Government Association.

OSLS Staff Members

Cynthia Shaw

Assistant Dean for Campus Life and Director, Office of Student Leadership & Service
email: cshaw@emory.edu
ph.: 404-727-4148

Selene Jones

Associate Director, Office of Student Leadership & Service
email: selene.jones@emory.edu
ph.: 404-727-6169

Tanya Willard

Assistant Director, Office of Student Leadership & Service,
Co- Director, Freshman Orientation
email: tanya.willard@emory.edu
ph.: 404-727-7374

Matt Garrett

Assistant Director, Office of Student Leadership & Service
email: matt.garrett@emory.edu
ph.: 404-727-6169

Harold McNaron

Director of Volunteer Emory
email: hmcnar2@emory.edu
ph.: 404-727-6268

Victoria Wimberley

Senior Secretary, Office of Student Leadership & Service
email: vwimber@emory.edu
ph.: 404-727-6169

Linda Marson

Office Manager, Office of Student Leadership & Service and the Office of Student Conduct
email: linda.marson@emory.edu
ph.: 404-712-9283

SGA Staff Members

Meredith Honeycutt

Business Manager, Student Government Association
email: mhoney@emory.edu
ph.: 404-727-3513

Laura Rogers Reece

Administrative Assistant, Student Government Association
email: laura.reece@emory.edu
ph.: 404-727-6179

Greetings from the Office of Student Leadership & Service!

We would like to thank you for your continued service to the students of Emory University by serving as an advisor to a student organization on our campus. As advisors, you have a chance to affect young adults by facilitating lessons that will last them a lifetime.

Advising is a lot more of an art, than a science. By agreeing to be a faculty or staff advisor to a student organization, you have agreed to go on a journey with students, outside of the normal confines of the classroom. For someone new to this process, that can be intimidating. Whatever your skill level, we hope to make your journey easier by providing information in this manual and scheduling regular Brown Bag Lunch sessions for you to interact with colleagues you may not see otherwise. In this manual, we hope to share some valuable information with you.

A small number of Advisor Manuals are printed at the start of each year. Should any changes or corrections be made to the policies or guidelines contained herein, updates will always be listed in the OSLS website: <http://www.osls.emory.edu>.

We hope that this will be the start of a beautiful partnership together. If there is an area that you think should be included in this manual or if you need additional assistance, do not hesitate to contact the Office of Student Leadership & Service or the Student Government Association office, directly.

Office of Student Leadership & Service (OSLS)

Phone: 404-727-6169

Email: osls@learnlink.emory.edu

Website: www.osls.emory.edu

Student Government Association (SGA)

Phone: 404-727-6179

Email: emorysga@gmail.com

Website: www.students.emory.edu/sga

TABLE OF CONTENTS

Welcome & Introduction

Role of OSLS and SGA4

Roles of an Advisor

General expectations & roles5
When to intervene7
Role played in event planning8

Event Planning

Contracts10
Program Size (and requirements)11

Fiscal Management

An Advisors’ Role.....13
Where does the money come from?14
Duties of Club Treasurers.....15
Duties of Divisional Treasurers15

Forms & Policies Section

Begin on page.....18

SUPPORTING PLAYERS

Role of the Student Government Association

The Student Government Association (SGA) presides over all, officially recognized student organizations at Emory University, graduate and undergraduate. Only groups recognized by SGA or one of its Divisions can reserve meeting space, reserve campus venues and directly use university funds, including the Student Activity Fee. In order to create a sense of ownership and reduce bureaucracy, SGA does not directly manage every organization. Instead, that task is given to divisional councils.

Each college at Emory is called a division and has a divisional council. The divisions are: Allied Health, Emory College, Graduate Arts & Sciences (“The Graduate School”), Graduate Business, Graduate Nursing, Rollins School of Public Health, School of Law, School of Medicine, Theology, Oxford College, Undergraduate Business & Undergraduate Nursing. There are also University Wide divisions, which are opened to all members of the university. The University Wide divisions are: Club Sports, the Outdoors Council, Media Council, the Student Programming Council (SPC), Student Legal Services (SLS) and the SGA itself.

Each time a student organization elects or appoints a new President or Treasurer, the SGA office must be made aware. There is an [Officer Registration form](#) on the OSLS and SGA websites, as well as the Forms & Policies section of this manual. SGA also has [Advisor Agreement form](#) that must be filled out each year by the leadership of the student organization and you. This form was specifically created to start a continuous dialogue between student leaders and their advisors. This form is not yet mandatory but may become so in future years.

Role of the Office of Student Leadership and Service

The Office of Student Leadership and Service (OSLS) acts as a liaison and an advocate on behalf of students and organizations and other parties, both inside and outside of the university. The office is equipped with a Director, four full time professionals and 2 support staff members. The Office of Student Leadership and Service tries to ensure that each group has a positive experience and does provide assistance to student groups when requested. We will coordinate ongoing educational workshops for advisors in order to help them be a strong resource to the students that they work with.

Our office also provides several services that leaders with your student organizations may find helpful: signing and amending contracts, defensive driving certifications for student organizations, various ongoing leadership workshops, and event planning assistance.

ROLES & EXPECTATIONS OF AN ADVISOR

The level of activity an advisor can enjoy will depend on the development of the group that the advisor is working with. For instance, a group of relatively inexperienced students will likely need more input and advice from you, than a group who has experienced leadership. You must interact with the group in order to understand their needs.

There are expectations that we have for any alumni, or staff or faculty member who chooses to take on the responsibility of being an advisor. Those expectations are listed in **bold** below.

Communicate

We think that it is important that you communicate with the group(s) you advise as often as possible. If you have not done so already, setting up an introductory meeting with the group is always helpful. It is always good to put a face with the names you see on forms. If that is not possible, email is your next best option. We find that the most successful advisors are in communication with their groups at least once per month, some times more. You can employ a variety of communication methods: email, using the group's LearnLink conference, attending meetings, a chat over coffee or lunch, and anything else you can think of!

When introducing yourself, share a bit about what you do at the university, any skills or experiences you have that may assist them and anything that you feel comfortable sharing about yourself, outside of the university setting. This is also a great time to ask questions of the group to find out more about them and to start setting mutual expectations. After this introductory meeting has taken place, you'll find that the 3 most valuable things you can do are **refrain from giving your opinion quickly, withhold judgment, and listen**. Take the time to establish a relationship that is truly collaborative. The more students get to know you and get to work with you, the more approachable you will become to them.

Honesty & Integrity

It is important that an advisor follow established university guidelines and local laws. Doing so will enable the advisor to serve as a role model for the students that he or she may work with. It is also best to encourage the students to follow their own written policies and bylaws. If the group is connected to a professional or national organization, chances are good that there are ethical principles outlined by the headquarters of the organization. Encourage your group to be familiar with those.

In your role as an advisor, you are attempting to assist student leaders with their activities while doing no harm to the leaders. You are also trying to make sure that the students do no harm to one another or the institution. Every interaction you have with students comes from this core principle. A student's personal development should be augmented or influenced positively from coming into contact with an advisor. That does not mean that you must always tell them only what they wish to hear, it means that they experience growth.

Provide feedback

When necessary, provide feedback on a person's actions or the actions of the group. Consider first, how it could be perceived and be proactive by addressing any perceptions that are not accurate. Also ask yourself, "If I were in their shoes, how would I like to receive this information?" Treat them as the intelligent adults they are.

We find that advisors are the best equipped to help group members reach a mutually beneficial solution when an interpersonal conflict arises and to hold students accountable for the decisions that they make.

One of the best ways to provide feedback is to challenge the student leaders that you work with! Why do the same program that they've always done, in the same exact way? Engaging in an activity may be a tradition, but over time, the individuals change; audience needs and expectations change; campus climates change; laws change. As 'a fresh set of eyes' advisors can play a valuable role in helping to students decide on ways to keep traditions alive, current and ever evolving. Be as transparent with your motives as possible.

Being a Resource

Familiarize yourself with guiding documents of the organization, their division and SGA. You should know the purpose and name of the organization as well as have contact information for group members. In the section entitled, "Forms" there is a worksheet entitled, "Advisor Information Worksheet." That worksheet contains information that every advisor should know. This is also information SGA needs to know since we keep a master database on all student organizations. Please remind your groups to register with SGA each time they elect new leadership. We would also encourage you to develop relationships with the students that you work with that extend beyond the scope of the student organization.

Let the group know if you have any expertise or past experiences that can help them as they plan events. Help the group members stay within their budget. Realize that while the students you are working with may be inexperienced in some areas, the students may also possess knowledge in areas that you do not. Allow the students to make some mistakes, and maintain ownership in their decision-making. Above all, your role is to "do no harm."

Help your organization navigate Emory's policies. You do not need to memorize the alcohol policy or the reimbursement process. You simply need to know where to find this sort of information. [The Eagle Source, Student Government Association](#) website and the [Office of Student Leadership & Service](#) website can also be useful tools.

Challenge & Support

In order to be a successful student organization advisor, you should be prepared to challenge and support your student leaders. That means that while you support your student leaders in their decisions, and the group's traditions, be able to challenge the status quo (or the "We've always done it this way!" mindset). While you are being an advocate for the students who you are currently working with, you are also playing a role in the creation of the environment in which future leaders will operate. This may call on you to be creative with your feedback (i.e. "Instead of dismantling a tradition, how can it be enhanced?"), or call on you to use humor to point out what you can see.

Be involved!

The students that you will work with need to know that you care and they will also need to get to know you in order to develop trust. This calls on an advisor to be visible and present. Once you learn about the basics of the group you'll work with, decide how you can be most visible. If the has small groups of students meeting throughout the week, decide which one meeting can you get the most from? Perhaps you can make an appearance at each type of meeting, over time. Be creative when it comes to your involvement and don't hesitate to ask for input from your student leaders.

Even if you are not present, make sure that your students have access to you. Share your work related contact information, including any office hours you may have. If you feel comfortable, you may share more personal contact information. In the event that you will need to contact members of the organization, get a copy of their membership roster which includes contact information for each member. You will likely find it helpful to know when, where and how often the group generally meets.

There may come a time when you feel comfortable socializing with students in the group, outside of club functions. An example might be inviting members of the organization to your house for a barbecue. It is important to remember that whenever you interact with them, whether it is on campus or off, that you are “under a microscope.” Exercising good judgment will help you maintain credibility with the group, while interacting in a more social setting. If you are unfamiliar with the University’s definition of harassment or discrimination, please refer to the Equal Opportunity Programs website at: <http://www.emory.edu/EEO/>.

Above all else, be yourself and be enthusiastic about being there!

WHEN TO INTERVENE...

This is an area where there is rarely one correct answer. Advisors should be as transparent as possible with the leaders of an organization they work with. By doing so, you leave the reins of the organization in their hands, make your intentions clear, and clarify roles. However, there may come a time when you’ll have to be the voice of reason, resolution, or experience as well as the shield that steps in to protect the students, and the institution.

It is not always easy to know when to speak up or intervene. Most of the time, students will resent an advisor who is ‘overly involved’ in aspects of the organization. But there are times when they will wish they had help or find themselves over their heads.

It is OK to allow students to fail. As advisors, you can only offer advice, additional points of consideration, play the ‘Devil’s Advocate’ and help the students accept the current, and future, consequences of their decisions. The final decision should always lie with the student leadership. This can be difficult to do, especially if you personally disagree with a decision that the group has come to.

Below, we’ve created a chart meant to make answering the question of “When to intervene?” easier. It is not meant to be an all inclusive list, but a general guide.

