Student Event Recognition Packet

The purpose of the Student Event Recognition Packet is to provide student events recognition through formal means to gain access to the advantages provided by becoming a recognized event.

The purpose of the Student Senate is to represent the students in all matters of concern to the student body and to serve as a liaison between the students, faculty, staff and administration.
I. Introduction

The Student Senate is eager to see a variety of activities on campus and strives to support such activities. In an effort to better lend support to students and to see to the continued success of student activity, the Student Senate encourages all Student Activity Groups to seek recognition from the Student Senate.

II. Privileges of Recognition

All Student Events are entitled to these privileges pending their official Recognition by the Student Senate.

• Represent themselves as being affiliated with the College

• Reserve rooms or space on campus for meetings, activities, displays or promotions

• Advertise events or activities on campus through posters, the campus newspaper, and other approved means

• Be represented in the Bethany College yearbook

• Request funds or assistance from Student Senate and maintain a financial account with the Business Office

• Potentially—given proper permission and availability—reserve audio/visual or Food Service equipment or services, or use other campus services (e.g. print or mail services) for group activities

III. Terms and Conditions

All Student Events must adhere to these terms of conditions in order to maintain their Student Senate Recognition and to apply for and maintain Student Senate funding.

• All Student Events must respect the use of the college’s name. Bethany Lutheran College reserves the right to determine how its Name is to be utilized in all Student Organizations.

• All Student Events must abide by the standards established in the Statement of Community Responsibility.

• Bethany Lutheran College Student Senate reserves the right to revoke recognition status of any Student Event if circumstances deem it necessary to warrant this action.
• All Student Events must attend any mandatory meetings called by the Student Senate if necessary.

• All Student Events must adhere to the organizations approved constitution and by-laws.

• All Student Events adhere to all college policies as well as local, state, and federal laws.
IV. **Student Event Recognition**

*Student Events* are events on Bethany Lutheran College’s campus which are entirely student-initiated and student-run and occur on Bethany’s Campus on a one-time basis. This type of Student Activity Recognition does not require a constitution. To apply for recognition or re-recognition as a Student Event please fill out this page and return it to the Student Senate along with a community responsibility statement and a student activity advisor statement. Events are intended to be event by event type activities. Examples include speeches, presentations, and convocations.

Due Date for New Recognition .................................................. Anytime

Due Date for Re-Renewal .......................................................... Anytime

1. State the name of the event:


2. Is your event associated or affiliated with another department on campus:

   ___ Yes
   ___ No

3. If Yes to number 3, which Department: _________________________________

4. Describe the intent and the goals of the event:

   ________________________________________________________________

   ________________________________________________________________

5. List the students involved with organizing the event:

   ____________________________________________

   ____________________________________________

   ____________________________________________

6. List the location and date of the event along with all resources that will be used:

   ________________________________________________________________

   ________________________________________________________________

7. Return this completed form along with the following and submit to the Bethany Student Senate:

   [ ] Community Responsibility Statement  [ ] Advisor Statement
V. Financial Guide and Student Organization Funds Request Application

Mission Statement:
We, the Financial Affairs Committee, strive to allocate funds throughout the academic year to activities, Events and organizations judiciously while upholding the rules and regulations set forth by Student Senate and Bethany Lutheran College.

Overview of the Financial Affairs Committee:
The purpose of the Financial Affairs Committee of the Bethany Lutheran College Student Senate is to financially assist student groups in their pursuit of quality activities that provide enrichment not only for themselves, but also, for the entire college community. The Financial Affairs Committee shall be responsible for the yearly funding requests and yearly funding reviews.

Instructions:
• Complete the form as thoroughly as possible, answering every question if possible. If a question does not pertain to your organization please write “N/A” in the space provided.
• Student Events and organizations are expected to use their allocated funds responsibly, and in accordance to their budget. Any questionable use of allocated funds will result in a personal meeting with the Financial Affairs Committee Chairman to discuss the situation.

Fundraising:
The Bethany Lutheran College Student Senate encourages organizations to seek outside sources of funding, such as fundraisers and dues, to show a level of commitment on the part of the organization’s members. Collaboration between groups in planning and holding events is encouraged.

