CAMPUS LIFE

EXPLORE

HOW DO I GET INVOLVED AT DEPAUW?

EXPLORE THE 140+ STUDENT ORGANIZATIONS

CREATE NEW OPPORTUNITIES

140+

ENGAGE COMMUNITY
Resource Guide

- Event Planning Guidelines
- Rental & Equipment Agreement
- Finance & Allocations Process
- Student Organization Information
- Contracts and Voucher
- Effective Advisors & Resources
- Student Travel Policy & Guidelines

LEADERSHIP:
1. FIND YOUR PASSION
2. MEET MEMBERS
3. ASK QUESTIONS
4. SIGN-UP & JOIN
5. EXPLORE OPPORTUNITIES

LEARN:
- PERFORMANCE & ART
- FRATERNITIES & SORORITIES
- RECREATIONAL CLUBS
- SCHOLARSHIP GROUPS
- CAMPUS PROGRAMMING
- POLITICAL VIEWS
- AFFINITY & IDENTITY
- COMMUNITY SERVICE
- ATHLETIC GROUPS
- HONOR & MAJOR RELATED
- RELIGIOUS & SPIRITUAL
- SPECIAL INTERESTS
Event Planning:
1. Reservation
2. Set-up
3. Food
At least three weeks of advance planning is suggested. Please work with your organizations advisor and the Campus Life office to plan the details of your event and make it a success!

**Room Reservation & Location**

Many of the spaces on campus are available to be reserved online through E-Services. Working with Conferences & Campus Events staff at the start of the planning stages can provide you with options and resources.

While many spaces can be reserved through specific offices or departments. These are several campus spaces that can also be served by contacting the staff that oversees the space.
ANGIE BATTIN, 
COORDINATOR OF 
CONFERENCES AND 
CAMPUS EVENTS 
contact: 765-658-6596 or 
abattin@depauw.edu

ALL OF CAMPUS

JAMIE SIBBIT, 
ADMINISTRATIVE 
ASSISTANT FOR 
CONFERENCES AND 
CAMPUS EVENTS 
contact: 765-658-4626 or 
jmsibbit@depauw.edu

UNION BUILDING
To get access to E-Service’s scheduling form, student leaders can attend a training session that provides the access to reserve spaces.

If the organization does not have access, working with their organization advisor to reserve the space is encouraged.
To get access to E-Service’s scheduling form, student leaders can attend a training sessions that provides the access to reserve spaces.

If the organization does not have access, working with their organization advisor to reserve the space is encouraged.
- For requests, you will need Student Org. Account #
- Some requests require advisor approval (camera, mega phone, etc.)

Here are some input fields from the form:

- Estimated Attendance
- Start Setup Time
- End Tear Down Time
- Audio/Video Needs:
  - Microphones
  - Speakers/Sound
  - Projector/Screen
  - Mac/PC Connectors
  - Lights
  - Media Staffing (audio/lighting)
Once the form has been submitted, a DPU Event Request e-mail will be sent. This is informing the requester that the space is being processed by the staff.

An Event Confirmation e-mail informs the requester that the space is available for their event. These e-mails contain an Event ID for any media or catering requests.
Lilly Center Requests & Athletic Facilities Reservations
Mary Bretcher (mbretscher@depauw.edu) or (765) 658-4946
- Athletic Clubs should contact both her and Angie Battin, as well as Facilities Management for outdoor light requests.

Inn At DePauw
Karen Weaver (kweaver@depauw.edu) or (765) 658-1000
http://www.innatdepauw.com/

Cultural Resource Center Spaces
Vvie Nguyen (vivienguyen@depauw.edu)
http://www.depauw.edu/studentlife/diversity-on-campus/cultural-resource-centers/
- Association of African American Students (AAAS): 310 Hanna St.
- Dorothy Brown Cultural Resource Center: 314 Hanna St.
- Russell J. Compton Center for Peace & Justice: 500 E. Seminary St.

Women’s Center Space
Sarah Ryan (sarahryan@depauw.edu)
Women’s Center: 306 Hanna St.