<i>When to step in? Please step in if the answer is YES to any of the following questions.</i>	
Programmatic disagreement	Interpersonal conflict
<ul style="list-style-type: none"> If a task does not get done exactly as I’ve instructed, will the end result be impacted in a negative way? Will this hurt the student(s)/end result? If so, how? Is the effect recoverable? Is what they want to do unethical? Is what the student group wants to do illegal? Could someone get injured as a result of this decision? What’s the next logical outcome of this decision? 	<ul style="list-style-type: none"> Is the overall group morale being affected? Are an increasing number of people being drawn into the conflict? Is the disagreement getting personal (as opposed to being about a procedure, task, opinion, philosophy, etc.)? Is the conflict impeding the progress of an event? Is the conflict impeding the ability for teamwork to take place? Is the conflict creating an uncomfortable

<ul style="list-style-type: none"> • Could the end result involve alienation of any segment of the Emory community? 	<p>or tense environment?</p> <ul style="list-style-type: none"> • Have they directly or indirectly asked you for help? Have they shared that something troubling is going on within the organization?
--	--

When in doubt... ask questions!

Help your student leaders consider ‘the other side’ of the argument, seeing a situation from multiple points of view, and also considering alternative solutions that can accomplish the same overall goals.

(You can always ask for advice from the Office of Student Leadership & Service.)

EVENT PLANNING: THE ROLE OF AN ADVISOR

Many student groups plan large and small-scale events during the course of a school year. Some have traditional, yearly events; some organizations do not hold any events and some groups hold very small events. Once you understand the purpose of the organization, it is always good to ask them what events that hold that are related to the group’s purpose. You might find out that they put on a program that you’ve enjoyed attending for years. You may also realize that they have many ideas for what they **want** to do, but are not sure how to get started.

Be a resource

In any case, it is important to help the students you work with realize that they are responsible for any event they decide to undertake. You are there to help them find their way, utilize their resources more effectively, and help them cut through “red tape” whenever possible.

Help ensure that they are following university policies and guidelines

As student organizers, the students that you work with may only see what they want the event to be. As their advisor, your challenge is to ensure that they are following the guidelines for planning an event. Depending on the size, or the nature of the event, you may need to attend the event. This is particularly true when an event involves alcohol, is a large scale event or involves a controversial figure.

Again, you are not expected to memorize policies. But knowing where to find the information that you, and your students, need will make your life easier. [The Eagle Source](#), [Student Government Association](#) website and the [Office of Student Leadership & Service](#) website can assist.

For more specific guidelines on planning an event, a Small/Medium Scale Event Planner and a Large Scale Event Planner can be found in the, “Forms and Policies for Advisors” section of this manual, as well as on the [OSLS website](#).

Please direct your student to the [Eagle Source: A Guide for Student Organizations](#). Pages 9 to 32 within the Eagle Source are devoted to programming and event management.

Ask questions

Asking questions of student leaders help them realize that you are taking an active interest in their events. It also helps them to slow down and think about the details that would likely be important to an audience member or student interested in attending their event. Any question that comes to mind will be perfect. This helps your student leaders to think proactively, creatively and critically, simultaneously.

Some consistently good questions to ask include (but are not limited to):

- What are the goals of this event? How will you know if you've succeeded?
- How many volunteers will you need in order to make this event happen?
- Are there other events going on that will conflict with this one? Have you checked the university calendar?
- Are there any religious holidays going on at that time? (Check with the [Office of Religious Life](#) for this information.) Anything special on the academic calendars?
- Do we need to issue tickets for this event?
- Why would a student come to this event? What makes this event different from any other?
- How much will this cost? Have you filled out the Budget Worksheet already?
- Does the facility allow for handicapped accessibility? What other services could be provided to address disabilities?

The simple act of asking question will be especially necessary as an event draws closer. In order to help prepare the students you are working with, help your student group brainstorm "Worse Case Scenarios" and create a plan for dealing with each scenario. Questions, like the ones below, will always be helpful.

- What if the Artist cancels?
- Do we have a rain location? Is it listed on all of the publicity?
- What if fewer people than expected show up for the event? /What if MORE people than expected show up?

A good time for brainstorming worse case scenarios would be 4 weeks or 8 weeks prior to the event, for small/medium sized events and large sized events, respectively.

Remember, student organizations are completely responsible for their events from planning and set up to funding, execution, and clean up. Work with your student leaders to make sure that they have the people power and finances to hold the event before they make any commitments. The more thought they put into the front end of an event, the higher the likelihood that it will succeed!

For more specific guidelines on planning an event, a Small/Medium Scale Event Planner and a Large Scale Event Planner can be found in the, "Forms and Policies for Advisors" section of this manual, as well as on the [OSLS website](#).

Be present!

If your schedule permits, it's always a good idea to volunteer to attend an event of your organization, and if you volunteer to attend an event, show up! An advisor must consider how many events the organization plans to implement, as well as the size and scope of those events.

It is understandable if you choose not to attend every event an organization does. If you are involved in the planning phase, your presence will be felt by everyone who does choose to attend.

Occasionally, your presence may be necessary for an event to occur. The two main reasons this would be necessary are:

- Alcohol is present at an event. (The Alcohol Policy dictates that an advisor be present as long as alcohol is present.) -OR-
- The event is a large scale event, possibly featuring a controversial figure.

CONTRACTS

Many groups may plan events for their organizations of varying size. Sometimes, it becomes necessary for the students to work with someone outside of the university to provide a service that they need. There are 3 professional staff members within the Office of Student Leadership & Service that work with contracts and the Office of the General Counsel on a regular basis. There are also professionals within the Office of Multicultural Programs & Services, Residence Life and Housing and the Office of Fraternity & Sorority Life.

Most simply put, a contract is something that protects both the provider (usually the merchant) and the purchaser (usually the organization). The very essence of a contract is to spell out expectations of all parties and remedies, should disputes occur. This process can only work when contracts are submitted to our office ***in advance*** of the event. We ask that contracts be turned in at least 4-6 weeks prior to an event. This time is to ensure contract review and to start the payment request process. Sometimes, even more time is required because University attorney's in the Office of General Council must review the contract. As a result, should something go wrong with the event, our students are protected.

Please refrain from signing contracts. It is perfectly acceptable to assist with the creation of an offer to an artist or to assist with planning an event, but please do not sign the contract on the group's behalf or allow a student to do so. **When you sign a contract, you, not Emory, become personally liable for all aspects of that contract.**

Again, for more specific guidelines on planning an event, a Small/Medium Scale Event Planner and a Large Scale Event Planner can be found in the, "Forms and Policies for Advisors" section of this manual, as well as on the [OSLS website](#).

PROGRAM SIZE- IT MATTERS!

All events are different but here are some general guidelines to keep in mind depending on the size of your group's event. Below is an excerpt from the Eagle Source, informing student leaders what constitutes and small, medium and large scale event.

Small Scale Events include fundraiser events, workshops, training activities, tabling for recruitment and information distribution, trips for members of your organization, and/or performance showcases. These events usually take 2-4 weeks to plan. Make sure that your treasurer is involved with planning your event. Use the **Small/Medium Scale Event Planner** & the **Budget Worksheet** to assist you in the creation of a successful event!

Medium scale events require some security and will have at least 200, but not more than 500, people in attendance. Planning for a medium sized event can be aided by using the **Small/Medium Scale Event Planner** & the **Budget Worksheet**. Make sure that your treasurer is involved with planning your event.

Planning for such an event may require the signing of legally binding contracts. **Under no circumstances are students permitted to sign contracts on behalf of his/her organization or any part of Emory University.** It's important that you allow adequate time (**at least 4 weeks prior to your event**) to work with the appropriate office to get your contract signed. Only individuals in those offices may sign a contract for a student organization.

These events may also require special permitting. Please include Bridget Steele, Director of Fire Safety at Emory, in planning events that expect 250 or more persons in attendance, will use tents 201 square feet or more, or include a stage six inches or higher. A life safety evaluation from the Fire Safety Division must be conducted for these events and Bridget can help walk you through this process. Contact Bridget at 404-727-7378 or bridget.steele@emory.edu

Large Scale Events include events within the ordinary scope of the student organization (e.g. lectures, debates, or other programs) which require a significant amount of additional planning and coordination. Your Advisor, treasurer and a staff member from OSLS should be involved with the planning of your large-scale event

These events usually involved a well-known lecturer or performer (whom we will call 'an ARTIST') and also have an expected attendance of more than 500 people. Planning for such an event may require the signing of legal contracts. **Under no circumstances are students permitted to sign contracts on behalf of their organization or any part of Emory University.** It's important that you allow adequate time (**at least 6 weeks prior to your event**) to work with the appropriate office to get your contract signed.

Large-scale events require security. Artists who are considered high profile or controversial will likely require additional security. The leaders within the hosting student organizations must speak with the

Emory Police Department **at least 6 weeks** before the event. This will help you budget for your event and ensure that your event can take place safely.

Planning for an event of this size usually requires work to begin at least 12 weeks (possibly more) prior to the event. **Work with a staff member from the OSLS to help make your event a success. Please see our Large Scale Event Planner & Budget Worksheet to get started working on your event.** For a large event, we recommend using that planner no less than **3-4 months** in advance.

These events will likely require special permitting. Please include Bridget Steele, Director of Fire Safety at Emory, in planning events that expect 250 or more persons in attendance, will use tents 201 square feet or more, or include a stage six inches or higher. A life safety evaluation from the Fire Safety Division must be conducted for these events and Bridget can help walk you through this process. Contact Bridget at 404-727-7378 or bridget.steele@emory.edu.

FISCAL MANAGEMENT: THE ROLE OF AN ADVISOR

A very important area where you can lend your expertise to student organizations is in the realm of financial management. Newly elected treasurers are required to attend a workshop coordinated by the Student Government Association in order to learn financial policies and procedures.

Care should be taken to **avoid** mingling departmental/institutional funds with student organizational funds. It would be **completely unethical** for this money to be used without the knowledge or consent of the students and there can be very serious consequences for mishandling student funds and misuse of authority.

The funds that student groups have generally come from 2 sources: the Student Activity Fee or fundraising activities. Control over all funds, and how/if to use the funds, lies with the student leadership of the group.

Please note: the SGA office only shares account information with the club president or treasurer.

There are several roles that an Advisor should play when it comes to helping their groups stay 'in the black':

- Without being overbearing, try to remain involved and up-to-date on the financial status of your group. Student treasurers come and go, but if you may have a firmer grasp on how finances work at Emory, as well as the cyclical financial needs of the group.
- If you work with a student group that is part of a larger national organization, take the lead in making sure that dues are paid in a timely manner. You can even offer to mail the payment on behalf of the group.
- You can help interpret University policy for the group. While some organizations (chapters of national groups, some sororities and some fraternities, etc.) may have a specific set of procedures for handling finances, the policies set forth from the Finance Division and the Student Government Association should be followed initially.
- Make sure that your treasurer is requesting and checking monthly reports from the SGA office, paying invoices in a timely manner, and that he or she is involved with program planning.
- If you have procedural questions about treasurer's training, please contact the SGA Office at 404-727-6179.

Please direct your student to the [Eagle Source: A Guide for Student Organizations](#). Pages 33 to 50 are devoted to the procedures for the treasurer. Treasurer's Workshops are conducted year-round for organizational treasurer. SGA will conduct a modified version of this workshop for advisors, as well.

WHERE DOES A STUDENT ORGANIZATION'S MONEY COME FROM?

In 1983, the Student Government Association established the Student Activity Fee (SAF) in order to give students a more active voice in programming. The fee is collected with tuition and is split between the divisions of the University based on the percentages in the [Fee Split](#), a formula created and updated by the SGA. A percentage of this is given to a University wide account and divided between University wide organizations (SGA, the Student Programming Council, Graduate Division [only graduates contribute], the Club Sports Council, and Media Council). Budgeting occurs each spring; only groups that are perpetually chartered may apply for a budget.

