

# Student Organization Handbook

**Brought to you by:**

**The 2007-2008 CSO Commission**

**October 2007**

# **Greetings from the CSO Commission!**

**We hope you find this handbook helpful throughout the year. If at any time you have questions or concerns, please feel free to contact anyone on the CSO Commission. We are located in the Student Government office in the Memorial Union.**

**Sincerely,**

**The 2007-2008 CSO Commission**

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## **Advising Student Organizations**

All recognized student organizations at North Dakota State University must have an advisor who is a member of the NDSU faculty or staff.

There are many benefits associated with becoming an advisor to a student organization. Here are some:

- Satisfaction of seeing and helping students learn and develop new skills.
  
- Watching a disparate group come together to share common interests and work toward common goals and an understanding of differences.
  
- Developing a personal relationship with students.
  
- Furthering personal goals or interests by choosing to work with an organization that reflects one's interests.
  
- Sharing one's knowledge with others.

## **Advising Responsibilities**

The specific roles and responsibilities of an advisor will vary from organization to organization and from advisor to advisor, but the following presents a list of general responsibilities one may have.

**Leadership Development** - Through personal interaction and program development, the advisor can play a significant role in furthering leadership development and personal growth of members, as well as identifying new leaders for the organization. Some specific developmental areas that the advisor may enhance are interpersonal communication skills, planning skills, and organizational skills. The advisor should be available to assist with organization retreats and workshops.

**Consultation** - The advisor should meet regularly with officers/chairpersons concerning activities and should be aware of what projects and events are being planned. Through continued open interaction where ideas can be expressed freely, the advisor serves as a resource person to point out new perspectives and guide the group toward activities and individual performance worthy of a major university.

**Continuity** - The turnover of officers and members is often frequent, and at times the only link with the past is the advisor. The advisor orients new officers and members to the history and purpose of the group and helps them to build upon it. The advisor can also play an important role in helping members look toward the future by developing long-term goals and communicating those plans to future members. The advisor should be wary of an organization that focuses on "this is the way things have always been." S/he should encourage creative brainstorming to help an organization generate new ideas.

**Personal Assistance** - The interaction between advisor and member provides a unique opportunity to assist individuals with problems. The advisor should seek to assist students in maintaining a balance between academic and co-curricular aspects of student life. Knowledge of campus and community resources enables the advisor to make appropriate referrals.

**Interpretation of Policy** - As a representative of the University, the advisor is constantly in a position to interpret NDSU policies and regulations relevant to student organizations. The advisor should also be familiar with all organizational policies, i.e. constitution, by-laws, etc. The staff in the Memorial Union Student Activities Office is available to assist any advisor in communicating policies to organizations. The advisor should assist the organization in filling annual Student Organization Registration Forms. The advisor is responsible for and has the right to verify the eligibility of students who hold leadership positions according to the *Eligibility For Participation in Co-Curricular Activities* policy.

**Supervision** - The advisor has a responsibility to both the University and the organization to keep the best interests of both in mind. In a well run organization, the supervisory role may be minimal or nonexistent and the advisor may only have to intervene to prevent the violation of public or institutional policy. Supervision also consists of coaching individuals in their duties as officers or other leaders.

**Financial Supervision** - Each organization must have a treasurer and the advisor should spend time working with this individual to ensure accurate record keeping. Memorial Union Student Activities Office staff are available to assist any treasurer or advisor with matters related to financial practices, policies, and record keeping.

**Organization Records** - Maintenance and accessibility of records and minutes is crucial to the functioning of a student organization. Organizations may apply for limited desk, storage, and mail box space in the Student Activities Office, Memorial Union 360. Advisors may also assist academic organizations to find space within their department.

**Organization Programs and Events** - Ordinarily, the advisor need not attend all organization events if they are held frequently, but should attend as many as possible. By participating, the advisor can help set the "tone," be available to deal with problems, identify areas of responsibility that can be improved, and demonstrate continuing and sincere interest in the group.

**Organization Meetings**- The advisor should attend all regular and special meetings of the organization in order to stay informed and be available for consultation or to introduce ideas and suggestions. Many advisors have a time slot on meeting agendas where s/he can let the group know about upcoming campus events, congratulate members, offer remarks of evaluation, etc.

