



# **Penn State**

# **Student Organization Advisors Manual**

Dear Student Organization Advisor,

Congratulations on your assignment as an advisor to a Penn State student organization. Whether you are experienced or new to the position, you are about to face a rewarding and exciting year. The Student Activities staff is looking forward to assisting you.

We have published this Advisor's Manual to provide you with information about the available resources for you and your organization. We also encourage you to become familiar with *Policies and Rules for Student Organizations*, available on our website, <http://www.sa.psu.edu/OrganizationRules>. Both of these resources provide you with a great deal of important information about student organizations.

The services we provide advisors and student organizations are continually changing and improving. If you have suggestions or comments about this manual, or other services that are provided to student organizations, we would be happy to hear them.

Thank you for your commitment and dedication to enhancing student life. Should you have any questions or need assistance, please do not hesitate to contact our office via phone at 863-4624, or by email at [studentorg@sa.psu.edu](mailto:studentorg@sa.psu.edu). We are located in 209 HUB-Robeson Center. Best wishes for a successful year!

This publication is available in alternative media on request. Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.

Sincerely,

*Jen Grossman Leopard*

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Program Director  
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209 HUB-Robeson Center  
863-4624

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## **INTRODUCTION**

Student organizations provide a unique opportunity for students to gain practical skills and enhance the out of classroom experience, which makes them a critical part of the collegiate experience. Advisors serve to guide student organization members through the process of enhancing this experience, as well as effectively operating an organization. In addition, advisors often act as confidants in both individual and organizational-related matters, render knowledge about the organizations' history and tradition, and provide valuable context to the operations of student organizations.

Whether you volunteered or were assigned to this role, you will devote a significant portion of your time to making the students' experience at Penn State a rewarding one. This dedication is not only rewarding to the student organization, but you will find great personal satisfaction in your commitment to student development.

### **Types of Student Organizations**

There are three types of student organizations:

- Interest and Service groups
- Religious and Greek Letter organizations
- Sports groups that engage in high-risk activities

A more comprehensive list of categories is available in the Penn State Student Organization Directory (<http://www.clubs.psu.edu>). Contact Student Activities for more information.

### **Who Can Become an Advisor?**

Advisors to student organizations are full-time Penn State faculty or staff members. However, to serve in an *advisory role* for a student organization, an individual does not need to be an employee of the University. Undergraduate students may not advise other student organizations. Additionally, only graduate students who are also employees of the University may advise undergraduate student organizations. All graduate student organizations must be advised by either a faculty or staff member. Groups formed after August 1, 2004 must have an advisor.

### **The Process for Becoming an Advisor**

There are three ways to become an advisor:

- Through assignment: University faculty or staff may be assigned to work with registered student organizations as part of their job responsibilities.
- Request assignment: You may do so by sending written notification to the Chief Student Affairs Officer at a commonwealth campus or the Program Director for Clubs and Student Organizations at University Park (863-4624).
- Be requested: A student organization may approach you and ask you to serve as their advisor.

If the group is considered a “high risk” organization, a formal administrative review is required. The appropriate academic or administrative officer will conduct this review:

- o The Program Director for Clubs and Student Organizations at University Park
- o The Student Life Office administrator at campuses other than University Park

Once the Office of Student Activities at University Park or the Student Life Office at the campuses collect all the details regarding the purposed student organization the staff member will forward the information to the Office of Environmental Health and Safety and/or the Office of Risk Management.