At present, the SAF is \$86 per semester. Every four years, the SGA can adjust this fee in an attempt to keep pace with inflation and rising costs. The next time this fee can increase will be 2011.

The Student Activity Fee (SAF) is a fee directly collected from every student, graduate and undergraduate, who attends Emory University. The SAF is then divided between SGA, all of the university divisions. The amount each division gets is based on how many students are enrolled within the division. Money from students of the Oxford campus never mixes with money from the students of the Atlanta campus.

All SGA perpetually chartered organizations have the privilege to request SAF funds, but the funds cannot be exclusive to the organization. Any event held using SAF money must be open to the entire student body. The only exception is graduate school sponsored events with alcohol can not include undergraduates who are under 21.

All perpetually chartered organizations have an allocated account and may request a self-generated account when they have funds to deposit. A self-generated account is created to hold money that the group raises and the existence of it varies from organization to organization. Both may have varied balances in them and both have strict rules regarding what the money in a specific account can be used for.

The students should be checking in monthly with Laura Rogers Reece to make sure that their organizations finances are in order. It is the Treasurer's responsibility to ensure that the organization remains in good financial standing. A good guide for your treasurer to review is the, "Treasurer's Handbook" portion of the Eagle Source.

One important note about the SAF:

Student organizations cannot make money off the Student Activity Fee. This means that groups receiving funding from their division, a different division, and/or SGA (SAF funds) for the event must deposit all ticket sale money into their allocated account. Once the amount given (in SAF funds) from these sources had been deposited into your allocated account, then **and only then** can the group begin to deposit the additional funds into their self-generated account. For example, if "Club A" is granted \$500 from their division and then collects \$2000 in ticket sales, then "Club A" would deposit \$500 into

their allocated account and \$1500 into their self-generated account. The same applies for T-shirt sales, CD sales, bake sales, etc.

DUTIES OF CLUB TREASURERS

Student organizations have a lot of autonomy when it comes to planning their events and spending their money. Treasurers are in charge for ensuring that funds are handled responsibly. We have high expectations of our student treasurers and hope that you will take the job seriously. The following list is to help you understand our expectations and the Treasurer's responsibilities. A treasurer is/should:

1. The liaison for your organization to the Divisional treasurer
2. Responsible for submitting reimbursements and payments in a timely manner on behalf of the organization
3. Obtain or Submit all budget material (relines, supplemental funding forms, transfers) for your organization from/to the divisional treasurer
4. Keep accounts positive and balanced with the SGA ledger
5. Obtain copies of your account ledgers from the SGA VP for Finance or the SGA Administrative Assistant (e-mail laura.reece@emory.edu)
6. Make sure all expenditures within your organization adhere to the SGA Monetary Code.
7. Make sure all deposits are brought to the SGA Administrative Assistant within 48 hours of the fundraiser.

It is very important that the treasurer work with the individuals within their group responsible for event planning. They are the organizations expert on all things financial. They have been trained on the applicable policies and procedures, so make sure to share this information.

DUTIES OF DIVISIONAL TREASURERS

SGA counts on the divisional treasurers to communicate with the treasurers of the organizations chartered under their division; this includes training new treasurers throughout the year, handling questions about the process, and making sure that all deadlines are met. Since divisions are responsible for managing their portion of the student activity fee, divisional treasurers are accountable for a large amount of money. Hence, we have high expectations of divisional treasurers and rely on them to be effective partners. The following list is to help you understand our expectations of divisional treasurers and their responsibilities. A divisional treasurer is/should:

1. The liaison for your division to the SGA VP for Finance
2. Approve reimbursements, relines, supplemental funding, transfers, and budgeting within your division; answer any pertinent questions
3. The organizational treasurer for your divisional council
4. Attend SGA Finance Committee
5. Enforce the SGA monetary code among the organizations in your division
6. Approve fund-raisers for organizations within your division

7. Handle all p-card purchases (if you choose to have a p-card) for you divisional council and the clubs within your division (as you see fit); turn in original p-card receipts to the SGA Business Manager.

Student leaders are responsible for the money in their account- they are instructed not to share their account numbers with anyone.

CLOSING THOUGHTS

We hope that you have found this manual to be of use to you. The thoughts shared herein are meant to be a general guide- a starting point. As you develop more experience and comfort working with the student leaders in place and gain more familiarity with university policies, advising will become easier.

As stated in the beginning on this manual, it may become necessary to update the information shared in this manual. When these updates occur, a record of them will be kept on the [OSLS](#) and [SGA](#) websites.

The Office of Student Leadership & Engagement, along with the Student Government Association, is here to help you! We are continually seeking input to make the advising experience a pleasant and fulfilling one. Let us know how we are doing, or what we could be doing better. Your work as an advisor enhances the lives of the students with whom you work and the Emory community. For that, we thank you!

NOTES

FORMS & POLICIES

Most of these forms and policies can be found online at: www.OSLS.emory.edu.

- F1. Officer Registration Form
- F2. Advisor Agreement Form
- F3. Advisor Information Form

Alcohol

- F4. Alcohol Policy
- F5. DUC Permit to Serve Alcohol
- F6. Event Registration Form for Events with Alcohol

Defensive Driving

- F7. Defensive Driving Policy
- F8. Safe Driver Enrollment Form
- F9. Defensive Driving Consent Form

Programming Resources

- F10. Small/Medium Event Planning Checklist
- F11. Large Event Planning Checklist
- F12. Program Evaluation
- F13. Performance Event Contract
- F14. Budget Worksheet
- F15. Speakers Policy
- F16. Students & Guests with Disabilities

General Resources

- F17. Movie Policy
- F18. Gambling//Games of Chance Policy
- F19. Deciphering the Alphabet Soup
- F20. Quick Guide A to Z

OFFICER REGISTRATION FORM

For student organizations

Circle One: Fall 2008 Spring 2009

Organization:

Division:

Type of Organization:

Office Phone Number:

Club's mailing address:

Club's internet address:

Number of members:

When/where do you normally have meetings?

When are your elections?

.....

President:

e-mail address:

phone number:

mailing address:

.....

Treasurer:

e-mail address:

phone number:

mailing address:

.....

Check the box if you are interested in having alumni involvement in your student organization.
Please submit this form to Laura Rogers Reece in room 515E of the Dobbs University Center,
by email at laura.reece@emory.edu or by campus mail to SGA, Drawer AM

** This form must be turned in before you can use your account number or reserve a room.

SGA Advisor Agreement Form

Student Organization _____

Organization President (PLEASE PRINT full name, email address, and phone number)

Organization Advisor (PLEASE PRINT full name, email address, and phone number)

(Advisor, please circle one) I am an Emory University...
Alumni (Class of _____) Faculty member Staff member

Responsibilities of the Student Group:

- Attend beginning of the year Treasurer Training workshops (sponsored by SGA and OSLS)
- Fill out officer registration form within SGA Office
- Work within budget for the year
- Provide advisor with an update on group activities every _____ weeks
- Inform advisor of the names of the incoming officers, once elected
- Include advisors on planning of events
- Other needs:

Responsibilities of the Advisor:

- Maintain regular contact with the student organization's leadership
- Attend meetings and some events of the organization you advise
- Serve as a role model for honesty and integrity
- Provide feedback, and support when necessary
- Be available to the students of this organization
- Be a resource to the group
- Other needs:

I, _____, agree that as President of the student organization listed above, I will do my best to adhere to the expectations above. I realize that by doing so, I strengthen the organization now, as well as after my tenure has completed.

President Signature: _____ Date: _____

I, agree that I am the advisor for the organization listed above. I agree that I will do my best to adhere to the expectations above. Should it become impossible for me to continue as an advisor to this organization, I will immediately inform the president of the organization in question, and the SGA office. If am able to, I will assist the group with finding a new advisor.

Advisor Signature: _____ Date: _____

Advisor Information Worksheet

Below is some basic information that every advisor should know. Be sure to check in with your organization at least once per semester. Also, remind the organization to renew their registration with SGA each time they hold elections.

-Basics-

Name of the Organization: _____

President's Name & Email Address: _____

Treasurer's Name & Email Address: _____

Purpose/Mission of organization: _____

-Meetings-

How often does the club meet? _____

When do they meet (i.e. 2nd and 4th week of each month, etc.) _____

Building and Room the usually meet in: _____

-Miscellaneous-

When are elections? _____

Have you reminded them to register with SGA? Y N They should contact [Laura Rogers Reece](#) to do so.

What division is the club in? _____

Are there any annual events that it is a tradition that they do or partake in? If so, list below.
(You can also use this area to list ideas for events the club would like to hold.)

Additional Items that may be useful:

Constitution, Bylaws, elections & monetary codes Membership Roster

Name of LearnLink conference: _____

ALCOHOL POLICY

Alcoholic beverages may not be purchased with any state or federal appropriated funds. For more information, contact the Office of Grants and Contracts Accounting. Clubs chartered by College Council may not have alcohol at their events.

Purchasing Cards (“P-cards”) are not to be used to purchase alcoholic beverages unless there is a special exception. For more information, contact the head of the specific unit or department.

The Student Programming Council, Student Government Association, and all other registered student organizations and student organizations that have been chartered through the Student Government Association must obtain approval from the Office of Student Leadership & Service for the purchase of any alcoholic beverage.

Events with Alcohol (on campus)

The following procedures apply to all University events where alcohol will be served, including, but not limited to, any internal or external sponsored events held on campus; fraternity and sorority events; campus organization events; divisional and departmental or unit events. The following procedures are provided to assist with the planning of events; however, the service of alcoholic beverages is permitted only in accordance with this Policy and state and local laws. Read the entire alcohol policy online at <http://www.policies.emory.edu/8.8>

A current copy of the alcohol policy has also been included in this booklet (page 8) for your convenience.

- A licensed caterer or trained non-student server may serve alcoholic beverages on an individual basis to those 21 years old and over. For students and others attending events that are supported by Student-Activity Fees, EmoryCard readers will be required to verify each individual’s age. *Kegs of beer are allowed at University events **only** if a licensed caterer or trained non-student server is hired to serve the beer.*
- All events where alcohol is served must have sufficient quantities of non-alcoholic beverages and substantial food offerings available at all times during the event.
- The following individuals or groups wishing to serve alcoholic beverages at any event that takes place on campus (excluding events at the Emory Conference Center, the Houston Mill House, the Miller Ward Alumni House or the Emory Inn) must complete an [Emory University Event Registration Form](#).
 - a) A campus organization;
 - b) Any individual acting in a capacity other than on behalf of an academic or administrative department (this applies to both members and non-members of the University community);
 - c) Anyone planning an open (public) event;
 - d) Anyone planning an event at which a substantial number of expected attendees are under twenty-one years of age;

The Emory University [Event Registration Form](#) must be returned to the Meeting Services Office. The form is available electronically as well as on page F18 in the Forms section. Groups booking the space for their event through DUC Meeting Services must also turn in the Permit to Serve Alcohol Form (page F17)

Please complete the form with the necessary signatures and FAX it to (404) 727-0277 or deliver it to DUC 220. The Meeting Services staff will send it to the building manager of the venue at which the event will be held.

Off-Campus Events

University-Sponsored Organizations are required to register their off-campus events with alcohol with the office of Meeting Services by following the steps above.

DUC Meeting Services
APPLICATION FOR PERMIT TO SERVE ALCOHOL

Sponsoring Organization _____

Phone# _____ Account # _____

Individual Sponsor _____ P O Box/Address _____

Home Phone# _____ Date(s) of Event _____

Description of Event _____

Location of Event _____ Attendance: _____

Time Event Begins _____ Time Event Ends _____

***Kegs are not permitted.

SPECIFY AMOUNT IN OUNCES AND KIND OF ALCOHOL BEVERAGE TO BE SERVED (B.Y.O.B. IS NOT PERMITTED) _____

(2 4oz. Portions wine or 2 12 oz. Beer per person over 21.)