Janet Prindle Institute for Ethics
Linda Clute (lclute@depauw.edu) or (765) 658-4075
http://www.depauw.edu/academics/centers/prindle/
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Student Event Application
If you would like to host an event at The Prindle Institute, please fill out the application below. If you have questions, please contact Linda Clute, Assistant Director, lclute@depauw.edu.

GUIDELINES
1. For Prindle Institute events, the theme of ethics gets first priority.
2. These events should have a primarily intellectual focus.
3. Events should be scheduled a month in advance if possible. Requests must be submitted at least two weeks prior to the event.
4. The event must have a faculty or staff sponsor who will remain on-site during the event and assist the student organization during the planning process.

TODAY'S DATE

NAME OF STUDENT COMPLETING THIS APPLICATION
Major campus events require a completed Event Planning Registration Form. This form will need the signatures of advisors, Greek Life Coordinator and Public Safety, three weeks prior to the event. To start the process contact Camps & Conferences at (765) 658-4262 or
http://www.depauw.edu/offices/campusevents/

In planning events with large crowds (i.e. concerts and dance/parties), organizations need to work directly with Public Safety to implement event management protocols (765) 658-4261 or

http://www.depauw.edu/studentlife/campus-safety/
Once the form has been submitted, a DPU Event Request e-mail will be sent. This is informing the requester that the space is being processed by the staff. An Event Confirmation e-mail informs the requester that the space is available for their event. These e-mails contain an Event ID for any media or catering requests.
With your Event Confirmation ID # you can request tables, chairs, electricity, stage, etc. through Facilities Management.
Campus Noise Policy

Having a wide variety of education, social, and cultural events on campus is an important part of DePauw community. It is University policy, suggested by students, to strongly discourage weekday events that will create noise issues. The following guidelines are issued to encourage responsible social functions and curb excess noise. These recommendations are solely for University policy. City and state laws also may apply.
- Outdoor events that will create noise should end at 9 P.M. on weekdays and 11 P.M. on Fridays & Saturdays.

- Events that are likely to create noise-causing situations are not permitted during class hours, except by permission of the Office of the Dean of Students. At other times, such as events cannot begin earlier than 11 A.M.

- At no time should speakers or sound systems be in windows or outside living units, unless permission is granted through the Office of the Dean of Students.

- Living unit president(s) are expected to act promptly and responsibly to all complaints and concerns voiced by an outside agency.

- The Greencastle City Council meets the second Tuesday of each month at 7 P.M. Any requests for Noise Ordinances, etc. need to be approved by submitting the appropriate forms 14 days prior to the event, with Public Safety’s approval and permission.
FOOD:
Events in the Union Building that are from Off-Campus Vendors need to have a waiver form signed by Jason Rose prior to the event:

- **Jason Rose** (General Manager for Bon Appetit)
  408 S. Locust Street
  Greencastle, Indiana 46135
  P: 765.658.4322
  E: Jasonrose@depauw.edu

- Catering | DePauw University
  Bon Appétit Management Company | Food Service for a Sustainable Future®
  765-658-4323/765-658-5421
  | DePauw.cafebonappetit.com | @BAMCO_DePauwU
FOOD: John Hecko

- Catering | DePauw University
- Bon Appétit Management Company | Food Service for a Sustainable Future®
- 765-658-4323/765-658-5421 | DePauw.cafebonappetit.com | @BAMCO_DePauwU

- They will issue an invoice that needs signed (preferably by advisor) and Student Organization account number needs to be provided.
Advertising Your Event

Please review the Campus Publicity Policies before getting started with the marketing of your event. Below are a few guidelines and recommendations of mediums for promoting your events:
1. All posted advertising, promotional, or informational materials should include the recognized student organization, agency, department, or individual sponsoring the event/program or responsible for the message. Publicity materials that do not reflect this information will be removed.

2. All printed or painted materials designed for display on any surface are restricted to designated permanent bulletin boards or poster kiosks inside or outside University buildings unless there is prior approval from Campus Life. Yard signs will not be permitted to be displayed without the prior approval of The Dean of Campus Life. Yard sign locations on the campus grounds must be approved by Facilities Management staff following the Dean’s approval of the material.

3. Sponsors shall limit postings to one (1) copy of each flyer per bulletin board. Multiple postings will be immediately removed.