The Office Environmental Health and Safety  
Occupational Safety Program Manager  
The Pennsylvania State University  
6H Eisenhower Parking Deck  
University Park, PA 16802-2116  
814-865-6391 (p)  
814-863-7427 (f)

The Office of Risk Management  
Risk Officer  
The Pennsylvania State University  
227 West Beaver Ave  
State College, PA 16801  
814-865-6307 (p)  
814-865-4029

The general process for administrative review involves assessment of:

- The nature of the organization in question
- The provisions of University insurance coverage
- Whether the advising assignment relates directly to the person’s faculty or staff duties
- Verifiable experience and/or expertise on the part of the proposed advisor

If additional information is required, it shall be the responsibility of the Office of the Vice President for Student Affairs to acquire such information and to provide it to the appropriate official. A final decision regarding assignments of “high risk” groups must have the concurrence of the Office of the Vice President for Student Affairs, who will notify all involved parties of the decision.

**Please note:** Those who choose to volunteer as an unofficial advisor and do not complete the Advisor Approval Form annually (referenced in the “Insurance for Advisors” section of this manual) shall do so in a personal capacity and not as employees, representatives, or agents of the University. Such individuals **are not** covered by University insurance for liability associated with their advisor activities. More information about insurance for advisors is available on page 9 of this manual.

## **ADVISING STUDENT ORGANIZATIONS**

The amount of attention student organizations need from their advisor will vary. It is helpful for you to discuss expectations that the organization has of you and vice versa. Additionally, Student Activities staff is able to assist you should any problems arise. Below are suggestions and general guidelines to use when advising a student organization.

### **Working with Student Organization Officers**

While you may wish to attend all organization meetings, you should meet on a regular basis with the leadership or executive officers of the organization(s) you advise for the following purposes:

- To assist with the development of organizational programs
- To discuss the direction and goals of the organization
- To discuss the financial status of the organization including the identification of problems and their potential solutions, and the identification of financial strengths and means of perpetuating them
- To discuss internal organizational difficulties (communications, delegation of responsibilities, etc.) and to assist the leadership with their resolution
- To be familiar with the organizations' national structure and services, if applicable
- To articulate campus policies and procedures of the University and assist the organization in understanding these policies
- To provide constructive criticism when it is deemed necessary
- To acknowledge positive organizational accomplishments
- To be aware of the fact that at times you will be called upon to serve as a personal confidant in organization-related matters. This is a particularly sensitive role. The advisor will want to provide assistance to the person seeking advice (usually in regard to a problematic situation). However, the advisor cannot compromise his/her relationship with the group by showing favoritism to one or a small group of persons
- To understand that the association between you and the students should continue as long as all parties believe the relationship is productive and mutually beneficial.

### **Communicating with Your Student Organization**

The basis for a strong student organization is good communication. Here are a few suggestions to help build this critical skill:

- Be sure the organization's mission and vision are clear and well-known
- Post meeting times so they're accessible to all members
- Distribute minutes of the meetings and other group material, or make it available online
- Using structured meetings may help – request regular updates on budget, events, etc.
- Appropriately discuss conflicts with organization's leadership to help solve problems before they get worse
- Make yourself visible and available – attend events, meetings, post open office hours, etc.
- Show appreciation for the work students put into the organization on a regular basis
- Discuss appropriate email communication and online presence – people are open to interpret electronic text how they wish. Make sure this doesn't hinder your organization's operation

### **Additional Suggestions and Guidelines for Advising**

- Attempt to learn the names of organization members as quickly as possible
- Find the balance between being “one of the gang” and being overly authoritative – or worse, absent. The effective advisor is one who will render advice when it is requested, and offer counsel even though it may not have been sought.
- Be familiar with "*Penn State Policies and Rules for Student Organizations*" in order to assist with problem solving more effectively. The document is available at <http://www.sa.psu.edu/engage>
- Show genuine enthusiasm and interest in the organization and their activities.
- Realize that students may not accept your advice. Expect to be challenged - this should not be interpreted as an indication that your services are no longer desired
- Do not be afraid to let students make mistakes; help them learn from their errors
- Know when to step in. "*We let students walk toward the edge, but we never let them fall over.*" - *Anonymous*
- Be receptive to feedback from the group. Talk to them regarding your advisory role so that everyone knows what the expectations you have for the group and the expectations they have for you as the advisor.
- Expect to offer counseling to individuals with personal problems unrelated to their organizational affiliation, but do not feel like you need to solve all problems. Be aware of other services Penn State offers and refer students if needed
- Remember to take care of yourself, as well. It is ok to say “no” sometimes. Be aware of your limits and balance your professional commitments, personal life, and other responsibilities with your advisory role
- If you have difficulty finding that balance, help your student organization find someone who can devote more attention to them