SPECIFY AMOUNT IN OUNCES OF ALTERNATIVE BEVERAGE TO BE SERVED (I.E.: COKE PRODUCT, PUNCH, ETC.) _____

Specify amount and kind of food available _____

Will all participants be over 21? Yes _____ No _____

Server(s) must be **21** or older. **Serve(s) only to persons 21 or older, does not serve to individuals who appear to be intoxicated.**

NAME	Emory ID	NAME	Emory ID
_____	_____	_____	_____
_____	_____	_____	_____

Monitor(s) check(s) to see that only people with appropriate hand stamp/bracelet are drinking, enforces policy appropriate to event on bringing alcoholic beverages into and out of the reserved area, and remains on duty throughout the event.

NAME	Emory ID	NAME	Emory ID
_____	_____	_____	_____
_____	_____	_____	_____

 *Sponsor's Signature Title

***Signature indicates that you understand the alcohol policies and agree to take responsibility for compliance with all guidelines contained herein.**

Staff approval required: Approved _____ Rejected _____ Staff signature _____

This form must be submitted to Meeting Services 2-3 weeks prior to your event. Fax completed form to 404-727-0277 or return it to DUC 220E. Approval cannot be guaranteed.

EMORY UNIVERSITY
EVENT REGISTRATION FORM

This form is to be used for an on campus event that involved alcohol

SPONSOR ORGANIZATION: _____

DATE AND TIME OF EVENT: _____

TITLE OF EVENT: _____

LOCATION OF EVENT: _____

DESCRIPTION OF EVENT: _____

ESTIMATED ATTENDANCE: _____

NAME OF PERSON(S) RESPONSIBLE FOR THE EVENT: _____

PHONE #: _____ OTHER PHONE (if applicable): _____

PO BOX/ADDRESS: _____ EMAIL: _____

(1) Who will be attending the event? (circle all that apply)
Open to the public **For invited guests only** **Other** _____

(2) What types of alcohol will be served? (circle all that apply)
Bottled/Canned Beer **Kegs of Beer** **Wine** **Liquor**

(3) How much beer, wine and/or liquor will be served (list quantities for each)? _____

(4) Please list the nonalcoholic food and beverages you will have available.

(5) List the FAS account number of the sponsoring organization: _____
In the event of any damage to your event's venue, your organization's account may be charged.

(6) Will individuals under the age of 21 attend your event? _____
If so, you are required to use Emory Card Readers (\$50.00 charge) to verify age. The person(s) operating the card reader must be a current Emory faculty or staff member who has been trained to use the machines. You'll need to download [this form](#) to reserve the equipment. Contact the Emory card office at least 2 weeks in advance (404-727-0224).

*The sponsoring Organization is required to **pick up** and **return** the card readers from the [Emory Card Office](#) on the day of the event.*

(7) Have you ordered wrist bands for individuals over the age of 21? **YES** **NOT YET**

(8) Have Emory security personnel been hired for the event? **YES** **NOT YET**

(9) Have professional, third party alcohol servers (bartenders) been hired for the event? **YES** **NOT YET**

This completed form must be submitted to the Director of the [Office of Student Leadership & Service](#) at least **2 weeks** prior to the event. Submission does not guarantee approval. The form may be faxed (404-727-2066) or dropped off (DUC suite 340).

(10) Below, describe your plans for insuring that alcohol will not be served to those who are intoxicated or underage:

EVENT ORGANIZER

Your signature below indicates that you have:

- Read and understand the [Alcohol Policy](#) and that you have met with your advisor to discuss this event and how alcohol will be used.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

FACULTY/STAFF ADVISOR (FOR STUDENT ORGANIZATIONS)

Please explain what role you've had in the planning of this event.

Do you have any concerns/questions about this event?

By signing this form, the faculty or staff advisor acknowledges that he or she:

- Has read and understands the Emory University [Alcohol Policy](#);
- Has meet with the student(s) planning this event;
- Will ensure that the organization will follow the alcohol policy and the steps outlined on this form;
- Will be present at the event, when alcohol is present and being served.

ORGANIZATION ADVISOR SIGNATURE: _____ DATE: _____

ADVISOR PHONE NUMBER: _____ CAMPUS ADDRESS: _____

OFFICE OF STUDENT LEADERSHIP & SERVICE

APPROVED

NOT APPROVED (rationale provided below)

Director's printed name: _____ Office extension: _____

Director's signature: _____ Date: _____

This completed form must be submitted to the Director of the [Office of Student Leadership & Service](#) at least 2 weeks prior to the event. Submission does not guarantee approval. The form may be faxed (404-727-2066) or dropped off (DUC suite 340).

DEFENSIVE DRIVING FOR STUDENT ORGANIZATIONS

The Office of Student Leadership & Service (OSLS) administers a defensive driving program for current Emory University students who need to drive a rented vehicle on behalf of a student organization. This program is in place to reduce the likelihood of accidents, while increasing the safety of our roads. Only students who have received written permission from Emory University will be allowed to drive vehicles owned, rented or leased by the University. Expenses related to renting University owned or leased vehicles will only be reimbursed for individuals who complete this process. Remember that for your convenience, there is an Enterprise Rental Center on campus at The Emory Conference Center.

The certification process is simple:

1. Give Emory consent to check your driving record by completing and submitting the [Driving Record Consent form](#) (page F20) and the [Safe Driver Enrollment Form](#) (page F19). If your license was issued from the state of California, you will have to fill out an [additional form](#). Due to the sensitive information on the form(s), please drop the form(s) off in our office, Dobbs University Center, room 340E. It takes 2-4 business days to check a driving record.
 - o Keep in mind that approval will be granted only to persons who are at least 18 years of age, have at least two years of driving experience and possess a valid driver's license for the class of vehicle to be driven. Rental company policies may vary, and if different from the requirements outlined in this policy, supersede these requirements.
2. When you submit the necessary forms, please also include an FAS account number or a check in the amount of \$40 (made payable to Emory University).
3. If there is nothing objectionable found in your recent driving history, you will be contacted by our office with an access code to take an online defensive driving course. This course is sponsored by the National Safety Council. The National Safety Council will certify students who successfully complete the course. This course can be used to receive further discounts on your auto insurance.

The following resources can also be found on the OSLS website

http://www.lead.emory.edu/defensive_driving.php:

- Safe Driving Tips
- A guide regarding what to do in case you get into an automobile accident.

**Emory University
Safe Driver Enrollment Form**

This form is to be completed by students at Emory University who are or will be required by their student organization(s) to drive operate vehicles which are owned or leased by Emory University. Please complete both forms (Enrollment and Consent) in their entirety and print all information legibly. Return to DUC 340

Date of Request: _____

Driver Information

Name of Driver: Emory ID Number: _____

Driver's License State & Number: _____

Expiration Date: _____

Current Phone Number: _____ Current Email Address: _____

Current Mailing Address: _____

Organization(s) you are associated with: _____

Payment Information

In order to be approved to drive a vehicle through Emory University, you must complete a Safe Driver Course through the National Safety Council. The course is administered through Emory University and costs \$40. This fee will include course registration and the driving record check.

Acceptable forms of payment include personal check or direct transfer of funds from your student organization. If paying through your organization, please provide the account number & have the organization's Treasurer sign in approval of the \$40 withdrawal from the organization's account.

Account Number:	_____
Organization Name:	_____
Treasurer (print name):	_____
Treasurer Signature:	_____
Date Approved:	_____

If paying via personal check, please attach payment in the space below:

EMORY UNIVERSITY CONSENT FORM

I hereby authorize Emory University to receive information limited to my driving record from state or local motor vehicle agencies. I understand that this information is for the specific purpose of determining eligibility to drive vehicles for Emory University during functions that require travel. This information will be kept confidential. Please bring a photocopy of your driver's license as well.

FULL NAME, PRINTED IN INK

STREET ADDRESS

CITY, STATE & ZIP

DRIVER'S LICENSE NUMBER

STATE OR COUNTRY OF ISSUE

DATE OF BIRTH

SOCIAL SECURITY NUMBER

WITNESS SIGNATURE

DRIVER SIGNATURE

DATE

PLEASE RETURN RESULTS OF RECORD CHECK TO:

NAME

PHONE NUMBER

E-MAIL ADDRESS

Small/Medium Event Planning Checklist

Use this checklist to plan your event. Though each event is different, we generally recommend that for a small/medium event, you start at least **3-8 weeks** in advance. The checklist below is based on an 8 week planning timeline.

8 Weeks prior to your event...

- Select a date and time for your event and have backups. [Select a location and reserve the necessary rooms](#). Consider reserving a rain location.
- Form a committee, if necessary, and delegate tasks. Organize a complete timeline of tasks specific to your event, including deadlines. Delegate these tasks to individuals.
- Evaluate your budget to determine how you can spend your money- use the budget worksheet! Make sure that you are communicating often with your treasurer.
- If your artist is likely to be considered controversial, review the section of the Eagle Source entitled, **“Controversial Artists”** and make an appointment to discuss this with an OSLS staff member.
- If you will be bringing a band/group, speakers, performers, DJs, and/or other entertainers- please use the/refer to the section of the Eagle Source entitled, **“Finding & Bringing an Artist to Emory.”** Consult OSLS for clarification, if necessary.

6 Weeks prior to your event...

- Determine staging and sound requirements and make arrangements (discuss all possible options with your advisor and Meeting Services)
- Request any departmental co sponsorships necessary for your event to occur. In addition to money, what else can be contributed?
- Decide if your event will be open to the Atlanta community or just the Emory community. This may, or may not, impact the level of security present at your event.
- If applicable: Contact Campus Services (404-727-7468) for setting up, cleaning up needs and special furniture. The organization is responsible for set-up, clean-up and any applicable fees.
- If applicable: Inquire with your venue regarding food guidelines (must you use their service, can you bring in outside food?) Make any necessary food arrangements
- If applicable: If you would like the event to involve alcohol, please review the section of this guide entitled “Purchasing Alcohol”. Submit your Event Registration form at this time to avoid a last minute rush.
 - Beware, alcohol increases the cost of your event, requires EmoryCard readers, security, and your advisor to be present when alcohol is served. Emory EMS may also need to be present. Student organizations chartered under College Council are not permitted to serve alcohol at any function.

4 Weeks prior to your event...

- Request funding from other student organization. If you’ll need funding from College Council, submit your funding request bill. Funds requested from SGA must be request at least 35 days in advance.
- Develop a marketing plan- how will people find out about your event? Do not depend solely on LearnLink flyers. Instead, think of innovative means to inform people about your event.
- Invite your advisor to attend your event.
- Contact campus media outlets such as, [The Emory Wheel](#), the Emory Events calendar and [WMRE](#).
- Inform any academic departments that may be related to the subject matter of your event.
- If applicable: Contact Lt. Finley of the Emory Police Department (404-727-8005) to inform them of the event. If necessary, you may also request security guards for the event.
- If applicable: give contracts to the appropriate office (OMPS, OSLS, OSFL or Residence Life) at least 4 weeks in advance.
- If applicable: arrange travel and lodging for your Artist.

2 Weeks prior to your event...

- Begin to publicize your event (LearnLink flyers, paper flyers, bulletin boards, table tents, banners, etc.) Try to use innovative means to inform people about your event.
- Order food from the campus dining at least 14 days in advance.
- If using tickets, review the DUC ticketing guidelines and the SGA guidelines for selling tickets.
- Create a schedule of tasks for each day of the “week of” your event; make sure that specific responsibilities are delegated to members of your committee.
- Confirm all plans for your event (location, food, etc.)
- Will you need special parking access or accommodations? If so, contact Parking Services at 404-727-7275.
- Submit check requests so that all bills & artists are paid on time.