4. Flyers are not to be placed or affixed in any way to sidewalks, lampposts, trashcans, benches, or other surfaces.

5. Any publicity affixed to glass surfaces or doors and walls will be removed.
6. Sponsors are responsible for the removal of all flyers after the event.

7. All sidewalk chalking must be water-based white or colored chalk and on horizontal surfaces only. Chalking must be clear of any overhang or awning so that it can be washed away by rain. Violations may result in charges assessed by Facilities Management to the sponsor.

8. Tree banner/sheet signs at the academic quad, hub, Bowman Park, or near residence halls should be legible and should not obstruct walkways. These signs should be taken down promptly after completion of the event.

9. For DePauw Residence Halls and University-Owned Apartments and Houses: All signs and flyers should be attached to the designated campus bulletin board on the main floor of the residence halls. Floor bulletin boards are for the use of each floor community and are under the supervision of the RAs and residents of the floor. No flyers of any kind should be distributed to student rooms. Postings are not to be affixed to glass, walls, doors, or bulletin boards not designated for postings. Additionally, postings should be affixed with thumbtacks or staples rather than tape.
Only recognized student organizations may post in the residence halls. All positions should include the name of the sponsoring organization. Sponsors shall limit postings to one copy of each flyer per bulletin board. Any item not adhering to these guidelines will be removed. Damage resulting from the hanging posters, signs, etc., may result in charges being assessed to the group or organization that sponsored the advertising.

10. All signs, banners, or posters which are visible from the outside of University-Owned living units must be approved by the Campus Living and Community Development Office prior to being displayed. All unapproved signs, banners, or posters will be removed.

11. Non-DePauw University sponsors may display publicity materials on the Community Board, located directly across from the Bookstore entrance. In the Memorial Student Union Building. Posted materials must have sponsor information and expiration date clearly marked. Advertisements for alcoholic beverages will not be accepted. DePauw student organizations are asked not post on this board.
12. The DePauw Weekly is the e-mail venue by which events can be sent to students. To have something included in the DePauw Weekly, please fill out the form at the following website: http://www.depauw.edu/studentlife/campusliving/depauw-weekly-submission/. Additional mass email publicity to students is not provided.

13. In support of DePauw’s sustainability initiative, the utilization of student mailboxes in the Memorial Student Union for publicizing events is no longer available.
ALLOCATIONS & BUDGET USE
The DePauw University Allocations Board shall be responsible for the disbursal and oversight of the Student Activity Fee, while ensuring all funds are used to further a positive campus community in accordance with the Philosophy of the Student Fee.

Membership of the Allocations Board shall consist of the following:

A. Director of Allocations shall chair Allocations Board.

B. Five (5) students elected by the student body for a year-long term.

C. Two (2) students who have previously served on the Allocations Board shall be appointed by Director of Allocations for a year-long term. If these two positions are not filled via returning Board members, then assembly will elect students to fill these vacancies, which will be open to all students.

D. Two (2) students shall be elected by the Reps.

E. Dean of Campus Life shall serve as ex-officio member

1. No student shall vote on the Allocations Board for any organization requesting money from the Student Activity Fee if he or she serves as President, Vice President, or Treasurer of that organization.
The DSG Allocations Board accepts formal requests for funding once each semester and also through Event-by-Event. The Event-by-Event form can be found online or questions can be answered by contacting dsg_allocations@depauw.edu with any questions.

Article IV: Allocation of Student Activity Fee

Section 1. Philosophy of Student Activity Fee

The DePauw University Student Activity Fee should be used to create a campus climate, socially and intellectually, comfortable and advantageous to the entire DePauw community.

Section 2. Priorities

The following prescribes the priorities, from greatest to least, for the use of the Student Activity Fee:

A. Events open to the entire campus community
B. Events co-sponsored with a recognized student organized, university office, or academic department.
C. Events exclusive to members of the organization
D. Events requiring full use of campus advertising.
Section 3. General Operating Funds

The use of General Operating Funds will be explained thus:

A. General Operating Funds are defined as, but are not limited to:
   1. Budget requests for conferences
   2. Advertising
   3. Supplies
   4. Copies
   5. Maintenance issues
   6. Office expenses

B. General Operating Funds shall be included for review during the allocations process.

Section 4. Procedures

The procedure for allocating the Student Activity Fee will be following:

A. All organizations requesting money shall submit budgets no later than the date set by the Allocations Board.
A. The Allocations Board may personally question representatives from organizations requesting money as deemed necessary for further consultation.