### **Assisting Organizations in Planning Programs**

An advisor plays a critical role in helping organizations develop programs, events, and activities that will enhance campus life and support the educational mission of the University. Stimulate the students through questions to think about the role of their programs, as well as how the programs align with the organization’s mission. Over all, consider how the programs will enhance campus life and support the educational mission of the University.

Here are some tips to help with the program planning process:

- Introduce new program ideas, but keep in mind that students are more likely to support programs they create. The idea might be yours, but they should develop it and make it their own
- Provide opportunities for students to use skills they are gaining in the classroom (i.e., analyzing an idea, researching a performer, developing a publicity plan)
- Point out new perspectives and directions to the organization – play Devil’s Advocate
- Ask the questions, “How will this program enhance campus life?”, “How will this program support the mission of the University?”, “What are some possible negative/positive reactions to this program?”, “How will the organization handle the reactions to the program?”

### **Suggested Reading**

The following book is an excellent resource for student organization advisors. It provides a great deal of information on effective advising, roles of advisors, case studies, group activities and much more.

Dunkel, N.W., & Schuh, J.H. (1998) *Advising Student Groups and Organizations*. San Francisco: Jossey-Bass.

## INSURANCE FOR ADVISORS

The following is a brief description of the insurance provisions contained in the major liability insurance programs provided by the University, which includes all employees as insureds. Coverages are predicated only if the individual is acting within the scope of his or her assigned University duties. When an employee is **REQUIRED** by the University to be an advisor to a registered student organization as part of his or her assigned duties (as is common with Student Affairs employees) coverage is automatic. Those faculty or staff members that are not required to advise a student organization as part of their job responsibilities but want to serve as an advisor can have the University's insurance extended to them but need to follow the instructions below.

The Risk Management Office provides adequate liability insurance coverage for exposures confronting employees performing their assigned University duties. The Office continually reviews those programs with the University's insurance brokers and liability insurance carriers in an effort to provide a comprehensive program. Questions relating to the University's Liability Insurance Program should be forwarded to:

**Risk Management Office**  
Suite 103, Rider Building  
227 West Beaver Ave.  
State College, PA 16802  
(814-865-6307).

The following are general descriptions of the key insurance coverage available to student organization advisors:

Automobile Liability: Automatic when using University owned vehicles. Excess when using a non-University vehicle as part of your assigned University duties.

General Liability: Provides tort protection for bodily injury, property damage, and personal injury claims at all locations and for all University operations, including in classrooms, in laboratories, and on field trips.

Workers' Compensation: Governed by Pennsylvania's Statutory Law. Provides coverage for injuries on the job with payment of medical bills and wages for lost time from work.

An important feature of all the above insurance coverages and policies relates to legal and related defense costs which are an integral, and not insignificant, part of the coverages.

### *Specific Information for Volunteer Advisors*

#### **University Park Campus:**

Insurance coverage is extended to any employee who has a current Advisor Approval Form completed and approved and on file with Student Activities in 209 HUB-Robeson Center. The advisor approval form that must be completed and submitted annually can be found on the following page:

<http://www.sa.psu.edu/engage/studentorgs/pdf/Advisor%20approval%20form.pdf>

Note: Club Sports have a separate process for approving advisors. Contact the Club Sports Office for more information regarding this process (143 White Building; 865-9202).

**Commonwealth Campuses:**

Insurance Coverage is extended to any employee who has a current Advisor Approval Form completed and approved and on file with the Student Affairs Office at each campus. This form must be completed annually.