After your event...

- Fill out a program evaluation form & make sure that it gets passed on to the appropriate person in your organization. This sort of record keeping will ensure success within the organization, even after you are gone!
- Send thank you notes to each department/organization that helped make the event possible. Be sure to include your advisor and members of your organization!

Large Event Planning Checklist

Use this checklist to plan your event. Though each event is different, we generally recommend that for a large-scale event, you start at least **3-4 months** in advance. The checklist below is based on a 16 week planning timeline.

16 Weeks prior to your event...

- Select a date and time for your event and have backups.
- Form a committee of people who are interested in helping to make this event happen.
- Get estimates of costs related to set up, clean up, any staging or equipment costs, security, food, location fees, etc. Use the Budget Worksheet. **You must have an accurate idea of your expenses.** Evaluate your budget to determine how you can spend your money- make sure that you are communicating often with your treasurer.
- [Select a location and reserve the necessary rooms](#) or other venues. Reserve a rain location if necessary.
- To bring a band/group, speakers, performers, DJs, and/or other entertainers, please refer to the section of the Eagle Source entitled, **“Finding & Bringing an Artist to Emory”** and the section entitled, **“Next Steps.”** Follow the steps outlined and consult OSLS for clarification, if necessary.
- Once you have an accurate idea of the expenses, realize that if you will need to do significant fundraising, you must decide if this event can realistically occur as you’ve planned.
- If your artist is likely to be considered controversial, review the **Speakers Policy** and make an appointment to discuss this with an OSLS staff member.
- Decide if your event will be open to the Atlanta community or just the Emory community. This may, or may not, impact the level of security present at your event.

14 Weeks prior to your event...

- What is your plan for raising the additional funds needed? What will you do if the plan does not go as planned? Once you have submitted an offer, you must fulfill the contract, even if you cancel the event.
- After you’ve researched your Artist, make an appointment to speak to an OSLS staff member. He or she will ask you about the details of your event and help determine if you are ready to submit an offer. **Please proceed to the steps below after an offer has been submitted and accepted!**
- Reserve staging and sound requirements and make arrangements (discuss all possible options with your advisor and Meeting Services). Consult OSLS to hire a production company, if necessary.
- Is your Artist supposed to meet with specific individuals on campus? If so, reserve a space for those meetings and inform all participants of the time and location of the meeting.
- If applicable: Make travel, food and lodging arrangements.
- Organize a complete timeline, including specific tasks for your event. Make sure that those tasks are delegated to other members of your organization and that deadlines are attached.

12 Week prior to your event...

- Invite your advisor to attend this event.
- Request any **departmental** co sponsorships necessary for your event to occur. In addition to money, what else can be contributed?
- Contact Campus Services (404-727-7468) for set up/clean up needs and any special furniture that you need. The organization is responsible for set-up, clean-up and any applicable fees.
- If applicable: Inquire with your venue regarding food guidelines (Must you use their service? Can you bring in outside food?) Make all necessary food arrangements.
- Develop a comprehensive marketing plan- how will people find out about your event? Besides LearnLink flyers, what can you do to increase awareness about your event? When will each method of publicity be used?

8 Weeks prior to your event...

- Make sure you are still communicating regularly with your treasurer.

- Brainstorm “What if…” scenarios and make a plan for each. “What if the Artist cancels?” “What if it rains?” “What if fewer people than expected show up for the event?” “What if MORE people than expected show up?”
- The President’s Office should be informed of all high profile guests so that President Wagner may have the option to send a delegation to meet the Artist if they deem it necessary. Contact [Ms. Marion Dearing](#) (404.727.6013).
- Inform any academic departments that may be related to the subject matter of your event.

6 Weeks prior to your event...

- Contact Lt. Finley of the Emory Police Department (404-727-8005) to inform them of the event. If necessary, you may also request security guards for the event.
- If you would like the event to involve alcohol, please review the section of this guide entitled “Purchasing Alcohol”. Submit your Event Registration form at this time to avoid a last minute rush.
 - Beware, alcohol increases the cost of your event, requires EmoryCard readers, security, and your advisor to be present when alcohol is served. Student organizations chartered under College Council are not permitted to serve alcohol at functions.
- Contact campus media outlets such as, [The Emory Wheel](#), [Emory Report](#), [Office of University Media Relations](#), the Emory Events calendar, [WMRE](#), and any other campus publications.
- If applicable: give contracts to the appropriate office (OMPS, OSLS, OSFL or Residence Life) at least 6 weeks in advance.
- Request funding from other **student organizations**. If you’ll need funding from College Council, submit your funding request bill. Funds requested from SGA must be requested at least 35 days in advance.

4 Weeks prior to your event...

- Submit check requests so that all bills & artists are paid on time.
- If you will have print publicity, t shirts or tickets, make sure it goes into production now so that it’s ready when you need it.
- Will you need special parking access or accommodations? If so, contact Parking Services at 404-727-7275.
- If applicable: Arrange ground transportation for your Artist(s)

2-3 Weeks prior to your event...

- Begin to publicize your event (LearnLink flyers, paper flyers, bulletin boards, table tents, banners, etc.) Try to use innovative means to inform people about your event.
- Order food from the campus dining at least 14 days in advance.
- If using tickets, review the DUC ticketing guidelines and the SGA guidelines for selling tickets.
- Confirm all plans for your event; review all tasks for the day of the event- make sure that those tasks are delegated!
- Create a schedule of tasks for each day of the “week of” your event; make sure that specific responsibilities are delegated to members of your committee.

After your event...

- Send thank you notes to each department/organization that helped make the event possible. Be sure to include your advisor and members of your organization!
- Fill out a program evaluation once your event is over & make sure that it gets passed on to the appropriate person in your organization.

Program Evaluation

This evaluation is designed to record important information about your event. It is important to fill out an evaluation after each program so that improvements and changes can be made constantly. In addition, it would be beneficial to your organization to keep evaluations of programs in a file so that future members and officers may refer to the evaluation as a resource for their planning.

Date of event: _____ Title of Event: _____

Rate the success of program:

Very successful **Successful** **Fair** **Poor**

Explain your success rating above (goals met/not met, problems, highlights, etc.): _____

Brief Description of Event: _____

People involved in planning: _____

Audience reaction: _____

Attendance at Event: _____ Total Estimated budget: _____ Actual Cost for Event: _____

- Did you **estimated budget** differ from your **actual budget**? If so, why? *(Be sure to attached budget worksheet)* _____


Did you have Co-Sponsors for the Event? If so, who? _____

What type of publicity did you use for this event? What was successful? _____

What vendors did you work with (Sodexho, sound companies, printers)? Would you work with them again? _____

Recommendations (Would you do this event again? Why or why not?) _____

Draw room set up:



PERFORMANCE EVENT CONTRACT

Please type or print legibly.

THIS CONTRACT IS TO BE SUBMITTED AT LEAST 4-6 WEEKS PRIOR TO THE EVENT. THIS CONTRACT SHOULD BE COMPLETELY FILLED OUT AND MUST BE SIGNED BY AN AUTHORIZED SIGNER, BOTH ON BEHALF OF THE ARTIST AND EMORY UNIVERSITY.

This Contract for the services of the Artist described below is made this ____ day of ____, 20____ by and between Emory University, a nonprofit corporation located in DeKalb County, Georgia, (“Emory”) and the Artist named below.

In consideration of the mutual promises contained herein, the parties hereby agree that Artist shall timely and competently perform the event at the time and place stated below, as follows:

I. PARTIES

EMORY:

CONTACT NAME: _____

STUDENT ORGANIZATION OR DEPARTMENT: _____

TELE: _____

FAX: _____

EMAIL: _____

ARTIST:

FULL LEGAL NAME OF ARTIST: _____

TYPE OF BUSINESS:select one

STATE OF BUSINESS REGISTRATION: ____

BUSINESS ADDRESS: _____

CITY, STATE, _____

ZIP: _____

FEIN or TAX ID#: _____

CONTACT NAME: _____

TELE: _____

FAX: _____

EMAIL: _____

All contracts on behalf of an Emory student organization must be signed by an authorized signer in the Office for Multicultural Programs & Services, Office for Sorority & Fraternity Life, Office of Residence Life or the Office of Student Leadership & Service.

Initials

II. PERFORMANCE.

Place of Performance: _____

Rain Location (if applicable): _____

Date(s): Beginning on _____ and ending on _____.

Set up and ready to perform at (time): _____

Time of engagement: From _____ to _____

Number of sets (if applicable): _____

Type of engagement: _____

III. PAYMENT TERMS.

- 1. Payment for all services under this Contract shall be in the sum of _____ payable by Emory University check after satisfactory completion of the performance described in Section II above.
- 2. Emory University check to be made payable to: _____
Social Security/Federal Tax ID# (required): _____ Attached W-9 must be completed and returned in order for payment to be processed.

IV. GENERAL TERMS AND CONDITIONS.

- 1. **Recording.** Emory shall not, and shall not permit any person to, record, broadcast or digitally stream in any manner whatsoever, Artist's performance without the Artist's prior express written consent. Notwithstanding the foregoing, Emory retains the right to photograph the Artist's performance for publications, including but not limited to, yearbooks, school newspapers and Campus Life publications.
- 2. **Use of Name.** The Artist shall not use Emory's name or marks without Emory's prior written permission.
- 3. **Cancellation.**
 - a. This Contract may be canceled by either party without obligation upon thirty (30) days prior written notice. In the event of such cancellation, any funds paid in advance of the performance shall be returned promptly to Emory. If Emory cancels the performance less than thirty (30) days before the performance, Emory will pay Artist fifty percent (50%) of the fee set out in Section III above. If Emory cancels the performance less than two (2) weeks before the performance, Emory will pay Artist one hundred percent (100%) of the fee set out in Section III above. If Artist cancels the performance less

than thirty (30) days before the performance, any funds paid in advance of the performance shall be returned promptly to Emory. Alternatively, in Emory's sole discretion, the Artist and Emory may reschedule the performance at a later date mutually agreed upon by Emory and Artist at the originally agreed upon payment terms. The parties agree that such payments are reasonable in light of anticipated or actual harm caused by the cancellation and the difficulties of proving the actual damages to the Artist or Emory.

b. Notwithstanding the foregoing, in the event that either of the parties is unable to fulfill the terms of this Contract due to an act of God, physical disability, act or regulations of public authorities or labor unions, labor difficulties, strike, civil tumult, war, epidemic, interruption of transportation, or any other event proven beyond their control, the Artist and Emory shall respectively be relieved of their obligations stated in this Contract, and any funds paid in advance of the performance shall be immediately repaid to Emory in full. Alternatively, in Emory's sole discretion, the Artist and Emory may reschedule the performance at a later date mutually agreed upon by Emory and Artist at the originally agreed upon payment terms.

- 4. **Breach of Contract.** Any deviation from the conditions set forth in this Contract, without prior written consent of both parties, constitutes a breach of contract. If such a breach occurs, payment will be held pending an equitable adjustment between the Artist and Emory.
- 5. **Insurance.** Emory is insured for liability protection. Such protection applies to Emory University and its employees and students only. The Artist, and all other outside vendors, contractor, or agents, must obtain their own liability insurance, which shall be maintained at all times during the term of this Contract, and shall include;
 - a. Worker's Compensation and Employer Liability as required by State statute.
 - b. General, Personal Injury, and Automobile Liability (including bodily injury, personal injury, and property damage) minimum coverage of \$1,000,000 Aggregate limit.
 - c. The Artist shall furnish certificates showing adequate insurance coverage to Emory at the time of execution of this Contract and, thereafter, whenever such insurance is renewed or a change in coverage is effected, or upon request by Emory, at any time upon reasonable notice.
 - d. The Artist shall promptly upon demand reimburse Emory for any loss of any, or the expense of any

All contracts on behalf of an Emory student organization must be signed by an authorized signer in the Office for Multicultural Programs & Services, Office for Sorority & Fraternity Life, Office of Residence Life or the Office of Student Leadership & Service.