B. Organizations shall receive notification of allocations no later than the final week of classes of each semester.

C. Budgets shall be considered, in no particular order, on the basis of:
   1. Priorities outlined in Article IV: Section 2 of these Bylaws.
   2. Adherence to Philosophy of Student Activity Fee.
   3. Necessity, novelty, and diversity of programming.
   4. Total amount of money available for funding each semester.
   5. Organizations requesting money must be recognized.

F. All Student Assembly Organizations that are considered to be Living Units will be limited to Event by Event funding from the Allocations Board.

G. All receipts must be presented at the Budget Proposal meeting from the prior semester.
Section 5. Components of a Budget Proposal

Organizational budgets must contain the following criteria:

A. Cover Sheet
B. Programming and Operation funding requests.
C. Itemized expenditure list from previous semester.
D. List of activities and approximate attendance at each activity from the previous semester.
E. All receipts from the prior semester.
Section 6. Event-By-Event Funding

Event-by-Event funding be constituted by:

A. Event-by-Event funding shall exist to fund unforeseen organizational needs that may not have been present during the regular allocations process.

B. All requests must be in the spirit of the Philosophy of the Student Activity Fee and are subject to the priorities outlined in Article IV: Section 2 of these Bylaws.

C. The Allocations Board shall meet as necessary to hear these funding requests.

D. The organizations shall present requests to the Allocations Board for individual review.
Specific rules regarding the activity fee are as follows:

Purchasing alcohol or drugs with activity fee money is not allowed. Purchasing T-shirts with student allocations money is also prohibited by allocations. Sometimes organizations request money fro events that, for a variety of good reasons, do not take place. In that case, contact the VP of Finance of any changed. You may be allowed to spend the allocation on another event that is in keeping with the spirit of the one you originally requested for funding.

For more information about Allocations please visit the DePauw Student Government website or email dsg_allocations@depauw.edu.
1. More likely to fund an event with a breakdown of cost and prices.
2. If there are costs outside guidelines, the organization must explain the purpose.
3. Encourage paperwork that supports high cost items (quotes/vendors/speakers).
4. Student Activity fee is not to be used for giveaways or monetary prizes unless central to the event. (example: 3V3 Basketball Tournaments)
5. Registration and dues costs are only partially funded for organizations that are open to all students. Closed organizations must pay their own fees of this sort.
6. Only cost that are central to events will be funded if funds are available. Keep in mind that the Allocations Board receives more requests than it is capable of funding.

Allocation Expense Guidelines:
7. Allocations will only fund for gasoline and travel expense. Those that are traveling to conferences/tournaments off campus, the requesting organization bares the burden of proving to Allocations Board the benefit to DePauw University.


9. Pizza is allotted at $10/Box.

10. Projector & Screen: $65.00

11. Utensils and Plates: $20.00

12. Advertisement: Events under 100 attendees: $20.00 and those over 100 $30.00. Events over $2000, can request double the advertising budget if the plan is presented to the Allocations Board.
   - Sheet Signs: $5
   - Paint: $6
   - Chalk: $6

13. Decorations are given last priority and should not exceed $100.00

14. Organizations who wish to change their event after the allocations of the Student Activity Fee must notify the Allocations Board. This prevents organizations from misusing funds from previously approved events.
One of the most important aspects of this process involves the Business Office. Once the money is allocated, The DSG Vice President of Finance transfers it to the Student Organization Accounts. Organizations should contact Campus Life if they do not have an Student Organization Account through the Accounting Office. Officers will need to e-mail Campus Life with the following information, at a minimum of two weeks prior to the allocation process:

1. Organization Name
2. Treasurer & President Names
3. Type of Organization (i.e. Dance, Religious, Athletics, etc.)

Once the allocations is transferred into the account, the organization’s treasures can access it by filling out a voucher form and submitting it along with a contract, invoice, or receipt (in the case that you are reimbursing someone).
Account information and budgets can be reviewed on E-Services.