**ADVISING IS AN INDIVIDUAL EXPERIENCE. ONE GETS BACK WHAT S/HE PUTS INTO IT!**

Each advisor and organization leadership should openly discuss what kind of role(s) the advisor should play with the organization. Some organizations have a pool of advisors to assist them with different aspects of the organization (financial, scholarship, programming, etc.) Some advisors have a high level of involvement with every aspect of the organization, others have a very limited role. It is up to the organization and the advisor to set the parameters of involvement.

*Adapted from Leader Bits, The University of Kansas*

### **Benefits of becoming a recognized Student Organization**

Co-curricular activities are considered an integral part of the University's educational mission. Involvement in co-curricular activities contributes significantly to a student's personal development, intellectual growth, and social responsibility. Consequently, any group of students who have a common bond or interest is encouraged to band together and form a recognized student organization. As an officially registered student organization, each group must recognize its obligation to the educational advancement of its members, as well as North Dakota State University.

### **BENEFITS AND RIGHTS OF RECOGNIZED STUDENT ORGANIZATIONS AT NDSU**

- Listing in official University publications.
- Use of Memorial Union and other University facilities.
- Use of a faculty or staff advisor.
- Use of Inter-Campus Mail service.
- Eligible to apply for Student Activity Fee funding.
- Eligible to participate in Homecoming and other University-wide activities.
- Use of the Leadership Library in the Student Activities Office.
- Program planning advising from the Student Activities Office.
- Leadership Skills Advising from the Student Activities Office.
- Use of a mailbox in the Student Activities Office.
- Eligible to apply for desk and storage space in the Student Activities Office.

### **HOW TO BECOME A RECOGNIZED STUDENT ORGANIZATION**

Complete a Student Organization Registration Form, Student Organization Equal Opportunity Assurance Form, Anti-Hazing Waiver and Organization Constitution (sample constitutions are available in the Student Activities Office). All necessary forms may be picked up in the Student Activities Office, Memorial Union.

Schedule a hearing before the Student Government Commission for Student Organizations by contacting the Commissioner for Student Organizations at Memorial Union, (701) 231-8460.

The Commission for Student Organizations will then make a decision deciding an organization's recognition.

New student organizations are usually granted Temporary Recognition for one semester. At the end of the semester, they are then asked to return to the Commission of Student Organizations to request Full Status.

### **Charging at the Varsity Mart**

The basic facts about charging to departments include having a list of authorized persons in the store, purchasers coming in with their NDSU ID, minimum amount to charge (\$5), and what are acceptable items to charge to your account. Please see the store if you have further questions.

### **Copy Shop**

#### *Reproduction Services*

#### ***How can the Copy Shop help your organization?***

- Reproduce organization minutes
- Save money
- Create an official manual
- Create a retreat handbook
- Announce your organization as sponsor of an event through posters
- Send and receive faxes
- Advertise upcoming events through hand-lettered signs
- Design buttons for your organization or event

#### **Copy Services**

- Three sizes of paper

- Cardstock, and resume paper available
- Matching envelopes available
- Back to back, collated, stapled, three hole punched
- Transparencies and adhesive drafting film
- Color copies and transparencies
- Over 23 colors of paper
- Reductions and enlargements

*Save money.*

### **Copy Cards**

- Discount cards are available in \$45, \$25, or \$10 amounts
- Discounts range from 10% to 20%
- Leave the card on file at The Copy Shop or take it with you

*Create handbooks and manuals*

### **Binding**

- Velo and spiral bind with many different covers to choose from

*Send a message. Receive a message.*

### **Fax Service**

- Send a fax to your national organization or down the street. Our rates are quite competitive with off-campus fax services.
- Incoming faxes- make sure that the sender puts your name and phone number on the fax

*Protect and preserve the important things in life*

### **Laminating**

- Three sizes: Credit card, letter and menu

## Graphic Services

*Advertise your upcoming event*

### **Hand Lettered Signs**

- Any size you need. Available in many different colors and styles.

*Give certificates to graduating seniors or award winners*

### **Desktop Publishing**

- Student graphic artists can design your latest flyer, brochure, form, invitation, poster, certificate, and more.