Initials

repairs or damages to, Emory property resulting from Artist's use of such property.

6. **Indemnification.** Notwithstanding anything to the contrary herein, in no event shall Emory be responsible for any loss or damage to any person or property caused by the Artist, its agents, employees or contractors. The Artist agrees to hold harmless and indemnify Emory, its trustees, officers, agents, students and employees, from and against any and all claims, liability and expenses, including court cost and attorney fees arising from any negligence or willful misconduct or breach of this Contract on the part of the Artist, its agents, employees or contractors. Notwithstanding anything to the contrary herein, in no event shall the Artist be responsible for any loss or damage to any person or property caused by Emory, its agents, employee or contractors. Emory agrees to hold harmless and indemnify the Artist its officers, agents and employee, from and against all claims, liability and expenses, including court costs and attorney fees, arising from any gross negligence or willful misconduct or breach of this Contract on the part of Emory, its agents, employees or contractors.

7. **Notices.** All notices required to be given under this Contract shall be deemed given when delivered by certified mail, return receipt, or on the next business day following delivery by facsimile transmission if a facsimile telephone number is shown below, to the designated representatives of the parties. A party may change its designated representative or address at any time by written notice in the same manner as for any other notice. The initial representatives of the parties are as follows:

If to Emory:

Name: _____

Org/Dept: _____

Telephone: _____

Fax: _____

If to Artist:

Name: _____

Bus. Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Fax: _____

8. **Legal Authority.** The Artist warrants that it possesses the legal authority to enter into this Contract and that it has taken all actions required by its procedures, bylaws, and/or applicable law to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Contract and to bind the Artist to its terms. Any person(s) executing this Contract on behalf of the Artist warrant(s) that such person(s) have full authorization to execute this Contract.

9. **Independent Contractor.** The parties hereto specifically state and agree that the Artist is an independent contractor and not an employee of Emory. The Artist assumes full responsibility for payment of all taxes, including federal, state and local taxes, arising out of the Artist's activities under this Contract. Except as provided to the contrary in this Contract, nothing herein will be deemed to create any other relationship between the parties including, without limitation, a partnership relation, an agency relation or an employer/employee relation.

Accordingly, personnel supplied by either party will be deemed employees of such party and will not, for any purpose, be considered employees or agents of the other party or have any authority to act on behalf of the other party. The Artist expressly releases Emory from any liability arising from the Artist's failure to withhold such taxes, and the Artist shall indemnify, defend and hold Emory harmless from all liability it may incur as a result of any such failure.

10. **Non-Assignment.** Artist shall not assign or subcontract any of its obligations under this Contract without the advance written consent of Emory. Any unauthorized assignment shall be void. Emory shall have the right, but not the obligation, to terminate this Contract, without waiver of any other right or remedy, upon notice of Artist's assignment in violation of this section.

11. **Binding effect.** This Contract is binding upon the heirs, personal representatives, successors, and permitted assigns of both parties.

12. **Entire Agreement.** This Contract constitutes the entire agreement between the parties, and supersedes any previous contracts, understandings, or agreements of the parties, whether verbal or written, concerning the subject matter of this Contract.

13. **Amendment.** No amendment to this Contract shall be valid unless it is made in a writing signed by the authorized representatives of the parties.

14. **Waiver.** The waiver by either party of a breach or violation of any provision of this Contract shall not operate as or be construed to be a waiver of any

All contracts on behalf of an Emory student organization must be signed by an authorized signer in the Office for Multicultural Programs & Services, Office for Sorority & Fraternity Life, Office of Residence Life or the Office of Student Leadership & Service.

Initials

subsequent breach of the same or other provision hereof.

state of Georgia, without regard to its choice of law rules.

15. **Severability.** In the event that any provision of this Contract is held unenforceable for any reason, the remaining provisions of this Contract shall remain in full force and effect.

16. **Governing Law.** This contract shall be interpreted and enforced under the laws of the

IN WITNESS WHEREOF, the parties hereto have executed this Contract on the date first written above.

ARTIST:

Emory University:

Legal Name of Contracting Entity

By: _____

Social Security Number or FEIN

Printed Name: _____

Signature of Authorized Officer

Title: _____

Printed Name & Title of Authorized Officer

All contracts on behalf of an Emory student organization must be signed by an authorized signer in the Office for Multicultural Programs & Services, Office for Sorority & Fraternity Life, Office of Residence Life or the Office of Student Leadership & Service.

Initials

As you use this form, you may decide that some additional information would be helpful. Feel free to change the form to suit your needs and also share your suggestions with the Office of Student Leadership & Service.

Budget Worksheet

This worksheet is intended to assist student organizations with planning a successful event. This worksheet should be kept in a safe place and passed from one officer to the next for continuity. Below, various possible expenditures are listed. Depending on the size of the event, some expenditures may be applicable, while others are not. Personalize this sheet for your event.

<u>Expenses</u>	<u>Amount budgeted</u>	<u>Actual cost</u>
Space		
Space Rental (location:)	\$ -	\$ -
Decorations	\$ -	\$ -
Equipment rentals (tents, trash cans, etc.)	\$ -	\$ -
Reception Costs	\$ -	\$ -
Tables, chairs, table cloths, etc.	\$ -	\$ -
Food & drinks	\$ -	\$ -
Other:	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Artist Expenses	\$ -	\$ -
Artist Honorarium/Speaker Fee	\$ -	\$ -
Production Costs (stage, lights, curtains, etc.)	\$ -	\$ -
Audio Visual equipment	\$ -	\$ -
Audio Visual staff costs	\$ -	\$ -
Police/Security	\$ -	\$ -
Other:	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Travel Expenses	\$ -	\$ -
Air travel costs	\$ -	\$ -
Ground transportation costs	\$ -	\$ -
Hotel/lodging	\$ -	\$ -
Gas	\$ -	\$ -
Food	\$ -	\$ -
	\$ -	\$ -
Publicity	\$ -	\$ -
Print (flyers, posters, handbills, etc.)	\$ -	\$ -
Wheel Ad, WMRE, etc.	\$ -	\$ -
Banners	\$ -	\$ -
Programs	\$ -	\$ -
TOTAL	\$ -	\$ -
Expected Sources of Income		
Co-Sponsorships (list source & amount):	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Other sources:	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
TOTAL	\$ -	\$ -
(Estimated Income-Estimated Expenses)	\$ -	\$ -

SPEAKERS' POLICY

Principles and Guidelines Governing Student-Invited Speakers

Statement of Principles

Emory University is an inquiry-driven, ethically engaged, and diverse community, dedicated to the ideals of free academic discourse and open exchange of ideas. Emory University is committed to the values of academic freedom and abides by the assumption that contention among different views is positive and necessary for the expansion of knowledge, both for the University itself and as a training ground for society at large. Emory seeks to foster the widest possible scope for the free circulation of ideas.

Such freedom is limited only by applicable laws and by the University's commitment to maintaining an environment free of unlawful harassment and discrimination.

Emory also affirms that such freedom places a burden of responsibility on all members of the Emory community. Additionally, persons who are guests of the Emory community—and thereby benefit from the freedoms of the Emory community—assume these same responsibilities and obligations and must abide by the policies and rules of the University.

Rights

Student organizations have the right to invite speakers whose opinions may be deemed by some or most members of the community to be offensive, controversial, outrageous, biased, or unwarranted.

Anyone in the Emory community may distribute information about invited speakers and related events by means of electronic or other media, so long as this communication complies with policies, guidelines, and procedures of the University.

In the rare occurrence where a speaker or individual may be so controversial as to create a public safety concern, the University reserves the right to reschedule, relocate, or cancel the event.

Responsibilities

The rights outlined above impose certain responsibilities on organizations that extend invitations to prospective speakers. The responsibilities include the following:

- The inviting organization(s) must work in conjunction with staff members of the Office of Student Leadership & Service to plan the event. The steps outlined in the Large Scale Event Planner must be followed.
- The inviting organization(s) must assure security when requested by the speaker, or must advise the Emory Police Department when the speaker is so controversial as to be likely to create a security risk. Except in unusual circumstances, the cost for security will be borne by the inviting organization(s).

- The sponsoring organization(s) must secure space adequate to the event.
- Communication about speakers and events must conform to Emory's Policy on Equal Opportunity and Discriminatory Harassment (<http://policies.emory.edu/1.3>).
- Costs associated with speakers and events must be borne by the sponsoring organization(s).
- The behavior of persons attending events involving speakers (whether the speeches themselves or related receptions, dinners, book-signings, and so on) ultimately reflects on the sponsoring organizations; therefore, the sponsoring organization(s) must safeguard civility and plan for the possibility of uncivil behavior.
- When planning to bring a speaker to campus, student organizations should keep the following timeline in mind to ensure a successful, efficient, and productive planning and execution of the event.
- The President's Office should be informed of all high profile guests (head of state, dignitary, government official) at least 8 weeks before the event so that they have the option to send a delegation to meet the guest if they deem it necessary. This may be done by contacting [Marion Dearing](#) (404.727.6013).

This policy is currently being revised. Please consult the Office of Student Leadership & Service for the most up to date recommendations.

STUDENTS & GUESTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities.

Why is this important for student organizations? Knowledge of the ADA is imperative for student organizations because it is very likely that individuals with disabilities will be in your audience! Accommodations for these individuals are expected and encouraged by the Student Government Association.

When choosing and assessing your event location keep the following in mind:

- If your program is outdoors, you must keep all curb cuts open – no tables or obstructions – to prevent blocking the accessible route for people with disabilities. This includes the traffic circle.
- If your event is indoors, be certain that there is an accessible route from parking, from bus stops and within the facility for people with disabilities. This includes facilities off campus.
- If your event is outdoors and includes the rental of portable toilets, you must include portables that are accessible to people with disabilities.

The Office of Disability Services can provide assistive listening devices available for any student with a hearing impairment, at no cost to him or her. The student must be registered with the Office of Disability Services in order for this service to be provided.

ALL publicity (including tickets) for your organization's event must contain the name of the sponsoring organization, any cosponsors (if applicable) and an email address for any questions or requests for disability accommodations. So be sure to include the following statement on all your event materials: "If special accommodations are needed owing to a disability or chronic medical condition, contact the Disability Services Office at 404/727-9877 voice or 404/712-2049 TDD."

- If you are notified that attendees would like an American Sign Language interpreter at your event, please contact the Office of Disability Services at 404-727-6016.
- Only use the wheelchair logo on your advertising if the venue you are using has wheelchair accessibility.

The Office of Disability Services is always available to help. Contact them at 404-727-6016 or 404/727-9877 voice or 404/712-2049 TDD. When in doubt, always call the Office of Disability Services to get advice on the best way to be inclusive.

MOVIES & COPYRIGHTED MATERIALS

This policy is intended for individuals or organizations wishing to show a DVD or VHS publicly (outside the home to more than family and friends.) When you want to show a film on campus, you will be asked to provide proof that you have obtained permission (the “rights”) to show the material.

Why does my organization need to get permission to show this film?