***Liability Insurance Coverage for Recognized Student Organizations***

In addition to the insurance referenced above relative to advisors, effective July 1, 2008, an insurance policy has been procured to protect the student officers and members of Recognized Student Organizations from civil liability arising from the Organizations' activities, on or off campus. For a complete description of this insurance program see the Student Organization Insurance section of the Policies and Rules for Student Organizations at the following link: <http://www.sa.psu.edu/organizationrules/>

## HAZING

All student organization advisors need to be well informed about the **ANTI-HAZING** statement set forth by Penn State, which is defined below. In addition to the University's statement on hazing, advisors to Greek organizations should also contact the Interfraternity Council, Panhellenic Council, National Pan-Hellenic Council or the chapter's headquarters to obtain their respective anti-hazing statements.

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or that willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any registered student organization. Hazing includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance or any other forced physical activity that could adversely affect the physical health and safety of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or any other forced activity that could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. Any activities as described in this definition upon which the initiation or admission into or affiliation with or continued membership in a registered student organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any registered student organization that commits hazing is subject to disciplinary action by the appropriate registering organization.

### **Penalties for Hazing**

All Student Organizations must be made aware of the consequences for hazing that include, but are not limited to, the following:

- Probation
- Loss of Social Privileges
- Separation
- Suspension or Expulsion
- Loss of Charter
- Legal Action

## **SERVICES PROVIDED BY STUDENT ACTIVITIES**

### ***President and Advisor Listservs***

Student Activities maintains one listserv of all student organization presidents and one of all advisors. These lists are used to maintain communication with the respective groups about information critical to the operation of a student organization and other important issues. We do our best to limit the information sent out via these lists to ensure they maintain their significance. If you are not receiving this information and would like to be added to the listserv, please contact our office at 863-4624 or [studentorg@sa.psu.edu](mailto:studentorg@sa.psu.edu).

### ***Student Organization Training (Student Organization Success Series)***

To assist you and your student organization in having a successful year, Student Activities conducts a series of training sessions for all student organization members and officers. We've named this program the Student Organization Success (SOS) Series. Each session is designed to inform student leaders of policy changes and important events, as well as offer suggestions for improving their student organizations. The program occurs on a monthly basis.

Announcements for these and other training sessions may be placed a variety of Marketing outlets including but limited to the organization's communication file located at the HUB Information Desk, *The Daily Collegian*, and sent by e-mail to both the advisors' and presidents' listservs. We welcome feedback and suggestions for these sessions, so please do not hesitate to contact us.

### ***Students Helping Students***

Student groups within Student Activities offer programs and services designed to enhance students' personal and professional development and encourage students to become socially conscious leaders and responsible citizens. Specially targeted leadership development programs and service learning initiatives are offered for all students and student organizations. Leadership development opportunities provide a comprehensive array of leadership tools, which focus on the latest leadership trends. In addition, the Office's volunteer program provides one-time service projects and longer-term projects for students to participate in the local community and learn how to become civic-minded citizens. Service learning projects also offer students and faculty a chance to connect with the community and apply what is learned in the classroom with real-world experiences.

### ***Students Engaging Students***

Students Engaging Students (SES) is student organization affiliated with The Office of Student Activities. SES is committed to engaging students by providing educational activities, programs, and services that support students in developing their personal leadership styles, connecting students with service opportunities that create an awareness of social justice issues and community needs, and providing students with resources to establish and sustain diverse and cohesive organizations. Members of SES facilitate peer-lead, experiential leadership development workshops, coordinate service learning opportunities, and support the success of all recognized student organizations. For more details on how SES can help your organization please visit:

<http://www.sa.psu.edu/usa/studentactivities/ses/programs.shtml>

### ***Involvement Fairs***

At the beginning of each semester, Student Activities sponsors an Involvement Fair. Student Organizations are encouraged to register for this event that attracts thousands of students who are looking to get involved in the University community. Don't let your organization miss this great recruiting opportunity!