*Show the world that you belong*

### **Buttons**

- 2 1/2" buttons available
- Provide your own design or commission an artist to make one for you.

*Announce events and services*

### **Poster Printer Signs**

- Two banner sizes: 17"x 25", or 23"x 25"
- Enlarge your black and white flyer
- Four different colors available

### ***Plan Ahead***

- Jobs at Graphic Services, binding and large quantity copy orders can not be done immediately.

## **Eligibility Requirements**

Students holding elected or appointed leadership positions must meet the following academic and good conduct eligibility standards:

1. Students in leadership positions must have attained and must maintain during the term of participation a minimal cumulative grade point average of 2.0.
2. Undergraduate students in leadership positions must be enrolled for and maintain a minimum of nine (9) semester credits during the term of participation, and have successfully completed nine (9) credits from the previous semester.
3. Graduate students in leadership positions must be enrolled for and maintain a minimum of six (6) semester credits during the term of participation, and have successfully completed six (6) credits from the most previous semester. Graduate students who completed less than 6 credits from the previous semester will NOT be considered ineligible if they were solely enrolled in a credit or credits toward their thesis or dissertation. Graduate students who are enrolled in less than 6 credits during the current semester will NOT be considered ineligible if they are solely enrolled in a credit or credits toward their thesis or dissertation.
4. Co-op/internship students: When eligibility to participate is being checked, if a student has been on a co-op or internship experience during the "most previous semester", the semester previous to the co-op or internship should be examined for credit load and cumulative grade point average.
5. Students in leadership positions must be in good conduct standing with the Office of the Dean of Student Life.
6. First semester new freshman, transfer students, and graduate students will be treated comparably according to available information.

## **ELIGIBILITY REVIEW PROCESS AND APPEAL PROCEDURES**

Each semester, the organization/group shall be responsible for submitting the 'Request to Check Eligibility for Participation Form' on the identified leadership positions for the organization/group. The advisor must sign to ensure completeness and accuracy.

The eligibility review process will begin with a student submitting an eligibility appeal form to the Dean of Student Life. The Dean of Student Life will assemble the Eligibility Appeal Committee consisting of one person from the Division of Student Affairs, a member of Student Court, preferably the Chief Justice, and a representative of the Registrar's Office to review the eligibility request, using the guidelines/criteria. In the event that one of the above designated members has a conflict of interest, the Dean of Student Life will identify another individual from the University to serve on the committee reviewing the eligibility request. This committee will inform the student of the decision. The student may appeal the decision to the Dean of Student Life.

## **Entertainment Contracts**

Anytime your organization is hiring someone to complete a service or perform, you should have a signed contract with that individual or agency. This is intended to provide you with some general planning tips, not legal advice.

**Entertainment Contracts** are the binding agreements between an artist/agency/performer and the sponsor, who is always the student organization. A contract details all the terms that have been agreed upon by both parties and indicates both parties intent to follow through with the specified performance.

**Verbal Agreements** can be just as binding as written ones, and performers and agencies have been known to take people to small claims court over verbal agreements made too hastily. Avoid entering into any verbal contracts until you are *certain* that the event will be happening.

**Deposits** may be requested by an artist/agency/performer upon signing a contract. However, you should remind the artist that the contract is a legally binding document and that they are dealing with an organization, not an individual. It is standard practice for most colleges and universities to refuse to pay deposits and pay artists in full *after* he/she has completed his/her obligations per the contract. A performer is more likely to pull out on you, than you are to cancel on them. Refusing to pay deposits can help protect your organization from loss if a performer does not fulfill his/her obligations of the contract.

**Technical Riders** include stage specifications, light and sound requirements, electrical power requirements, hospitality requests, parking needs, etc. Some riders can include absolutely ridiculous requests, most of which can be negotiated out. They are part of the contract and are legally binding as well.

**Standard Engagement Agreements** are available in the Student Activities Office, Memorial Union 360. This blank contract was written by the National Association for Campus Activities, one of the professional associations that NDSU is a member of. Feel free to use these contracts if you book a performer that does not have his/her own contract.