Copyright infringement is a serious offense under the law, and is the equivalent of stealing from a film distributor. While it is important to abide by the law, it is also important that your organization represents itself well by doing the right thing—getting permission to show the film. The University counts on you and your organization to behave in a manner consistent with University policies, and state, local, and federal law. Should you or your organization be caught breaking copyright law, the University would not provide any kind of protection from your group’s liability under the law.

When do you need permission, and when do you not need permission...

PERMISSION NEEDED

- Any time you show a film in any public University space (**this is any classroom, lounge, or common area at the University**). These spaces are considered “public” spaces, and showing the movie in these areas is the equivalent to showing them in a theater.
- If you have used publicity to invite your audience to the showing (**this includes but is not limited to mass e-mails, letters, flyers, and web postings**). Because movie rentals are intended for private use, renting them does not provide you with the permission you need to have a public showing in which an audience is invited.
- If you are charging admission for the showing or an event in conjunction with the showing (**charging for a lecture that will accompany the film, for example**). This would be true even if you showed the film at your house, or at another venue off campus.
- You need permission even if the film showing is for educational purposes. **If the distributor has special permission for films shown for educational purposes, they will still need to give you the written confirmation you need to protect your event under the law.**

PERMISSION MAY NOT BE NEEDED

- **You do not necessarily need permission if you are showing brief parts of a film.** There are not set rules for what “brief” means in this context, but a general rule is that these snippets are OK when the event is free, when the snippet does not reveal key plot items to the film, when the length of the showing is not substantial, and when it doesn’t affect people’s likelihood of seeing the entire film.
- **Your department may already have permission to show the film.** If you are showing the film in conjunction with an academic department (especially the film department), that department may already have permission. Check with your department to be sure. If permission is already granted, they will be able to show you written proof of the fact.
- Viewing a movie in the privacy of your own home, or in the privacy of a residential room within a residence hall would not require a special license.

How do we get permission?

Getting permission for showing most films is fairly simple. For some rare or international films, it may prove to be a bit trickier. However, there are resources on campus to help you if you should have problems. Most “mainstream” films that are distributed for non-commercial use (which is what most campus showings would be) come from one of two main distributors, or you can search for the proper source:

- SWANK Motion Pictures, Incorporated – www.swank.com; phone number is 1-800-876-5577. The list of films they distribute is on their web page, but they add new films every day.
- Criterion – www.criterionpic.com; phone number is 1-800-890-9494.
- Conduct a web search – a good place to start is www.imdb.com, the Internet Movie Database. Simply go to the site, type your film in the search area on the left, and choose the correct film out of the results. Once you choose your film, go to the “Company Credits” and look up “distribution.”
- If you STILL can’t find out who distributes the film, you can call (310) 247-3020, to the Reference Library of the Motion Picture Academy.

What is a film distributor going to ask me?

- Your name, and the name of the organization with whom you are working.
- How you intend to show the film (advertise all over campus vs. to a small group, whether you are charging, what kind of venue you are showing the film in.)
- If there is a charge, how your organization will pay the rights to show the movie.
- Contact information for you organization.
- Whether or not you need them to send you a copy of the film.

Is this going to cost money?

It might. The only way for you to determine this is to call the distributor, explain under what context the film will be shown, and see what they can do for you. If there is a fee, it will matter whether or not you are charging for the showing, how many people you expect, whether or not you need a copy of the film sent to you, and how often you show films. Have all the information handy about your event when you speak with the film’s distributor.

Often (not always) the fee is less than \$1,000 for older movies. Newer movies, or foreign films tend to cost more than an older, domestic films.

After I have obtained permission, what “proof” does the University need to see?

Once you have obtained the rights, you will receive a written record of your permission to show the film. This is commonly called a “confirmation.” If you are being charged, an invoice will follow this confirmation once you show the film. Confirmations can come via the mail, or via e-mail, and will have the film, the date(s) you have permission to show the film, the contact information of your representative from the distribution company, and the format you requested the film in (if the film is being sent to you), and other pertinent information. If a distribution company is unable to provide a confirmation, they should send you a letter or via e-mail that certifies that you have legally obtained the rights to show the film. This should be on letterhead with all contact information of the distributor available.

This is so complicated! Why don’t I just not tell the University that I am showing a film?

Even though it sounds complicated, it really is not difficult to obtain the proper permission to show films on campus. It will definitely take less time and money than defending yourself or your organization in court if you are caught! Intellectual copyright infringement is being prosecuted more and more on college campuses. It is just not worth the risk.

NOTE: Music copyright infringement falls under the jurisdiction of ASCAP or BMI. For helpful web sites, see www.bmi.com or www.ascap.com . To contact ASCAP’s Atlanta office: Tel: (404) 351-1224 Fax: (404) 351-1252.

RAFFLES & GIVEAWAYS

What follows is an excerpt of the official Emory University Policy on raffles, casino nights, etc. To see the full policy, please visit our website at: http://www.osls.emory.edu/policies_forms.php.

Raffles or giveaway contests are often useful tools to get people to fill out surveys or participate in research studies. Instead of paying each participant, in a lottery, raffle or other giveaway, the person or department conducting the contest pools its resources and offers one big prize to a winning participant, the hope being, that the larger prize offers more of an incentive to participate than a guaranteed smaller payment. These raffles and contests, while helpful, must be administered according to state law in order to avoid potential legal problems.

It is a felony in Georgia to conduct a lottery, raffle or similar game of chance without a license. The Georgia Code defines lotteries and raffles as “any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid or promised consideration for a chance to win such prize.” This definition encompasses almost any contest in which something is given away, as long as the participant is required to provide something of value, known in the law as “consideration,” in exchange for the chance to win. The consideration can be in any form and can be something as simple as requiring someone to attend a meeting or participate in research. For example, conducting a contest in which a person is required to fill out a survey in exchange for a chance to win a prize could be considered an illegal lottery or raffle, unless the contest is conducted pursuant to a license. Emory University has a license to conduct such contests, but it is limited to only three contests a year. Consequently, use of the license is generally reserved for big fundraising occasions and is usually not available for smaller events.

These contests may, however, be conducted without a license if contestants are allowed to enter without having to provide anything of value. For example, you may have a contest to provide an incentive for people to participate in a research survey, but individuals must be able to enter the contest without participating in the survey. If contestants are not provided with a way to win without having to do anything, the party running the contest may be guilty of a felony. This is why you typically see the “no purchase required” disclaimer in most commercial contests and giveaways.

**Deciphering the alphabet soup:
A Quick Guide to Some Commonly Used Emory Acronyms**

ADA- Americans with Disabilities Act.

CC- [College Council](#), the student representation for students within Emory College .

DUC- the [Dobbs University Center](#)

ECCH- the [Emory Conference Center and Hotel](#). This is a great place for upscale events, retreats, and to use for guest accommodations.

EPD- the [Emory Police Department](#)

FDR- Faculty Dining Room, located within the DUC. SGA meetings are held here on Monday nights.

First Friday's- see free performances by some of Emory's most talented students on the first Friday of every month, outside of the DUC.

FMD/CS- FMD is the former name of [Campus Services](#) (CS). They can assist your club with electrical/staging needs or event clean up and charge these services directly to your student account number. Call 404-727-7463.

F@10- Friday's at 10! free.fun.friday's. A programming series offered by SPC & OSLS.

Dooley- the "Spirit of Emory" and the unofficial mascot of the university. Dooley is a skeleton and is usually dressed in black. The name "Dooley" was given to the unofficial mascot in 1909. Each year in the spring, during Dooley's Week, Dooley roams Emory's campus with a team of bodyguards and lets students out of class with unscheduled appearances in their classrooms. He typically walks slowly with an exaggerated limp. He adopts the first name and middle initial of the University's current president. As such, Dooley's current full name is James W. Dooley. You can email him on LearnLink!

Swoops- the official Emory Eagle mascot.

GBS- Goizuetta Business School

GSAS/GSC- Graduate School of Arts & Sciences (now simply called, *The Graduate School*.) Students enrolled within the Graduate School of Arts and Sciences are represented by their divisional council of government, the Graduate Student Council.

ISSP- the office of International Student & Scholar Programs (<http://www.emory.edu/ISSP/>)

LL- LearnLink

ODS- the [Office of Disability Services](#)

OEO- [Outdoor Emory Organization](#)

OMPS- the [Office of Multicultural Programs and Services](#)

OSFL- the [Office of Sorority and Fraternity Life](#)

OSLS- the [Office of Student Leadership & Service](#) and one of the offices who cosponsored this manual.

RHA- the [Residence Hall Association](#)

RSPH- the Rollins School of Public Health

SAAC- the [Student Activities and Academic Center](#), on the Clairmont Campus; sometimes referred to as "the S-double A-C."

SAAAC- a student organization; Students in Alliance for Asian American Concerns

SAF- the Student Activity Fee. This is a fee that every student pays. SGA manages a portion of this money but gives most of it back to each division to manage in a way that best suits their needs. The current SAF is \$86 per semester. The fee is adjusted every 4 years in order to keep pace with costs. Items that the SAF has been used for: free newspapers for students, the Lennox Shuttles, the lights on McDonough Field and

the Druid Hills High School Field, lights along Starvine Way, Emory Experience Shuttles, concerts, study breaks (just to name a few).

SGA- the [Student Government Association](#), the other cosponsor of this manual.

SPC- the [Student Program Council](#)

WPEC/WoodPEC- the [Woodruff Physical Education Center](#); where many students work out.

WW- Wonderful Wednesdays- the revived Emory tradition of having fun every other Wednesday. Read more about it here: <http://emoryhistory.emory.edu/enigmas/wednesdays.htm>

“1525 building”- 1525 Clifton Road; where Student Health Services is housed.

“1599 building” – 1599 Clifton Road; where Payment Services is housed.

This list is, by no means, an all-inclusive list. It is simply intended to make using the Eagle Source and facilitating communication between student leaders, faculty & administrators.

Have more alphabet soup? Make suggestions of other odd Emory acronyms that should be included by contacting Laura Reece at 404-727-6179 or by e-mail.

THE QUICK GUIDE A-Z

The following list is designed to help you find quick answers and resources. Any businesses listed here are simply suggestions and are not specifically endorsed by OSLS or SGA.

Advertising/Publicity- starting on page 25 of the Eagle Source, you can read the policies and procedures for advertising your event. Many of your options require clearance through meeting Services.

Students groups may advertise in the Wheel by contacting the Business Office at 404-727-9190.

Student Groups may use their account number to pay for copy/print work done at the Woodruff Library Campus Printing.

Local Copy/Print/Publicity Companies

Toco Instant Printing	(404) 321-5677	
Kinko's Printing	(404) 321-3990	
Campus Printing	7-6859, 7-5905, 7-6075	(Two different locations)
Campus Marketing	7-6075	Frisbees, Giveaways, Imprinted Logos
Bookstore	7-2222	Promotional Items (pens, notepads, etc.)
Rapid Sign	(404) 874-0010	Nylon Banners

Advisors- a faculty or staff member there to advise your student organization not to run it. Each organization must have an advisor and must register them by submitting the form on page F2.

Alcohol- may not be purchased by College Council Clubs. The Alcohol policy can be found here:

www.policies.emory.edu

AV Needs & Entertainment Needs

OSLS	7-6169	Planning help, helium hank
Steve Calloway	7-9200	Glenn Memorial Sound, AV needs
Classroom Technologies	7-5147	Rental of digital equipment, AV needs
Mike Glennon	(404) 577-9100	Group Sales, Atlanta Braves Tickets
Atlanta Music Machine	(770) 517-3150	DJ, Sound Equipment
Corey Entertainment	(800)772.6739	DJ, Sound Equipment
Spectrum Entertainment	(770) 492-1266	DJ, Sound Equipment
Event Xtras (Kent)	(800) 239-4677	Inflatable Games
J & S Funtastic (Jim)	(770) 433-8008	Carnival Rentals (food and games)
Interactive Attractions	888-458-1094	Inflatables & carnival games
		Custom Light and Sound
		Sound Communications

Banners- Banner Paper and Markers are available for you use in OSLS (DUC 340). For professional banners, work with Emory Graphic Design (727-5665) or FedEx Kinko's (404) 321-3990).