## ADVISOR RESOURCES

The following information covers services that student organizations frequently use.

Included in this section:

- Associated Student Activities (ASA) – Deposit and expenditure of student organization monies
- Center for Performing Arts – Programming and event planning partnerships
- Event Management – Reserving spaces for meeting and advertisement
- Contract Office – Assistance with booking performers or contracting with an outside source
- University Park Allocation Committee (UPAC) – Allocation of student activity fee funds

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### **Associated Student Activities (ASA)**

240 HUB-Robeson Center - 865-1947

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Associated Student Activities (ASA) was established as part of the University to aid recognized student organizations in keeping proper accounts of their financial activities. ASA's primary functions are those of banker, accountant, paymaster and advisor on fiscal matters. ASA provides integrity to the financial affairs of recognized student organizations by providing a purchase order mechanism and a check writing service.

ASA is responsible for the custody of the student organizations' funds and the authority to ensure that those funds are used in accordance with University, ASA and University Park Allocation Committee (UPAC) policies. **Student organizations are not permitted to have accounts at any outside bank or credit union.**

In accordance with The Pennsylvania State University's policy on the financial affairs of recognized student organizations, all recognized student organizations are:

- Required to affiliate with ASA for their banking and bookkeeping services;
- Subject to an annual audit performed by the Office of Finance and Operations;
- Required to conduct their financial affairs according to the written regulations of the ASA office.

The organization's treasurer is responsible for:

- Keeping the organization's financial ledger. There is no "official" record-keeping requirement, but we would suggest Microsoft Excel or another spreadsheet application. The organization's treasurer or advisor may request a detailed transaction report from ASA at any time to ensure that there are no discrepancies.
- Acting as a liaison between their organization and ASA. Certain transactions are to be initiated and completed **only** by the treasurer including check requests and transfers.
- Maintaining an up-to-date Treasurer Card. This card is used often by ASA to aid in notifying the treasurer and/or advisor of problems with requests or processing transactions. Delays occur when this information is illegible or out-of-date.
- Signing off on all expenditures (except Purchase Orders by authorized users).

- Checking the Treasurer File as needed. We suggest this file is checked weekly. Each organization has a Treasurer File which may contain unpaid bills, paid invoices, and other correspondence.

### ***Types of ASA Accounts***

Every organization has an Unrestricted account (Fund Source 30) at ASA. This is comprised of money that the organization generates either through dues collection, donations, fund raising, equipment sales, etc. This is the organization's money to spend as they deem fit (within University guidelines).

Organizations can petition University Park Allocation Committee (UPAC) for Student Activity Fee (Fund Source 10) funds. Each time an organization is allocated funds, UPAC will provide ASA with an allocation letter, which tells us exactly what the funds are to be used for. UPAC funds *MUST* be used for the purposes dictated in the allocation letter. If a request is submitted that includes items not included in the allocation letter, ASA will process that portion of the request from the group's Unrestricted (Fund Source 30) account. Also, ASA will not reimburse an organization from an Activity Fee account until UPAC provides ASA with an allocation letter.

All Activity Fee funds that are remaining in an organization's account at the end of the fiscal year (June 30) will be returned to UPAC. More information about UPAC is included at the end of this section.

### ***Income Processes***

Any member of your organization may deposit funds into your Unrestricted account. These funds are the monies collected by the organization from dues, memberships, donations, etc. ASA has a limited supply of bill and coin wrappers available for organizational use, if needed. To ensure safety and security of your collected funds, always deposit your money in a timely manner.

### ***Payable Processes***

- Purchase Orders

Purchase orders (POs) are the most convenient method of payment to a vendor. Organizations are encouraged to use POs whenever possible. This eliminates the need for an individual to pay with their own money and seek reimbursement from the organization. The treasurer can authorize up to three additional group members to request POs by adding names to the Treasurer Card. The advisor is always permitted to request POs. Those individuals are only authorized to get a purchase order, not sign for Check Requests or any other requests.