**Negotiating Fees** can be an intimidating experience for new program planners. It is best if you shop around to find the best price available. If you are aware of the market price for DJ services, you are less likely to end up paying too much. It is best to negotiate an *all inclusive fee* where you are not responsible for travel, lodging, meals, etc. Many new programmers have been shocked by several hundred dollar room service bills!

**Contracts Should Include:**

- Name of the Sponsoring Organization - *Contracts should be between the organization and the agency/artist. They should not be between an individual organization member and the agency/artist. They cannot be between NDSU and the agency/artist for student organization sponsored events.*
- Name of the Agency/Artist

- Description of the Type of Performance
- Day and Date of Performance
- Location of Performance
- Starting and Ending Times of the Performance
- Number and Lengths of Any Breaks
- Time Performer Will Arrive for Set-up
- Who the Check Should be Made Payable to
- Amount of Payment
- Equipment the Sponsoring Organization Agrees to Supply
- Equipment the Artist Agrees to Supply
- Address and Telephone Number of the Performer
- Social Security Number or Federal Tax ID Number of the Agency/Artist
- Name, Address, and Telephone of Performer's Agent
- Name, Address, and Telephone of Organization Representatives
- Signatures of the Performer and the Organization Representative

THERE ARE SOME STANDARD CLAUSES OF MOST ENTERTAINMENT

CONTRACTS THAT YOU SHOULD MAKE SURE ARE INCLUDED:

**Choice of Law** - Any controversies arising between the Artist(s) and the Purchaser pertaining to this contract shall be resolved by the Courts of the state of North Dakota.

**Employment Status** - It is understood that the Artist(s) executes this agreement as an independent contractor and is not an employee of the Purchaser. Artist(s) agrees to perform and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement hereunder, including but not limited to Social Security laws, Workman's Compensation Insurance, Income Taxes, State Employment Insurance taxes or contributions, Public Liability Insurance; and Artist(s) will hold purchaser harmless against any such laws as well as against all Union claims for welfare payments.

**Copyright Issues** - Artist(s) represent that in performing their act under the terms of this contract, they are not infringing on the property right, copyright, patent right or any other right of anyone else; and if any suit is brought or a claim made by anyone that anything in conjunction with the ownership of the presentation of said act or appearance is an infringement on the property right, copyright patent right or other rights. Artist(s) will indemnify the Purchaser against any and all loss, damage cost, attorney fee or other loss whatsoever by reason of Booking Agency permitting or allowing the presentation of the act or attraction called for herein.

**Cancellation** - Either party may cancel this Agreement as follows: 1. If either party gives the other 30 days prior written notice (Notice); or 2. If either party is unable to fulfill the terms of this Agreement due to an Act of God or any other legitimate conditions beyond the control of the parties. If the Artist fails to give Notice, the Artist will reimburse the

Purchaser for all bona fide out-of-pocket expenses incurred in the promotion and/or implementation of the Engagement upon Artist's receipt of a certified statement of such expenses. If the Purchaser fails to give Notice, the Purchaser may not seek reimbursement for all bona fide out-of-pocket expenses incurred in the promotion and/or implementation of the Engagement.

## **Forms**

See Equal Opportunity Form, Anti-Hazing Form, Volunteer Form, and Leadership Eligibility Form at the end of this document.