Rules and Regulations:
1. To be funded by Student Senate, the organization must be officially recognized by the Internal Affairs Committee and Student Senate.
2. Personal items such as apparel, personal equipment, or anything purchased for members of the group to keep will not qualify for funding.
3. The only funding that will be provided for movies is for rights to a movie open to campus.
4. Funding for food can be provided for special events advertised to the whole campus (i.e. speakers, cultural events, etc.). However, entire meals open to the campus cannot be funded in full.
5. Senate may fund organizations that are not open to everyone on campus as long as the organization sponsors at least one event/project/activity per semester that is open and well-advertised to non-members.
6. Advisor must approve the proposed budget.
7. These guidelines are subject to the interpretation of the Financial Affairs Committee, and/or the Student Senate. Factors considered when reviewing the requests include but are not limited to: collaboration between groups, quality of planning for the event, outside fundraising done for the event, and precedent set by similar events

Requesting Funds:
While filling out this form makes you eligible to receive funding from Student Senate, an individual request for funding must be sent via email to the Financial Affairs Chairperson. Within the email, please list the amount being requested, what the funds are being used to purchase, and how the funds will benefit students at BLC. Also, CC your advisor on the email to ensure approval of your advisor.
VI. Fiscal Year 2014 Student Senate Funds Application for Student Organizations

Organization Information

Full Event Name ____________________________________________________________

Number of students in the organization ______

Does your organization receive funds from an off-campus group? If yes, what value will be received, and from whom? ____________________________________________________________

Description of Events and Estimated Expenses

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<tr>
<th>Description of expected events and their estimated expenses</th>
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Financial Summary with Totals

<table>
<thead>
<tr>
<th>Estimated Total of All Expenses:</th>
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<table>
<thead>
<tr>
<th>Estimated Income Total Here</th>
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<tbody>
<tr>
<td>Including amounts from fundraising, department funding and outside income</td>
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<table>
<thead>
<tr>
<th>SUBTRACT INCOME FROM EXPENSES</th>
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<table>
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<tr>
<th>Estimated Total of Budget Request from Student Senate</th>
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Account Number (Contact the BLC Business Office if you are unsure of this) __________

Advisor’s Signature ____________________________ Date ______________

Phone ______________________________

E-mail ______________________________
VII. Statement of Community Responsibility

The members of ___________________________ agree to uphold and abide by the following standards of community responsibility.

1. To abide by College policies, rules, and regulations.

2. To respect the dignity of the individual and protect the greater Bethany community;

3. That hazing in any form is prohibited and is not part of the organization’s program, events, activities, or initiation;

4. That organization member will adhere to local, state, and federal laws and abide by regulations regarding copyright and licensing;

5. That membership is not limited on the basis of race, religion, or national origin and the organization does not discriminate in any way on such grounds;

6. That the origination and its members will not sponsor any event nor act in any way which is actually or potentially offensive or harassing to individuals.

Signatures:

Presiding Officer: ___________________________

Advisor: ___________________________

Date: ________________
VIII. Student Activity Advisor Statement

Bethany Lutheran College encourages faculty and staff to serve as Student Activity Group advisors. The College recognizes service as an advisor to student groups as an important contribution to the College community and involvement with College activities. In order to be a student organization “recognized” by the college, each group must have a faculty or staff advisor.

1. To be an advisor, you must be an employee of Bethany Lutheran College and not on sabbatical leave. If you are going to be gone for an extended period of time, it is your duty to assist your organization in finding a proxy.
2. The advisor should be aware of the Student Activity Group’s meetings/events and should try to attend as often as is possible. If it is impossible to attend, the advisor should meet with the president or organizational leader to obtain a copy of the minutes of the meeting and follow-up.
3. The advisor should know who is on the executive board or who the organizational leaders are, and meet with them on a regular basis to establish a meaningful working relationship.
4. The advisor should be available as a resource for the organization.
5. The advisor should have an updated list of all members and their contact information.
6. The advisor should receive and review the Student Activity Group’s financial reports monthly.
7. The advisor should be knowledgeable of the Student Activity Group’s purpose and constitution to help the members abide by it.
8. The advisor should help the members develop self-responsibility and self-discipline; allowing the students to use skills they are learning in classroom experiences in addition to learning from mistakes.
9. The advisor should introduce new ideas and suggestions for programs.
10. While the extent and nature of the advising role may vary, generally advisory duties include:
    a. Consulting with student leaders on programs, actives, and events.
    b. General oversight of the group’s budget and finances.
    c. Interpretation of College policies and procedures.
    d. Signature authority for College vehicle reservation and funds use.

As a College employee, the advisor has a responsibility to both the college and the Student Activity Group. The advisor is expected to use his or her knowledge to inform the group and to discourage illegal, damaging, or embarrassing behavior. Such behavior could subject both the advisor and the College to loss of good name. The advisor is duty-bound to report any such activities to the Dean of Students Services. The presence and/or participation of a College advisor in no way relieves Student Activity Group members of their responsibility to abide by the law and expectations of the College, nor does the singular presence of the advisor constitute College approval of the event.

I, (PRINT) __________________________, understand the role of an advisor at Bethany Lutheran College as reflected above. I agree to serve as the advisor to (Organization’s Name)
until further notice.

Signature: __________________________ Date: __________

Department: ________________________