1. New officers should contact their advisor to communicate with the Business Office to get access through Karen Phillips (advisor must e-mail her with officers).

2. Student Fund Voucher Cards need signed by Treasurer, President and Advisors.

3. Treasurers should look at the organizations e-Service account before issuing any vouchers.
Vouchers should have complete information in order to have it processed in time.

1. Attached receipt for reimbursements or invoice for cash advances.
2. Organization Account Number.
3. Description.
4. Advisor Signature.

NOTE: All transactions should be completed within a 2 week period. It is not guaranteed that reimbursements will be processed within a reasonable amount of time.
Advisors

Advisors are expected to be knowledgeable about the budget the organization submits and only sign off on vouchers that are related to the programs that allocations has approved in the budget.

IMPORTANT:

- Vouchers need to be completed and submitted to the Business Office by **WEDNESDAY** in order to process the request by that **Friday**.
- Advances should not be requested to pay businesses that can be paid via check or direct deposit.
- Advances must be approved by the organization advisor or treasurer.
- Advances should be cleared immediately following the event. You cannot request a second advance if you have an outstanding advance.
- You must provide itemized receipts to document expenditures and return unused cash. If you spend more than your advance, you can submit a voucher to be reimbursed for the difference, unless you have been given a limit.
CASH ADVANCE

• Cash Advance Responsibility Form
• Receipts and change must be returned within 2 weeks of the event.
• Must use the Cash Advance for the event that it was intended for
  – (i.e.: Do not hold onto remaining funding for your next event).
IMPORTANT:

- In the event your function has been canceled, you must return the advance or check. Under no circumstance should it be held and used for a further function.
- Payments to vendors requires W-9 forms to be submitted, if they are not already on file with the Accounting Office.
- If you have any questions or concerns, please contact Amy Cherry (amycherry@depauw.edu) or (765) 658-4121
Copies of the W-9 form can be found in the Business Office. In working with the staff, we can determine if the company has already filed a W-9 with DePauw. All new companies and services need to have a W-9 submitted before payments are made.
Leadership & Executive Board

This is the first thing that ALL new Presidents should address, aiming for submitting updates the week they become elected and begin their term. Campus Life aims to maintain an accurate list of organization leaders, officers, and advisors each semester. In order for us to communicate effectively with all organizations, we ask that all changes be made immediately through this online form:

http://docs.google.com/a/depauw.edu/spreadsheet/viewform?formkey=dERfMnJVVY3A3WTdLLTJEMEs0aV9tVmc6MQ#gid=0
Negotiating contracts for speakers, comedians, musicians or other types of education or entertainment is an important function of DePauw’s student organizations. Unfortunately, contract negotiation is also wrapped up in some complex legal and financial issues. As such, Campus Life is happy to consult with student groups and their advisors as the negotiate contracts.

If you are bringing an outside artist that requires a contract, it must be signed by JC Lopez, the Assistant Director of Campus Life or Dorian Shager, Dean of Campus Life if it is over $1,000.00. Those contracts are under $1,000.00 will require an advisor signature and a copy to be provided to Campus Life.
Contracts & Vouchers

IMPORTANT:

- Students should be aware that verbal agreements may be legally binding and should use caution when negotiating with booking agents.

- This policy applies only to organizations using University account or money for the program. The Organization of Resident Students (ORS) and Union Board are exempt from this policy as they are advised directly by members of the Student Life staff. ORS and Union Board are requires to contact the advisor for their organization and obtain his or her signature on any contracts.

- Also, all contracts need to have a W-9 tax form filled out as well to be fully processed, to ensure that payment will be available on time. You can get this hardcopy of this from Campus Life in Union Building 210, the Accounting Office in the Administration Building or on the Business Office & Finance website under Vendor Information.
Campus Life

Memorial Student Union
408 S. Locust Street
Greencastle, Indiana 46135
P: (765) 658-4270
F: (765) 658-4274

campusactivities@depauw.edu
http://www.depauw.edu/studentlife/