## **Listserv Policies**

### **A. Rules**

1. The message WILL be approved by the listserv moderator according to a specific schedule. See the table below for the schedule:  
You want it sent out → Monday Tuesday Wednesday Thursday Friday  
Get it to use by → Friday Sunday Monday Tuesday Wednesday
2. The message MUST be sent from an NDSU.edu address OR first and last name of sender must be in the email so we can verify you are student/faculty/staff of NDSU.
3. The message MUST originate from an individual with a University Department or student organization that is recognized by the Congress of Student Organizations as a permanent organization that is in good standing (CSO rating of 3 or higher).
4. The message MUST NOT contain attached documents or files of any type.
5. The message MUST HAVE general interest to the student body. This is determined by the Executive Commissioner or a member of the commission.
6. The message MUST state what organization/department and relationship between the sender and the organization (in email signature).
7. If you are requesting participation in a survey, the survey MUST be done through the Group Decision Center (ensuring anonymity and security for students).
8. If not easily understandable, the message will be sent back to the sender for clarification with an explanation of the reason it was returned.
9. The subject line must contain the organization from which the email is originating and may include an event description. The organization will list their name as it appears in the Congress of Student Organizations roster. If there is not enough information to compose a subject line for the email, it will be sent back to the sender.
10. The number of messages WILL BE limited to:
  - i. Tier I organizations two messages per week
  - ii. Tier II & III organizations your allocation will be based on your CSO rating.
    1. CSO of 5 = 6 messages per semester
    2. CSO of 4 = 5 messages per semester
    3. CSO of 3 = 4 messages per semester
    4. CSO of Temporary = 3 messages per semester
    5. CSO of 2 or 1 = 1 message per semester
    6. CSO of Probation = None

- iii. University Departments one message per week.
- iv. Exceptions to this may be granted at the discretion of the Executive Commissioner.
- 11. Messages WILL NOT BE sent on weekends, holidays, semester break, and summer semester.
- 12. NO corrections will be sent out for previous listserv messages, when you submit a message to the listserv, you take on liability for the content of the message.

#### B. Procedures

- 1. Put something about the event into the subject line, as well as the organization hosting the event.
- 2. Put details about the event into the message.
- 3. Determine when you want the message to be received by the Student Body, then consult the schedule in Section I, Part A, Line 1 and send your message accordingly. The message will be sent according to that schedule unless you gain special permission from the Executive Commissioner.
- 4. Send the email to the appropriate email address (ndsusg.techcomm@gmail.com).

### **Literature Distribution**

#### **GENERAL POLICIES** (*NDSU Rights & Responsibilities of Community: A Code of Student Behavior*)

- 1. All individuals or organizations responsible for distribution of literature on campus must be identified on the literature.
- 2. All individuals or organizations distributing literature will be held responsible for cleaning up all litter resulting from its distribution and clean-up costs will be assessed to any such person or group which does not clean up all such litter within a reasonable time.
- 3. Distribution by means involving shouting, pursuing, hawking or accosting is prohibited, as is any interference with normal university functions or interruption of the free of traffic, inside or outside any building.
- 4. Commercial literature may not be sold or distributed on campus unless approved according to the Commercial and Fund Raising Activities policy.
- 5. Literature may not be distributed in classrooms except by permission of the instructor or by recognized student organizations at scheduled meetings or events.

#### **MEMORIAL UNION POLICIES** (Memorial Union Policies and Procedures Manual)

1. Any person or group of persons may distribute literature from the Literature Center in the main concourse area.
2. Any person or group of persons may reserve contact tables in the main concourse area. Tables are assigned on a first come, first serve basis, for up to two-week periods. Contact the Memorial Union Scheduling Office to reserve a table.
3. Stand up distribution, which for reasons of traffic control, will not be allowed in the following areas of the Memorial Union:
  - A. At any entrance to the building between 11 a.m. and 2 p.m.
  - B. In or at any entrance to any dining area, including the Atrium, Cul de Sac or Group Decision Center.
  - C. On the third floor during periods of university registrations.
  - D. Any other area in which distribution is or would be likely, in the Union Directors opinion, to cause congestion or disruption. In any case, the distributor(s) must register in advance in the Memorial Union Director's office, at which time the following information will be required.
    - a. The type, location, date(s) and time of distribution.
    - b. A copy of the literature.
    - c. The name of the organization represented, if any.
    - d. The name, address and signature of the person or a group representative.
4. Any person distributing literature inside or outside the Memorial Union must have approval from the Director of the Memorial Union, Administrative Office. If approval has not been obtained, a Literature and Activity Registration Form can be obtained from the Scheduling Coordinator or the Memorial Union Office Manager in the Memorial Union Administrative Office.

**RESIDENCE LIFE POLICIES** (NDSU Rights and Responsibilities of Community: A Code of Student Behavior, August 1998)

1. Literature is to be distributed within the residence halls must be approved by the Associate Director of Residence Life and the Residence Hall Director. Take the literature to Residence Life, West Bison Court, to obtain a distribution permit.
2. Take the permit and literature to each hall during office hours. Check with Residence Life for current office hours of each hall and for the number of residents and mailboxes.