**Note:** ASA will only automatically pay bills if a purchase order is referenced. If you did not get a purchase order, they will put the invoice in your Treasurer File and it *WILL NOT BE PAID* until your organization's treasurer authorizes the expense. A purchase order already has a signature, authorizing the expense and requires no further action from the treasurer, which is why it is the preferred method for expenditures.

- Check Requests

Check requests are used to reimburse individuals for expenses incurred related to an organization's activities. For example, a person may have purchased office supplies or decorations for an event with his or her own money. If the organization's leadership has approved of this purchase, that person can be reimbursed via check request. The individual seeking reimbursement *MUST* get a receipt showing the dollar amount as being "paid." It is the treasurer's responsibility to make sure the request form is filled out

properly and to attach the original receipt. *AN ORIGINAL RECEIPT MUST ALWAYS BE PRESENT IN ORDER TO RECEIVE REIMBURSEMENT.* Original receipts eliminate the possibility of duplicate reimbursement. If a request is turned in without proper documentation, it will be returned to the treasurer and no refund will be given.

Many organizations purchase products online. During the ordering process, the purchaser should print out a page showing the total (paid in full) and the method of payment. You CAN NOT use a printout of the product and its cost if you are seeking reimbursement for an individual; ASA must have a printout showing some form of transaction. Credit card statements are not valid receipts for this or any expense.

**NOTE:** Again, many vendors accept purchase orders. Whenever possible, take the time to get a purchase order; it will save an individual from having to front the cash.

### ***1099 Qualifying Payments***

Individuals who provide a professional service (speaker, DJ, performer, referee, instructor, etc.) must provide either a Social Security Number or Federal EIN (Employer Identification Number) when contracting with the University. 1099 qualifying payments are processed through a University system separate from ASA, therefore, it takes significant more time to process. The University will process year-end reporting of earned income on cumulative payment(s) of \$600.00 or more for the *calendar* year on IRS Form 1099 Miscellaneous for individuals who provide a Social Security Number for these service payments. Individuals or businesses that provide a valid Federal EIN number will not receive IRS Form 1099 Miscellaneous but are required by the IRS to report these earnings on their own. **Penn State University employees (full time, part time, fixed term, wage/payroll, or work study) are not able to receive 1099 payments, and must provide ASA with an EIN number for payment processing.**

### ***Advertising in the Daily Collegian***

The Daily Collegian provides student organizations with a discounted rate when using an ASA purchase order. For Fall/Spring 2009-10, this rate is \$9.28 per column inch. To qualify for this rate, the organization must provide a purchase order to the Daily Collegian *A MINIMUM OF TWO DAYS* before the ad run date. The cost of advertising is based on the number of column-inches.

### ***Travel***

All student and/or student organization travel utilizing UPAC funding or organizational funds from an ASA account, must complete the Student Travel Registration Form prior to traveling. The University requires emergency contact information as well as a detailed itinerary to be submitted for each traveler. This information is required for all individual or group travel, including air travel, bus travel, car travel (personal, rental, or fleet vehicle), and train travel. **If this form is not completed prior to travel, travel expenses will not be approved.** Students may book their own air travel using any nationally recognized airline. When booking bus travel student organizations must use a University approved company; approved companies can be found at <http://www.controller.psu.edu/Divisions/RiskManagement/vendors/buslines>.

### ***Contracts***

When someone is performing a service for your student organization on campus you must obtain a contract known as a University Standardized Agreement. Bands, DJs, instructors, and speakers performing on campus all require a contract. All contracts should be obtained from Student Activities in the HUB-Robeson Center at

least four weeks prior to your event. For more information, see the “Contracts Office” section later in this document.