Balloons- Use of Latex balloons is prohibited because of students with latex allergies. Mylar balloons are ok.

Booking Agents- all official offers and contracts must be handled by OSLS, OMPS, OSFL, or Res Life. Students can research various artists through booking agents, below are just a few:

- [Agency Group](http://www.theagencygroup.com/) (http://www.theagencygroup.com/)
- [American Program Bureau](http://www.apbspeakers.com/) (http://www.apbspeakers.com/)
- [CampuSpeak](http://www.campuspeak.com/) (http://www.campuspeak.com/)
- [Concert Ideas](http://www.concertideas.com/) (http://www.concertideas.com/)
- [Global Talent Associates](http://www.globaltalentassoc.com/) (http://www.globaltalentassoc.com/)
- [Greater Talent Network](http://www.greatertalent.com/) (http://www.greatertalent.com/)
- [Royce Carlton Agency](http://www.roycecarlton.com/) (http://www.roycecarlton.com/)
- [Wolfman Productions](http://www.wolfmanproductions.com/index.html) (http://www.wolfmanproductions.com/index.html)
- [William Morris Agency](http://wma.com/) (http://wma.com/)
- [Windish Agency](http://www.windishagency.com/tours) (http://www.windishagency.com/tours)
- [Young America's Foundation](http://www.yaf.org/) (http://www.yaf.org/)

Budgeting- 1. Process for funding of perpetually chartered groups that happens during the spring semester. 2. Something you should do when planning you events.

Campus Services- Staging (Tables, chairs, etc..), set-up and clean-up. Call them at 7-7463

Catering and Food

Sodexo (Campus Catering)	(404) 712-8948	Emory's Contracted Caterer Emory has a relationship with the following vendors that accept the Emory card
<u>Eagle Merchants</u>		
Artuzzi's	(404) 634-2333	
Bhojanic	(404) 633-9233	
Domino's Pizza	(404) 370-3030	
Everybody's	(404) 377-7766	
Johnny's Pizza	(404) 373-8511	
Mediterranean Grill	(404) 320-0101	
Moe's Southwestern Grill	(404) 248-9399	Briarcliff Rd at Loehmann's
Moe's Southwestern Grill	(404) 373-0675	Church St at Suburban
Papa John's Pizza	(404) 315-8282	
Saba	(404) 377-7786	
Top Spice	(404) 728-0588	
Willy's	(404) 321-6060	
Wing Nuts	(404) 417-9990	
Kroger	(404) 633-8694	Lavista Road, Toco Hills
Publix	(404) 638-6015	North Decatur Road
Dusty's BBQ	(404) 636-3366	
Smoothie King	(404) 569-4865	
Carole Parks Catering	(404) 872-1999	
Chipotle	(404) 929-9907	N.Druid Hills Rd, Toco Hills
Epicurean	(404) 321-6530	

Classroom Reservations- Most classrooms can be reserved through the Registrar during the day and through Meeting Services after 6pm. View availability at <http://r25pweb01.cc.emory.edu/site/>

Computing Resources

Helpdesk	7-7777	ITD	North Decatur Building
Computing Center	7-7549	Cox Hall	Scanners, Video Editing
LearnLink Help	7-7777		e-mail info@learnlink.emory.edu
Student Org's Websites	7-7777		

Contracts- Students cannot sign contracts on behalf of the university. If a student signs a contract, the University is not legally obligated to the terms of the contract but the student is liable for all terms—including payment. Contracts should be negotiated and signed by a staff member from OSLS, OMPS, OSFL, or Res Life.

Co-sponsorships- student groups are encouraged to seek co-sponsorships for their events. See page 14 in the Eagle Source for more information.

Decorations- code decorations 3600

Deposits- Code as 0451 and bring to Laura Reece in the SGA office, DUC 515.

Divisional Treasurers- Turn in all payment requests, relines, transfers, and fundraising proposals to your divisional treasurer.

Emory Calendar- submission of student events to the calendar is managed through OSLS. Visit www.emory.edu/home/events to see what is happening on campus or to post your event.

Fax Machine- organizations may use the fax machine in OSLS (DUC 340) or SGA (DUC 515) for free for local numbers.

Film Rental/Rights- If a student organization wishes to show a film/movie on campus, they must secure the rights to show the film/movie. See page 22 of the Eagle Source.

Swank- www.swank.com

Criterion- www.criterionpic.com

Flowers and Gifts

Emory Village Flowers & Gifts	(404) 378-3900	
Emory Bookstore	7-6222	
Specialty Engraving	(404) 873-3257	
Suburban Trophies	(404) 373-3544	Frames, Trophies
Briarcliff Frame Shop	(404) 325-8454	Trophies, Frames
Unique Trophy (Troy)	(800) 316-4138	Plaques, Trophies, etc..

Fundraising- requires approval from the divisional treasurer. Bring funds to SGA (DUC 515) within 24 hours. See more on pages 13 and 37 in the Eagle Source.

Helium Tank- student groups are welcome to use the one in OSLS, DUC 340.

Hotels

Emory Inn	(404) 634-7327	Clifton Road
-----------	----------------	--------------

Holiday Inn Express	(404) 320-0888	North Decatur Rd. at Clairmont Rd.
Holiday Inn	(404) 371-0204	Downtown Decatur
Emory Conference Center	(404) 712-6000	Clifton Road
University Inn	(404) 634-7327	North Decatur Road

Leadership Lifesavers- helpful information for student groups (ie fundraising letter template, retreat planning guide, Goal setting advice, etc) provided by OSLS. See http://lead.emory.edu/leadership_lifesavers.php

Leadershape Institute- is an interactive, energizing, and unique experience that builds leadership skills no other program can match. Each year the Office of Student Leadership & Service sends two students, expense-free, to the [National LeaderShape Institute](#) in Champaign, Illinois! Contact OSLS if you are interested in attending.

Meeting Services- policies and procedures from building use and space reservations on page 10 and at http://www.emory.edu/DUC/duc_ms/index.htm

Make reservations online through [Meeting Services](#)

User Name- student

Password- student

Make sure to enter your name and e-mail as well as setup instructions in the event details box.

Meeting services staff

Andrea Lentz	7-5355	DUC/Cox Dining rooms, Glenn reservations, AV
Janell Goodwin	7-1706	DUC meeting rooms
Linda Crawford	7-5354	Academic Buildings (after 6pm)- Anthropology, Callaway, Candler Library, Glenn Church School Building, North Decatur Building, Rich Building, and White Hall

Names and Symbols

Because of trademark laws, you are required to get permission from the Office of Student Leadership and Service in order to use some names and symbols of Emory University. Using the letter E.U. or the depiction of Dooley does not require permission.

Newspapers/Publications (for advertising and press releases)

Wheel	7-6175
Report	7-0645
Emory Magazine	7-0162
AJC	404-526-7003
	404-479-8613

OSLS- Event Planning help, Contracts, Defensive Driving Program at 7-6169 or DUC 340

Parking- Special parking needs should be addressed through Parking Services at, 404-727-PARK

Photography- University Photographer 7-6227

Printing and Copying

Toco Instant Printing	(404) 321-5677	
Kinko's Printing	(404) 321-3990	
Campus Printing	7-6859, 7-5905, 7-6075	(Two different locations)
Emory Graphic Design	7-5665	

Program Planning- see the checklists

Program Evaluation- just as important as event planning. See the form on page F15.

Promotionals - T-Shirts, Giveaways, other Novelties

A+ Promotions	(770) 426-5419	T-shirts, Frisbees, cups, etc
Ashbury Images	(non-profit)	Paul Jorgenson 415-885-2742 (ext 309) www.ashuryimages.org T-shirts, tote bags
Emory Graphic Design	7-2680	Logos, brochures, signs, professional banners
Greek 101	(888) 473-3550	T-Shirts

Pinnacle Promotions (Natasha Rawls, dedicated Emory representative) 678-990-8163
www.pinnaclepromotions.com/emory

Saucebox Finery (Robert Roberts)	(404) 534-9259	sauceboxfinery.com T-shirts
The Ice Box	1.866.917.4335	http://iceboxonline.com
The Graphic Cow	(800)grafcow	T-Shirts

Raffles- and Casino Nights are NOT allowed (see page F 17)

Renting Vehicles- Emory has a contract with Enterprise (7-8267). Make sure you follow defensive driving policies on the [OSLS website](#).

Reserving Space- policies and procedures vary according to Facility. See page 10 of Eagle Source.

Most popular spaces

Timber Hines	7-2435	SAAC reservations, Pool, Tennis Courts
Gladys Hooks	7-4144	Res Life, Residence Hall Common Areas
Meg Ahrens	7-6733	Woodruff PE Center Reservations, McDonough Field
Lynn Nester	7-6394	WoodPEC Recreational Sports Events
Michelle Edwards	2-1015	Millard Ward Alumni House Reservations

Meeting Services

Andrea Lentz	7-5355	DUC/Cox Dining rooms, Glenn reservations, AV
--------------	--------	--

Janell Goodwin	7-1706	DUC meeting rooms
Linda Crawford	7-5354	Academic Buildings (after 6pm)- Anthropology, Callaway, Candler Library, Glenn Church School Building, North Decatur Building, Rich Building, and White Hall

SAF- The Student Activity Fee- funding occurs through SGA and its divisions and has special regulations (page 15).

Security

Campus Police Security/Lt. Finley 7-8005

SGA

SGA VP for Finance	7-6196	SGA Budget questions
Meredith Honeycutt	7-3513	Student account information
Laura Rogers Reece	7-6179	SGA meetings, committees, questions, List of Organizational Presidents, Eagle Source, listserv and alias info.

Speaker’s Policy- for controversial artists (page 21 in Eagle Source and page **F.15** in this manual).

Staples- 1. Emory’s preferred vendor for office supplies. 2. The bane of Meredith and Laura’s existence when you use them to hold your payment requests together (use paperclips).

Statements/ Spreadsheets- get them monthly from Laura Reece.

Student Organization Registration- is done through Laura Reece in the SGA office (DUC 515).

Supplemental funding- start with your own division. See divisional contact list on page 33 in the Eagle Source.

Tax exemptions- food is not exempt

Tickets- selling tickets for your event requires SGA approval.

Transfers- to other clubs or university departments go through your divisional treasurer and SGA

Transportation

Wanda Tiechert	7-1829	Renting Campus Shuttles
Brenda Wilson	7-8740	Vendor Access Thru Gates
Action Limo	(770) 507-1727	Ask for Clarence
Atlanta Airport Transportations	(678) 428-4573	www.atlantaairporttransportation.com/atlanta-airportshuttle_pricing.html
Atlanta Superior Shuttle	(770) 457-4794	www.atlsuperiorshuttle.com
Atlantic Limousine	(770) 751-7078	

Budget Motor Coach & Limousines	(404)766-6010	http://bmclimousine.com/
Gray Line of Atlanta	(770)449-1806	www.Amebus.com
George's Motor Coach	(770)745-9100	www.georgesmotorcoach.com
Harmon Brothers	(404) 752-9479	www.Harmonbros.com
Prestige	(404) 349-1231	
Samson Tours	(404) 768-8687	www.Goredgo.com

W-9- tax form that must be included with your payment request when the vendor or individual is not in the system.

The Wheel- the student newspaper can be reached at 7-6175 about stories and 7-6178 for advertising.

NOTES