3. Information regarding the number of residents in the F-court, University Village and Bison Court can also be obtained from the Residence Life Office. Literature for these units is to be bundled and taken to the Residence Life Office.

### **Planning a Raffle**

A carefully planned and executed raffle can be an excellent fundraiser for any organization. The following information should help you plan a successful raffle.

#### **Raffle Permit**

Raffles or lotteries must be approved by the Fargo City Commission at least thirty days prior to the event. Permit applications may be obtained from the City Auditor's Office, City Hall, 200 N. 3rd. St., second floor, 241-1304. Each permit is \$25. The Coordinator for Student Organizations and Greek Life in the Memorial Union Student Activities Office must sign the permit applications for any NDSU student organization.

#### **Raffle Prizes**

Keep in mind that the more useful and creative the prize, the better the success of your raffle as a fundraiser. Consider what your target audience needs/wants and would invest money in a chance to win. All of the raffle prizes should be collected and secured in a safe place before you begin selling your raffle tickets. Some organizations find it successful to collect a few large prizes (i.e. t.v., cd player, cash, etc.) while others gather one big prize and a large pool of smaller prizes (i.e. gift certificates, dinners, etc.) You should be cautious of counting on anticipated ticket sales to purchase your prizes. If the proceeds or a portion of your proceeds will benefit a local charity, you may be successful in getting prizes donated from local stores and companies.

#### **Raffle Tickets**

Raffle ticket should have two portions. The organization's half should contain:

- The ticket number
- The name of the buyer
- The phone number of the buyer
- The name of the seller

The portion of the ticket that the buyer keeps should include the following information:

- The ticket number
- Name of the sponsoring organization

- Name of the charity the money will go to (if applicable)
- The day, date, and time of the drawing for prizes.
- A listing of the prizes to be awarded (a summary is acceptable if you have several prizes)
- The phrase “Winners need not be present at the time of drawing.”

Each ticket must be numbered. The number on the ticket should be in a different color of ink from the printed information on the ticket. This can help prevent fraud because the tickets will be harder to duplicate.

### **Ticket Sales**

The more tickets that your organization sells, the greater your profits. Every member of the organization should assist with ticket sales. The Raffle Coordinator should keep a log of what members have what tickets. You should set a deadline for when they must turn in the money collected and any unsold tickets. Members should be held accountable for any discrepancies.

### **Drawing for the Prizes**

All drawings should be held in a public area. It is advisable to have someone not directly affiliated with the organization do the actual drawing of the winners. Although winners need not be present at the time of the drawings to win, they should be immediately notified of their good fortune. All prize winners are responsible for any taxes on their winnings. You should keep a list of all winners and their prizes.

## **REGULATIONS GOVERNING NDUS STUDENT**

### **USE OF STATE VEHICLES**

1. Students employed by North Dakota University System (NDUS) institutions have access to state fleet vehicles for travel in the performance of job duties to the same extent as other state employees.
2. NDUS students not performing job duties may use state fleet vehicles for field work and other academic course requirements. Members of student organizations affiliated with NDUS institutions may use state fleet vehicles for travel to student government activities and other activities sponsored by NDUS institutions or NDUS student organizations. Students may not use state fleet vehicles for personal use or social functions, for example, travel to a bar is prohibited (although travel for meals while out of town is permitted.)

3. Students not performing job duties who want to use a state fleet vehicle shall complete a Student Request for State Fleet Vehicle form. The form must be signed by the faculty advisor of the student(s), or the director/coordinator of student activities. The form shall include the name(s) of the person requesting the vehicle and all persons traveling in the vehicle, name of the student organization, purpose of travel, date(s) and times of departure and return, destination, mileage, cost, and source of funding. A person who, within the past three years, was convicted of any criminal traffic offense or committed a noncriminal offense of careless driving, racing, or dragging may not operate a state

fleet vehicle. Each person who will operate a state fleet vehicle shall certify that s/he has a valid operator's license and has not, within the past three years, been convicted of any criminal traffic offense or committed careless driving, racing, or drag racing.