***Guidelines for On- and Off-Campus Events Where Admission is Charged***

The following are University guidelines that must be followed if your organization is holding an on-campus event where a cover charge or admission fee is charged.

There is no admission fee limit, but organizations must remember to administer tickets to individuals and complete a Ticket Accountability Form, available in the ASA office. If the event is on campus and less than \$5.00 per ticket, you may use any **numbered** ticket. If the event is on campus and there is an admission charge of \$5.00 or more, a \$0.50 Impact Fee will be assessed for every ticket sold and will be collected by either ASA or the Center for the Performing Arts. This means that your organization needs to *create* and print *NUMBERED* tickets, showing the ticket cost and stating that there is a \$0.50 impact fee included in the price.

If the event is off campus, there is no Impact Fee, but all other policies apply.

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**Center for the Performing Arts**  
Eisenhower & Schwab Auditoriums - 865-4727

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The following is a list of services that the Center for the Performing Arts offers to all Penn State student organizations who wish to hold an event in either Eisenhower or Schwab Auditorium. While the involvement of faculty/staff advisors is appreciated, the student members of the organization are expected to manage all aspects of the sponsored events. To that end, all correspondence concerning an event, such as confirmation letters and estimates, will be sent to the organization's designated student representative. If requested, copies will be made available to advisors. Advisors are strongly encouraged to attend production meetings. All deadlines for additional information or services to be provided by the sponsoring organization will be established at the production meeting with the student representative(s). The advisor will be contacted if deadlines are not met, only as a last resort, and only if the advisor has asked to be so informed. If you have any questions regarding this policy, please contact the Assistant Director for the Center for the Performing Arts at 863-7101.

The Center for the Performing Arts provides the following services for student organizations:

**1. Assistance with Contracting Process**

- a. Appropriate completion of Standard University Agreement
- b. Replacing artist contract with Standard University Agreement
- c. Forwarding completed Agreement to artist/agency
- d. Compiling appropriate documents for the University Risk Management and Treasurer's Office to finalize agreement.

**2. Assistance with Budgeting**

- a. Provide preliminary estimate of expenses for all production needs
- b. Update estimate once Agreement is finalized
- c. Track expenses during event and notify sponsor if day-of-show changes will increase costs

**3. Operational Expertise**

- a. Professional technical staff provided during planning process and during event
- b. Professional house staff provided to facilitate safety and comfort of patrons
- c. Professional ticket office staff available for sale of tickets prior to and during event
- d. Staff will be fiscally responsible for all tickets sold at venue

**4. Auxiliary Service Arrangements**

- a. Police Services
- b. Janitorial Services
- c. Media & Technology Support Services
- d. Piano Technician Services
- e. Crowd Control Ticketing Services

**5. Assistance with Marketing/Publicity**

- a. Location available in venues for press conference
- b. Location available in Eisenhower Auditorium for receptions

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**Event Management Office**  
125 HUB-Robeson Center -865-7973

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The Event Management Office provides the following services for student organizations:

- 1. Reserve Facilities/Space**
  - a. HUB Space
  - b. Academic Space
  - c. Outdoor spaces
  - d. Athletic Space
- 2. Reserve Banner Space**
  - a. Two available spaces at Osmond Lab
  - b. Three spaces inside HUB-Robeson Center above HUB Dining
- 3. Reserve Information Tables in the HUB-Robeson Center**
- 4. Process Work Orders for Office of Physical Plant Service**
- 5. Event Registration Forms**

Please note that Advisors **CANNOT** make a reservation on behalf of a student organization.

An Officer Report Form must be submitted to Student Activities (209 HUB) following each change of officers for an organization. Space may not be reserved unless this information is updated.

### ***Communication/Mail Files***

Every active registered student organization has a communication file located at the HUB Information Desk. You need to remind officers and/or members to check the file at least once a week. Important announcements are placed in these files.

The mail file **should not** be used as a means to **collect money for dues, t-shirt sales, etc.** as we cannot insure that these files are completely secure. **Money should be deposited through Associated Student Activities in 240 HUB-Robeson Center.**

Student organizations may schedule a time to place announcements and flyers in the communication files as long as they are organization related and not a "for profit" advertisement. The name of the sponsoring organization must be prominently displayed on all announcements and promotional materials.

### ***Student Organization Office Keys***

The HUB-Robeson Information Desk holds a key to each student organization office in the HUB-Robeson Center. Officers and members may sign-out the key only if their name appears on the key list provided by the organization's president. At the beginning of each semester, the president should update their key list to ensure that it is accurate. If the key to the office has already been signed out, the HUB-Robeson staff **will not** unlock the office for anyone. The Desk keys should not be signed out over night. It is the responsibility of the organization to control who has the key and make sure that it is returned to the Information Desk in a timely manner. Keys are given to group members only if their name is on the key list. They must provide their student id number and signature on the Key Register sheet to sign the key out and also sign the sheet when they return the key. Keys being returned after the Information Desk has closed for the night can be returned via the drop off slot at the end of the desk. Those keys will be logged in first thing in the morning by the Desk Staff.

**All contracts should be requested a minimum of 20 academic days prior to the date of the program to allow enough time for processing.**

***Contracts are necessary for several reasons:***

- To protect the University, staff and student organizations regarding liability issues
- To clearly outline the terms of agreement; this protects you from paying for things that were not agreed to
- To process payment for performances
- To impose an approval chain for events to ensure that they are being reviewed and tracked

***When do student organizations need a University contract?***

- Anytime student organizations are inviting someone to campus to perform a service. If the performer is a Penn State student or staff member and you are not paying them, you do not need a contract.
- Anytime student organizations are bringing a speaker on campus and paying honoraria or other costs
- If student organizations are renting equipment and a technician is being paid to operate the equipment
- If an outside entity requires a contract for the student organization to engage in business

***When do student organizations not need a University contract?***

- Your organization does not need a contract if they are bringing a speaker on campus that is not requesting a fee, reimbursement for charges, or payment of travel or lodging.
- Your organization does not need a contract if they are renting equipment and operating it themselves, unless the company requires a signed agreement. In this case, you must use the University contract.
- Student organizations do not need a contract if the event is not sponsored by the University.
- If the cost of the performance is over \$10,000, your organization may use the Artist's Agreement, but you must have an agreement.
- If your organization is holding an event off-campus and paying an artist or speaker, they are not permitted to use a University contract, but they must have a written agreement to submit to the Associated Student Activities Office to process payment from their student organization account.

***Where do student organizations get contracts and when should they be started?***

- For programs held in Residence Life areas, the Pasquerilla Spiritual Center, Eisenhower Auditorium, or Schwab Auditorium, contracts must be issued by the area where the event will be held.
- Contracts for all other programs and vendors will be issued to student organizations as part of a contract meeting. To set up an appointment, a representative of your student organization's leadership should go to 227 HUB-Robeson Center (863-9954).
- All contracts should be requested four weeks prior to the date of the program to allow enough time for processing.

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**The University Park Allocation Committee (UPAC)**

229 HUB-Robeson Center - 863-8951

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The University Park Allocation Committee (UPAC) is a student committee that considers budget requests for programs that enhance the out of class experience and/or improve the educational climate at Penn State.

UPAC will accept funding requests from individuals that are University-affiliated (students, faculty, and staff) and all recognized and non-recognized student organizations. UPAC provides funding for programs, travel, media, equipment purchases, and organizational operational expenses.

All requests should be submitted a minimum of 40 academics days prior to the date of the program and/or travel. Please contact the UPAC office for more specific deadline dates. All request forms are available in the UPAC office. Any questions or concerns should be directed to the UPAC office at 863-8951 or [upac@psu.edu](mailto:upac@psu.edu).