4. Persons other than state employees and NDUS students may not ride in or operate state fleet vehicles checked out to the student or student organizations.

5. Students using state fleet vehicles shall comply with all traffic laws and ordinances, and all regulations applicable generally to users of state fleet vehicles, including, but not limited to, mandatory seat belt usage, no smoking, and no consumption of alcoholic beverages. Non-employee student operators may be required to complete driver improvement programs to the same extent that requirement is imposed on state employees.

6. A copy of these regulations and safe driving guidelines shall be given to all non-employee student operators of state fleet vehicles.

7. Because of special insurance coverage concerns applicable to non-employee student users of state fleet vehicles, those students are encouraged to use alternative means of transportation whenever they can.

8. Students and student organizations that violate these regulations or state fleet services regulations are subject to suspension or revocation of access to state fleet vehicles and additional disciplinary measures imposed pursuant to applicable student conduct codes.

9. Each NDUS institution shall file with the NDUS office an annual report summarizing student use of state fleet vehicles at the institution.

#### **WHEN STUDENTS REQUEST STATE FLEET VEHICLES, THEY NEED TO:**

1. Complete the Student Request for State Fleet Vehicle, Form 50654.
2. Obtain faculty advisor approval, or the approval of the Assistant Director for Student Organizations and Greek Life.
3. Submit the completed form **AT LEAST ONE WEEK PRIOR TO DEPARTURE** to the vehicle dispatch location in Thorson Maintenance, Physical Plant.

## **Table Tents**

The Memorial Union has implemented the following guidelines to assist your organization or department in advertising and promoting your upcoming event.

1. Only University departments and recognized student organizations will be allowed to post table tents in NDSU dining rooms.
2. Table tents must be printed on cardstock or 40# paper, with a minimum of a 1 3/4" base.
3. Organizations must contact the Scheduling Office, Memorial Union, 231-8417 or 231-9447, to reserve a space on the calendar to display table tents. All table tents **MUST** be stamped and dated by the Memorial Union before they can be displayed. Arrangements can be made to have original table tent stamped prior to duplication.
4. No more than two (2) groups\* will be allowed to display table tents at any given time.

Reservations are taken on a first come, first serve basis.

5. There are 60 tables located in the Cul-de-Sac and Recreation and Outing Center. Each group (2 total) is allocated 30 tables to advertise their event. Please do not place a table tent on a table that is occupied with another group's table tent (one tent on a table). No table tents will be allowed in the Alumni Lounge or meeting rooms. You may contact the Union Dining Center at 231-8122 for approval to distribute in the Food Court.

6. Organizations are responsible for putting up and removing all table tents. All table tents must be removed by the organization at the end of the week requested and/or the day following a dated event. A maximum of seven days will be allowed to display table tents. You are encouraged to check daily the Cul-de-Sac and Recreation and

Outing Center and replace lost table tents (30 maximum at one time).

7. Non compliance could result in the loss of privileges.

\*Exceptions will be made for special occasions.

## **You Are Here Signs**

1. One side will contain an NDSU campus map.
2. One side will be for the exclusive use of Student Government and Campus Attractions events.
  - a. Student Government will have top priority in posting on the shared side.

b. Student Government and Campus Attractions will have an opportunity to reserve space for special events.

c. If Student Government or Campus Attractions are not currently using their given space it will be open for public posting but subject to the same regulations that are applied to the public side and are not guaranteed the full two weeks. Should there be space available on the public side and the full term was not utilized, the poster(s) may be moved to the public side of the remaining allotted time.

3. The third side is to be used for the purpose of public postings.

a. The Executive Commissioner of Public Relations will have sole discretion of approving all postings.

b. There will be a limit of sixteen (16) 8 ½” x 11” signs posted on the public side.

c. The posting will be free of charge.

d. There will be a grid-style map for each of the three signs in the Student Government Office (Memorial Union) and will be updated as signs come in or when they are removed.

e. All campaign materials shall be prohibited with the exception of politically oriented student organizations for the purposes of event announcements.

# Suggestions?

If there is something you would like to see changed or added to the manual, please let us know!  
Student Government Office,  
Memorial Union 128!

Thank you!

